

**CARL ALBERT STATE COLLEGE  
SALLISAW CAMPUS  
2018 ANNUAL CRIME REPORT AND ANNUAL FIRE SAFETY REPORT**

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## **INTRODUCTION**

**Welcome to Carl Albert State College!** As members of the Carl Albert State College (CASC) community, all faculty, staff, students and visitors play an active role in preventing crime. The CASC Campus Police have and will continue to work with individuals, departments and other groups on a daily basis to ensure that our campus remains a safe place to learn, live, work and be active. We are dedicated to providing public safety programs that are based on service and education.

This report is the result of work by many departments and is made available for the benefit of students, faculty, staff, visitors, prospective employees, and prospective students. It is designed to inform you of reported crime statistics, public safety and crime prevention procedures, and programs provided to benefit individuals and the community as a whole. This report is available in paper form from the Office of Student Affairs. For improved access, we also have posted this report on the college web site at <https://www.carlalbert.edu/campus-police/>.

I encourage you to review this report and to contact us if you have any questions. We will continue to actively seek your input as we work to ensure that CASC remains a safe environment for everyone.

Chad Brown  
Director, CASC Campus Police

## **NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT**

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

Copies of this report may be obtained by visiting the CASC web site at <https://www.carlalbert.edu/campus-police/>.

A copy of this Report can also be obtained in person by contacting Student Affairs/Student Life located in Hemphill Hall on the Poteau Campus or by sending a request to Carl Albert State College, Student Affairs Office, P.O. Box 365, Poteau, Oklahoma 74953 or by calling (918) 647-1371.

## **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**

Based on the U.S Department of Education definition of campus security authorities, the following individuals are designated:

- Director of Sallisaw Campus
- Student Affairs/Student Life Staff
- Student Conduct Officer
- Club & Organization Sponsors
- Director of Human Resources
- Campus Police or Campus Security Staff

## **CAMPUS POLICE DEPARTMENT**

CASC Police Officers are duly commissioned State of Oklahoma Police Officers. Their authority comes from Oklahoma State Statute (74 O.S. 360). The Oklahoma Council on Law Enforcement Education and Training (CLEET) certifies each officer via attendance at the state-sponsored police academy. CASC Police Officers have full police powers on property owned by CASC and any other property contiguous to property of CASC.

In addition to enforcing local, state, and federal laws and regulations, police officers are also authorized to enforce rules of conduct articulated in the Student Rights and Responsibilities document prepared and distributed by the Office of Student Affairs/Student Life. Applicable sections of that document are duplicated in this report pursuant to the Clery Act.

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

CASC Campus Police and the City of Sallisaw Police Department maintains an excellent professional working relationship. Through a written Memoranda of Understanding, the agencies coordinate investigation efforts, patrol, special events, and train on a routine basis.

CASC Campus Police work with other municipal, state, and federal law enforcement agencies as is appropriate on a continual basis to better serve the CASC community.

## **TIMELY WARNING POLICY**

To help prevent crimes or serious incidents, the CASC Campus Police, in conjunction with other departments on campus, issue timely warnings to notify CASC community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of the Director of Campus Police, constitutes an ongoing or continuing threat, a campus-wide warning will be issued. The warnings will be issued to both Poteau and Sallisaw campuses or to only one campus. Depending on the circumstances and nature of the crime, the warnings may also be shared on the Black Board Connect campus notification system. The Public Relations Director will coordinate the dissemination of this information

posted on the CASC web site <https://www.carlalbert.edu/campus-police/> and with off-campus media. A copy of the Timely Warning/Crime Alert may also be posted on doors of campus-owned buildings.

The purpose of timely warnings is to provide the CASC community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to CASC Campus Police by calling 918 775-2251 or 911 from a campus phone, by email at [police@carlalbert.edu](mailto:police@carlalbert.edu) . Please encourage anyone with information to assist us in keeping the campus safe.

## **DAILY CRIME LOG**

A daily crime log is available for review during working hours at Campus Police Office located in Mayo Center, Room SC8007. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each crime. It does not include names of the parties involved.

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

Copies of the Emergency Operations Plan and handbooks mentioned below can be located in the Office of Student Affairs.

- Student Handbook
- Residential Program Handbook
- International Student Handbook
- The Emergency Response Plan is located in offices throughout the campus.

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

If the CASC Campus Police Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the CASC community, the CASC Campus Police and/or CASC Information Technology will utilize some or all of the systems described under the Timely Warning Policy (located at page 5) to communicate the threat to the CASC community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The CASC Campus Police Department 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, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

On a bi-annual basis the notification process will be tested at the start of the fall and spring semesters. A notification will go out via email, texts, and phones that a test of the system will occur on a specific date however no time for the test will be issued. The decision on system test will be made by the Director of Campus Police. The test will contain a warning stating that this is “**ONLY A TEST**” of the notification system.

## **MEDICAL EMERGENCIES**

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

## **CAMPUS WIDE EMERGENCY RESPONSE**

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

## **CRIME PREVENTION**

Programs on the following subjects are available and can be arranged through the CASC Campus Police and the Office of Student Affairs/Student Life.:

- Alcohol Awareness
  - ⇒ "Alcohol 101"
  - ⇒ National Collegiate Alcohol Awareness Week activities
- Crime Prevention and Safety Awareness
  - ⇒ Physical Security
  - ⇒ Personal Safety
  - ⇒ Property Security
  - ⇒ Drug Abuse
  - ⇒ Operation Identification
  - ⇒ Rape/Date Rape Prevention and Response
- Other programs are available, depending on the needs of the CASC community.

## **PERSONAL SAFETY**

The following precautions provide guidance.

*General Precautions and Crime Prevention Tips:*

1. Program the CASC Police Department's phone number into your cell phone. Report any suspicious activity to the CASC Police Department immediately.
2. Never take personal safety for granted. Always be aware of your surroundings.
3. Try to avoid walking alone at night. Request an escort from the CASC Police Department by calling 918-775-2251



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

*At home, in an apartment building, or in a residence hall:*

1. Keep your room door locked when you are sleeping.

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

*When driving:*

1. Park your vehicle in a well-lit and populated area.
2. Have your car keys in your hand when approaching your vehicle so you can enter quickly.
3. Scan the area before getting into your vehicle and always check underneath your car upon approach and in the rear seat for intruders before entering the automobile.
4. Lock your doors and keep windows rolled up whenever possible.
5. Drive on well-traveled and well-lit streets.
6. Never hitchhike, and never pick up hitchhikers.

7. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
8. If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
9. Leave enough room between your car and the one ahead so you can drive around it if necessary.
10. Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
11. Limit distractions such as cellphones.

### *While walking or jogging*

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

## **ESCORT SERVICE**

Contact CASC Campus Police at 918-775-2251.

## **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.

The City of Sallisaw maintains the local siren system and the CASC campus Black Board notification system would be implemented.

*Tornado Precautions:*

1. If you are in the warning area, seek shelter immediately. Check building shelter floorplans for approved emergency locations
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 CASC Police Department at (918) 775-2251. 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 CASC can be found at <https://www.carlalbert.edu/campus-police/>.

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

### **CRIME REPORTING**

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

Each year, the FBI publishes a book of crime statistics, "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the CASC campus.

To report a crime in progress dial 911, or call (918) 775-2251.

### **CONFIDENTIAL CRIME REPORTING**

Confidential reporting of crimes is allowed at CASC. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it through e-mail or written correspondence.

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

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

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

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

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

## **CRIMES IN PROGRESS**

To report a crime in progress, a person, victim or witness can dial 911, or contact Campus Police at (918) 775-2251. 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 Campus Police at (918) 775-2251.
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.

## **CRIME DISCLOSURE**

CASC policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the CASC Police Department and other campus officials, including College Counseling Services, Residential Life, and Student Conduct Services, and local law enforcement. Crime statistics are collected by the Director of Campus Police.

The tables on page 21 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private

housing, which are within the Sallisaw Police jurisdiction. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Sallisaw Police Department.

## **DEFINITION OF TERMS FOR STATISTICAL CHARTS**

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

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

***Clery Geography:*** Buildings and property that are part of the institution's campus; the institution's non-campus buildings and property; and public property within or immediately adjacent to and accessible from the campus.

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

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

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

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

## **CRIME DEFINITIONS**



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

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

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

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

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

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

**Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,

- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic of family violence laws of Oklahoma.

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

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

***Hate Crimes:*** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national original, and disability.

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

***Liquor Law Violations:*** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all

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

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

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

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

**Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

- **Rape** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

**Stalking:** Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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

**Carl Albert State College-Sallisaw**  
**Reported Crime Statistical Summary for 2018**  
 Sallisaw is a non-residential campus and stats have been reported with the Poteau campus  
 until the current 2018 report.

**Number of Arrests/Disciplinary Referrals for Selected Offenses**

Actual Crimes Reported For: Offense Type (Includes Attempts)	Carl Albert State College RESIDENTIAL DORMS / CAMPUS						Non-Campus Building Or Property			Public Property			Total		
	2016		2017		2018		2016	2017	2018	2016	2017	2018	2016	2017	2018
	DORM	CAMPUS	DORM	CAMPUS	DORM	CAMPUS									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime (by prejudice)															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Campus SaVE Act	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**OBTAINING REPORTS**

To request a copy of a report or ask other related questions, contact the CASC Police Department at (918) 775-2251.

Requests for incident reports or traffic crash reports by persons involved generally will be processed when the investigation is completed. CASC

faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.

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

### **OFF-CAMPUS CRIME**

If the Sallisaw Police Department is contacted about criminal activity occurring off-campus involving a member of the CASC community, the Sallisaw Police Department may notify the CASC Police Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by Sallisaw Police Department and subject to CASC judicial proceedings through the Office of Student Affairs/Student Life.

### **ACCESS TO CAMPUS FACILITIES**

The CASC campus is open to the public.

## **MAINTENANCE OF CAMPUS FACILITIES**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. CASC Police officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the CASC community are helpful when they report equipment problems to the CASC Police Department (918) 775-2251 or Physical Plant at (918) 647-1450.

## **ALCOHOL AND DRUG POLICIES**

CASC 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 CASC rules and regulations. Each person is responsible for his/her own behavior. The CASC enforces compliance with state law and alcoholic beverage laws on campus and at University-sponsored activities.

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

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

## **ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS**

Programs on the following subjects are available:

- Alcohol Awareness
  - ⇒ "Alcohol 101"
  - ⇒ National Collegiate Alcohol Awareness Week activities
- Crime Prevention and Safety Awareness
  - ⇒ Physical Security
  - ⇒ Personal Safety

- ⇒Property Security
- ⇒Drug Abuse
- ⇒Operation Identification
- ⇒Rape/Dat Rape Prevention and Response

•Other programs are available, depending on the needs of the College community.

Programs can be arranged through the CASC Campus Police Crime and the Office of Student Affairs/Student Life.

## **LOST AND FOUND**

The CASC Police Department Lost and Found is located in Mayo Center, Room SC8007. Additionally, there are lost and found areas located in other campus buildings. After a certain period of time, all buildings and officers are encouraged to forward any found items to the CASC Police Department to maintain a central location for persons seeking lost property.

Inquiries about lost and found property can be made by calling (918) 775-2251.

## **DISCIPLINARY PROCEEDINGS**

The accuser should report the incident to the Human Resources Office, Campus Police, Vice President of Student Affairs, the Residence Life Coordinator on the Poteau campus or the Vice President or Campus Police at the Sallisaw campus. Upon receiving the initial complaint, the complaint will be forwarded to the Human Resources Office.

### **INITIATING A COMPLAINT:**

1. Employees, students, or visitors who believe they (or someone they have witnessed), have been subjected to Sexual Harassment or Sexual Assault in violation of this policy must report the incident to the CASC Human Resources Office using the Campus Concern/Grievance Form. The Campus Concern/Grievance Form includes the Complainant's name and contact information, identify the complained-of individual, and describe the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant's preferred outcome for resolving the matter.



2. The complaint should be turned into the CASC Human Resources Office no later than one hundred eighty (180) calendar days after the last complained-of incident.
3. Any CASC supervisor, administrator, or employee who receives a complaint or otherwise becomes aware of conduct he or she believes to be Sexual Harassment or Sexual Assault in violation of this policy must notify the Human Resources Office as soon as possible, but no later than ten (10) Working Days after the supervisor, administrator, or employee learns of the conduct.
4. The CASC supervisor, administrator, or official must also inform the individual making the Sexual Harassment or Sexual Assault complaint of this policy and refer them to the Human Resources Office.

**COMPLAINT RESOLUTION:** The Human Resources Department will determine, whether a complaint of Sexual Harassment and Sexual Assault will be resolved by formal or informal means. If either the victim or the accused are students, the incident may be addressed through the Student Conduct process once a complaint is filed.

CASC strongly encourages individuals to report any instance of sexual harassment and sexual violence to the Campus Police.

## **Student Conduct Process**

### **A. Notification of the Accused**

1. Upon receiving the complaint, the Vice President of Student Affairs will notify the accused within five (5) working days if a disciplinary hearing is to be held. The disciplinary hearing will be conducted to determine if there is reasonable cause or not reasonable cause to believe a sexual assault occurred.
2. In the event a criminal procedure for the same offense is pending, CASC will abide by the decision of the courts, but retains the right to suspend the accused until a court decision is rendered.
3. The notice of allegations against the accused shall include a statement of the allegation written by the victim, the name of the person making the accusation, the date, time, and place of the hearing.

4. The Vice President of Student Affairs, after consultation with the President of the college, is authorized to make all necessary arrangements, on a temporary basis – prior to a determination by the Hearing Panel to enforce and designate alternatives to classes, class attendance, campus residency, campus-sponsored activities, and/or any other college-related activity, if the circumstances or the proximity of the victim and accused warrant such arrangements.

### **B. Composition of Hearing Panel**

The Hearing Panel shall be composed of five members: The Vice President of Student Affairs, who will serve as chair, along with four current members of the Student Conduct Committee. Of the four committee members, one must be a student and the other three either faculty or staff of Carl Albert State College. The Hearing Panel will consist of mixed gender and will not have a conflict of interest or prejudice to either the victim or the accused. A majority decision of the Hearing Panel is required for all decisions rendered by the Panel. The Hearing Panel shall be instructed that all deliberations and proceedings are to be confidential.

### **C. Hearing Panel Procedures**

1. The hearing shall be closed to the public. No tape recordings may be made of the hearings or the deliberations of the Panel. Except as specifically outlined below, only the Hearing Panel and college legal counsel will be allowed at the hearing or deliberations.
2. The Hearing Panel will interview the victim, who may be accompanied by no more than one person. The victim may be accompanied by legal counsel when appearing before the Hearing Panel. The role of counsel is limited to consultation with the client. Legal counsel or other representatives (resource person, parents) are not permitted to participate directly in the hearing. The Panel will attempt to learn all that is relevant to the sexual assault incident. The accused shall not have the right to be present during the interview between the victim and the

Panel. If the victim refuses to appear, the Hearing Panel will declare the complaint withdrawn and the case closed.

3. The Hearing Panel will interview the accused any time after interviewing the victim. The accused may be accompanied by no more than one person. The accused may be accompanied by legal counsel when appearing before the Hearing Panel. The role of counsel is limited to consultation with the client. Legal counsel or other representatives (resource person, parents) are not permitted to participate directly in the hearing. The Panel will attempt to learn all that is relevant to the sexual conduct incident. The victim shall not have the right to be present during the interview between the accused and the Panel. If the accused refuses to appear before the Panel, the Panel reserves the right to render a finding on the basis of evidence submitted.
4. The victim or the accused may provide to the Hearing Panel the names of individuals who witnessed the event or events leading up to or following the alleged assault. After interviewing the victim and the accused, the Hearing Panel shall have the discretion to interview witnesses in person or to accept written statements from witnesses who can provide information relevant to the alleged assault. Neither the victim nor the accused has the right to be present during witness testimony or to have access to witness statements. The Hearing Panel has the discretion to disclose to either party information gained from witness testimony, if such disclosure is relevant to the finding. The Hearing Panel shall keep witnesses' names confidential. The Hearing Panel may require subsequent interviews with the victim, the accused, or witnesses.

#### **D. Procedural Rules**

1. No tape recordings of the hearing or the Panel's deliberation may be made by any party present at the hearing.
2. At the discretion of the Hearing Panel reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged

sexual misconduct. The Hearing Panel shall have no duty to grant such measures in any case under review, but should consider the appropriateness of permitting such accommodation. The Hearing Panel may, at its discretion, exclude evidence regarding the past sexual history of the alleged victim with persons other than the alleged perpetrator and consider it to be irrelevant.

3. The use of alcohol or drugs by the victim or the accused at the time of the alleged assault may be introduced by either party, but such use does not take away responsibility for behavior or the consequences of the behavior.
4. The Hearing Panel may consider any evidence relevant to establishing a finding; however, the lack of physical evidence that a sexual assault occurred will not be grounds for dismissal of a charge.
5. The Hearing Panel will deliberate in closed session and determine if there is reasonable cause or not reasonable cause to believe a sexual assault took place. If the Hearing Panel concludes a sexual assault occurred, the Vice President of Student Life will assess sanction(s).
6. This policy does not preclude the abiding by other applicable local, state, or federal laws pertaining to sexual assault.

#### **E. Notification of Finding**

The Vice President of Student Affairs will notify, in writing, both the victim and the accused of the finding within 48 hours (2 working days) from the end of the deliberation of the Hearing Panel. The notice will be sent to the last known physical address of both parties.

#### **F. Appeal**

Either the victim or the accused may file an appeal to the President of the college within ten (10) working days of the decision of the Hearing Panel. The College President will then consider the matter on the basis of written statements by the accused, the victim, and/or the Hearing Panel. The President may request a personal interview with the victim or the accused prior to

making a decision. The President will then make a decision as to whether there is reasonable cause to believe a sexual assault took place. If the President concludes that a sexual assault occurred, the President will uphold the decision of the Hearing Panel. If the President concludes that a sexual assault did not occur, the case will be dismissed. The decision of the President is final and cannot be appealed.

## **SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

### **Educational Programming**

CASC prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the “Definitions” section on Pages 41-45.

Choctaw Project SAFE Booth  
Haven and Sexual Assault Resources Student Notifications  
Online EVERFI Haven  
RA Fall Orientation (HAVEN, Title IX training)  
Fall Faculty Orientation (HAVEN, Title IX training)  
IT’s on US  
“Demystifying Title IX Obligations for College or University”  
Title IX Committee Meetings

CASC prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the Definitions section on Pages 41-45. CASC further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law, set forth in the attached Appendix A.

### **Victim Information**

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

## **Definition of Consent**

Effective Consent is:

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

## **What to do if you are a Victim of Sexual Violence**

- a. If you are not safe and need immediate help, call the police. If the incident happened on campus, call the CASC Police Department at (918) 775-2251. If the incident occurred elsewhere in Sallisaw, call the Sallisaw Police Department at (918) 775-4177. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the 1 (405) 943-7273 to get advice and discuss options for how to proceed.
- c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.
- d. Go to the Sequoyah Memorial Medical Center to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. A SANE nurse will be contacted and arrangements will be made for a sexual assault examination.

- e. A sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- f. Upon arrival at Examination site you will be taken to a private exam area. The nurse, advocate and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.
- g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.

## **On and Off Campus Resources**

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

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

### **Victim Advocate - Confidential Reporting Option**

The Victim Advocate can confidentially provide students with information about on and off campus resources available to victims.

#### **Victim Advocate**

Sequoyah County

120 E. Chickasaw, Ste. 204

Victim/Witness coordinator

(918) 775-9131

## **Counseling Resources- Confidential Reporting Options**

### **CASC Counseling**

During the course of counseling, if a client discloses knowledge of an unreported crime that occurred on or close to campus or at a CASC sanctioned event, the CASC counselor will ask the client for permission to report the alleged crime to CASC Campus Police without using the client's name. An Authorization for Release of Confidential Information must be filled out and posted in the client's file before the alleged crime can be reported to Campus Police, even though the client will remain anonymous in the report.

CASC does not have a formal voluntary confidential reporting system in place other than to provide for counselors' reporting as listed above; however, CASC Campus Police will always accept anonymous or confidential reports. An attempt will be made to investigate the crime if the reporting party provides adequate information and is supportive of the investigation action. In cases where no investigation to verify the information provided is possible, the statistics generated (if applicable to the Clery Act) will be separated in the statistical portion of the Annual Report to reflect their status as anonymously reported. Reports will be taken via telephone (918 647-1400), mail @ CASC Campus Police, E-mail (police@carlalbert.edu), or in person at HH140.

CASC Counseling Services may be contacted by Calling:

Kim Hughes  
Johnson Hall 209  
(918) 647-1366

## **Other Local Services Available to Victims- Non-Confidential Reporting Options**

**CASC Police Department**  
Mayo Center, Room 8007  
(918) 385-1566

**Sallisaw Police Department**



101 Chickasaw  
(918) 775-4177

**CASC Student Conduct Office**  
Hemphill Hall, Room 140  
(918) 647-1371

**Title IX Coordinator**  
Vickie Hill  
Business Center, Room BC866D  
(918) 647-1373

### **Medical Services**

It's important to have a thorough medical examination after a sexual assault even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases.

**Sequoyah Memorial Medical Center (off-campus)**  
**213 E. Redwood Ave**  
**Sallisaw, OK 74955**  
**(918) 774-1100**

Also, refer to <http://notalone.gov> for more information and resources.

### **Interim Measures**

Student Affairs/Student Life and the Title IX Coordinator can put in place interim measures for student victims of sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. CASC will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.

- a. **Assistance in Reporting:** Student Affairs/Student Life can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
- b. **No Contact Order:** Student Affairs/Student Life can put in place a No Contact Order between the complainant and the respondent, which

would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.

- c. **Emergency Protective Order:** Student Affairs/Student Life can assist you in filing for an Emergency Protective Order in court. This is a court-ordered petition that prohibits contact between the complainant and respondent.
- d. **Safety Measures:** Student Affairs/Student Life can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.
- e. **Living Arrangements:** Student Affairs/Student Life can assist in changing your on-campus living arrangements or that of the accused to ensure safety and a comfortable living situation.
- f. **Academic Arrangements:** Student Affairs/Student Life can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.
- g. **Other Interim Measures:** Student Affairs/Student Life can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care or academic support resources.

When Student Affairs/Student Life becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing or through CASC email to share these interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

## Reporting

All forms of sexual violence should be reported, no matter the severity. CASC primary concern is safety; therefore, individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.

CASC encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can

respond appropriately. CASC offers both confidential reporting and non-confidential reporting options. It is important to be aware that different individuals who victims can contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure a victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, the institution must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

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

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

## **A. Confidential Reporting Options**

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

### ***Professional Counselors***

Professional and licensed counselors who provide mental health counseling are not required to report any information about an incident to the Title IX coordinator without a victim's permission. These individuals are also not required by the Clery Act to report.

CASC Counseling Services may be contacted by calling:

Kim Hughes  
Johnson Hall 209  
(918) 647-1366

### ***Victim Advocate***

CASC treats the Victim Advocate as a confidential reporting option. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victim's permission. However, the Victim Advocate will report incidents to CASC Police Department for the purpose of the Clery Act.

## **B. Non-Confidential Reporting Options**

Carl Albert State College and the Clery Act require all other employees (excluding counselors and Victim Advocate) who become aware of an instance of sexual violence to report the instance to CASC Police. The victim's name should not be reported to the police without the victim's permission. The report should include the nature, date, time, and general location of an incident. This is a limited report which includes no information that would directly or indirectly identify the victim. This allows for the institution to track patterns, evaluate the program, and develop appropriate campus-wide responses.

Note that the Clery Act requires other crimes to be reported. Visit <http://clerycenter.org/> to learn more.

When an instance of sexual violence is reported to a "responsible employee" the reporter can expect the incident will be reported to the Title IX Coordinator or Student Conduct Office. A responsible employee must report to the Title IX Coordinator or Student Conduct Office all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution's response to the report. A responsible employee should not share information about the victim to law enforcement.

A "responsible employee" is an employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include but are not limited to faculty members, advisors, employees in student services offices and anyone in a supervisory role.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource. Employees can learn more about interacting with a victim of sexual violence at <http://www.aftersilence.org/aftermath.php>

### **Requests for Confidentiality from a Non-Confidential Reporter**

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

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

Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe environment for all students.

When weighing a victim's request for confidentiality or that no investigation or conduct process be pursued, the following will be considered:

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

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

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

## **Reporting to the Police**

CASC strongly encourages individuals to report sexual violence and any other criminal offenses to the police. This does not commit you to

prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions and/or civil actions against the perpetrator.

If the incident happened on campus, it can be reported to the CASC Police Department in Hemphill Hall or at (918) 647-1400. If the incident occurred elsewhere in Sallisaw, it can be reported to the Sallisaw Police Department at 101 W Chickasaw Ave. or at (918) 775-4177. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and preventing further incidents.

### **Report to Student Affairs/Student Life**

Anyone can report the incident to the Human Resources Office, Campus Police, Vice President of Student Affairs, the Residence Life Coordinator on the Poteau campus or the Vice President or Campus Police at the Sallisaw campus. Upon receiving the initial complaint, the complaint will be forwarded to the Human Resources Office.

A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed online at <https://www.carlalbert.edu/student-conduct-grievance-procedure/>

The Human Resources Department will determine, whether a complaint of Sexual Harassment and Sexual Assault will be resolved by formal or informal means. If either the victim or the accused are students, the incident may be addressed through the Student Conduct process once a complaint is filed.

CASC strongly encourages individuals to report any instance of sexual harassment and sexual violence to the Campus Police.

### **MISSING STUDENT NOTIFICATION**

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

This Policy, with its accompanying procedures, establishes a framework for cooperation among members of the CASC 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 CASC Campus Police 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. If a missing student is under 18 years of age, CASC Campus Police is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Police that the student is missing. Campus Police will also notify the Sallisaw Police Department not later than 24 hours after it determines that the student is missing. The Residential Life Coordinator shall have the responsibility to make provisions of this policy and the procedures set forth below available to all residential housing students.

### **Procedure**

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Police.
2. When a student is reported missing Campus Police shall:
  1. Initiate an investigation to determine the validity of the missing person report.
  2. Contact the Vice President of Student Affairs
  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 Sallisaw Police Department within 24 hours after determining that the student is missing.



7. The Vice President of Student Affairs notifies the Residential Life Coordinator and the President of the College.
8. The Vice President of Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

### **Student Contact Information**

- Students are given the opportunity to confidentially designate emergency contact information at registration. This information is part of the college registration and is protected under FERPA. This information is accessible by Campus Police.
- Students are given the opportunity to confidentially designate emergency contact information and to designate a person to notify in a missing person investigation at the time of housing registration. This information is accessible by Housing officials and Campus Police.

**IMPORTANT:** Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable College staff, as well as family and friends, to contact the student if the need arises.

### **Student Notification of This Policy:**

- Included on the CASC website.
  1. Discussed at beginning semester Residential Housing meetings.
  2. Included in the annual Campus Security Report.
- Included in the Residential Program Handbook.
- Integrated into Resident Assistant Training.

## **CONTACT INFORMATION**

CASC Police Department  
Hamilton Complex, Room 309  
(918) 647-1400

Sallisaw Police Department  
101 Chickasaw  
(918) 775-4177

CASC Student Conduct Office

Hemphill Hall, Room 140  
Poteau, Okla. 74953  
(918) 647-1371

Title IX Coordinator  
Vicki Hill  
Business Center, Room SC8103  
(918) 647-1373

Sequoyah Memorial Medical Center  
213 E. Redwood Ave.  
Sallisaw, Ok. 74955  
(918) 774-1100

Sequoyah County District Attorney's Office  
Victim/Witness coordinator  
(918) 775-9131

Definitions under Oklahoma law:

**Consent:**

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:

a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or

b. is under duress, threat, coercion or force; or

2. Inferred under circumstances in which consent is not clear including, but not limited to:

a. the absence of an individual saying "no" or "stop", or

b. the existence of a prior or current relationship or sexual activity.

21 Okla. Stat. § 113 (effective June 6, 2016).

**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”):**

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;

4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privacy 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.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

***Rape by instrumentation (as used in the definition of “sexual assault”):***

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:***

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,

upon conviction, shall 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

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 (2) or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";

3. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;

4. "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:

- a. following or appearing within the sight of that individual,
- b. approaching or confronting that individual in a public place or on private property,
- c. appearing at the workplace or residence of that individual,
- d. entering onto or remaining on property owned, leased, or occupied by that individual,
- e. contacting that individual by telephone,
- f. sending mail or electronic communications to that individual, and
- g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and

5. "Member of the immediate family", for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.

**Sallisaw Campus does not offer On-Campus housing therefore there is no Annual Fire Safety Report.**

