



# **2023 ANNUAL SECURITY REPORT AND FIRE SAFETY REPORT**

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## ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT

(for 1300 South Country Club Road, 1717 West Elm Street, 5005 Darlington Road NW, and 9304 US-81)

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Originally published: September 29, 2023 – changes from the 2022 report include: added statistics for 2022 incidents, removed statistics for 2019 incidents, updated CSAs and titles, Title IX training, and updated information related to educational programs for safety and security. Note that the information in the UPCOMING REVISIONS section is pending approval by proper College, State, or other authorities

## INTRODUCTION

The President, or her/his designee(s), will compile data, review policies, and prepare the Annual Security Report (ASR) pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, other applicable laws and regulations, and the safety of students, staff, and visitors. The President or designee will work with appropriate Redlands Community College (Redlands) departments and individuals to compile and to create the necessary information for the annual report. In addition, this group will work with local law enforcement agencies to collect statistical data for inclusion in the report.

The Clery Act is a federal law requiring all institutions of higher education receiving federal financial assistance under the programs authorized under Title IV of the Higher Education Act of 1965 to disclose certain timely and annual information about campus crime and security policies.

The following are specific policies, practices and procedures to help ensure Redlands compliance:

- Policies regarding procedures and facilities for students and others to report criminal actions or other emergencies on campus and regarding the college's response to such reports. Reports should be made to Campus Security or other Campus Security Authorities including: Any official who has significant responsibilities for student and campus activities, including student housing, student discipline, student activities, club sponsors, team coaches, etc.
- Campus law-enforcement policies, including enforcement authority, and policies encouraging accurate and prompt reporting of crimes.
- Description of the type and frequency of educational programs.
- Annual reporting of statistics concerning the occurrence on campus, in or on non-campus buildings or property and on public property contiguous to campus, the following criminal offenses are reported: murder, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, crimes of domestic violence, dating violence, stalking, arrests of persons referred for campus disciplinary action for law violations, drug-related violations and weapons violations, and crimes in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.
- Policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations recognized by the college that are engaged in by students, including student organizations with off-campus housing facilities.
- Policy regarding possession, use and sale of illegal drugs and enforcement of federal and state drug laws.
- Description of drug and alcohol abuse education programs.
- Campus sexual assault programs and procedures to prevent sex offenses

## **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, institutional webpage and social media, campus email and emergency notification system, and/or other relevant communication means. Upon request, the report is made available to all current students and employees, as well as to all prospective students, employees, and visitors. 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 Coordinator of Institutional Research and Effectiveness with the assistance of the Director of Institutional and Student Compliance and the Security Supervisor. Copies of the report are available to the students, staff, and general public for review. Electronic copies of the report are considered to be the most current, and paper copies of the report are accurate as of the day and time they are printed.

Electronic copies of this report may be reviewed by visiting:

<https://www.redlandsc.edu/life-redlands/campus-safety-security>

Paper copies of this report may be reviewed in person at:

Redlands Community College  
Office of Institutional Research & Effectiveness  
Ray Porter Complex, Bldg 1, Room N-108S4  
1300 South Country Club Road  
El Reno, OK 73036  
Phone: 405.422.1206  
Fax: 405.422.1206  
Email: [institutional.research@redlandsc.edu](mailto:institutional.research@redlandsc.edu)

## **CAMPUS SECURITY AUTHORITIES**

The U.S. Department of Education defines campus security authorities as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution 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 at Redlands:

- President
- Executive Vice President
- Vice-President for Academic Affairs
- Executive Director of External Affairs
- Director of Institutional and Student Compliance
- Executive Director of Student Services
- Chief Information Officer/Chief Information Security Officer (CIO/CISO)
- Coordinator for Institutional Research and Effectiveness
- Student Activities Coordinator
- Faculty or staff advisors to student organizations
- Director of Student Housing
- Resident assistants
- Athletic directors (ADs) and coaches (including assistant ADs and assistant coaches)
- Faculty Senate representatives on campus Emergency Preparedness Team
- Academic Department Head representatives on campus Emergency Preparedness Team
- Coordinator for Title IX (Students)
- Director of Human Resources (Title IX for Employees)
- Director of the Physical Plant
- Police officers, both commissioned and not, including reserve or volunteer officers
- Contracted Campus Security staff
- Administrators at satellite/separate locations

### **CAMPUS SECURITY DEPARTMENT**

Redlands Security Officers are contracted security personnel authorized to enforce rules of conduct articulated in the Student Code of Conduct document prepared and distributed by the Executive Director of External Affairs with feedback from the President, the Vice President for Academic Affairs, and Institutional and Student Compliance Officer

Non-commissioned personnel working for the contracted Campus Security team and all other college authorities are empowered to enforce college regulations and may, as United States citizens, enforce local, state, and federal laws where applicable. Campus security does not have arrest authority, but they have the ability to contact local law enforcement in the event an arrest needs to be made. Campus Security jurisdiction is all physical locations of Redlands.

### **WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES**

The Redlands-contracted Campus Security team maintains an excellent professional working relationship with local law enforcement agencies. These agencies coordinate investigation efforts, patrol, help with special events, and train on a routine basis. The Redlands-contracted Campus Security team work with other municipal, state, and federal law enforcement agencies as is appropriate on a continual basis to better serve the Redlands community. The Redlands-

contracted Campus Security team currently has a working memorandum of understanding with the El Reno Police Department and the Canadian County Sheriff's Office.

### **DAILY INCIDENT AND CRIME LOG**

A daily incident and crime log is available for review during normal business hours at 1300 South Country Club Road, at the office of the Coordinator of Institutional Research and Effectiveness. The information in the crime log typically includes the incident number, classification, date reported, date occurred, time occurred, general location and disposition of each incident. Redlands will begin posting the daily incident and crime log with redacted personally identifiable information on the Campus Safety and Security webpage in January 2024.

### **REDLANDS CRIME AND SAFETY (MAIN, DARLINGTON, ROYSE) GEOGRAPHY**

Redlands Community College's owns and controls property at the following addresses: (A) 1300 S. Country Club Road, El Reno, OK; (B) 1717 West Elm Street, El Reno, OK; (C) 5005 Darlington Road NW, El Reno, OK; and (D) 9304 US-81, El Reno, OK. Clery Geography for Redlands Community College includes:

- On-Campus – owned and controlled by the college in direct support of the institution's educational purposes that is reasonably contiguous (within one-mile radius) to the main campus. This includes both the Main Campus at 1300 South Country Club Road and Cougar Crossing housing at 1717 West Elm Street.
- On-Campus Student Housing – student housing in a reasonably contiguous area (within one-mile radius) to the main campus. This includes Cougar Crossing housing at 1717 West Elm Street.
- Noncampus - owned and controlled by the college in direct support of the institution's educational purposes that is not reasonably contiguous (not within one-mile radius) to the main campus. This includes both the Darlington location at 5005 Darlington Road NW and Royse Ranch at 9304 US-81.
- Public Property – This includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

### **TIMELY WARNING POLICY**

To help prevent crimes or serious incidents, the Redlands-contracted Campus Security team in conjunction with other departments on campus, issue timely warnings to notify the Redlands Community College community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of the President, Executive Vice President, Director of Information Technology, Executive Director of External Affairs, or CIO/CISO, constitutes an ongoing or continuing threat, a campus-wide warning will be issued. The warnings will be issued via our Regroup notification service as both text messages and emails.

The purpose of timely warnings is to provide the Redlands Community College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to Redlands Campus Security at 405.422.6200.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT**

Once an emergency is discovered, immediate response is essential to minimize loss of life and property. The knowledge of proper procedures in responding to the emergency is vital to properly handle the situation. Students and staff should review the Safety and Security Preparedness Guide available on the Redlands website at <https://www.redlandsc.edu/safety-and-security-preparedness-guide>.

Whenever an alarm sounds or an emergency alert is issued, all occupants must, in the event of necessary evacuation, meet at the emergency evacuation safe location as instructed. In the case of an actual fire or other emergency, students will be moved to a designated alternate shelter area until notified it is safe to return to the classroom or student housing. Students who do not vacate the building during the sounding of the alarm or an emergency alert will be subject to disciplinary action.

Whenever an emergency occurs, the following procedures should be taken:

1. Contact the local police/fire department by calling 911. The specific location of the emergency should be given to include the building and room number and the nature of the emergency. The reporting party should give their name and a call-back phone number.
2. Stay calm, move quickly, and exit the building. In an orderly fashion, students and employees should go to the designated waiting area for further instructions.
3. Contact the administration office at 405.422.1258, the Campus Security Office at 405.422.6200, or the Human Resources Office at 405.422.1267 so that the proper departments can be notified about the emergency.
4. Do not re-enter the building until it has been cleared by the proper authorities.

## **NOTIFICATION TO COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT**

If the Security Supervisor or Human Resources Director confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Redlands Community College community, the Redlands Security staff and/or the President, Executive Vice President, CIO/CISO, or Director of External Affairs will utilize some or all of the systems described under the Timely Warning Policy (located on page 5) to communicate the threat to the Redlands community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Redlands senior administration without delay – and taking into account the safety of the community – determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities (including the President, Executive Vice President/Chief of Staff, Director of Information Technology, Executive Director of External Affairs, or Security Supervisor), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

At least one fire drill will be held each semester in the Cougar Crossing Apartments and once per year, in an alternating pattern with tornado drills, in all other campus buildings. One full-scale and one half-scale emergency management drills will be conducted each year campus wide.

Periodic tests of the Redlands emergency notification system will be conducted in the fall and spring semesters.

## **MEDICAL EMERGENCIES**

Steps to take in a medical emergency:

1. 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.
2. Do not move the patient unless his or her life is in danger.
3. Have someone stay with the patient until help arrives.
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 Redlands Community College, as required by the Higher Education Opportunity Act of 2008. This applies to all students and employees of Redlands.

The goal of this plan is to limit the loss of life and property in the event of an emergency or crisis that affects the operations of the College. The proper use of available resources and personnel is critical to the successful management of Emergency Operations, including, but not limited to:

- Provide maximum preparation to reduce the potential for injury or damage;
- Provide a coordinated, interdisciplinary, and comprehensive response to a critical situation;
- Maximize the effectiveness and immediacy of response to victims;
- Facilitate assistance to the primary, secondary, and tertiary victims;
- Reduce the severity and duration of the trauma to the campus community;
- Provide coordinated internal and external communications;
- Facilitate coordination with external agencies;
- Prepare for post-crisis support, evaluation, and condition;
- Reassure the public and local community;
- Guard the institution's image.

For the purposes of this plan, an emergency is defined as any unplanned or sudden serious event or condition that cannot be controlled by normal responses or measures. Redlands Community College's President will have primary responsibility for convening the Emergency Management Team and will manage the institutional response. In the President's absence, a designee would assume these responsibilities. Once a state of emergency is declared, the plan's guidelines are to be implemented by all faculty, staff and students. The procedures contained in this document are guides and should be used as a flexible tool to respond to a variety of circumstances. This plan applies to all College personnel and properties. The City of El Reno has developed its own plan and the College plan will be incorporated into the overall City plan.



Any important campus announcements, including emergency notifications, will be sent out via various means, including but not limited to:

- Campus emergency text messaging system – students and employees that provide cell phone numbers will automatically be subscribed to this system. Individuals wishing to opt out of this system should notify the appropriate office in writing – for employees, it would be the Human Resources Office, while for students, it would be the Registrar’s Office
- Campus social media and local media – this includes the campus website at [www.redlandsc.edu](http://www.redlandsc.edu), campus Facebook, Instagram, Twitter or other campus social media as it is brought online. Local TV and radio stations will be notified as well.

**DEFINITIONS OF EMERGENCIES**

Listed below are definitions that are to be used as guidelines to assist administrators in determining appropriate responses:

Level 1 Emergency - Any incident/accident that can typically be handled with in-house resources and the response is generally limited to a single building or area. All Level 1 Emergencies must be reported to Redlands Campus Security Department, Redlands Human Resources Department, and outside agencies if necessary.

Level 2 Emergency - Any incident/accident that typically requires external resources and the response covers a large area or is campus-wide. Level 2 emergencies may disrupt the overall operations of the College and may require major policy considerations and decisions by the central administration.

Level 3 Emergency - Any event, natural or manmade, that will seriously impair or halt the operations of the College. Casualties and/or severe property loss may be expected. A coordinated team effort will be required of various campus services to effectively manage this contingency. Outside emergency support services will be required.

In all cases of a Level 2 or Level 3 Emergency, the Emergency Management Team will convene, and this plan will be executed.

NOTE: ANY incident likely to create media interest must be promptly reported to the President’s office.

The Redlands Community College Emergency Management Plan has been developed to manage problems or emergencies in a realistic manner. Crises may affect residents in the geographic vicinity of the College; therefore, it is possible that city, county, state, and federal agencies will not be available for immediate support.

**RISK ASSESSMENT AND THREAT EVALUATION TEAM**

The Team will be defined by key functions as listed. Core Team members shall include:

Team Leader:	President	405.422.1258
Secondary:	Executive Vice President	405.422.1414
Communications:	Executive Director of External Affairs	405.422.1467

Facilities Operations:	Director of Physical Plant	405.422.6204
Technology:	CIO/CISO	405.422.1246

Other members may be assigned as deemed necessary:

Students:	Institutional and Student Compliance Officer	405.422.1280
Employees:	Director of Human Resources	405.422.1267
Medical:	Nursing Department Head	405.422.6207

Redlands Internal Communications Team shall include the following members:

President	405.422.1258
Executive Vice President	405.422.1414
Institutional and Student Compliance Officer	405.422.1280
Executive Director of External Affairs	405.422.1467
CIO/CISO	405.422.1246

**ACTIVATION**

In the event of a life-threatening emergency, the first response shall be to contact 911, and the Redlands Community College Security Department (ext. 6200 or 405.422.6200). Faculty and staff will notify their immediate supervisor or the Security Department (ext. 6200). Students will notify Campus Security. The appropriate supervisor will assess the situation to determine the degree to which the emergency should be handled. In the case of a Level 2 or Level 3 Emergency, the appropriate Redlands Community College personnel will immediately notify the President, who will determine and coordinate the plan of action to be taken by the College. In the case of a crisis occurring locally, off campus, the Canadian County Emergency Management Agency will contact the College with suggested response procedures.

**DECLARATION OF CAMPUS STATE OF EMERGENCY**

A Campus State of Emergency will be put into effect in the case of Level 2 or Level 3 Emergencies.

The President or his/her designated representative has the authority to declare a Campus State of Emergency. Once a State of Emergency has been declared, the responsible units, as described in this plan, shall implement the necessary procedures outlined herein to control the emergency.

**COMMAND STRUCTURE**

This section provides a consistent, easily managed and adaptable means of controlling and managing an emergency situation on the Redlands Campus. This system is designed to smoothly integrate with the Incident Command System used by the Canadian County Emergency Management Agency, the El Reno Fire and Police Departments, Oklahoma Highway Patrol, and other emergency services.

The primary objective in responding to any incident should be:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Community Well-Being

## INCIDENT COMMAND SYSTEM

The Incident Command System consists of four sectors: 1) Command, 2) Operations, 3) Logistics, and 4) Planning. The initial command/response center will be located at the Field House Office Complex. Upon assessing the situation, the Incident Command Center may be relocated to any position on the campus at the discretion of the president. The Internal Communication Team will convene in the President's Office or may be relocated based on the situation.

1) **COMMAND:** The Incident Commander (IC) operates in the Command Center and is responsible for the implementation of College policy, utilization of emergency management skills, and management practices to bring about a successful conclusion of the emergency incident.

**Position Assigned To:** The highest-ranking official of the College will assume the role of IC until such time that the President or his/her designee relieves the initial or subsequent IC. When the IC is relieved, it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations.

**Authority:** Full authority to make emergency expenditures, personnel assignments, and decision to evacuate and relocate to preserve life and property.

**Immediate Actions:**

- ✓ Activate Crisis Response Team by setting up the Command Center
- ✓ Select planned or alternate location
- ✓ Determine who from the Team needs to be involved in incident
- ✓ Assess current situation and decide on priority actions
- ✓ Determine if outside governmental assistance will be needed

**Ongoing Actions:**

- ✓ Monitor situation
- ✓ Set new priorities as needed
- ✓ Authorize expenditures and personnel work schedules, as needed

2) **OPERATIONS:** The Operations Officer will be the Senior Emergency Services Official based on the type of incident. The Operations Officer is responsible for protecting the health and safety of the Redlands community by execution of the policies and course of actions as directed by the IC.

The Operations Officer is responsible for all activities within the affected or impacted area(s) of the emergency.

**Position Assigned to:** Director of Human Resources or designee. The highest-ranking official from an outside agency may assume a dual role of Operations with the Director of Human Resources.

**Authority:** Under supervision of the Incident Commander, directs actions taken by the Operations section and supervises the staff.

**Immediate Actions:**

- ✓ Attends briefing with the Incident Commander on current situation
- ✓ Confirms correct emergency services have been notified
- ✓ Attends to life threats as needed

Ongoing Actions:

- ✓ Monitor situation
- ✓ Coordinate emergency services operations as needed
- ✓ Coordination of traffic control
- ✓ Coordination of crowd control
- ✓ Accountability of College community members

3) LOGISTICS: The Logistics Officer is responsible for obtaining personnel, supplies, and equipment; determining what is needed for fuel, food, water, alternate light/power sources, ordering and arranging for distribution or pickup of needed items; monitoring longer term needs as directed by the IC.

Position Assigned to: Director of Physical Plant or designee

Authority: Under supervision of the Incident Commander, directs actions taken by the Logistics section, supervises staff, and makes expenditures within authority granted by Incident Commander.

Immediate Actions:

- ✓ Establishment of Command Center
- ✓ Attends briefing with the Incident Commander on current situation
- ✓ Establishment of resource staging areas

Ongoing Actions:

- ✓ Monitor supply needs
- ✓ Monitor personnel needs
- ✓ Track resources and personnel as they are requested, obtained and used
- ✓ Site Management
- ✓ Coordinate feeding, sleeping, rehab, sanitation and other worker needs

4) PLANNING: The Planning Officer is responsible for providing short-term and long-term planning and information to assist the IC in decision-making. The Planning Officer will also track and document activities.

Position Assigned to: Executive Vice President or designee.

Authority: Under supervision of the Incident Commander, directs action taken by the Planning section and supervises section staff.

Immediate Actions:

- ✓ Attends briefing with the Incident Commander on current situation
- ✓ Formulates operational plan

### Ongoing Actions:

- ✓ Insures that financial commitments are consistent with College policy
- ✓ Maintain logs, work sheets, and journals documenting planning financial operations
- ✓ Maintains and documents information from Operations and section
- ✓ Maintains and documents information from Logistics section
- ✓ Displays changes in the situation and resources on the Status Board
- ✓ Generates periodic written Situation Reports and Resource Status Reports for the Incident Commander and Section Officer

### **INSTITUTIONAL AND STUDENT COMPLIANCE OFFICER RESPONSE**

The Institutional and Student Compliance Officer will work with the Incident Command System on all matters dealing with student services during a crisis. Areas that fall under this role include: Student Life, Resident Life, and students.

### **INFORMATION DISSEMINATION POINTS**

The following sites will be equipped with access to local television channels in lobby areas. Students and employees will be instructed that the sites are available for receiving updates on the crisis:

- Cougar Crossing Community Building
- Booster Room in Gym
- Ray Porter lounge
- Arts, Sciences, and Classrooms Building 1<sup>st</sup> and 2<sup>nd</sup> floor lounges
- Conference Center lounge
- Allied Health Building lounge
- Multimedia Building 1<sup>st</sup> and 2<sup>nd</sup> floor lounges
- LRC 1<sup>st</sup> floor lounge
- Student Center lounge
- Additional locations will be added during the 2023-2024 academic year

Telephone and data port access are available at various locations throughout campus.

### **COUGAR CROSSING APARTMENTS STAFF**

Cougar Crossing Apartments have dorm staff. The Security Department shall maintain a list of Dorm Staff who are designated Resident Advisors for the complex. The Resident Advisors shall be responsible for certain actions that are detailed in this document. The Resident Advisors shall also be in charge of the Emergency Kit, which should include, but not be limited to, the following items:

- Flashlight(s) with extra batteries
- Battery operated radio
- First-Aid Kit
- Copy of the Safety and Security Preparedness Guide

Resident Advisors may appoint Assistants to help perform their responsibilities.

## **MANAGING COMMUNICATION IN AN EMERGENCY**

The Overall Communication Objective in a crisis is to quickly adjust the College community position from one of response and reaction to one of relative control and an ability to take proactive steps toward a return to normal business operations and to learning.

The President has primary authority over all communications regarding emergencies and will address these issues in conjunction with Executive Staff and the Official College Spokesperson.

The College has several pre-established internal methods of communication and communication methods with local communities in the event of an emergency. These include the use of email, website announcements, text messaging, bulletin boards, and announcements on local radio stations, building dissemination points, and written correspondence.

During an emergency, the Executive Director of External Affairs or designee will prepare or review all public and internally disseminated communications to ensure that they are up-to-date, complete, concise, and factual, prior to such dissemination.

Consistent with existing communications policies, no individual should provide statements to members of the media during emergencies without first discussing them with the President, Executive Director of External Affairs or designee.

## **CRIME PREVENTION AND PERSONAL SAFETY**

Mandatory and optional educational programs and counseling options are available to students and employees at Redlands Community College. Those may include but are not limited to:

- Basic Self Defense Seminars
- Sexual Assault Prevention
- Domestic and Dating Violence
- Drug & Alcohol Awareness
- First Aid & CPR Training
- Mental Health First Aid Training
- Fire Safety Training
- Bloodborne Pathogens
- Emergency Preparedness
- Hazard Communication
- Lockout Tagout
- Portable Fire Extinguishers
- Proper Lifting Techniques
- Sexual Harassment
- Workplace Free of Harassment
- Title IX crime prevention and personal safety information, provided by SafeColleges
- COL 1111 College Success Course
- Monthly Safety Emails
- Posters/Flyers

Mandatory training, in addition to notification about optional training activities, will occur annually; this includes training for CSAs and crime & safety investigators. Mandatory annual training for Title IX coordinators, investigators, and disciplinary hearing officials is also conducted, and a list of these trainings can be found on the Title IX webpage on the [www.redlandsc.edu](http://www.redlandsc.edu) website.

## **GENERAL TIPS**

### When on Campus:

- Never walk alone at night.
- Always be aware of your surroundings. Walk purposefully and make eye contact with strangers.
- In parking lots, have keys ready when you approach your car to make your entry easier.
- After dark, try to park in a well-lit area close to your destination.
- Always lock car doors and roll up windows. Keep valuables out of sight or in the trunk.
- If you feel threatened, immediately go to an open building where there are other people.
- Never leave personal items unattended or unlocked.

### In Social Situations:

- When dating someone you don't know well, ask people you trust about your date.
- Socialize in groups so that you're not alone with just one person. There really is safety in numbers.
- If you feel uncomfortable, there's probably a reason. It's better to do something you may consider rude than to remain in a dangerous situation.
- Remember that alcohol impairs both our decision-making processes and the ability to communicate.
- Keep all drinking glasses, bottles or other open containers in sight at all times. When accepting a drink of some kind, make sure that you open the container yourself and be aware that ice cubes could contain harmful substances as well.

### Personal Safety

- Program the Redlands Security Department's phone number (405.422.6200) into your cell phone. Report any suspicious activity to the Redlands Security Department immediately.
- Never take personal safety for granted. Always be aware of your surroundings.
- Try to avoid walking alone at night. Request an escort from SAFEWALK program by calling 405.422.6200.
- 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 Redlands Security Department or the El Reno Police Department for help at the first sign of trouble.

- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
- Do not struggle if someone attempts to take your property.
- Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
- 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.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

*At home, in an apartment building:*

- Keep your room door locked when you are sleeping.
- Never let unauthorized persons enter Cougar Crossing or your room. Always ask to see proper identification.
- Never prop open inside or outside doors.
- Do not hide keys outside your apartment. Do not put your name or address on your key rings.
- Avoid working or studying alone in a campus building.
- Never dress in front of a window. Close blinds or curtains after dark.
- 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.
- Any suspicious activity should be reported to the Redlands Security Department immediately.

*When driving:*

- Park your vehicle in a well-lit and populated area.
- Have your car keys in your hand when approaching your vehicle so you can enter quickly.
- 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 the automobile.
- Lock your doors and keep windows rolled up whenever possible.
- Drive on well-traveled and well-lit streets.
- Never hitchhike, and never pick up hitchhikers.



- If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
- 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.
- Leave enough room between your car and the one ahead so you can drive around it if necessary.
- Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the apartment.
- Limit distractions such as cellphones.

While walking or jogging:

- Avoid walking or jogging alone, and try not to walk or jog after dark.
- Avoid dark or vacant areas. Walk along well-lit routes.
- 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, or a group of people.

COL 1111 - College Success

College Success is a for-credit course which is required for all degree-seeking students. College Success covers a variety of resources addressing personal safety and including crime and sexual and dating violence prevention information. The personal safety and violence prevention information in College Success is available to both students and staff. These resources include:

- Description of the Redlands Campus Security Department.
- How students report crime and that they are encouraged to report any and all crimes.
- Strategies to prevent crime including sexual assault.
- Alcohol and drug policies.
- Firearms Policy
- Sexual Harassment Policy and how to report incidents.
- Emergency procedures; Regroup emergency notification system.

## **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.

*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.

### Tornado Precautions:

1. If you are in the warning area, seek shelter immediately.  
(lowest accessible floor of building away from door or windows)  
(Cougar Crossing residents use Safe rooms in community building)
2. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection, but be alert for flash floods.
3. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
5. Do not attempt to turn utilities on or off.
6. Report injuries and damage to the Redlands Security Department at 405.422.6200. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

### **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 Redlands can be found at the Canadian County Sheriff's Office, 304 N. Evans Ave., El Reno, OK 73036 or by calling 405.262.3434. You may also search at:

<https://sors.doc.ok.gov/ords/svorp/sors/r/sors/disclaimer>.

### **REPORTING PROCEDURES:**

#### **GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY**

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to a Redlands campus security authority (CSA) or Redlands Security Department or appropriate police agencies. Reporting by victims and witnesses is on a voluntary, confidential bases. To report a crime, the victim, if he or she elects to, or witness needs to call a CSA, the Redlands Security Department, or local law enforcement. Beginning November 2022, an online form will be available on the campus website for reporting crimes or incidents for non-emergency situations. For emergencies, violent crimes and incidents, or situations in which the reporting individual does not know if the crime or incident is an emergency or violent, the reporting individual should dial 911 or local law enforcement; Redlands Campus Security can also be

contacted at 405.422.6200 regarding the crime or incident. The individual to whom the crime or incident is reported will gather information needed for a report that will be prepared. A victim of a crime or emergency can request a copy of the official report after the investigation is completed.

To report a crime in progress, dial 911 first, then dial Redlands Campus Security at 405.422.6200.

Incidents reported to any CSAs designated on pages 3-4 of this document or to any campus employee will be held confidentially between the reporting individual(s) and the CSA or employee, unless required to be shared with proper legal authorities or designated on-campus reporting authorities. As soon as the reporting individuals begin sharing an incident, the CSA or employee should inform the reporting individual of the possibility that the incident may be shared with the CSA/employee's supervisor or other designated on-campus reporting authorities.

### **CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH COUNSELOR OR STUDENT ADVOCATE**

To be exempt from disclosing reported offenses to appropriate Redlands officials, a pastoral or mental health counselor or student advocate must be acting in their role as a pastoral or mental health counselor or advocate. 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, advocates 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 responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

A student advocate is a person whose official responsibility includes providing resources to members of the institution's community.

Note that the pastoral or mental health counselor or student advocate must report the crime to Redlands Security 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.

### **CRIMES IN PROGRESS**

To report a crime in progress, a person, victim or witness can dial 911 or 405.262.2121. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, 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.

Additionally, 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 or call 405.262.2121.
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.
  - a. Campus security will make every effort and exhaust every know avenue to preserve all evidence until law enforcement arrives to ensure the proof of criminal domestic violence, dating violence, sexual assault, stalking, or in obtaining a protection order.

## CRIME DISCLOSURE

Redlands Policies and Procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Redlands Security Department and other campus officials, Residential Life, and Student Services, and local law enforcement. Crime statistics are collected by: The Redlands Chief of Security and maintained in a file in addition to the daily Crime log.

The tables on pages 21-28 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. Crimes occurring on public property immediately adjacent to campus are also reported when available. They do not include off-campus private housing, which are within the El Reno and county jurisdictions. Crime statistics concerning other locations are available at the El Reno Police and Canadian County Sheriff Departments.

## DEFINITION OF TERMS FOR STATISTICAL CHARTS

For the physical addresses for the Redlands Community College locations, please refer to the **REDLANDS CRIME AND SAFETY (MAIN, DARLINGTON, ROYSE) GEOGRAPHY** information on page 5 of this document.

## 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. Definitions under Oklahoma law can be found in appendix A.

**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).

**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. Redlands policy prohibits deadly weapons on campus with limited exceptions.

### CRIME STATISTICS – All tables are occurrences by calendar year

Criminal Offenses – On Campus (includes On-Campus Student Housing Facilities statistics)

Criminal Offense	2022	2021	2020
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Not including theft <i>from</i> a vehicle)	0	0	0
k. Arson	0	0	0

Criminal Offenses - On-Campus Student Housing Facilities

Criminal Offense	2022	2021	2020
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Not including theft <i>from</i> a vehicle)	0	0	0
k. Arson	0	0	0













j. Motor vehicle theft (Not including theft from a vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2021

Criminal offense	2021								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Not including theft from a vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2020

Criminal offense	2020								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin





<b>g. Robbery</b>	0	0	0	0	0	0	0	0	0
<b>h. Aggravated assault</b>	0	0	0	0	0	0	0	0	0
<b>i. Burglary</b>	0	0	0	0	0	0	0	0	0
<b>j. Motor vehicle theft (Not including theft from a vehicle)</b>	0	0	0	0	0	0	0	0	0
<b>k. Arson</b>	0	0	0	0	0	0	0	0	0
<b>l. Simple assault</b>	0	0	0	0	0	0	0	0	0
<b>m. Larceny-theft</b>	0	0	0	0	0	0	0	0	0
<b>n. Intimidation</b>	0	0	0	0	0	0	0	0	0
<b>o. Destruction/damage/ vandalism of property</b>	0	0	0	0	0	0	0	0	0

VAWA Offenses - On Campus (includes On-Campus Student Housing Facilities statistics)

Crime	2022	2021	2020
<b>a. Domestic violence</b>	0	0	0
<b>b. Dating violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

VAWA Offenses - On-Campus Student Housing Facilities

Crime	2022	2021	2020
<b>a. Domestic violence</b>	0	0	0
<b>b. Dating violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

VAWA Offenses – Noncampus

Crime	2022	2021	2020
<b>a. Domestic violence</b>	0	0	0
<b>b. Dating violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

VAWA Offenses - Public Property

Crime	2022	2021	2020
<b>a. Domestic violence</b>	0	0	0
<b>b. Dating violence</b>	0	0	0
<b>c. Stalking</b>	0	0	0

Arrests - On Campus (includes On-Campus Student Housing Facilities statistics)

Crime	2022	2021	2020
<b>a. Weapons: carrying, possession, etc.</b>	0	0	0
<b>b. Drug abuse violations</b>	0	0	0
<b>c. Liquor law violation</b>	0	0	0



Arrests - On-campus Student Housing Facilities

Crime	2022	2021	2020
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violation	0	0	0

Arrests – Noncampus

Crime	2022	2021	2020
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violation	0	0	0

Arrests - Public Property

Crime	2022	2021	2020
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violation	0	0	0

Disciplinary Actions - On Campus (includes On-Campus Student Housing Facilities statistics)

Crime	2022	2021	2020
a. Weapons: carrying, possession, etc.	0	0	1
b. Drug abuse violations	10	20	14
c. Liquor law violation	18	35	15

Disciplinary Actions - On-campus Student Housing Facilities

Crime	2022	2021	2020
a. Weapons: carrying, possession, etc.	0	0	1
b. Drug abuse violations	10	20	14
c. Liquor law violation	18	35	15

Disciplinary Actions – Noncampus

Crime	2022	2021	2020
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violation	0	0	0

Disciplinary Actions - Public Property

Crime	2022	2021	2020
a. Weapons: carrying, possession, etc.	0	0	0
b. Drug abuse violations	0	0	0

c. Liquor law violation	0	0	0
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Unfounded Crimes

Crime	2022	2021	2020
a. Total unfounded crimes	0	0	0

(note – unfounded crimes are those investigated by law enforcement that are found to be false or baseless)

## OBTAINING REPORTS

To request a copy of any incident report or ask other related questions, contact the Redlands Security Department at 405.422.6200.

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

The Redlands Security 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 Redlands Security Department report may be denied and information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy

## OFF-CAMPUS CRIME

If the El Reno Police or Canadian County Sheriff Departments are contacted about criminal activity occurring off-campus involving a member of the Redlands community, the El Reno Police or Canadian County Sheriff Departments may notify the Redlands Security Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by the respective law enforcement departments and subject to Redlands judicial proceedings through the Institutional and Student Compliance Office.

When a Redlands student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. El Reno Police and Canadian County Sheriff Departments routinely work and communicate with campus security personnel on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Redlands operates no off-campus housing or off-campus student organization facilities. However, students live in the neighborhoods surrounding Redlands. While El Reno Police and Canadian County Sheriff Departments have primary jurisdiction in all areas off campus, Redlands security personnel occasionally will respond to student-related incidents that occur in close proximity to our campuses. Redlands security personnel have no direct radio communications with the city police, fire department, and ambulance services that would facilitate rapid response in any emergency situation.

## **ACCESS TO CAMPUS FACILITIES**

The Redlands campus is open to the public. Office/Classroom buildings and the Cougar Crossing Apartments keep regular hours and are not always accessible during closed and non-visitation hours.

## **MAINTENANCE OF CAMPUS FACILITIES**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Redlands Campus Security regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the Redlands community are helpful when they report equipment problems to the Redlands Campus Security or Physical Plant at 405.422.1400.

## **ALCOHOL AND DRUG POLICIES**

Redlands 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 Redlands' rules and regulations. Each person is responsible for his/her own behavior.

Possession, use, or distribution of alcoholic beverages, except as expressly permitted by the law and regulations, or public intoxication are a violation of Redlands policy. The consumption or possession of alcoholic beverages in any form on the campus, in Redlands student housing, or at student organizations or other sponsored activities for students is forbidden.

Students, faculty, staff, and visitors are subject to arrest and prosecution, as well as campus discipline, for violation of any federal or state drinking laws, including possession, intoxication, and driving under the influence (inclusive of DUI-Under 21).

## **ALCOHOL AND DRUG ABUSE PREVENTION PROGRAMS**

Possession, use, or distribution of narcotic or other controlled substances, except as expressly permitted by law, are a violation of Redlands policy. The consumption or possession of illegal narcotics in any form, on the campus, in Redlands housing, or at student organizations or other sponsored activities for students are forbidden. Students, faculty, staff, and visitors are subject to arrest and prosecution, as well as campus discipline, for violation of any federal or state drug law.

Redlands Community College recognizes its responsibility as an educational and public service institution to promote a productive and healthy environment. This responsibility demands implementation of programs and services to facilitate that effort. The college is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The college prohibits illegal use of drugs and alcohol in the workplace, on college property, in college housing, or as part of any college-sponsored activities. In order to meet these responsibilities, Redlands Community College:

- Requires all students and employees to abide by the terms of this policy as a condition of an initial and continued enrollment or employment.
- Provides resident students with information about college drug and alcohol policies as part of their orientation.
- Provides student-athletes with specific information about the drug and alcohol policy in the Student Handbook. The college also conducts periodic, random drug tests of student athletes.
- Works with the Canadian County Sheriff's Office and K9 University to arrange for periodic patrols of a drug dog in the residence halls.
- Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state and federal laws as well as college policies set forth within this policy, the staff and faculty handbooks, and the Student Code of Conduct. College policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of any college-sponsored activities.
- Considers a violation of this policy to be a major offense, which can result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the college.
- A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
- Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.
- Requires an employee to notify his or her supervisor of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.
- Provides access, through referral, to counseling services for counseling and training programs which inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
- Forbids an employee from performing sensitive safety functions while a prohibited drug(s) is in his or her system.
- Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653. This legislation is available for review in the Office of Human Resources).
- Provides for the annual distribution of this policy to all staff, faculty and students.

## **COLLEGE SANCTIONS**

College Sanctions for Students: The following sanctions may be imposed by any person or board authorized to assign disciplinary sanctions. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include fines, probation, suspension, expulsion, loss of institutional aid, restriction of student's activities or privileges. Students will be charged for all damages or misappropriation of property, which occurs in the violation of a rule or regulation. Restitution may be monetary compensation, replacement or repair. Community service hours will be performed in an area of the College or a community agency for a specified number of hours. Professional counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

## **LEGAL SANCTIONS – DRUGS**

Federal and state laws impose grave penalties on those who illegally possess, use, or distribute drugs or alcohol. According to the Criminal Laws in the State of Oklahoma, a person found in possession of a controlled, dangerous substance, within this State, such as marijuana\*, cannabis\*, or methamphetamine, and/or drug paraphernalia (pipes, roach clips, cocaine spoons, etc.,) shall be placed under arrest. All vehicles, or any other means of transportation used to transport a controlled, dangerous substance and money, weapons, or devices therein, are subject to forfeiture. Upon conviction, penalties range from fines, to a year in the County Jail, to life in the State Penitentiary, and/or both.

The Uniform Controlled Substance Act sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from not less than five years imprisonment and fines of not more than \$250,000 or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to forty years or \$10 million or both for the manufacture or delivery of a Schedule I or II narcotic. (Marijuana is a Schedule I Controlled Substance.) Second offense penalties range from not more than 10 years imprisonment and fines of \$500,000, to not less than ten years imprisonment and fines of not more than \$10 million or both, to not less than twenty years imprisonment and fines of not more than \$20 million or both.

This is only a summary of legal sanctions. Additional federal and state penalties may apply.

## **OTHER FEDERAL SANCTIONS**

In addition to fines and prison terms, federal sanctions for the possession or distribution of illicit drugs may include the forfeiture of federal Financial Aid eligibility for a period of one or more years. If the conviction occurs while the student is enrolled and receiving aid, the student may be required to repay all federal aid received. Eligibility may be regained by completing an acceptable drug rehabilitation program.

Legal Classifications Misdemeanors (M) are punishable by imprisonment in county jail for not more than one year and/or a fine not exceeding \$500 unless a different amount is specified for

\* Valid medical licenses for marijuana & cannabis are excluded in certain instances, but such substances are not allowed at any campus, housing, or non-campus location.

the Offense. Felonies (F) are punishable by imprisonment in the state corrections system for up to two years and/or a fine not exceeding \$1,000 unless a different amount is specified for the offense.

Unlawfully selling/delivering alcoholic beverages (M): Knowingly sell, deliver or furnish alcoholic beverages to any person under age 21.

Unlawful possession of (drug) paraphernalia (M/F): Deliver/use/possession/manufacture of drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a dangerous substance. Delivery by a person age 18 or over to a person under 18 at least three years his junior is a felony. Otherwise, violation is a misdemeanor.

Driving while impaired/intoxicated (M/F): Any person operating a motor vehicle shall be deemed to have given consent to a test for alcohol concentration and/or presence and concentration of any other intoxicating substance. Any person may refuse a test, but refusal shall result in revocation of driving privileges for 180 days. Test results showing an alcohol concentration of .08 or greater shall result in revocation of driving privileges for 90 days. An alcohol concentration of more than .05 but less than .08 is relevant evidence that driving ability is impaired. An alcohol concentration of .08 or more is prima facie evidence that the person was under the influence of alcohol. First offense is a misdemeanor. Second and subsequent offenses may be felonies and may result in suspension of driving privileges for six months.

Conviction of a felony can render person ineligible for licensure/certification/employment in their career profession; examples are law, medicine, engineering, architecture, accounting, teaching, law enforcement/public safety and military. It can also prevent acquisition of a security clearance necessary to many other jobs.

## **HEALTH RISKS**

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.

The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

- **Alcohol** produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain;

ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

- **Amphetamines/stimulants** (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.
- **Anabolic steroids** seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.
- **Barbiturates/depressants** (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
- **Cocaine/crack** stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.
- **Hallucinogens** (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.
- **Cannabis** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.
- **Narcotics** (heroin, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.
- **Tobacco/nicotine** causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers. Tobacco use is prohibited on all college property.

#### **REFERRAL AND HOTLINE INFORMATION (continued on next page)**

Red Rock Behavioral Health Center	405.354.1928
Canadian County Health Department	405.262.0042
National Institution on Drug Abuse	800.662.HELP

National Alcohol & Drug Abuse Hotline	800.234.0420
National Drug Hotline	800.662.HELP
Cocaine Helpline	800.COCAINE
Reach-Out Hotline	800.522.9054

## **LOST AND FOUND**

The Redlands Lost and Found is located at the Physical Plant. After a period of time, all buildings and security guards are encouraged to forward any found items to lost and found to maintain in a central location for persons seeking lost property.

Redlands Campus Security items will be stored in the campus security storage area for a period of one year. After a good faith effort to locate the owner and the time limits have expired, the items will be sold or destroyed.

Inquiries about lost and found property can be made by calling 405.422.6200.

## **DISCIPLINARY PROCEDURES**

Student misconduct should be reported to the office of the Institutional and Student Compliance Officer, who will investigate the reported misconduct, review the report with the student and take the appropriate disciplinary action. The student is provided in writing the policies of conduct.

A student who believes the disciplinary action is unfair may file an appeal with the Committee on Student Conduct by submitting a written appeal to the Institutional and Student Compliance Officer or his/her designee within 24 hours after the initial decision. The Committee on Student Conduct shall be comprised of:

- One administrator selected by the Redlands President
- Two faculty members selected by the Faculty Senate President
- Two students selected by the Institutional and Student Compliance Officer

If the disciplinary action is suspension or expulsion, the Committee on Student Conduct must allow the student to appear before the committee to present the appeal; the student has the opportunity to have an advisor(s) present. Otherwise, the committee may choose to simply review documentation submitted by the student and the Institutional and Student Compliance Officer. The Committee on Student Conduct may uphold, reverse or modify the decision of the Institutional and Student Compliance Officer. The decision of the Committee on Student Conduct shall be the final institutional decision on the disciplinary action.

In the result of death or coma, the next of kin will have the rights to go through the appeal process.



## **PENALTIES**

**Reprimand:** A reprimand may be oral or written and shall not become part of a student's permanent record. The reprimand will be noted by the Institutional and Student Compliance Officer.

**Conduct Probation:** A student placed on conduct probation shall be given written notice of the same and a copy of the notice may be placed in the student's files. Following satisfactory completion of the probation, the notice of probation may be removed from the student's files, if requested. Misconduct by a student on conduct probation may result in further disciplinary action.

**Immediate suspension:** A student may be suspended any time there is danger of immediate harm to any member of the Redlands community or Redlands property. Any Redlands administrator may suspend a student under such circumstances. The suspension shall be effective immediately and may be subsequently appealed to the Committee on Student Conduct by submitting a written appeal to the Institutional and Student Compliance Officer or his/her designee within 24 hours.

**Suspension:** A student may be suspended for misconduct for a definite period of time, not less than the remainder of the semester in which the suspension is imposed. Such a suspension may be recorded in the student's file. The student may apply for readmission following expiration of the suspension period.

**Expulsion:** A student expelled for misconduct will normally not be allowed to apply for readmission. The expulsion for misconduct may be included in the student's file.

## **TITLE IX AND SEXUAL MISCONDUCT POLICY AND PROCEDURE**

### **Statement of Policy**

Offenses prohibited under the Redlands Community College Policy include, but are not limited to sexual harassment, sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), sexual coercion, domestic/dating violence, stalking, and sexual exploitation, and any attempts to commit the same.

### **Definition and Examples**

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

1. Pregnancy Discrimination – Redlands Community College prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination on the basis of pregnancy should be reported in accordance with this policy.
  - a. Employees with questions regarding accommodations during pregnancy are encouraged to contact the Human Resources Department ([Human.Resources@redlandsc.edu](mailto:Human.Resources@redlandsc.edu) or 405.422.1267).
  - b. Students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Institutional and Student Compliance Officer or his/her designee ([redlands.compliance@redlandsc.edu](mailto:redlands.compliance@redlandsc.edu) or 405.422.1280).
  - c. For complaints arising under this policy, please report to the Institutional Equity and Title IX Office ([Title.IX@redlandsc.edu](mailto:Title.IX@redlandsc.edu) or 405.422.1274).
- B. Sexual Harassment is a form of sex discrimination. Sexual harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Students, employees, and visitors who are subject to or who witnesses unwelcome conduct of a sexual nature are encouraged to report the incident(s).
  1. Hostile Environment Sexual Harassment includes conduct that is sufficiently severe, pervasive, or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:
    - a. the frequency of the conduct;
    - b. the nature and severity of the conduct;
    - c. whether the conduct was physically threatening;
    - d. whether the conduct was deliberate, repeated humiliation based upon sex;
    - e. the effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
    - f. whether the conduct was directed at more than one person;
    - g. whether the conduct arose in the context of other discriminatory conduct;
    - h. continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
    - i. whether the speech or conduct deserves constitutional protections.
  2. Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant:
    - a. make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and

- b. indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the complainant's submission to such activity.
- C. Retaliation is any attempt to penalize or take an adverse employment, educational or institutional benefit action, including but not limited to making threats, intimidation, reprisals or other adverse action, against a person because of participation in a complaint or the investigation of discrimination, sexual harassment or sexual misconduct.
  1. Redlands Community College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.
  2. Redlands Community College will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant too determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the College will take prompt responsive action, including possible discipline, including disenrollment or termination, if applicable.
- D. Sexual Violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual misconduct and sexual coercion.
  1. Non-Consensual Sexual Intercourse is defined as any sexual intercourse or penetration of the anal, oral, vaginal, genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.
  2. Non-Consensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.

3. Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.
- E. Sexual Exploitation occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
1. Non-consensual video or audio-taping of any form of sexual activity;
  2. Going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch you having consensual sex without your partner's knowledge or consent);
  3. Sexually based stalking or bullying;
  4. Engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
  5. Knowingly transmitting a sexually transmitted disease or illness to another;
  6. Exposing one's genitals in a non-consensual circumstance, or inducing another to expose his or her genitals;
  7. Prostituting another person;
  8. Other forms of invasion of sexual privacy.
- F. Other Misconduct
1. Other forms of misconduct based on one's gender also constitute violations of this policy including: threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
  2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
  3. Harassment, defined as unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or that is sexual in nature that has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities;
  4. Gender-based intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
  5. Gender-based hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining or other group-affiliation activity.
  6. Gender-based bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment);
  7. Violence, including assault, battery or other physical abuse between those in an intimate or dating or romantic relationship with each other.

- a. Dating violence is violence between individuals in the following circumstances:
    - i. The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - ii. The existence of such a relationship shall be determined based on a consideration of the following factors:
      - Length of the relationship
      - Type of relationship
      - Frequency of interaction between the persons involved in the relationship.
  - b. Domestic Violence under Redlands Community College policy means violence committed by a:
    - i. Current or former spouse of the victim;
    - ii. A person with whom the victim shares a child in common;
    - iii. A person who is cohabitating with or has cohabitated with the victim as a spouse;
    - iv. A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;
    - v. Any other person against an adult or your victim who is protected from that person's acts under Oklahoma domestic or family violence laws.
8. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community.
- G. Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No", and the absence of "No" may not mean "Yes".
1. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
  2. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
  3. Previous relationships or consent does not imply consent to future sexual acts.
  4. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
  5. In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot

- make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the “who, what, when, where, why or how” of their sexual interaction. Incapacity may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose. Whether a person is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note, that indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person. Examples of when a person should know the other is incapacitated include, but are not limited to:
- a. the amount of alcohol, medication or drugs consumed, or
  - b. imbalance or stumbling, or
  - c. slurred speech, or
  - d. lack of consciousness or inability to control bodily functions or movements, or
  - e. vomiting.
6. Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.
- H. State Law Definitions – In accordance with the Violence Against Women Reauthorization Act of 2013, please be advised that the following definitions are applicable should you wish to pursue Oklahoma state criminal or civil actions. These definitions may differ from the College’s administrative policy definitions noted above. The College’s administrative system and disciplinary procedures are separate and distinct from those available to someone in a state, civil or criminal action. Individuals may seek administrative remedies in accordance with this policy and also may seek state or federal civil or criminal remedies for the same incident through the applicable systems. The definitions set forth below are reviewed and verified annually; for a more frequently updated resource, please consult Oklahoma’s State Court Network site: <http://www.oscn.net>.
1. Oklahoma Criminal Law Definition of Rape  
Oklahoma Penal Code, §21-1111:
    - A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
      - i. Where the victim is under sixteen (16) years of age;
      - ii. Where the victim is incapable through mental illness or any other soundness of mind, whether temporary or permanent, of giving legal consent;
      - iii. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;

- iv. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
  - v. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
  - vi. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
  - vii. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercised authority over the victim; or
  - viii. Where the victim is a least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.
- B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.
2. Definition of Consent under Oklahoma Criminal Law  
Oklahoma Penal Code, §21-1114A, provides lack of consent in rape cases where:
- A. Rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age; or
  - B. Rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
  - C. Rape accomplished where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit; or
  - D. Rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused; or

- E. Rape accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime; or
  - F. Rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or
  - G. Rape by instrumentation committed upon a person under fourteen (14) years of age.
3. Definition of Domestic/Dating Violence under Oklahoma Criminal Law  
Oklahoma Penal Code, §21-644, defines domestic and dating violence as any person who commits any assault and battery against a current or former spouse, a present spouse or a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.
4. Definition of Stalking under Oklahoma Criminal Law  
Oklahoma Penal Code, §21-1173, defines stalking as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:
- A. Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and
  - B. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

### **Risk Reduction Tips**

- A. Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to blame victims, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you reduce your risk of experiencing a non-consensual sexual act.
  - 1. Make your limits known as early as possible.
  - 2. Be aware of your alcohol intake. 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.
  - 3. Take care of your friends or colleagues and ask that they take care of you.
- B. Potential Aggressor – 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 reduce your risk for being accused of sexual misconduct:
  - 1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
  - 2. Understand and respect personal boundaries.



3. 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.
  4. 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. You must respect the timeline for sexual behaviors with which they are comfortable.
  5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
  6. 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.
  7. Understand that consent to one form of sexual behavior does not automatically imply consent to other forms of sexual behavior.
  8. 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.
- Risk reductions training is available to students and employees. Such programs are listed on pages 13 – 16.

### **Duty to Report Sexual Harassment, Discrimination, and Misconduct**

- A. **Mandatory Reporting** - Failure to promptly report to appropriate College official or the Title IX Office may result in disciplinary action up to and including termination.

With limited exceptions, every college employee **must** report conduct that could constitute sexual harassment/sex discrimination/sexual misconduct under this policy. Additionally, attorneys, clergy members, licensed counselors or physicians who are engaged in such capacity may keep such reports confidential.

Supervisors, managers and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs, and must promptly report it to the following or other appropriate College official.

Students and employees reporting a Title IX incident may choose to decline the option to notify local law enforcement of an incident.

- B. **Reports Concerning Minors**

Members of the College community should be aware that the College often has minors on its campuses for a variety of reasons:

- field trips
- tours
- course credit

- camps
- contests
- summer programs
- fitness for life program

Should you have a reasonable suspicion of any abuse or neglect of a minor while on College property, or where the minor is in your care at a College-related event, but the abuse may have occurred off-campus, irrespective of whether you are a mandatory reporter for Title IX purposes, you have an independent obligation under Oklahoma state law to notify the Oklahoma Department of Human Services immediately (800.522.3511) and local law enforcement (911 or 405.262.2121) and/or Redlands Community College Security (405.422.6200). If any incidents also involve violations of the Sexual Misconduct policy, you must contact the College’s Institutional Equity and Title IX Office (405.422.1274).

**Designation of Title IX Coordinator and Investigators**

All employees of the College shall be responsible for compliance with the College’s sexual misconduct policy. The College’s Title IX Coordinator shall coordinate compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations pertaining to prohibited discrimination. The College’s Title IX Coordinator may be contacted at:

Institutional and Student Compliance – Title IX Coordinator  
Redlands Community College  
1300 South Country Club Road  
El Reno, OK 73036-5304  
405.422.1274  
Email: [Title.IX@redlandsc.edu](mailto:Title.IX@redlandsc.edu)

If the Coordinator of Title IX is the subject of the complaint, the complaint should be addressed to the Title IX Coordinator’s supervisor, the Institutional and Student Compliance Officer, who may be contacted at:

Institutional and Student Compliance  
Redlands Community College  
1300 South Country Club Road  
El Reno, OK 73036-5304  
405.422.1280  
[redlands.compliance@redlandsc.edu](mailto:redlands.compliance@redlandsc.edu)

The College has designated two individuals as Title IX Investigators to conduct the investigations regarding Title IX issues. The Title IX Coordinator will designate which Investigator, male versus female, should conduct the investigation. The Title IX Investigators will report to the Title IX Coordinator. Mandatory training, in addition to notification about optional training activities, will occur annually; this includes training for CSAs and crime & safety investigators. Mandatory annual training for Title IX coordinators, investigators, and disciplinary hearing officials is also conducted.

### **Investigation of Complaints**

Once the College receives a grievance, complaint or report alleging sexual misconduct, or becomes aware of possible harassing conduct, the Investigator assigned will conduct a prompt, adequate, thorough, and impartial investigation to determine whether unlawful sexual harassment occurred. If necessary, the College will take immediate, interim action or measures to protect the alleged victim and prevent further potential harassment during the pending investigation. The College will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim. The alleged victim will be provided a written explanation of his or her options to avoid contact with the alleged harasser while the College investigates the grievance, complaint, or report; those options may include, but are not limited to:

- Prohibiting alleged harasser and any of his/her friends, co-workers, family or other connected individuals from having any contact with the alleged victim.
- Changing class, working, or transportation situations so the alleged victim is not in direct or indirect contact with the alleged harasser
- Changing housing units or employee office areas to best separate alleged victim and alleged harasser.

The College will investigate all complaints of sexual misconduct, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The College will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegations(s) involve possible criminal conduct, the College will notify the complainant of his or her right to file a criminal complaint, and College employees will not dissuade the complainant from filing a criminal complaint either during or after the College's investigation.

The College will complete its investigation within ten (10) business days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a coordinator or designated investigator is unavailable, another investigator will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will not

exceed ten (10) additional business days, without the consent of the complainant. Periodic status updates will be given to the parties, if necessary.

The College's investigation will include, but is not limited to:

- A. Providing the parties with the opportunity to present witnesses and provide evidence.
- B. Allowing all parties to have the same opportunities to have an advisor(s) present during the investigation.
- C. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- D. Some of the factors the College will consider include:
  1. The nature of the conduct and whether the conduct was unwelcome,
  2. The surrounding circumstances, expectations, and relationships,
  3. The degree to which the conduct affected one or more students' education,
  4. The type, frequency, and duration of the conduct,
  5. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment,
  6. The number of individuals involved,
  7. The age and sex of the alleged harasser and the alleged victim(s) of the harassment,
  8. The location of the incidents and the context in which they occurred,
  9. The totality of the circumstances, and
  10. Other relevant evidence.
- E. A review of the evidence using a "preponderance of the evidence" standard.

The coordinator (or designated investigator) will complete an investigative report, which will include:

- A. A summary of the facts,
- B. An analysis of the appropriate legal standards applied to the specific facts,
- C. Findings regarding whether harassment occurred, and
- D. If a finding is made that harassment occurred, the recommended remedy or remedies necessary to eliminate harassment, prevent its recurrence, and remedy its effects, if applicable.

Once the Title IX Investigator has conducted the investigation, the Title IX Coordinator will review, approve, and sign the investigative report, unless the Title IX Coordinator is the subject of the complaint. The College will ensure that prompt, appropriate, and effective remedies are provided if a finding of sexual misconduct is made (see the Remedies section, below, for additional information about remedies). The College will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

### **Determination**

The person investigating the complaint will issue a written determination as to the validity of the complaint and a description of the resolution, if any. A copy of the determination and any

resolution will be provided to the parties within ten (10) business days after completion of the investigation. If dissatisfied with the determination or any resolution, a complainant may appeal the determination to the Executive Vice President/Chief of Staff, or the College President, if the Executive Vice President/Chief of Staff issued the original determination or any resolution.

### **Appeal**

A determination and any resolution originally issued by the Title IX Coordinator may be appealed to the Institutional and Student Compliance Officer, who may be contacted at:

Institutional and Student Compliance Officer  
Redlands Community College  
1300 South Country Club Road  
El Reno, OK 73036-5304  
405.422.1280  
[redlands.compliance@redlandsc.edu](mailto:redlands.compliance@redlandsc.edu)

To appeal, a Notice of Appeal should be filed in writing within ten (10) business days after the complainant's receipt of the original determination and any resolution. The complaint, determination, and any resolution, and any other relevant documentation, should be submitted with the Notice of Appeal. On receiving the Notice of Appeal, the Institutional and Student Compliance Officer or his/her designee will review the documentation, conduct any additional investigation necessary, and issue a written decision within ten (10) business days after receiving the Notice of Appeal or after completion of any investigation. The decision on the appeal may affirm, reverse, or modify the original determination and resolution.

### **Remedies**

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies or departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies. During the investigation, disciplinary, or appeal processes and during any discussions about remedies, all parties have the same opportunities to have an advisor(s) present during any of the processes.

If the College knows or reasonably should know about possible discrimination, retaliation, or harassment, the College will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the College's pending investigation. These interim measures will be prompt, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation, and other remedies, such as those listed below.

The College will minimize any burden on the alleged victim when taking interim measures. For instance, the College generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the College will ensure that the complainant is aware of his or her rights, including a strong prohibition against retaliation for

reporting discrimination or harassment or cooperating with any investigation or proceeding, and provide written notification of any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the College determines that unlawful discrimination or harassment occurred, the College will provide written notification to victims about options for and take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate and are reasonably available, and regardless of whether the victim chooses to report the crime to campus security or local law enforcement. The victim may choose to decline notifying campus security or local law enforcement. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- A. Providing an escort to ensure the complainant can move safely between classes and activities.
- B. Ensuring the complainant and alleged harasser do not attend the same classes.
- C. Providing resources for counseling services.
- D. Providing resources for medical services.
- E. Providing academic support services, such as tutoring.
- F. Arranging for the complainant to re-take a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The College may provide remedies for the broader population as well, including but not limited to:

- A. Providing additional training to the College's designated compliance coordinator and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- B. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by College employees in notifying those authorities.
- C. Creating a committee of students or employees and College officials to identify strategies for ensuring that students and employees:
  - 1. Know the College's prohibition against discrimination, harassment, and retaliation.
  - 2. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - 3. Understand how and to whom to report any incidents of discrimination.
  - 4. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - 5. Feel comfortable that College officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- H. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the College's policies against anti-discrimination, anti-harassment, and anti-retaliation.

- I. Conducting, in conjunction with students or employees, a “climate check” to assess the effectiveness of efforts to ensure that the College is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the College.

In addition to these remedies, the College may impose disciplinary sanctions against the student or employee who harassed the complainant, that include, but are not limited to:

- Students – Warning, probation, loss of privileges, counseling, no contact, housing relocation, suspension, expulsion, limited campus access, service hours, online education, parental notification, alcohol and drug assessment, college suspension or expulsion.
- Employees – Verbal or written warning, performance improvement/management process, training, counseling, loss of privileges, reduction in pay, loss of supervisory responsibilities, paid or unpaid leave, suspension or termination.

### **Confidentiality**

The identity of the complainant will be kept confidential, to the extent permitted by state and federal law. The College will notify the complainant of the anti-retaliation provisions of applicable laws and that the College will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

### **Intentionally False Reports**

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

### **Free Speech and Academic Freedom**

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

### **Bystander Intervention**

If you witness a policy violation, or behaviors that may lead to a policy violation, there are a variety of things you can do as a bystander:

- A. Call for law enforcement assistance
  1. Emergencies – 911
  2. Non-emergencies – 405.262.2121
- B. Divert the intended victim (e.g. “help me out of here; I don’t feel well”).
- C. Distract the perpetrator (e.g. “looks like your car is being towed”).

- D. Confront the perpetrator (e.g. “don’t speak to him/her in that manner; you are going to get yourself into trouble”).

**Availability of Other Complaint Procedures**

In addition to seeking criminal charges through local law enforcement, members of Redlands’ community may also file complaints with the following entities irrespective of whether they choose to file a complaint under this procedure:

**Office of Civil Rights:**

Kansas City Field Office: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)  
816.268.0550

Washington D.C.: [OCR@ed.gov](mailto:OCR@ed.gov)  
800.421.3481

**Equal Employment Opportunity Commission:**

Oklahoma City Field Office: 800.669.4000

Washington D.C.: 800.669.4000  
[eeoc.gov/contact/](http://eeoc.gov/contact/)

**State of Oklahoma Attorney General’s Office:**

Office of Civil Rights Enforcement: 405.521.2029  
[OCRE@oad.gov](mailto:OCRE@oad.gov)

**Title IX Mission Statement**

The mission of the Institutional Equity and Title IX Office is to fulfill its commitment to protect all persons who participate or work in Redlands Community College programs and activities from discrimination or harassment based upon their gender as outlined in Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Redlands Community College prohibits any type of gender equity discrimination.

**MISSING STUDENT NOTIFICATION**

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Redlands has developed this investigation and notification policy regarding students who reside in campus housing and have been reported as missing.

**MISSING PERSON**

This Policy, with its accompanying procedures, establishes a framework for cooperation among members of the Redlands Campus community aimed at locating and assisting residential housing students who are reported missing. A student shall be deemed missing when he or she is absent from the College for more than 24 hours without any known reason. All reports of missing students shall be directed to Redlands Campus Security and Redlands Human Resources who shall investigate each report and make a determination whether the student is missing in



accordance with this policy. All students shall have the opportunity to identify an individual to be notified by the college in case a student is determined to be missing. This information will be registered confidentially and will be accessible only to authorized campus officials. It will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

If a missing student is under 18 years of age, Redlands Campus Security is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Security that the student is missing. Campus Security will also notify local law enforcement agencies not later than 24 hours after it determines that the student is missing. The Coordinator of Resident Life shall have the responsibility to make provisions of this policy and the procedures set forth below available to all residential housing students. Students will have the opportunity to identify emergency contact persons of choice. Contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Procedure:

Any report of a missing student, from whatever source, should immediately be directed to Campus Security. When a student is reported missing, Campus Security shall:

1. Initiate an investigation to determine the validity of the missing person report.
2. Contact the Institutional and Student Compliance Officer.
3. Make a determination as to the status of the missing student.
4. Notify the individual identified by the missing student as the emergency contact within 24 hours of making a determination that the student is missing.
5. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in college records within 24 hours of the determination that the student is missing.
6. Notify the local law enforcement agencies within 24 hours after determining that the student is missing.
7. The President or his designee shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

**CONTACT INFORMATION**

Campus Security	405.422.6200
Chief of Campus Security	405.422.6200
Institutional and Student Compliance Officer	405.422.1280
Title IX Coordinator	405.422.1280

Canadian County Human Services

Address: 314 W. Rogers St.  
El Reno, OK 73036

Phone: 405.295.2700  
800.572.6845

Fax: 405.295.2727

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**ANNUAL FIRE SAFETY REPORT**

Name of Facility	2022			2021			2020		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Darlington Housing, 5005 Darlington Road NW, El Reno, OK (Non-Campus Housing not near Main Campus)	0	0	0	0	0	0	0	0	0
Cougar Crossing, 1717 West Elm Street, El Reno, OK (On-Campus Housing)	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**GENERAL INFORMATION**

Campus Security and the Physical Plant are responsible for the investigation of fires that occur on campus to determine the origin and cause. The Director of the Physical Plant acts as a liaison between the college and the local fire department on any matters relevant to fire safety and preparedness on campus. Persons can contact the Director of the Physical Plant’s Office at 405.422.6204 or Campus Security at 405.422.6200 for any general fire safety questions, perceived hazards or requests for services.

Redlands takes a number of precautions to protect the safety of students living in the Cougar Crossing Apartments. Learn about the policies regarding fire safety education and training programs provided to students and employees as well as rules on portable electrical appliances, smoking, and open flames in the apartment buildings. This information on fire safety also includes emergency procedures for evacuation and a list of contacts for reporting a fire. Residence hall fires on college campuses are not uncommon; however, Redlands has been fortunate in avoiding any apartment building fire that has caused injury or serious damage.

## DEFINITION OF A FIRE

For the purposes of fire safety reporting, HEA (Higher Education Act) defines a fire as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

This definition contains two descriptions of fire. The first is “any instance of open flame or other burning in a place not intended to contain the burning.” Some examples are:

1. Trash can fire.
2. Oven or microwave fire.
3. Burning oven mitt on a stove.
4. Grease fire on a stovetop.
5. Flame coming from electric extension cord.
6. Burning wall hanging or poster.
7. Fire in an overheated bathroom vent fan.
8. Couch that is burning without any flame evident.

The second type of fire is “any instance of open flame or other burning in an uncontrolled manner.” Some examples are:

9. Chimney fire.
10. Gas stove fire.
11. Fuel burner or boiler fire.

Included in Fire Report:

12. All fires that meet the HEA definition regardless of:
  - Size.
  - Cause.
  - Whether the fire results in injury, death or property damage.
  - Your institution’s fire safety policies. Even if your institution prohibits the burning of candles in dorms, a lit candle doesn’t meet the definition of a fire. If drapes catch on fire due to brushing against a lit candle, the burning drapes meet the definition.
13. Fires on the roof or the outside walls of a building even if the fire doesn’t reach the inside.
14. An incident where there is evidence that there was burning, for example, a singed electrical cord.
15. Fires in parking facilities and dining halls that are physically attached to and accessed directly from, on-campus student housing facilities. “Accessed directly from” means that an individual can enter the parking area directly from the housing area without leaving the building. Note that if there is a vehicle fire (i.e., a fire that is confined to a vehicle) in a student housing facility parking garage, this is not a student housing facility fire. However, if there is a fire in the garage that spreads to a vehicle, or if a vehicle fire spreads to the garage, this is a student housing facility fire.
16. Fires reported to any official at your institution (e.g., to a residence life officer), not just campus fire authorities or campus security authorities.

## **FIRE LOG**

Redlands maintains a written, easily understood fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility. This log is available for viewing during business hours in the Physical Plant. Fires are also logged on the daily crime report at Redlands.

The log includes:

1. The date the fire was reported.
2. The nature of the fire.
3. The date and time of the fire.
4. The general location of the fire.

## **EVACUATION PROCEDURES FOR FIRES AND OTHER EMERGENCIES**

Once a fire emergency is discovered, immediate response is essential to minimize loss of life and property. The knowledge of proper procedures to take in responding to the emergency is vital to properly handle the situation.

### **TO REPORT A FIRE CALL 911 IMMEDIATELY FROM ANY PHONE.**

Whenever the fire alarm sounds, residents and all other occupants in residential housing must meet at the emergency evacuation safe location designated by the Dorm Staff. In the case of an actual fire or other emergency, students will be moved to a designated alternate shelter area until notified it is safe to return to the apartment building. Students should close their door as they leave their rooms. Students who do not vacate the building during the sounding of the alarm will be subject to disciplinary action.

Whenever a fire emergency occurs, the following procedures should be taken:

1. Stay calm, move quickly, and exit the building. In an orderly fashion, residents should go to the designated waiting area for further instructions.
2. Contact the local fire department by calling 911. The specific location of the emergency should be given to include the building and room number and the nature of the emergency. The reporting party should give their name and a call-back phone number.
3. Contact Campus Security or Physical Plant so that the proper departments can be notified about the emergency.
4. In case of smoke, keep a towel easily accessible for emergency use. Bring along your keys and student ID if possible.
5. Do not re-enter the building until it has been cleared by the proper authorities. If you are away from your room when the alarm sounds, do not return to your room.

## **SAFETY MEASURES**

Redlands offers drills to simulate procedures in residence hall fire situations. This program is mandatory for students living in residence halls. In addition to the drills, residents are requested to complete an online fire safety course located at:

<http://www.oshatrain.org/courses/mods/718e.html>

At least one fire drill will be held each semester at Cougar Crossing. Campus apartments are equipped with smoke detectors and fire extinguishers. The Physical Plant Department conducts

periodic fire alarm and fire extinguisher inspections in all dorm buildings and makes necessary repairs.

### **FIRE PREVENTION POLICIES**

- Fireworks or explosives are prohibited.
- Unauthorized appliances, candles or incendiary devices or liquids are prohibited.
- Deep fryers, toaster ovens, toasters, enclosed grills, open flames of any type or hot plates are prohibited.
- Smoking in the residence halls is prohibited, this includes vaping devices.
- Incense burning is prohibited.
- Open flame devices such as lanterns, candles, or warmers using votives or canned fuel are strictly prohibited in residential housing.
- Tampering with smoke detectors and fire extinguishers are prohibited.

### **COMBUSTIBLES**

If you use combustibles in decorating your room, such as fabrics, cardboard or similar materials, please ensure the items are flameproof. Purchase only UL- or FM-approved material marked “flameproof” or “flame retardant.”

### **FIRE DRILLS AND TRAINING**

Fire safety training is available through the Physical Plant in addition to Coordinator of Resident Life’s regular initial move in instructional training. In each incident of drills, students are directed as to the proper procedure for when and how to evacuate during a fire emergency and questions are answered concerning fire safety. Resident Advisors also provide training on avoidance of smoke inhalation and flame. Redlands plans to create and instruct new fire safety courses in the future. This will include interactive simulations during drills once the training courses are fully developed.

### **FIRE SAFETY EQUIPMENT ABUSE**

Besides being an annoyance, a false fire alarm can endanger lives. Tampering with a fire alarm system or fire extinguishers, misuse or tampering with sprinkler systems and other fire safety equipment is a violation of Oklahoma law and a Redlands housing violation. Anyone unnecessarily setting off or tampering with a fire alarm system, sprinkler system or fire extinguisher will be subject to judicial action, financial responsibility and/or referral to the civil authorities for prosecution under Oklahoma law (or all three). Revocation of housing contracts, removal from the residence halls and loss of housing fees will also be considered.

***If you have any questions pertaining to this report please feel free to contact Redlands  
Coordinator of Institutional Research & Effectiveness at 405.422.1206***

## APPENDIX A – DEFINITIONS OF CRIMES UNDER OKLAHOMA LAW

Definitions under Oklahoma law:

*Dating violence* is not defined in Oklahoma; 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* is 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 this title, or
- B. forcible sodomy, as defined in Section 888 of this title.

21 Okla. Stat. § 142.20.

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

1. 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; or
  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.
2. 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"):*

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. 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. 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"):*

- 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; or
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; or
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; or
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; or
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.

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, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year, or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment.
- B. Any person who violates the provisions of subsection A of this section when:
1. There is a permanent or temporary restraining order, a protective order, an emergency ex parte protective order, or an injunction in effect prohibiting the behavior described in subsection A of this section against the same party, when the person violating the provisions of subsection A of this section has actual notice of the issuance of such order or injunction;
  2. Said person is on probation or parole, a condition of which prohibits the behavior described in subsection A of this section against the same party or under the conditions of a community or alternative punishment; or
  3. Said person, within ten (10) years preceding the violation of subsection A of this section, completed the execution of sentence for a conviction of a crime involving the use or threat of violence against the same party, or against any member of the immediate family of such party, shall, upon conviction, be guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a term not exceeding five (5) years, or by a fine of not more than Two Thousand Five Hundred Dollars (\$2,500.00), or by both such fine and imprisonment.
- C. Any person who:
1. Commits a second act of stalking within ten (10) years of the completion of sentence for a prior conviction of stalking; or
  2. Has a prior conviction of stalking and, after being served with a protective order that prohibits contact with an individual, knowingly makes unconsented contact with the same individual, shall, upon conviction, be guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a term not exceeding five (5) years, or by a fine of not less than Two Thousand Five Hundred Dollars (\$2,500.00), or by both such fine and imprisonment.
- D. Any person who commits an act of stalking within ten (10) years of the completion of execution of sentence for a prior conviction under subsection B or C of this section shall, upon conviction, be guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a term not exceeding ten (10) years, or by a fine of not less than Five Thousand Dollars (\$5,000.00), or by both such fine and imprisonment.
- E. Evidence that the defendant continued to engage in a course of conduct involving repeated unconsented contact, as defined in subsection F of this section, with the victim after having been requested by the victim to discontinue the same or any other form of unconsented contact, and to refrain from any further unconsented contact with the victim, shall give rise to a rebuttable presumption that the continuation of the course of

conduct caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

F. 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, or 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.

## **APPENDIX B – UPCOMING REVISIONS**

### **PLANNED UPCOMING REVISIONS (pending approval by proper authorities)**

- Title IX Policy and Procedures section
- Update CSA titles and roles, as needed to be reflective of partnership with USAO and other entities.