

**Annual Security
and
Fire Safety Report**

2018



**Southeastern Oklahoma
State University**



MESSAGE FROM SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
DIRECTOR OF COMPLIANCE & SAFETY:



At Southeastern Oklahoma State University, we are committed to ensuring the safety of our campus community. Each year the University Publishes an Annual Security Report which details our policies, programs, services and crime statistics in compliance with federal regulations.

This guide is only part of our effort to ensure a safe educational environment on our campus. The Durant Campus employs a dedicated Campus Police Department which is open 24 hours a day, every day. Our Campus Police are ready to assist at a moment's notice and have a great working relationship with local law enforcement agencies. We also encourage students, faculty, and staff to download the *911Shield* app available on smartphones. This app allows you to update the contact information at which you receive SE Alert messages, or to get into immediate contact with local emergency services at the push of a button.

I encourage everyone to read and review this report, and to stay vigilant in their personal safety precautions. If you see something, say something. Education and awareness of safety issues are an essential part of prevention.

With your help, we can help make our University safer.

Mike Davis, J.D.
Director of Compliance & Safety

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REPORTING

CAMPUS POLICE SERVICES

The Southeastern Oklahoma State University Police Department's purpose is to provide a safe environment for the University community, to protect life and property, and to investigate crimes and accidents. Campus Police furnish information and assistance to support and promote the institutional programs. Officers maintain protective patrols to deter and detect crime, to detect fire and safety hazards, and to prevent traffic accidents and congestion. They also establish and maintain effective crime prevention programs, and enforces University regulations, local and state laws.

The Southeastern Oklahoma State University Police Department is available 24 hours a day, 365 days a year. They are present on the Campus for the safety and protection of all. Southeastern's Campus Police Officers pride themselves on their ability to respond to your need, from assisting when you lock your keys in your car to responding to a criminal offense. If you ever ask yourself the question, "should I call the police?"; You should call and allow them to assist you.

The goal of Southeastern Oklahoma State University's Police Department is to maintain a safe and secure campus, for everyone to enjoy their college experience, and feel secure enough to take advantage of all that college life has to offer. Therefore, if you are not participating in activities or avoiding places, persons, or situations on campus, you are not taking full advantage of your collegiate experience. It is this department's mission to ensure that each of you feel as safe on campus as you do at home. Call if you find yourself avoiding any campus activities. Campus Police will work hard to make this campus accessible and safe for everyone.

Campus Police Officers have complete Police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, the campus police may also refer the individual to the Student Conduct Coordinator. Campus Police also maintain a working relationships with the Durant Police Department, Bryan County Sheriff Department, Calera Police Department, and Choctaw Nation Tribal Police, which allows for cooperation in enforcement activities.

The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the Bryan County District Court. Campus Police personnel work closely with Local, State, and Federal police agencies and have direct radio communication with the City of Durant Police Department and Bryan County Sheriff's Department. The Campus Police Department is also a part of the Bryan County 911 Emergency System. By mutual agreement with State and Federal agencies, our department maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the National Crime Information Computer system as well as the Oklahoma Law Enforcement Telecommunications. These computer databases are used for accessing criminal history data,

nationwide police records, driver/vehicle identification information, as well as other Local, State and Federal law enforcement information.

Any University owned or leased property in outlying areas is patrolled jointly by both Campus Police and Durant Police.

MCCURTAIN COUNTY CAMPUS:

Southeastern's McCurtain County Campus (MCC) does not have a permanent full-time security presence in place, although security presence is commonly arranged throughout the highest-traffic times of day in the MCC facilities. Crimes may be reported to MCC Security or to the Director of the McCurtain County Campus in the front administrative offices. Security guards do not have the power of arrest similar to law enforcement.

ARDMORE CLASSES (UNIVERSITY CENTER OF SOUTHERN OKLAHOMA):

Southeastern's Ardmore classes are not instructed in the presence of a permanent full-time security presence. Crimes may be reported to the Ardmore Police Department or reported to the site coordinator.

NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and herein identified as the "Clery Report," requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed through appropriate publications, mailings, or computer networks to all current students and employees, as well as to all prospective students and employees upon request. The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security.

This report is prepared by the Office of Compliance and Safety in conjunction with the Office of Student Conduct; copies may be obtained by visiting the Campus Police website:

<http://homepages.se.edu/public-safety/annual-security-fire-safety-report/>

A copy of this report can also be obtained in person by contacting the Director of Emergency Management and Campus Police at the following:

301 W. University

Durant, OK 74701

Phone - (580) 745-2727 / Fax - (580) 745-7507

Email - dcook@se.edu

CRIME REPORTING

To report a crime in progress, a person, victim or witness can dial 911, use one of the outside emergency telephones or call one of the listed Police telephone numbers in this document. Any method will trigger the response of police, fire, ambulance or other first responders.

Additionally, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident. Crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney's office.

Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and a safer campus for everyone.

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

1. Call the police immediately: Dial 911 for emergencies (off the main Durant campus) or call 580-745-2727 or 2911 for Campus Police if you are on the Durant Campus.
2. Obtain a description: Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

SE Alert

The SE Alert System is an emergency alert system that is designed to notify faculty, staff, students, and others who install the app of emergencies that warrant immediate notification. The system uses SMS text messages, automated phone calls, voice mails, smartphone-app-based alerts, emails, social media updates, and web-site updates to send emergency alert messages to Southeastern's faculty, staff, students, and others.

Students, faculty, staff, and others can improve their interaction with our alert system by downloading the 911Shield app from their phone service provider's app-store. The 911Shield app, which requires location services to be activated on the phone, provides an immediate method of alerting emergency services with an in-app "GET HELP" button automatically calls emergency services. By downloading and making an account on the app, individuals can access a campus map, access a non-emergency reporting tools, access emergency procedures for the University, and update their contact information so that they receive SE Alerts to their most up-to-date phone numbers and email addresses.

Website - <http://www.se.edu/sealert/>

CRIME DISCLOSURE

University policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Campus Police Department and other campus officials, including University Counseling Services, Residential Life, and Student Conduct Services, and local law enforcement. Crime statistics are collected from uniform crime reporting Police Reports prepared by Campus Police Officers, Maxient Student Conduct System Reports, reports from Campus Safety Authorities and from local Law Enforcement Agencies and site-specific directors or coordinators.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Durant Police Department jurisdiction. Southeastern Oklahoma State University does not report crime and arrest statistics for fraternities and sororities although they are within the jurisdictional boundaries of Durant, Oklahoma. Crimes occurring on public property immediately adjacent to campus are also reported when available. This data is not always available as it is collected by the Durant Police Department in a format that does not make geographic categorization efficient. Crime statistics concerning other locations are available at the Durant Police Department.

CONFIDENTIAL CRIME REPORTING

Confidential reporting of crimes is allowed at Southeastern Oklahoma State University. 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 by utilizing the Silent Witness Report Form located on the Public Safety website:

<http://homepages.se.edu/public-safety/campuspolice/silent-witness-information-form>

Student Conduct reports may be submitted through the Maxient system by clicking on the following link: <https://publicdocs.maxient.com/incidentreport.php?SoutheasternOKStateUniv>

CAMPUS SECURITY AUTHORITIES

Campus Security Authorities Include:

- A Campus Police Department or a Campus Security Department of the University.
- Any individual or individuals who have responsibility for Campus Security but who is not a member of the Campus Police Department or the Campus Security Department (e.g., individuals who are responsible for monitoring the entrance into university property).

- Any individual or organization specified in the University’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of the University who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

DESIGNATED CAMPUS SECURITY AUTHORITIES

The following individuals are designated Campus Security Authorities:

- Campus Police
 - Director of Emergency Management and Campus Police/all University Police Officers and Police employees
- Athletic Department
 - Athletic Director/Assistant Directors
 - Head Coaches/ Assistant Coaches
 - Athletics Graduate Assistants/Support Staff
- Colleges
 - Deans
 - Academic Advisors
- Other
 - Dean of Students
 - Director of Residence Life/Hall Directors/Resident Assistants
 - Director of Student Activities
 - Advisors to organizations
 - Director of Compliance and Safety/Title IX Coordinator
 - Director of the McCurtain County Campus
 - Coordinator of the Ardmore program site.

TIMELY WARNING POLICY

To help prevent crimes or serious incidents, Campus Police, in conjunction with other departments on campus, issue timely warnings to notify University community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of the President and or executive team, would be considered an ongoing or continuing threat, a campus-wide warning will be issued. The warnings will be issued by email, text and telephone call by utilizing the SE Alert System. In the case of an emergency, the emergency council will have the sole authority for issuing timely warnings.

The purpose of timely warnings is to provide the University community with information relevant to their safety. Anyone with information warranting a timely warning should report the

circumstances to the Director of Emergency Management and Campus Police (745-2727), the University President (745-2500), or the Director of Communications (745-2731)

MISSING STUDENT NOTIFICATION

Pursuant to the Clery Act, Southeastern has implemented protocols to ensure that all reasonable and proper steps are taken in the event a student is discovered to be missing. The purpose of this policy is to establish procedures for the university's response to a report of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in on-campus housing. Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Southeastern Campus Police Department.

For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty members, family member or other campus person has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than the Southeastern Campus Police Department, the employee receiving the report will ensure that the Southeastern Campus Police Department is contacted immediately.

The Southeastern Campus Police Department will conduct an initial investigation to determine if the person appears to be missing, or has simply changed his/her routine unexpectedly, and whether or not there is a reason to believe the person is endangered. Once a determination is made that a student living in on-campus housing is missing, the institution will notify local law enforcement of the situation within 24 hours. This applies to any missing student who lives in on-campus housing regardless of age or status, and regardless of whether he or she registered a confidential contact person.

The Southeastern Campus Police Department will check student's log in records, dining records, class schedules, interview fellow students, faculty and residence hall staff, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure they are safe.

Should the Southeastern Campus Police Department not be able to locate a person reported missing within twenty-four (24) hours of the report, the Southeastern Campus Police Department would then notify the person's designated emergency contact.

Designated Contact:

On-campus students have the option of identifying a person of their choice to be contacted in the specific case they are determined missing. The contact will be noted on their student housing contract filled out annually and on the Resident Emergency Contact Information sheet filled out when checking into the residence halls.

Students should be sure that this contact knows how to reach the student in case of emergency, and have a general idea of the student's general daily routine and any travel plans. This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing persons databases is warranted.

The person you designate and their contact information shall be considered confidential, will be kept separately from the general emergency contact, and is only to be accessed by University officials after the student has been reported missing. If no separate emergency contact is identified, a parent or guardian as listed in the university records will be contacted.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 who is not emancipated, the university must identify a custodial parent or guardian not later than 24 hours after the time the student is determined to be missing, in addition to notifying the additional contact person designated by the student. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

Additional Missing Persons Information:

In regard to Missing Persons reports, the information that is registered by the student will be confidential (assuming no FERPA release has been filed), and the information will only be accessible to authorized campus officials and it will not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation.

SAFETY AND PREVENTION

EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT

Southeastern Oklahoma State University conducts an annual test of the SE Alert to ensure that all systems are working properly. Durant Emergency Management conducts a monthly test of all storm sirens, on the 1st Thursday of each month, weather permitting.

When a Tornado Warning is given

Everyone will follow all directives given by emergency operations personnel and proceed with safety to the nearest shelter area. Everyone on campus has a responsibility during a tornado emergency. A list of these responsibilities are outlined below.

1. Faculty will inform their class of the shelter location and lead them there. Once safely in the shelter, the faculty member will take roll and note any unaccounted-for students.
2. Staff and employees will be led by supervisors to shelter locations. Once safely in the shelter, the supervisor or a designated employee will take a headcount and note any unaccounted-for personnel.
3. Visitors, students with no scheduled class and employees not in assigned shelters will check into the nearest shelter location and report to any Emergency Operations Manager. EOMs will make note of the visitors, students or employees.

If a storm is approaching, please be aware of any media warnings and upon sounding of the tornado sirens, you are to seek shelter immediately! There will be NO all clear siren notification by Durant/ Bryan County Emergency Management. The McCurtain County facility may not have audible storm sirens.

All other buildings—Take cover in the safest place possible (hallways, interior rooms, etc.) if you cannot reach a designated shelter.

For further reference, please go online to the Southeastern Campus Police & Safety website (<http://homepages.se.edu/public-safety/>) and click on the Emergency Preparedness and Crisis Management Plan.

Before an emergency strikes, take time to identify your safest place at home, at work and at school. Many people have survived strong tornadoes in a closet or small interior room without windows. Usually the safest place will be on the lowest floor in center of building. No place is guaranteed to be 100% safe.

Storm Evacuation Procedures

1. All Housing personnel in building are to fall into duty, whether scheduled or not, and assist in evacuation.

2. Noncomplying individuals will not be forcefully evacuated, but it will be noted that they were warned.
3. Residents are to go to Paul Laird Field under West Bleachers immediately, if this is not a suitable location find an alternate designated shelter area.
4. If time does not permit evacuation to Paul Laird Field, Residents are to take shelter against interior walls on the lowest floor possible and away from windows.
5. DO NOT USE ELEVATORS!

Earthquake Procedures

All employees and students should take immediate cover in the event of an earthquake.

1. Position yourself under a desk or in a doorway and cover your head.
2. Stay clear of windows, shelves and heavy objects.
3. If outdoors, move away from buildings, trees, utility poles, power lines and gas meters.
4. DO NOT USE ELEVATORS DURING EVACUATION AFTER AN EARTHQUAKE
5. Once the tremor has passed, immediately evacuate the building and proceed to established rally points.

Bomb Threats

If you receive a bomb threat over the phone, remain calm and try to act courteous. If possible, get another person to listen on another extension. Take notes on the caller's threat, tone, voice, characteristics and background noise. If you are a university employee, complete the bomb threat checklist upon receiving a threatening call. Contact Campus Police immediately, and follow the directions of emergency operations managers who will initiate the University's Plan. At the McCurtain County Campus report these threats to a security guard or the Director.

Acts of Aggression

Southeastern Oklahoma State University has many potential aggressor targets. An attack on any one of these vulnerable areas could cause major damage to University property and widespread casualty situations. Emergency personnel must be prepared for the possibility of an act of violence against the campus population or property. All University employees and students are encouraged to report any suspicious behavior to the University Police for investigation. At the McCurtain County Campus report suspicious behavior to a security guard or the Director.

NOTIFICATION TO UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT

If there is a confirmed emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the University community, the University will utilize some or all of the systems described under the Timely Warning Policy to communicate the threat to University community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. Without delay, taking into account the safety of the community, the University will determine the content of the notification and initiate the notification system will be initiated unless issuing a notification will, in the judgment of the responsible authorities compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

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. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

CAMPUS WIDE EMERGENCY RESPONSE

The purpose of this policy is to establish emergency response procedures for Southeastern Oklahoma State University, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of Southeastern Oklahoma State University.

All University employees are required to complete NIMS training. Response training and testing is conducted frequently to ensure that all employees are aware of procedures. Southeastern Oklahoma State University holds current NIMS certification with the Department of Homeland Security.

CRIME PREVENTION - PERSONAL SAFETY

GENERAL PRECAUTIONS AND CRIME PREVENTION TIPS:

- | | |
|--|--|
| 1. Program the Campus Police Department's phone number into your cell phone (580-745-2727). Report any suspicious activity to the Campus Police Department immediately. Report suspicious activity at MCC to the Director. | Report suspicious activity at the Ardmore site to the site Coordinator. |
| | 2. Never take personal safety for granted. Always be aware of your surroundings. |

3. Try to avoid walking alone at night. Request an escort from the Campus Police Department by calling 580-745-2727. (Applies to Durant campus only.)
4. Limit your alcohol consumption and leave social functions that get too loud or too crowded, or that have too many people drinking excessively. Remember to call the Campus Police Department (580-745-2727) or the Durant Police Department (580924-3737) for help at the first sign of trouble.
5. Use lighted walkways and thoroughfares, even if it means going out of your way.
6. Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
7. Do not struggle if someone attempts to take your property.
8. Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
9. Carry your keys at all times and do not lend them to anyone.
10. Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
11. Remember to lock the doors at your residence. Be certain that your door is locked to your residence when you go to sleep, and keep windows closed and locked when you are not at home.
12. Do not leave valuables in your car, especially if they can be easily noticed.
13. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
14. Inventory your personal property and insure it appropriately with personal insurance coverage.

AT HOME, IN AN APARTMENT BUILDING, OR IN A RESIDENCE HALL:

1. Keep your room door locked when you are sleeping.
2. Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
3. Never prop open inside or outside doors.
4. Do not hide keys outside your room or apartment. Do not put your name or address on your key rings.
5. Avoid working or studying alone in a campus building.
6. Never dress in front of a window. Close blinds or curtains after dark.
7. If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and call the police.

8. Any suspicious activity should be reported to the Campus Police Department immediately.

WHEN DRIVING:

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

While walking or jogging

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

SECURITY ESCORT SERVICE

Southeastern's Campus Police Department provides escort to and from buildings/vehicles to all Students, Staff and Faculty in the event that they are uncomfortable walking alone or if they feel threatened. Anyone on campus wishing to have an Office escort them should call the Campus

Police Department at 580-745-2727 (on-campus ext. 2727) and provide their name, location and a contact number where the Officer may call if they cannot locate the person.

MCCURTAIN COUNTY CAMPUS AND ARDMORE SITE

Southeastern currently does not offer routine escort for safety purposes at the MCC facility or at the University Center of Southern Oklahoma.

NATURAL DISASTERS

The following information is a guideline to aid you in determining what action you should take in severe weather.

Tornado WATCH: Conditions are such that storms capable of producing a tornado may develop. When a tornado watch is declared by the national weather service, this is when the University's storm shelters will be unlocked and made active.

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

The University has sirens located on the Durant campus that will sound in case of a tornado warning. These sirens are tested on the **1st Thursday** of each month, weather permitting.

SEX OFFENDER REGISTRY

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

Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher education at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time) or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher education.

Information on any sex offender who works for, attends, or lives on property owned by the the Durant Campus can be found at the Campus Police Department (580-745-2727) / Durant Police Department (580-924-3737) or Bryan County Sheriff Department (580-934-3000).

You may also access the Oklahoma Sex Offenders Registry at the following link:

<https://sors.doc.state.ok.us/svor/f?p=105:1>:

or the National Sex Offenders Registry at the following link:

[https://www.nsopw.gov/\(X\(1\)S\(h1fx5mlojy2ef5s521zoz23t\)\)/en-US](https://www.nsopw.gov/(X(1)S(h1fx5mlojy2ef5s521zoz23t))/en-US)

ALCOHOL AND DRUG AWARENESS

ALCOHOL AND DRUG POLICIES

Southeastern seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty, staff and visitors. These participants are expected to know and follow the applicable laws and all Southeastern rules and regulations. Each person is responsible for his/her own behavior. Southeastern enforces compliance with state law and alcoholic beverage laws on campus and at University-sponsored activities.

Student Conduct

In accordance with the Code of Conduct within the Student Handbook, the use, possession, manufacturing, distribution, and/or being under the influence of alcoholic beverages and/or low point beer, as defined by Oklahoma Law, on the campus or at any on-campus activity sponsored by or for a student organization or any other university sponsored activity for students is not permitted. The use, possession, manufacturing, distribution and/or being under the influence of controlled dangerous substances, or controlled substances as defined by Oklahoma law, except as expressly permitted by law and/or University policy is not permitted. The inappropriate use, misuse, or abuse of prescription or over-the counter medications is forbidden.

Student Sanctions

The violation of this student policy can result in reprimand, conduct probation, removal from residence halls, mandatory treatment or rehabilitation at the student's own expense, and can result in sanctions up to and including suspension or expulsion from the university.

Alcohol and Drug Abuse Education Programs

Southeastern Oklahoma State University's Drug and Alcohol Abuse Prevention Program has been developed to promote a drug and alcohol free campus and to prevent drug and alcohol abuse by the campus community. The plan is comprehensive and includes campus drug and alcohol policies, educational programs and resource information.

During the odd numbered years, Southeastern conducts a Biennial Review of our Drug and Alcohol Abuse Prevention Program. Information from various campus departments was gathered and a comprehensive review of educational programs, policies and findings related to drug and alcohol abuse prevention programs on our campus was conducted.

A complete copy of the most recent Biennial Review Report and Drug and Alcohol Abuse Prevention Programs a can be found at:

<http://www.se.edu/dept/student-wellness-services/drug-alcohol-education/>

SEXUAL VIOLENCE

Southeastern Oklahoma State University takes acts of sexual harassment, which include sexual violence, extremely seriously and believes that 1 complainant is too many. The following information, consistent with U.S. Department of Education Title IX guidance, provides details on the University response, resources, and remedies to sexual violence. The University hopes that you will help us in our efforts to maintain a safe and productive environment for all members of our community to live, learn and be successful by uniting as a community committed to ending sexual violence and sexual harassment.

Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at Southeastern Oklahoma State University. The University strongly encourages complainants to report all acts of gender discrimination. Additionally, students have the option of filing a formal complaint with the University as well as with the police. Please be aware that even if an individual chooses not to file a formal complaint, the university may take interim measures, such as changing academic schedules and housing arrangements, may be taken to provide safety for the complainant in the educational setting. Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information or age in its programs and activities. Therefore, the university will address all complaints of sexual harassment, including sexual violence, the same, irrespective if the complainant (person filing the complaint) or respondent (person the complaint is filed against) is of a protected class or sex.

Where it is determined that sexual misconduct is more likely than not to have occurred, university conduct sanctions can include suspension or expulsion. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the University may still pursue the incident through the student conduct process. All student conduct processes are separate from law enforcement investigations. Instances where gender discrimination is not addressed through the student conduct system, the university still has the obligation under Title IX to take immediate action to eliminate the harassment, prevent its recurrence and address its effects, irrespective of formal legal processes.

DEFINITIONS

Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:

- a. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,

- b. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
- c. Such conduct is sufficiently severe, pervasive or persistent and objectively offensive that it has the effect of creating an intimidating, hostile or offensive environment that negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the university's educational mission.

Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of creating a hostile environment. A hostile environment is defined as subjectively and objectively offensive and sufficiently severe or pervasive to alter the conditions of the complainant's educational, employment or university environment.

Sexual harassment could occur off-campus and still have an effect on an individual's educational, employment or university environment as well as create a hostile environment. A one-time non-consensual contact could also create a hostile environment.

Examples of behavior that could be sexual harassment:

- Unwelcomed sexual flirtation, advances or propositions of sexual activities.
- Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.
- Discussing your own personal sexual fantasies, preferences or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, cat calls or insulting sounds.
- Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.
- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing.
- Calling a person a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Unwelcomed touching of a person's body including massaging a person.

Sexual Violence

Sexual violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual misconduct, stalking, dating violence, and domestic violence.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

- a. Unwelcome sexual touching/exposure: The touch of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts. This also includes indecent exposure and voyeurism.
- b. Non-consensual sexual assault: Unwilling or non-consensual penetration of any bodily opening with an object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.
- c. Forced sexual assault: Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the assailant was aware or should have been aware.

Effective/Affirmative Consent is:

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

Further:

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.
- The use of intimidation, coercion, threats, force or violence negates any consent obtained.

Consent is **NOT** considered effective if obtained from an individual who is incapable of giving consent due to the following:

- mental, developmental, or physical disability; or
- s/he is under the legal age to give consent; or
- s/he is incapacitated by alcohol, beer or under the influence of drugs.

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of sexual misconduct violations:

- Ignoring an individual’s protest and engaging in sexual activity.
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the yes is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, some - one who is incapacitated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a “blackout” and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against his/her will.

Stalking

Stalking is to engage 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.

Stalking is defined to mean 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, surveys, threatens, or communicates to or about a person, or interferes with a person’s property. Substantial emotional distress would include significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is the willful, malicious, and repeated following or harassment of a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, demonstrating a continuity of

purpose or unwelcomed contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person.

Stalking can occur by someone that is known casually, a current boyfriend or girlfriend, someone dated in the past or a stranger.

Any actions that a stalker takes to contact, harass, track or frighten another that could include repeatedly:

- following
- unsolicited visits or communication
- using online social media inappropriately
- damaging property
- showing up at places an intended complainant frequents
- sending unsolicited mail, e-mail, texts and pictures
- creating a website about a target of stalking
- sending unsolicited gifts
- stealing things that belong to intended complainant
- calling repeatedly.

Definition consistent with Violence Against Women Act Volume 79 CFR and Oklahoma state statute.

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 a consideration of the following factors:

- Length of the relationship
- Type of relationship
- 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. This definition consistent with Violence Against Women Act.

Domestic Violence

Domestic violence is a crime of violence committed by a:

- current or former spouse or intimate partner of the complainant,
- person with whom the complainant shares a child in common,
- person who is cohabitating with or has cohabited with the complainant as a spouse,
- person similarly situated to a spouse of the complainant.

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 threat of actions that influence another person.

Definitions are consistent with Violence Against Women Act.

Retaliation

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 Regional University System of Oklahoma Policy Manual, 5.7 Retaliation Policy for more information.

DEFINITIONS UNDER OKLAHOMA LAW

Consent

The term “consent” means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time.

Consent CANNOT be:

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

21 Okla. Stat. § 113

Dating Violence

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

22 Okla. Stat. § 60.1

Domestic Violence

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

21 Okla. Stat. § 644

Sexual Assault

- A. Rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- B. forcible sodomy, as defined in Section 888 of [Title 21].

21 Okla. Stat. § 142.20

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

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

8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system;
or
 9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.
- B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

Rape by Instrumentation (as used in the definition of “sexual assault” above):

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

of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment

21 Okla. Stat. § 1111.1

Forcible Sodomy (as used in the definition of “sexual assault” above):

- A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.
- B. The crime of forcible sodomy shall include:
1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
 2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
 3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
 4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state;

5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.

21 Okla. Stat. § 888

Stalking

- A. Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:
 1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
 2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

For purposes of this section:

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
2. "Course of conduct" means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";
3. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
4. "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected

activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:

- a. following or appearing within the sight of that individual,
 - b. approaching or confronting that individual in a public place or on private property,
 - c. appearing at the workplace or residence of that individual,
 - d. entering onto or remaining on property owned, leased, or occupied by that individual,
 - e. contacting that individual by telephone,
 - f. sending mail or electronic communications to that individual, and
 - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and
5. "Member of the immediate family", for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.

21 Okla. Stat. § 1173

What to Do if You Are a Victim of Sexual Violence

1. Preserving Evidence: In order to best preserve evidence campus police/law enforcement officials should be contacted as soon as possible after an assault has occurred. If at all possible a sexual assault victim, who has the option of going for help at the nearest emergency room, should not shower, change clothes or brush his or her teeth. Preserving evidence may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protective order. Victims are encouraged to call the campus police or local law enforcement to initiate a report and to help preserve evidence. It is up to the victim if prosecution is pursued.
2. If unable to get to the Emergency Room, get to a safe, secure place.
3. Report by one of the following options:
 - a. To report as a crime or emergency, notify Campus Police (580) 745-2911 and/or Durant or other local Police at 911.

- b. To report to the University and/or to have University officials assist you in notifying law enforcement, contact one of the following resources:
 - i. Housing and Residence Life
 - 1. Main office: 580-745-2948 (use this # during regular business hours)
 - 2. Other Housing Contact: (580) 380-7460
 - ii. The Title IX Coordinator: 580-745-3090
 - iii. The Director of the McCurtain County Campus: 580-376-5498
 - iv. The Dean of Student Affairs: 580-745-2080

If you are a student and prefer not to notify law enforcement or responsible University officials, you may access campus services from the University Counseling Center. Or you can call the Crisis Control Center at (580) 924-3000 or call another support agency or office. If you are an employee and prefer not to notify law enforcement or responsible University officials, you may contact the Crisis Control Center at (580) 924-3000. Additionally, employees can contact the National Sexual Abuse Hotline at 800-656- 4673. Please remember that reluctance or unwillingness to make a complete report to campus security and the police will make it difficult for either the police or the University to take appropriate action or safety measures; this includes reporting the dangers to the campus community.

GENDER BASED AND SEXUAL MISCONDUCT POLICY FOR STUDENTS

Students have the right to be free from all forms of gender and sex-based discrimination, including but not limited to acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking as covered in the prohibited conduct section of this student handbook. All individuals in the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of gender based or sexual misconduct is brought to the attention of the University, serious sanctions will be used to reasonably ensure that such actions are never repeated. In instances where there is reason to believe that Southeastern Oklahoma State University's policies prohibiting gender based and sexual misconduct have been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the University's conduct system. This policy has been developed to reaffirm these principles and to provide recourse for students whose rights have been violated.

INITIAL REPORTING

Employees, staff, students, campus visitors or any other participant in a University program or activity who have been a victim of discrimination, harassment, or retaliation (including sexual harassment or sexual assault) should report the incident immediately.

Emergency Reporting to Police

Incidents of discrimination do not always amount to criminal conduct, but instead are enforced through administrative processes to preserve equity, equal opportunity, and the protection of civil rights. However, some conduct covered by this policy is indeed criminal and should be reported as such – especially acts of domestic violence, dating violence, sexual assault, and stalking. Filing a police report allows for immediate evidence gathering procedures to be implemented which preserves future options regarding criminal prosecution, university conduct sanctions, and civil or criminal actions against the perpetrator of the crime. Reports made to Campus Police will serve to simultaneously notify University officials including the Title IX Coordinator.

Incidents can be reported to Campus Police at 301 University Boulevard by calling their emergency number at 580-745-2911 or non-emergency number at 580-745-2727. If the incident occurred off-campus, it is appropriate to call the local Police Department by dialing 911. Crimes that take place on the McCurtain County Campus can be reported to the McCurtain County Sheriff's Office at (580) 286-5419 and the Director can assist you in making such contact.

Non-Emergency Reporting to the University

All university employees have a duty to forward information reported to them to the Title IX Coordinator or a supervisor, unless they are a confidential resource such as a health care provider or clinical counselor in the Wellness Center. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details will be shared with the Title IX Coordinator. If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator who will evaluate that request with legal counsel in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the victim/complainant requests confidentiality or no formal resolution and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the victim and the community but the University will investigate and resolve the complaint to the extent possible without breaching confidentiality or revealing the complainant's identity.

A reporting party has the right, and can expect, to have reports taken seriously by University when formally reported, and to have those incidents investigated and properly resolved through this policy. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to: Office of Compliance and Safety; Division of Student Affairs; Campus Police, and the Behavioral Intervention Team. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Records will not be disclosed outside the University unless required by law.

To report any act of discrimination, harassment, or retaliation covered by this policy, the primary point of contact is the Title IX Coordinator. Students may wish to contact the Dean of Student Affairs as an alternate option.

Michael J. Davis, Title IX Coordinator

Director of Compliance and Safety

Administration Bldg., Room 311
580-745-3090
mdavis@se.edu

Liz McCraw, Dean of Student Affairs
Office for Student Affairs
Room 312 Glen D. Johnson Student Union
580-745-2080
lmccraw@se.edu

Anonymous Reporting

Anonymous reports may prompt a need for the institution to investigate and should not be utilized for reporting emergencies. Emergencies should be reported by contacting the police (see above). Anonymous reporting may inherently limit the scope of the investigation due to limited information and evidence. The following anonymous reporting options have been made available:

1. Filing a student misconduct report through the University's Maxient incident reporting system:
<https://publicdocs.maxient.com/incidentreport.php?SoutheasternOKStateUniv>
2. Filing a "silent witness" report with Campus Police at the following link:
<http://homepages.se.edu/public-safety/campus-police/silentwitness-information-form/>
3. Downloading the 911Shield app on your iPhone or Android smartphone and filing an "iReport" with Campus Police.
4. Filing an anonymous tip with the Regional University System of Oklahoma through the RUSO Tip Line in EthicsPoint:
<https://secure.ethicspoint.com/domain/media/en/gui/30756/index.html>

Confidential Reporting

If a student would like the details of an incident to be kept confidential and would like to decline to report an incident to the University or law enforcement, the reporting party may still speak with counselors in the Southeastern Oklahoma State University Student Counseling Center, GDJ Student Union, Room 200, (580)745-2988. The Counseling Center will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors are available to help free of charge to students and can be seen on an emergency basis during normal business hours. These employees will submit yearly anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client.

NOTE: Victims reporting violations of this policy should be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not

disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Investigation of a Grievance

Process

An individual may initiate the investigation process by filing a grievance with the EEO/Title IX Coordinator. Employees may additionally may report such grievances to any person in their direct chain of command at Southeastern, and to the RUSO board directly. Grievances must be reduced to writing if they not already in writing. Where the complaint is made orally initially, the recipient and/or the EEO/Title IX Coordinator will direct the complainant to submit a written complaint. Individuals can be assisted by the EEO/Title IX Coordinator in reducing their complaint to written format if requested. The complainant shall make any necessary corrections to the written version of their complaint and shall sign and date the final draft of the written version. An investigation into discrimination, harassment, or retaliation may be initiated regardless of whether a formal grievance has been filed or not. The Title IX Coordinator will be available to explain the process to involved parties or third parties as requested. The investigation process will be prompt, fair, and impartial. This means the process will be completed within a reasonable timeframe and without undue delay. The individuals conducting the investigation shall not have a conflict of interest or bias for the complainant or respondent. In Title VII employment discrimination and retaliation cases the investigation will be done by the EEO/Title IX Coordinator or someone with the same investigative training as the EEO Officer. Information relevant to conflict of interest should be disclosed by any investigating authority under this policy. If a complainant or respondent feels that any investigating authority under this policy has a conflict of interest, a description of the conflict shall be disclosed to the EEO/Title IX Coordinator as soon as possible so that a determination can be made as to whether to replace that investigator. The investigation model is different depending on whether the respondent is an employee, student, University contractor, or a visitor. In cases of contractors and visitors, the University may have limited jurisdiction over the grievance and limited ability to secure any sanction beyond banning or removing specific individuals from campus or terminating various vending agreements. Investigations shall not last longer than 60 days unless there is a circumstance that reasonably hinders the investigation. Complaints of discrimination or retaliation, by or against the President, shall be investigated by someone who does not work for Southeastern. That person shall be determined by the RUSO Board in its sole discretion.

When the EEO/Title IX Coordinator receives information that reasonably supports allegations that discrimination and/or retaliation may have occurred but the putative victim(s) have not filed a grievance, the EEO/Title IX Coordinator will communicate with the potential aggrieved individual within five business days in order to determine whether the individual wishes an

investigation to be conducted. If the EEO/Title IX Coordinator determines that a preliminary investigation must be completed before notifying the putative victim(s), then such notification will take place within five days of the completion of the preliminary investigation. The EEO/Title IX Coordinator will then decide within five business days, whether to initiate an investigation, and reserves the ability to initiate an investigation even if the victim does not want an investigation to be conducted. If, after communication with the potential victims of discrimination, the EEO/Title IX Coordinator determines to initiate an investigation the notification requirements in Section 2.2C will be followed and written notice of an investigation will be provided within five business days of the decision to initiate the investigation.

Distinct and Separate Process

The University may undertake a short delay to allow evidence collection when criminal charges on the basis of the same behaviors that invoke this process are being investigated by police or other law enforcement. University action will not be precluded on the grounds that civil or criminal charges involving the same incident have or have not been filed or that charges have been dismissed or reduced. The Civil Rights & Title IX Process is distinct from any criminal investigation and flows from the University's obligation under Title IX and other equity laws to ensure it is providing a safe and nondiscriminatory environment. If a complainant wishes to pursue criminal processes only and wants to waive any University response to the situation, they should make that request to the Title IX Coordinator – and such requests will usually be respected unless the University must act independently to preserve the safety of the campus community from a threat or future violation of policy.

Gatekeeping

No formal investigations shall commence unless the Title IX Coordinator or designee determines through a preliminary investigation that enough information exists and that a case merits investigation. This gatekeeping function is based on whether reasonable cause exists to believe that policy may have been violated. If the preliminary stages of investigation, including the information from the grievance itself, do not produce sufficient evidence to believe a policy may have been violated, then the investigation will cease and no formal notice of charges will be issued and no hearings will be held. Additionally, this gatekeeping function shall consider any requests for inaction from the University or confidentiality from the complainant and evaluate whether there is enough of a pattern of misconduct or threat of further harm to the campus community to honor those requests or not.

Note: In all employment cases that fall under Title VII, the EEO/Title IX Coordinator will provide written notice to the respondents and complainants when he or she initiates an investigation. This written notice shall be provided within five (5) business days of the EEO Officer's receipt of a complaint or if the EEO Officer determines that some preliminary investigation must occur prior to notifying the respondents and complainants, within five (5) business days from the conclusion of that preliminary investigation. The written notice shall also state

- that the investigation should be completed within sixty (60) days of the EEO Officer's receipt of the complaint or information and, if it is not, the EEO Officer will inform the complainant, or putative victim, and respondent(s) of how much longer the EEO Officer believes the investigation will take.
- that an investigative report will be provided to the respondent(s) and complainant(s), (or putative victim(s) in the absence of a complaint), and this report will describe the investigator's findings of fact and conclusions of merit with respect to each allegedly discriminatory and/or retaliatory action.
- that retaliation against complainant(s) for filing a complaint, or against witnesses for participating in the investigation, is prohibited by law and university policy.
- the identity of the person who will conduct the investigation and information about the complainant's and respondent's option to request that the investigator recuse himself or herself if the complainant or respondent has good faith basis to believe that the investigator will not conduct a proper and impartial investigation.
- that the EEO Officer welcomes feedback from the complainant(s) and respondent(s) on whether they believe the investigation was conducted properly and impartially, and the complainant(s) and respondent(s) will receive an optional survey at the conclusion of the investigation which will seek this feedback.
- if the EEO Officer conducted a preliminary investigation prior to providing notice of the investigation to complainant(s) and respondent(s), the basis of the need for the pre-notice preliminary investigation.

Investigation Procedures

If the complainant is not anonymous and is available, the EEO/Title IX Coordinator or appropriate designee will meet with the complainant to discuss the complaint submitted, review the investigation and hearing process, and discuss the outcome desired from the complaint. The complainant will be notified of receipt of the grievance and the immediate interim actions or remedies the university will take, if any. The gatekeeping determination mentioned above can be determined at this point, or in any other of the preliminary phases of investigation.

If the respondent in the grievance is a student, then the Student Conduct Coordinator and/or other appropriate Student Affairs professionals will be appointed by the Title IX Coordinator to conduct an investigation. If the respondent in the grievance is an employee, contractor, or visitor, then the EEO/Title IX Coordinator or trained designee will investigate.

Specifically in Title VII (employment) discrimination and retaliation claims: If a discrimination or retaliation complaint is made either by or against the President, someone who does not work for Southeastern must investigate the complaint. The person who investigates the complaint must satisfy the same investigative training requirements as Southeastern's EEO/Title IX Coordinator. The RUSO Board of Regents will make the final decision on the merits of the complaint. Where the RUSO Board determines that the President of Southeastern is named as a respondent in a Complaint merely because of the Office of the President's position within the hierarchy of Southeastern management, and not because of any alleged conduct by the President personally, the investigation of that complaint may be conducted by an employee of

Southeastern. In this instance, the RUSO Board must document the basis for its decision to permit the investigation to be conducted by a Southeastern employee.

This investigation will include meeting with the complainant(s) and with the respondent(s), meeting with relevant witnesses, and reviewing any relevant evidence, including any prior complaints of misconduct, and making any site-visits as needed. Parties may have an advisor present during any investigation meeting. The role of the advisor will be limited to being present only; the advisor will not be permitted to speak during any meeting, interview or hearing relevant to the investigation. If the advisor is an attorney, the party shall notify the Title IX Coordinator that an attorney will be present at least two days prior to the meeting, interview or hearing.

The parties involved will have equal opportunities to present information to the investigators. Investigators will compile an investigation report at the conclusion of the investigation. This report will include relevant details to the investigation and make a recommendation for sanction or other remedy if appropriate.

Investigators of claims, including the EEO/Title IX Coordinator him or herself are subject to discipline if they conduct an investigation in an unfair or impartial manner.

Specifically in Title VII (employment) discrimination and retaliation claims: An investigator is required to recuse themselves if at any point their impartiality might reasonably be questioned, if they have a personal bias in favor of or against the complainant or respondent, or if the investigator is a respondent and/or took part in any of the allegedly discriminatory or retaliatory actions. If the investigator refuses to recuse themselves upon the request of a complainant or respondent, the person who requested recusal may appeal that decision to the President of Southeastern and after the President, to the RUSO Board. If an investigator recuses themselves, it is permissible for a person from another RUSO institution with the requisite investigatory training to conduct the investigation instead.

Under no circumstances, except with voluntary consent, will an individual (including an employee or applicant) be required to discuss the alleged discriminatory and/or retaliatory conduct with the person alleged to have committed the discrimination and/or retaliation. This applies before, during, and after investigation of any grievance.

For Investigations of Gender-Based Discrimination, Sexual Assault, Sexual Harassment, Dating Violence, Domestic Violence and Stalking:

Information related to prior sexual history [of either of the parties will be prohibited, except in very limited circumstances regarding prior sexual history between the parties where such information may be relevant to the issue of consent. However, consent will not be assumed based solely on evidence of any prior sexual history. Any and all investigators of these matters will have the appropriate required and ongoing training on conducting trauma informed gender-based and sexual misconduct investigations. Investigations will be completed by Officials in either the Student Affairs or the Compliance & Safety Offices who have received annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. For any students or employees who report to the institution that they have been a

victim, whether the offense occurred on or off campus, Southeastern will provide a written explanation (in the format of a pamphlet) of that student or employee's rights and options.

Agreement-Based Resolution Options

In appropriate cases the University may choose to pursue alternative resolution with the consent of all parties at any point in the investigation process. Alternative resolution options can include mediation, specific action plans, voluntary agreements, or sanctions. Under any alternative resolution, the complainant will not be required to resolve the problem directly with the respondent, unless desired by the complainant. All parties must be notified of the right to end the alternative resolution process at any time and resume the formal process. Mediation shall not be used in cases involving sexual violence. The investigator will document the outcome of any alternative resolution and share with the parties and the Title IX Coordinator.

In cases where the facts are generally not in dispute, and the respondent expresses a willingness to accept responsibility for all charges in a case, with the informed consent of the complainant and the University, the hearing procedure will be waived. The parties will be provided the opportunity to submit a written statement to the Title IX Coordinator, who will share this information with appropriate supervisory personnel for employee respondents or the Student Conduct Coordinator for student respondents for consideration in determining appropriate sanctions. The sanction decision will be made based on investigation information and the written statements, as well as any conduct history on the part of the respondent. Any appeal in an acceptance of responsibility resolution will be limited to the grounds that the sanction provided by the University is grossly inappropriate in light of the violations committed, or relevant aggravating and mitigating factors, and in consideration of applicable policy. Both the complainant and the respondent shall have the same right of appeal. RUSO policy protects a student's right to appeal a suspension, expulsion, or recession of credit to the Student Conduct Committee for any reason.

Hearing Procedures

If neither agreement-based resolution option is appropriate or if they are declined by the parties, a hearing will take place if there is still, after investigation, enough reasonable cause on which to hold a hearing. Whether or not a hearing occurs will not necessarily impede the provision of victim care or interim remedies for complainant mentioned in Section 4.2 of this policy so long as such measures do not disparage or stigmatize respondent.

Once the investigative report is completed, a panel of three Civil Rights and Title IX Committee members will be assembled to hold a hearing. Any investigators of the case are not eligible to serve on the hearing panel, but shall be available to explain their investigative report to the panel. Neither a respondent nor a complainant in a discrimination or retaliation investigation may be

one of the decision makers charged with determining whether the respondent discriminated or retaliated against the complainant.

Hearing notification will occur at least five days in advance and include the hearing date, time and location. Hearings will be scheduled around work or class schedules, and will not be postponed unless extraordinary circumstances exist. At least five days prior to the hearing, the parties shall be provided the investigative report that will be submitted to the hearing panel for review.

Allegations of discrimination, harassment, or retaliation will be heard by the panel. The hearing includes opening statements, discussion of relevant parts of the investigation report, information about the incident or incidents, presentation of information by witnesses brought by the parties, and closing statements. Each party is permitted to have a person of their choosing to accompany them throughout the hearing as an advisor. Their advisor may confer quietly with their party, exchange notes, clarify procedural questions, and generally assist the party in all manner other than speaking for them on their behalf or to the panel on a substantive matter.

In sexual misconduct or other harassment cases, and at the complainant's request, the hearing room can be arranged in such a manner that prohibits line-of-sight between the complainant and respondent with screens in place. All parties are permitted to make statements and present their own witnesses and information during the hearing. The parties may challenge or provide context to information presented in the investigative report. Witnesses and information need to be directly related to the incident. Complainant and Respondent have the same opportunity to be present and participate, including the presentation of witnesses, information, and asking questions to the witnesses. Unduly repetitive character witnesses can be limited at the discretion of the panel.

In sexual misconduct or other harassment cases, the complainant and respondent may not directly question each other, but may submit questions to the chair to be asked of the other party. The chair or other panel members will review questions prior to posing to the other party to prevent questioning that is not permitted under these proceedings.

The hearing panel will make a determination of the policy violations and recommend sanctions and remedies, if any, to the supervisor if the respondent is an employee, or the Student Conduct Coordinator if the respondent is a student. The Supervisor/Student Conduct Coordinator does not have the authority to change the policy violation determination – that is NOT a recommendation.

The standard of proof used in all university hearings is preponderance of the evidence.

Outcome

The outcome will be determined by a majority vote of the panel, and the sanction can be based not just on the facts in the present case but also any conduct history of the respondent in totality. Possible outcomes include the entire range of sanctions listed in this policy. Specifically, the panel shall determine if the respondent is responsible or not responsible for violations of this policy and recommend a sanction if they are responsible. Both parties have the right to be

informed simultaneously, in writing, of the outcome. Both parties will be notified within seven business days after the hearing.

Appeal

In cases of sexual assault, domestic violence, dating violence, stalking, and in all Title VII employment discrimination and retaliation cases both parties have the right to appeal the decision reached through the hearing proceedings. In other cases, only the respondent has a right to an appeal.

Appeals shall be on paper, to a three-person panel consisting of the Deputy Title IX Coordinator, the Director of Human Resources, and a member of the Civil Rights and Title IX Committee. Any individual who was previously involved in complainant's investigation or hearing in an investigative or decisional capacity may not serve on the appeals panel. The written appeal must include the basis for seeking the appeal and include information to support such basis. It shall be received by the Title IX Coordinator no later than three (3) business days after the date of the determination being appealed. If no written request for an appeal is received by the University within the time specified, the request for an appeal will not be reviewed and any sanctions imposed will be final.

An appeal must be based on one of the following bases:

- (1) Significant procedural error that reasonably would have affected the outcome of the case.
- (2) The sanction is grossly disproportionate to the violations committed in light of all relevant aggravating and mitigating factors and in consideration of University guidelines.
- (3) New evidence is now available that was not previously available.

This appeal process does not apply to cases where the President of the University is a respondent. See Section 2.2 D of the Civil Rights & Title IX Policy for more information about such instances.

Interim Remedies

The Title IX Coordinator, Student Conduct Coordinator, or Dean of Student Affairs may, as requested by the complainant and as necessary, provide interim remedies intended to address the short or long-term effects of alleged harassment, discrimination and/or retaliation, i.e., to redress harm to the complainant and the campus community and to prevent further harassment or violations. Interim remedies may also be used when, in the judgment of the Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on campus of the accused individual or the ongoing activity of a student/campus organization whose behavior is in question.

These interim remedies may include:

- Referral to counseling and health services or to the Employee Assistance Program
- Altering the housing situation of an accused student or resident employee (or the complainant, if desired).
- Altering work arrangements

- Providing campus escorts
- Implementing contact or geographic limitations between the parties
- Offering adjustments to academic deadlines, course schedules, dining arrangements, etc.
- Impose an interim suspension on an employee or student.
- Ban specific contractors or visitors from campus.
- Re-assignment of job tasks or supervisory authority
- Provision of immediate alternative office location or workstation
- Support and guidance for obtaining a protective order

To the extent possible privacy and confidentiality will be protected throughout the implementation of all victim care and protective measures. Medical treatment is available through local physicians or at Alliance Health Durant where evidence may be collected to preserve the option of prosecution if the victim so chooses.

The University will provide written notification to victims about options for, available assistance in, and how to request changes to a working situations or other protective measures. The University will provide these measures if the victim requests them and if they are reasonably available regardless of whether the victim chooses to report the crime to campus police or local law enforcement. This written notification will also include options for existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services if they are available for victims within the University or the local community. This written notification may be in the form of a brochure-style pamphlet.

Sanctions

Possible Sanctions Under This Policy:

- Warning.
- Customized Restrictions or Projects: Including but not limited to: letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, assessment or evaluation, counseling, no contact orders (may include restricted access to campus services/amenities/enrollment/facilities/etc.) , assigned a mentor/role model, required community/organizational involvement, restitution for damages, punitive fines, eviction from residence halls, loss of privileges (i.e. visiting privileges in housing or denial of access to computer or other campus services) prohibiting membership or leadership in campus organizations; or denial of participation in any official athletic or non-athletic extracurricular activity, including practices or travel; or withholding of official transcript or degree; or blocking from enrollment for a specified period of time; intervention program (may require a fee); or any combination of the above.
- Conduct probation: A student may be placed on conduct probation for a specified time frame. If a second violation occurs while a student is on probation, disciplinary action will be based on both charges. If the student has a Dean's disciplinary hold on the student records, it is removed at the discretion of the Conduct Officer.

- **Suspension:** A student may be suspended from the University for a definite period of time not less than the remainder of the current semester in which student is enrolled. The student who has been suspended may apply for readmission at the close of the period for which the student was suspended. A suspension hold will be placed on the student's transcript during the period of suspension.
- **Expulsion:** When a student is expelled, a record of this action will be noted on the student's transcript and it will be a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the university.
- **Degree revocation or rescission of credit.**
- **Temporary suspension:** A student may be temporarily suspended from the university or university housing prior to the student code of conduct hearing to ensure safety and well-being of members of the university community or preservation of university property; to ensure a student's own physical or emotional safety and well-being; and/or if the student poses an ongoing threat or disruption. Such an administrative decision will be effective immediately. During the temporary suspension, a student may be denied access to university housing and/or all other university activities, privileges, and property for which the student might otherwise be eligible, as the conduct officer may determine to be appropriate. The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student hearing and appeal, if required. The student will be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of an initial hearing at which the student may show cause why his or her continued presence on the campus or in university housing does not constitute a threat

RISK REDUCTION AND BYSTANDER INTERVENTION

Do not confuse risk reduction tips for victim-blaming. The Federal Violence Against Women Reauthorization Act of 2013 and associated Department of Education Regulations on the Violence Against Women Act (34 CFR Part 688) requires institutions of higher education to provide risk reduction tips to the campus community. These tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. Generally, an assault by a known offender will follow a four step pattern:

1. An individual's personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
4. The victim feels trapped or unable to be assertive and is raped or assaulted.

If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

- Make your limits known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Bystander Intervention

Reducing instances of sexual assault and other gender-based misconduct must be a team effort, involving all members of the campus community. We must all take it upon ourselves to respond appropriately when we notice something inappropriate or dangerous. The following are positive options for bystander intervention:

- Notice the Incident. Bystanders first must notice the incident taking place. Obviously, if they don't take note of the situation there is no way they can help.

- Interpret Incident as Emergency. Bystanders also need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance. Again, if people do not interpret a situation as one in which someone needs assistance, then there is no need to provide help.
- Assume Responsibility. Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility. Defeat this tendency by assuming responsibility and helping whenever you can safely do so, whether you are alone or in a group of bystanders.
- Attempt to Help. Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

Tips for Intervening: In a situation potentially involving sexual assault, relationship violence, or stalking:

- | | |
|--|---|
| • Approach everyone as a friend | • Recruit help if necessary |
| • Do not be antagonistic | • Keep yourself safe |
| • Avoid using violence | • If things get out of hand or become too serious, contact the police |
| • Be honest and direct whenever possible | |

AWARENESS EDUCATION

Southeastern Oklahoma State University takes acts of sexual violence and sexual harassment seriously. In an effort to educate students and comply with the Violence Against Women Act and the Office for Civil Rights federal guidelines, all students will be required to complete online training on sexual violence prevention. A hold will be placed on your account, which will affect enrollment for the subsequent semester, until the training has been completed. An email will be sent to students with instructions on this training.

Additionally, schedules for on-going educational programming on sexual violence for students, faculty or staff will be on the University website. Topics include but are not limited to sexual assault, sexual harassment, the conduct process for sexual misconduct, how to support a complainant, bystander intervention, prevention strategies and resources available for complainants.

Campus Prevention Education Related to Violence against Women

Student Health 101 Magazine is distributed monthly to our student body and contains articles that discuss relationship, assault and violence issues.

Green Dot Bystander Intervention program has been presented to faculty, staff, and students on campus since 2011. This program addresses how to decrease violence on our campus and in our

community. A member of our counseling staff is trained to provide this service and takes it in to the classroom, special events, and other groups on campus.

Southeastern requires completion of the “Not Anymore” sexual harassment and sexual violence training online module, accessible through each student’s CampusConnect account with the University, by every incoming student during their first semester at the University. In prior years this primary prevention module was provided by EverFi’s “Haven” program, which has been discontinued.

It’s on Us Pledge is a national initiative that focuses on doing what you as an individual can do to keep violence and assault from happening. The pledge outlines what activities you should and shouldn’t engage in.

Friends of the Green Dot- These are students who have committed to be an active part of educating our campus community about bystander intervention.

Springalooza is an event that happens the week before spring break every year in the Atrium of the Student Union during the hours the cafeteria is serving dinner. During this time, students are educated on Green Dot and also educated on safety tips for various circumstances that could possibly leave them vulnerable to assault.

Classroom Programming is conducted on numerous topics that incorporate discussion of prevention and help seeking behaviors with regards to violence against women.

Take Back the Night March and Vigil is an event held annually in conjunction with our local community Crisis Control Center. Students march downtown to a vigil to demonstrate their support of survivors of domestic violence and the end of sexual and domestic violence. The event also features a “speak out” for those who want to share their stories and makes professional resources available to them if needed.

Primary Prevention Program:

In compliance with the amendments to the Violence Against Women Act and the Clery Act, Southeastern implements the “Not Anymore” training module through the Campus Connect portal for all incoming Students, Faculty, and Staff. This training module takes approximately 1 hour to complete and covers the topics of dating violence, domestic violence, sexual assault, and stalking in addition to other mandatory topics such as bystander intervention.

STATISTICS

OBTAINING REPORTS

To request a copy of a report or ask other related questions, contact the Campus Police Department at 580-745-2727 or the Office of Compliance & Safety at 580-745-3090.

Requests for incident reports or traffic crash reports by persons involved generally will be processed when the investigation is completed. University Faculty, Staff, and Students are not charged for obtaining report copies when involved in the reported incident.

The Campus Police Department is committed to complying with its obligations under the Freedom of Information Act (F.O.I.A.) 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 Campus Police 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.

CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH

COUNSELOR

To be exempt from disclosing reported offenses to appropriate University officials, a pastoral or mental health counselor must be acting in their role as a pastoral or professional counselor. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual to report the crime to the police.

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

A 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 to the institution.

Note: the pastoral counselor or mental health counselor must report the crime to Campus 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 are part of the institution's campus; the institution's non-campus buildings and property; and public property within or immediately adjacent to and accessible from the campus.

Residence Halls: Those buildings and parking lots designated as Residence Halls.

Other: Any non-residential 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. Any building that is not directly connected to the University's Main Campus (example: Physical Plant, Equestrian Center, Aviation, Softball Field) is considered non-campus building or property.

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 or 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 origin, and disability.

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

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

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. University policy prohibits deadly weapons on campus with limited exceptions. Firearms on campus cannot be stored at the Campus Police Department. Firearms may be stored in the locked truck of a vehicle. Firearms shall not be stored in dorm rooms.

CRIME STATISTICS

Note: Clery Crime Statistics document all reported offenses, without regard to the results of investigation, the findings of a court, coroner, or jury, or the decision of a prosecutor or investigator. These charts document, classify, and count crimes from the records of calls for service, complaints, and investigations.

DURANT CAMPUS Statistical Summary of Known Criminal Offenses by Year*						
Crimes known to SE by Offense Type (including attempted)	2015		2016		2017	
	On Campus Property	On Campus Student Housing Facilities	On Campus Property	On Campus Student Housing Facilities	On Campus Property	On Campus Student Housing Facilities
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter (Negligent)	0	0	0	0	0	0
Rape	3	3	3	3	2	2
Fondling	0	0	2	2	0	0
Incest	0	0	0	0	0	0
Statutory Rape	1	1	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	1	0	3	1	0	0
Burglary	2	1	3	3	5	5

Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	1	1
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	1	1	0	0
Stalking	1	1	3	0	2	2
Hate Crimes (by prejudice)						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Liquor Law Violations						
Arrest	1	1	1	1	1	0
Disciplinary Referral	85	85	63	60	36	36
Drug Law Violations						
Arrest	2	2	0	0	1	0
Disciplinary Referral	26	26	17	17	30	30
Weapons Law Violations						
Arrest	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0

DURANT CAMPUS Statistical Summary of Known Criminal Offenses by Year**						
Crimes known to SE by Offense Type (including attempted)	2015		2016		2017	
	Non Campus Property	Public Property	Non Campus Property	Public Property	Non Campus Property	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter (Negligent)	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0

Aggravated Assault	1	0	0	0	0	0
Burglary	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	1
Dating Violence	0	0	0	0	0	0
Stalking	0	1	0	0	0	0
Hate Crimes						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Liquor Law Violations						
Arrest	5	4	0	0	0	7
Disciplinary Referral	1	2	0	0	0	0
Drug Law Violations						
Arrest	2	2	0	0	0	6
Disciplinary Referral	0	0	0	0	0	0
Weapons Law Violations						
Arrest	0	1	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0

Statistics Key

On Campus Property = all campus buildings not classified as Residence Halls

On Campus Student Housing Facilities = all Residence Halls (dorms) on campus

Non Campus Property = any location not included in campus buildings or Residence Halls, but that is part of the University property (Equestrian Center, Aviation, Physical Plant, etc)

Public Property = areas surrounding the campus but not on campus

/* = This statistical table corrects some data entry errors from prior years and adds one statutory rape that was not reported until 2017, but which took place in 2015.

Information is provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime/Fire Statistics.

Statistical Data for Ardmore Site and McCurtain County Campus

Along with other institutions, Southeastern Oklahoma State University offers classes at the University Center of Southern Oklahoma located in the City of Ardmore. The site itself does not report crime statistics as it is not a Title IV institution. Though Southeastern does not own property, the University is required include crime statistics for this site the campus in this report. Southeastern operates a Branch Campus north of Idabel, in McCurtain County Oklahoma. Unless otherwise stated in this Annual Security Report, students and Staff at the Ardmore and McCurtain County locations are to follow the policies and procedures for the Durant campus.

Ardmore has been considered a separate campus for Clery Compliance purposes since mid-2016, and therefore statistical crime data was not collected in 2014 and 2015.

Ardmore Classrooms and Offices Summary of Known Criminal Offenses by Year						
Crimes known to SE by Offense Type (including attempted)	2015		2016		2017	
	On Campus Property	Off Campus and Public Property	On Campus Property	Off Campus and Public Property	On Campus Property	Off Campus and Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter (Negligent)	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0

Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes (by prejudice)						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Liquor Law Violations						
Arrest	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0
Drug Law Violations						
Arrest	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0
Weapons Law Violations						
Arrest	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0

McCurtain County Campus Summary of Known Criminal Offenses by Year						
Crimes known to SE by Offense Type (including attempted)	2015		2016		2017	
	On Campus Property	Off Campus and Public Property	On Campus Property	Off Campus and Public Property	On Campus Property	Off Campus and Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter (Negligent)	0	0	0	0	0	0

Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes (by prejudice)						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Liquor Law Violations						
Arrest	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0
Drug Law Violations						
Arrest	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0
Weapons Law Violations						
Arrest	0	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0	0

OFF-CAMPUS CRIME

If the Durant Police Department or other agencies are contacted about criminal activity occurring off-campus involving a member of the Southeastern Oklahoma State University community, the

Durant Police Department may notify the Campus Police Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by the Durant Police Department and subject to University Student Conduct proceedings through the Office of the Dean of Students. Southeastern Oklahoma State University has no off-campus Student Organization housing.

If the Idabel Police Department or McCurtain County Sheriff's Office is contacted about criminal activity occurring off-campus involving a member of the SE University community, the Idabel Police Department may notify the SE University Police Department or the Campus Director. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by the Idabel Police Department and subject to SE University Student Conduct proceedings through the Office of the Dean of Student Affairs.

ACCESS TO CAMPUS FACILITIES

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During nonbusiness hours access to all University facilities is by key, if issued, or by admittance via Campus Police or in the case of Residential dorm rooms, Residence Life Staff members. To obtain access to buildings after hours or on weekends/holidays, a valid building order must be issued by the designated building coordinator and received by Campus Police, which states the requesting person has permission to be allowed into that area. Campus Police will not open any area without a valid building order. Campus Police Officers will not open any offices for anyone other than the staff member it is assigned to without written authorization on file from the person the office is assigned to. Campus Police Officers will not open any Residence Hall dorm rooms, this is the responsibility of Residence Life staff members. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities. Residence halls are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Glen D. Johnson Student Union and the Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

NOTE: The McCurtain County Campus and the Ardmore Site may have hours that differ from the main campus in Durant. These locations will be accessible during scheduled class periods.

Southeastern Oklahoma State University provides a 3-D map that displays all ADA ramps and ADA access on campus. It also will display an actual photo of the building when the building location is clicked on.

To view this map, please follow this link: <http://www.se.edu/map/campus-map.html>

MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Police Officers or other staff regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the University community are helpful when they report equipment problems to the Campus Police Department or Physical Plant at 580-745-2839. To report issues at the McCurtain County facility contact the Director at 580-376-5498.

FIRE

ANNUAL FIRE SAFETY REPORT

Southeastern Oklahoma State University facilities and buildings were constructed to meet the existing fire code when originally constructed. Campus facilities have a number of fire protection features. Facilities are equipped with fire alarm systems that report to the Durant Fire Department and to the Campus Police Department. The University aggressively pursues upgrades of building fire alarm systems. In addition to alarms, the University has fire suppression sprinkler systems in many of the buildings on campus. Buildings protected by sprinkler systems include the Administration, Russell, Student Union, University Center, Hallie

McKinney, Shearer Hall Suites, North Hall, Campus Police & OSBDC, Bloomer Arena, New General Classroom, Visual Arts, Biology and New Theater. Buildings with fire alarm systems only included the Library, Math, Science, Fine Arts, Morrison & Montgomery Auditorium, and parts of Hallie McKinney, Welcome Center, Bloomer Gym, Arts, Safety Classroom, and Aviation located at Eaker Field.

These systems are inspected annually and maintained through a contract with several private sector companies with expertise in these systems. Including special fire suppression systems in the Student Union kitchen area and within the Chemical rooms of the Science building.

Fire Drills are conducted within the Student Housing two (2) times per semester.

More than 466 fire extinguishers are spread throughout the campus for use by occupants and trained emergency response personnel. Fire extinguisher training is provided both hands on and through online web based training modules. These fire extinguishers are inspected monthly.

In addition to extinguishers, items that assist in fire related emergencies are emergency lights and exit signage. University officials work closely with the Oklahoma State Fire Marshall and the City of Durant Fire Department to ensure that all steps possible are taken to protect lives and property from fire and smoke. Also a Fire Safety Plan both written and online is available for review. University fire safety efforts are coordinated by the Environmental Health and Safety

(EHS) Chief and his Safety Interns. The primary point of contact for fire safety issues in the Chief of EHS for code compliance at 580-745-2868.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Southeastern Oklahoma State University takes pride in maintain a safe and welcoming campus environment. The University regularly conducts fire and safety inspections in all campus facilities, continually educates staff on safety awareness, and has developed of University policies and procedures regarding fire safety.

Fire Safety Procedures

Fire alarms are sounded in the event of any smoke, fire, etc. When a fire alarm sounds for any reason, do the following:

1. Make sure that the Fire Department (9-911) & Campus Police (745-2727) are contacted.
 - a. Give building name.
 - b. Give your name.
 - c. Follow designated plan for evacuation of building.
 - d. Have available list of residents with special assistance needs for evacuation.
2. Evacuate from the building using nearest designated exit
 - a. Be aware of two ways out.
 - b. Use enclosed stairwells, if available.
 - c. Continue evacuating even if the alarm stops before you are out of the building.
 - d. Completely leave the building; do not gather in the lobbies or entrances.
 - e. Do not return to the building until the all clear is given by the Fire Department.

This is to be done each time the Fire Alarm sounds!

What You Should Do If You Discover a Fire

1. Sound vocal alarm and mechanical alarms
2. Report a fire to Fire Department - 9-911 and Campus Police - extension 2727
3. Leave building and do not re-enter until all clear is given by the Fire Department.

HOUSING AND RESIDENTIAL LIFE FIRE SAFETY POLICIES

In the interest of maintaining student safety, Southeastern Oklahoma State University has developed extensive guidelines and policies for all student housing. These publications are available on the Housing and Residential life website at <http://www.se.edu/dept/hrl/forms-and-publications/>. These documents provide all policies for Residential Life facilities and includes pertinent information about fire safety, including fire evacuation procedures to be used in case of an emergency.

Fire Drills

For your protection and safety, announced and unannounced fire drills will be held a minimum of two times per academic year. In order for you to become familiar with evacuation routes your cooperation is expected. Anytime the alarm sounds you must leave the building immediately. Residence Hall and Safety staff are authorized to enter student rooms in the event of fire alarms and drills. Failure to leave may result in disciplinary action.

Residence Hall Fire Alarm Instructions

1. Wear a coat and shoes and carry a towel.
2. Close windows and leave lights on in room. Take room key.
3. Leave door closed and walk - DO NOT RUN - to exit. If smoke is encountered, STAY LOW for air.
4. DO NOT USE AN ELEVATOR.
5. If you need physical assistance in order to evacuate:
 - a. Call the Front Desk, Campus Police at 745-2727, or 2911 and inform them of your needs and location.
 - b. Place cloth articles under the door if smoke is either seen or smelled.
 - c. Hang a towel out of the window, indicating to a person below that a person is in that room.
 - d. Await assistance in the room.

Candles

Candles and incense as well as kerosene lamps and other flammable liquid fueled devices, are prohibited in the residence halls.

Fireworks, Explosives, and Flammable Materials

The possession or use fireworks or explosives by students is prohibited on campus, in any student residence, sorority, fraternity, approved private housing or University operated facility, except as they are used in officially approved University programs. All residence halls are maintained as smoke free environments. Smoking is prohibited within 25 feet of any entrance to the residence halls, or any air exchange unit.

Electrical Appliances

The only appliances that are permitted in all halls are coffee pots, micro-wave (no more than 700 watts) and refrigerator (no more than 2.2 cubic feet). No room may have more than 2 combined Refrigerator and microwave units. Residents living in Shearer Hall are permitted to have additional appliances.

All electrical extension cords are prohibited in the residence halls. Additional prohibited items include (but are not limited to): open coil, heat generating appliances, cooking appliances, portable heaters, sunlamps, tanning beds, halogen lamps, neon signs, broadcasting equipment (short-wave citizen band, etc.), ceiling fans, and other such items. This is for the safety and general comfort of the community.

Periodically inspect all cords and appliances for cracks or other defects. Please be aware that over loading an electric circuit with too many appliances can cause problems. Electrical appliances used in your room can affect computer equipment. The use of surge protectors or power strips is strongly encouraged. Approved appliances will be permitted in the kitchenettes of Shearer Hall and Suites. Residents must obtain written permission from the Hall Director for any appliances which are not on the approved list. (See Residence Life staff for additional information.)

Smoking and Open Flames

All residence halls are designated as smoke and tobacco free. Smoking or tobacco use is not permitted in the residence halls or within 25 feet of any entrance or venting/AC units. Additionally, any open flames (including, but not limited to, candles, incense, kerosene lamps and other flammable liquid fueled devices) are not permitted in any residence hall. Sanctions for violations of this policy may include all usual sanctions, including community service and fines.

Air Vent & Air Conditioner Blockage

The air vents or air conditioners located in rooms require and/or provide air circulation. Blockage of these vents or air conditioner/heat pump units will result in disrupting the airflow may damage the unit. Repair costs may result should you block your air vent. Students who block vents or air conditioner units will be subject to disciplinary sanctions, including fines.

Tampering with Fire Protection Devices

A false fire alarm can endanger the safety and lives of fellow residents. Anyone found guilty of initiating a false alarm may be charged with a misdemeanor and fined, and/or may face additional university sanctions and/or fines. Smoke alarms are in your room for safety. Tampering with alarms in any way, including removing the battery or disabling the detector, will result in a disciplinary action and/or restitution. Tampering with a fire extinguisher will result in disciplinary action and restitution for the cost of refilling it. Tampering with any fire safety equipment is considered a grave violation of Residence Life Policies and may result in significant disciplinary sanctions or termination of contract.

STATISTICS

Southeastern Oklahoma State University Student Housing Fire Statistics	2015	2016	2017
Percentage of Student Housing sleeping rooms equipped with smoke detectors	100%	100%	100%
Percentage of dorm rooms sprinkler protected	45%	45%	45%
How many false fire alarms occurred?	10	8	22
Housing fire alarm systems transmitted to Durant Fire Department and monitored	100%	100%	100%
Number of fire drills conducted in Student Housing per semester	3	3	3
How often fire inspections are conducted in Student Housing?	Monthly	Monthly	Monthly
How many actual fires occurred in Student Housing?	0	0	1
Value of property damage from fires?	0	0	0
Cause of fires	0	0	Vandalism
Injuries from fires	0	0	0
What percentage of RA's and Housing Directors receiving fire training?	100%	100%	100%

How many attempted Arsons were in Student Housing?	0	0	0
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Southeastern Oklahoma State University Specifications for On-Campus Housing Facility Fire Systems				
Residence Hall	Fire Alarm System	Reports to	Sprinkler System	Alarm Sensor Type
Choctaw Towers	Siemens	Durant Fire Dept. SE Police Dept.	None	Heat & Smoke activated. Pull Stations/Audio/Visual
Chickasaw Towers	Siemens	Durant Fire Dept. SE Police Dept.	None	Heat & Smoke activated. Pull Stations/Audio/Visual
North Hall	Siemens	Durant Fire Dept. SE Police Dept.	Common areas, Lounges, Hallways Stairways & Bedrooms	Heat & Smoke activated. Pull Stations/Audio/Visual
Shearer Hall	Siemens	Durant Fire Dept. SE Police Dept.	Common areas, Lounges, Hallways Stairways & Bedrooms	Heat & Smoke activated. Pull Stations/Audio/Visual

RESOURCES AND CONTACT INFORMATION

Campus Police
301 University, Durant, OK
580-745-2727

Student Counseling Center
Glen D. Johnson Student Union, Room 200
580-745-2988

Local Victim Services
Crisis Control Center
580-924-3030

Student Conduct

Liz McCraw, Dean of Student Affairs
Office of Student Affairs
GDJ Student Union, Room 312
580-745-2080 lmmcrow@se.edu

Title IX Coordinator
Michael J. Davis
Office of Compliance & Safety
Administration Building, Room 311
580-745-3090 mdavis@se.edu

Local Victim Services
Crisis Control Center
580-924-3030

Police/Emergency Contact Numbers

Campus Police Department – Main
580-745-2727 or if on campus – ext. 2727

911

Campus Police Department – Emergency
580-745-2911 or if on campus – ext 2911

Oklahoma Highway Patrol – Main Number
580-924-2601

Durant Police Department – Main
580-924-3737

Idabel Oklahoma Police - 580-286-6554

Durant Police Department – Emergency
911

McCurtain County Sheriff - 580-286-5419

Durant Fire Department – Main
580-924-2358

Ardmore Police Department

Durant Fire Department – Emergency

Non-Emergency – 580-226-2100

Emergency – 911

Non-Emergency – 580-221-2550

Emergency – 911

Ardmore Fire Department

Counseling and Treatment Programs

Southeastern Oklahoma State University Counseling Center (students only)
Glen D Johnson Student Union, Room 229
580-745-2988

Southeastern Oklahoma State University Student Health Services (students only)
Glen D Johnson Student Union, Room 229
580-745-2867

Non-Campus Programs (external options)

Alcoholics Anonymous
580-324-1332

Kiamichi Council on Alcoholism and Other
Drug Abuse
924-6692

Bryan County Health Unit
924-4299 or 4285

Alliance Health-Durant
924-3080

Bryan County Counseling Center
924-0564

Oklahoma Alcoholism Information Centers
924-7330; 371-3019

Grayson County Counseling Services
903-892-2874

Texas Alcoholism Information Centers
903-892-9911

Grayson County Health Department
Administration and Services
903-893-0131 or 903-892-3776

Texoma Medical Center
903-416-4000

Non-Campus Hotlines

National Institution on Drug Abuse
Information and Referral
1-800-662-HELP
Monday-Friday, 8:30 a.m.-4:30 p.m.

Safe & Drug-Free Schools
1-800-624-0100
Monday-Friday, 8 a.m.-5 p.m.

National Council on Alcoholism

1-800-622-2255
7 days a week, 24 hours a day

American Council for Drug Education
1-800-488-DRUG
National Clearinghouse for Alcohol & Drug
Information
1-800-SAYNOTO

Al-Anon & Alateen crisis Line
1-800-356-9996

Cocaine Helpline

1-800-COCAINE

National Marijuana Hotline
1-888-MARIJUA

National Heroin Hotline
1-900-9-HEROIN

Reach-Out Hotline
1-800-522-9054
(alcohol, drug crisis intervention, mental
health and referral)

This document was prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. Responsibility for publication of the Annual Security Report is assigned to the Office of Compliance & Safety.

Principal Editors of this document include various Southeastern staff as well as Cody Melton, a second year law student at the University of Tulsa College of Law who served his experiential learning externship at Southeastern Oklahoma State University during the Summer of 2017.