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## 2020-2021 Annual Security and Fire Report - Sayre Campus

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**2020-2021 SAYRE CAMPUS**  
**SOUTHWESTERN OKLAHOMA STATE UNIVERSITY**  
**ANNUAL CRIME REPORT AND ANNUAL FIRE SAFETY REPORT**

**TABLE OF CONTENTS**

INTRODUCTION .....	1
CLERY ACT REPORTING REQUIREMENTS .....	1
AVAILABILITY OF ANNUAL SECURITY REPORT .....	2
CAMPUS SECURITY AUTHORITIES.....	2
Designated Campus Security Authorities .....	2
SWOSU CAMPUS POLICE DEPARTMENT .....	3
Working Relationship with Other Law Enforcement Agencies.....	3
Daily Crime Log .....	4
TIMELY WARNING POLICY .....	4
EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT (ERAEP) .....	4
NOTIFICATION TO UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT.....	5
Emergency Text Messaging System.....	5
Emergency Notification Policy Test .....	5
Medical Emergencies.....	5
Campus Wide Emergency Response.....	5
Natural Disasters .....	6
Tornado Precautions .....	6
Earthquake Procedures .....	6
Bomb Threats .....	7
CRIME PREVENTION .....	7
Personal Safety .....	7
Safety Escort Service.....	9
Active Shooter Response Training for Community Members: A.L.I.C.E. Program.....	9
Self Defense Training Rape Aggression Defense R.A.D. Program .....	9
Resisting Aggression with Defense R.A.D. Program .....	9
SEX/VIOLENT OFFENDER REGISTRATION .....	10
LOST AND FOUND .....	10
PROCEDURES FOR REPORTING A CRIME OR EMERGENCY .....	10
Crime Reporting.....	10
Confidential Crime Reporting .....	11
Crimes Disclosed to Pastoral or Mental Health Counselor .....	11
Crimes in Progress .....	11
Off-Campus Crime .....	12
Crime Disclosure .....	12
Obtaining Reports.....	12
SECURITY AND ACCESS TO CAMPUS FACILITIES .....	13
Maintenance of Campus Facilities .....	13
DEFINITION OF TERMS FOR STATISTICAL CHARTS .....	13
CRIME DEFINITIONS.....	14
Criminal Offenses.....	14
Sex Offenses .....	14
Hate Crimes .....	15
Violence against Women Act (VAWA) .....	16
Arrests and Referrals for Disciplinary Action Definitions .....	16

CRIME STATISTICS: TABLES OF KNOWN CRIMINAL OFFENSES 2018, 2019, 2020 .....	18
Unfounded Crimes .....	20
SWOSU DRUG-FREE SCHOOLS/COMMUNITIES POLICY STATEMENT .....	21
Drug-Free Workplace and Schools .....	21
The Drug-Free Schools and Campuses Act .....	22
ALCOHOL AND DRUG PROGRAMS AND SERVICES .....	22
Drugs, Alcohol and Weapons on Campus .....	22
Firearms on Campus .....	23
Medical Marijuana .....	23
Alcohol Abuse and Drug Use Prevention Activities .....	23
University Sanctions: .....	25
UNIVERSITY IMPLEMENTATION OF SANCTIONS .....	26
Legal Sanctions: Local & State .....	26
Legal Sanctions: Federal .....	27
Health Risks .....	27
DEA Resource Guide .....	27
ALCOHOL AND DRUG ABUSE EDUCATION & PREVENTION PROGRAMS .....	27
Distribution of Annual Drug and Alcohol Abuse Prevention Program Notifications .....	27
STUDENT CONDUCT PROCESS .....	28
Student Code of Conduct .....	28
Prohibited Activities Defined/Non-Academic Misconduct .....	28
Explanation of Rights .....	30
Committee on Student Conduct .....	30
SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING .....	30
Title IX Coordination .....	31
Non-Discrimination Statement .....	31
Zero Tolerance Environment .....	32
Retaliation Policy .....	32
REPORTING .....	32
Title IX Reporting .....	33
Confidential Reporting Options .....	33
Non-Confidential Reporting Options .....	33
Non-Confidential Reporting Options .....	34
Requests for Confidentiality from a Non-Confidential Reporter .....	34
Reporting to the Police .....	35
DEFINITIONS .....	36
Sex Discrimination .....	36
Sexual Harassment .....	36
Sexual Misconduct .....	37
Stalking/Cyber Stalking .....	38
Dating Violence .....	38
Domestic Violence .....	39
Quid Pro Quo Sexual Harassment .....	39
VICTIM INFORMATION .....	39
What to do if you are a Victim of Sexual Violence .....	40
Complaint Procedures .....	40
Interim Measures .....	41
Investigation Procedure .....	41
Appeals Request .....	42
Appeals Process .....	42

Non-Academic Misconduct Hearing Appeals Committee .....	42
Hearing Advisor .....	42
Appeal Hearing Procedure.....	43
Educational Programming .....	43
Health Services .....	43
Counseling Services .....	44
On and Off Campus Resources .....	44
Counseling Resources .....	44
Medical Services .....	44
DISCIPLINARY PROCEEDINGS.....	45
MISSING STUDENT NOTIFICATION.....	45
CONTACT INFORMATION .....	45
ANNUAL FIRE SAFETY REPORT .....	46
Policies for Fire Safety Education and Training Programs for Students/Faculty/Staff .....	46
APPENDIX A .....	47

## INTRODUCTION

Providing a safe and secure environment for our campus community in which to work and learn is a top priority for Southwestern Oklahoma State University (SWOSU). The 2019-2020 Annual Security and Fire Safety Report demonstrates the host of activities our institution engages in to ensure your safety. This report, along with the Code of Student Conduct, details the many safety resources available to our campus community. The contents of this report have been prepared to ensure that all students, faculty, staff, and prospective members of our community are aware of programs, processes and statistics associated with our various safety and security programs.

This report is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Violence Against Women Act, as well as other applicable laws and regulations. The Chief and/or his/her designee will work with appropriate SWOSU 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.

If you wish to obtain paper copies of this report you may do so by visiting the SWOSU Campus Police Department, 200 E. College Ave. SWOSU Campus Police will mail you a paper copy upon request. You may reach them by calling (580) 774-3111. Digital copies are available at the [SWOSU Campus Police website](#).

## CLERY ACT REPORTING REQUIREMENTS

Each institution of higher education receiving federal financial assistance under the programs authorized under Title IV of the Higher Education Act of 1965 is required to disclose annual information about campus crime and security policies as well as timely warnings in certain situations. The Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 1990, as amended) specifically requires that colleges and universities have in place and disclose policies, practices and procedures including those listed below:

- Policies regarding procedures and facilities for students and others to report crimes or other emergencies on campus and SWOSU's response to such reports.
- Policy concerning security of and access to campus facilities, including residences, and security considerations used in the maintenance of campus facilities.
- 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 designed to inform students and employees about campus security procedures and crime prevention procedures and practices to encourage students and employees to be responsible for their own security and security of others.
- 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, manslaughter and sexual assaults including: rape, fondling, incest, statutory rape; aggravated assault, burglary, motor vehicle theft, arson and crimes in which the victim is intentionally selected because of actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability; robbery, aggravated assault, burglary, motor vehicle theft, arson, and including larceny-theft, destruction/damage/vandalism of property and intimidation. Crimes of domestic violence, dating violence, stalking, and arrests of persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons violations.
- Policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations recognized by SWOSU that are engaged in by SWOSU students, including student organizations with off-campus housing facilities.
- Policy regarding possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws.
- 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.

- Where information concerning registered sex offenders may be obtained.
- Information regarding emergency response and evacuation procedures.
- Policies, procedures, statistics, and programs associated with sexual misconduct.
- Fire safety information and statistics/equipment for campus residential facilities.
- Policy regarding missing student notification procedures.

#### 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 and arrest statistics, security policies and practices intended to promote crime awareness, campus safety and security.

The SWOSU Campus Police Department will produce a final report for publication on the SWOSU Campus Police website. Notification of the availability of the report will be made to all currently enrolled faculty, staff, and students through the Human Resources office. Notification will be made to everyone by electronic means, individual mailings, or computer networks.

The report will be available by October 1st of each year, in addition to once in the spring semester to all faculty, staff, and students, including prospective students’, staff, and faculty on the [SWOSU Campus Police website](#). If you wish to obtain paper copies of this report you may do so by visiting the SWOSU Sayre Campus, 409 E. Mississippi. SWOSU Campus Police will mail you a paper copy upon request. You may reach them by calling (580) 774-3111.

#### CAMPUS SECURITY AUTHORITIES

The U.S. Department of Education defines Campus Security Authorities (CSA) 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.

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#### DESIGNATED CAMPUS SECURITY AUTHORITIES

The following individuals are Designates Campus Security Authorities:

- President
- Vice President for Administration & Finance
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Public Relations & Marketing
- Law Enforcement/Full Time and Reserves
- Dean/Chairs of Departments
- Human Resource Department
- Dean of Students

- Counseling/Nursing Services
- Athletic Director/Coaches
- Director of Housing/ Housing Coordinator/Resident Assistant
- Dean of Sayre Campus
- International Student Affairs

Each CSA is required to complete a training program coordinated by SWOSU Campus Police, which includes mechanisms for forwarding reports to SWOSU Campus Police and other campus offices such as Title IX and Student Affairs and overall responsibilities of a CSA.

A CSA is responsible for reporting Clery Act crimes they discovered themselves or which they received in good faith from other. These crimes (including weapons, drug, alcohol offenses, dating violence, stalking, etc.) are reported to SWOSU Campus Police who will investigate the incident or refer it to the appropriate office or agency for investigation.

The Incidents reported by CSAs will be included in the Annual Security and Fire Safety report when it is appropriate. CSAs are required to report Clery reportable incidents that occur off campus including incidents related to student travel (international and domestic) activities.

A CSA is NOT responsible for determining whether a crime took place, that is the responsibility of the SWOSU Campus Police Department or the law enforcement agency having jurisdiction. A CSA should never attempt to apprehend an alleged perpetrator of a crime. This too is the responsibility of law enforcement. It is also not the responsibility of a CSA to try and convince a victim of a crime to contact law enforcement if the victim chooses not to do so. However, if the crime is a sex crime, including sexual harassment, SWOSU requires that it be reported to the appropriate law enforcement agency for investigation except as prohibited by law.

## SWOSU CAMPUS POLICE DEPARTMENT

SWOSU Campus Police operates its own full-time, police department. SWOSU Campus Police officers are duly commissioned State of Oklahoma police officers. Their authority comes from Oklahoma State Statute (74 O.S. 360). Each police officer is certified by the Oklahoma Council on Law Enforcement Education and Training (CLEET) certifies each officer via attendance at the state-sponsored police academy.

The Southwestern Oklahoma State University Sayre campus consists of 7 permanent buildings; all of which are protected by the SWOSU Campus Police and Sayre Police Department. The SWOSU Campus Security has the responsibility for the protection of persons and property of approximately 500 students, 40 faculty and staff members, and many visitors that frequent the campus each year.

SWOSU Campus Police Officers have complete police authority on property owned by SWOSU and any other property contiguous to SWOSU pursuant to an agreement with the City of Sayre.

If a student commits minor offenses involving SWOSU rules and regulations, the SWOSU Campus Police may also refer the individual to the Dean of Students. Major offenses such as rape, murder aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with investigators from SWOSU Campus Police and the Sayre Police Department are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at municipal, county, or federal court.

SWOSU Campus Police [Sayre Jurisdictional Boundaries](#)

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## WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES

SWOSU Campus Police personnel work closely with local, state, and federal police agencies and have direct radio communication with the Sayre Police Department on the Sayre Police Department's radio network. The SWOSU Campus Police Department is also a part of the county 911 emergency system. By mutual agreement with state and federal agencies,

the SWOSU Campus Police maintain a link with the Oklahoma State Bureau of Investigation (OSBI). Through this connection, police personnel can access the National Crime Information Computer System (NCIC) as well as all information enforcement system. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

Per agreement with local police department, the SWOSU Campus Police's jurisdiction extends to any university owned or leased property and in outlying areas. Both SWOSU Campus Security and Sayre Police Department patrol these areas jointly. Through coordination with Sayre Police Department, any criminal activity engaged by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the dean of students for any action or follow-up that may be required.

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#### DAILY CRIME LOG

A daily crime log is available for review during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. at the SWOSU Campus Police Department located at 200 E. College Ave. Weatherford, OK. 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.

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#### TIMELY WARNING POLICY

In the event that a situation arises, either on or off campus, the SWOSU Campus Police, in conjunction with other departments on campus, issue timely warnings to notify SWOSU community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of the President, any Vice President, Chief of Police or his/her designee constitutes an ongoing or continuing threat, a campus-wide warning will be issued. The warnings may be issued by various methods (Omnilert emergency notification system, e-mail, text message, SWOSU web page notification, bulletin boards, distributed throughout campus, press release to local media. etc.) as reasonably and timely as possible depending on the nature of the threat. If the threat does not pose a risk to the entire university community, the timely warning will be addressed to those community members who are subject to risk. These notifications will be issued without delay.

Whenever the Sayre Police Department issues a news release about an off-campus crime that represents a serious or ongoing threat to the safety of faculty, staff, and students. SWOSU may assist in publicizing the crime on campus.

The purpose of timely warnings is to provide the SWOSU community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to SWOSU Campus Police at (580) 774-3111.

#### EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT (ERAEP)

The SWOSU administration will immediately notify the campus community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. The decision to notify the community will be based on a case-by-case basis.

Law enforcement personnel at the scene will make the initial recommendation and they will request notification of the campus community based on their professional judgment. This recommendation can be made to any senior administrator, but is typically made to the President, or any Vice President. The persons responsible for sending the official notification include, but is not limited to, the SWOSU Chief of Police, the SWOSU dispatcher, the SWOSU Information Technology Service Director or the Vice President of Public Relations and Marketing.

In the event of an incident, which would require the larger community to be notified, information will be sent through the internet, local media, and local cable channels if appropriate.

SWOSU Campus Police and designated persons will test the ERAEP annually and document the information concerning a description of the exercise, i.e. date, time and if announced or not announced. This documentation will be kept in the Annual Security Report paper file at the SWOSU Campus Police Department.



## NOTIFICATION TO UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT

When SWOSU Campus Police 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 Southwestern Oklahoma State University community, the SWOSU Campus Police and/or the President, any Vice President, Chief of Police or his/her designee will utilize some or all of the systems described under the Timely Warning section of this report to communicate the threat to the SWOSU community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The SWOSU Campus Police Department immediately, and considering 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, any Vice President, Chief of Police or his/her designee compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

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### EMERGENCY TEXT MESSAGING SYSTEM

Southwestern Oklahoma State University has partnered with Omnilert to enhance its emergency notification system by offering an easy way to receive urgent text messages and email. The Emergency Text Messaging System is available to students, faculty and staff on Weatherford and Sayre campuses.

To participate in this service, individuals must register at [Emergency Notification System](#)

Messages may be used for situations that pose immediate danger or the closing of an entire campus. Messages about campus crime alerts generally will not be sent unless it is decided there is imminent threat of danger. This notification service is provided in addition to existing emergency reporting procedures and does not replace or eliminate any emergency notification system (e.g., tornado sirens).

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### EMERGENCY NOTIFICATION POLICY TEST

SWOSU Campus Police Chief or his/her designee will test the system annually and record this information. Test results will be kept in SWOSU Campus Police Department and available for public viewing on request.

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### MEDICAL EMERGENCIES

Steps to take in a medical emergency:

- Do not move the patient unless his or her life is in danger.
- Have someone stay with the patient until help arrives.
- 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.
- Meet emergency personnel to guide them to the patient.

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### CAMPUS WIDE EMERGENCY RESPONSE

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

- 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 SWOSU. 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. SWOSU's Chief of Police or his/her designee will have primary responsibility for convening the Emergency Management Team and will manage the institutional response. 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 SWOSU personnel and properties. The City of Sayre has developed its own plan and SWOSU's plan will be incorporated into the overall City plan.

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## NATURAL DISASTERS

In the event of storm conditions, the Sayre Fire Department will sound sirens strategically located across the city and on the SWOSU Campus to warn the population to seek immediate shelter or take proper precautions. Members of the SWOSU community have several campus buildings available to them, which are readily accessible for shelter.

Sayre Fire Department will test the storm sirens monthly on the first Monday at 12:00 p.m.

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## TORNADO PRECAUTIONS

- If you are in the warning area, seek shelter immediately, each building has a designated storm shelter area, if unaware of the location use the lowest accessible floor of the building away from windows and doors.
- 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 flashfloods.
- Do not open windows. This can increase damage to the building. Stay away from windows and exterior doors.
- Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- Do not attempt to turn utilities on or off.
- Report injuries and damage to the SWOSU Campus Security Department at (580) 928-5533. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

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## EARTHQUAKE PROCEDURES

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

### Outdoors

- In an earthquake, if you are outside, stay outside. Move away from trees, signs, buildings, electrical poles, and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- Move away from fire, smoke, or the smell of natural gas.
- Proceed to the emergency assembly area for your group if safe to do so. Check with your supervisor to determine your meeting location if you do not know it. If you are a student, follow the instructions from your class instructor/professor or emergency.

### Indoors

- Immediately take cover under tables, desks or other objects that may give you protection against flying and falling glass and debris.
- If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
- In an earthquake, you can also stand in a doorway. Brace yourself against the frame and watch out for swinging doors, other people and falling debris.
- Avoid overhead fixtures, windows, filing cabinets, vending machines, bookcases, and other heavy objects that could fall or shatter.
- Stabilize any laboratory procedures that could lead to further damage or injury (turn off gas or electrical equipment).
- After the effects of a significant, damage-causing earthquake have subsided, evacuate the building, move to open ground and call SWOSU Campus Police Department to report any injuries, trapped persons, or other immediate crisis. Please remember that in an earthquake that causes damage, persons in a wide area may be in peril from injury or being trapped in debris. Remain calm and patient and help others to move to safety within your ability to do so.

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## BOMB THREATS

If you receive a bomb threat over the phone, remain calm and try to act courteous. If possible, get another person to listen on another extension. Take notes on the caller's threat, tone, voice, characteristics, and background noise. Contact SWOSU Campus Security at (580) 928-5533 immediately and follow directions.

## CRIME PREVENTION

Policy Statement Addressing Crime Prevention Programs for faculty, staff, and students Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. SWOSU Campus Police personnel facilitate programs for student, parent, staff, faculty, and new employee orientations, student organizations, community organizations, in addition to quarterly programs for Housing Services Resident Advisers and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well or contact campus police for an escort.

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## PERSONAL SAFETY

General Precautions and Crime Prevention Tips:

- Program the SWOSU Campus Security Department's phone number (580) 928-5533 into your cell phone. Report any suspicious activity to the SWOSU Campus 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 the SWOSU Campus Security Department by calling (580) 928-5533.
- 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 SWOSU Campus Security Department or the Sayre 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 unattended. (Wallets, purses, books, calculators, laptops, etc.)
- Always carry your keys 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 has 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, or in a residence hall:

- Keep your room door locked when you are sleeping.
- Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
- Never prop open inside or outside doors.
- Do not hide keys outside your room or 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 an intruder awakens you 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 SWOSU Campus 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 residence.
- 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, a group of people.

Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks can be found [online](#).

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## SAFETY ESCORT SERVICE

SWOSU Campus Security Department provides a safe escort to and from buildings/vehicles to all faculty, staff, and students if they are uncomfortable walking alone or if they feel, threatened. Anyone on campus wishing to have an Officer escort them should call the SWOSU Campus Security Department at (580) 928-5533 ext. 2172 and provide their name, location, and a contact number where the Officer may call if they cannot locate the person.

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## ACTIVE SHOOTER RESPONSE TRAINING FOR COMMUNITY MEMBERS: A.L.I.C.E. PROGRAM

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building or other location, it is important that you be prepared to act.

SWOSU has adopted the A.L.I.C.E. active shooter civilian response-training program. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate.

This program is founded on the principle that to survive an active shooter emergency, you must be prepared to acknowledge a threat immediately and then Run, Hide or Fight. SWOSU Campus Police Department is prepared to train any interested SWOSU community members in this valuable and potentially lifesaving program for no cost.

Classes can be tailored around the needs of the group and can include a two (2) hour programs on basics or a four (4) hour comprehensive programs where attendees simulate a response to a life-threatening active shooter.

For more information on the A.L.I.C.E program at SWOSU, including seeking information on attending an open class for individuals, please call SWOSU Campus Police Department at (580) 774-3111.

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## SELF DEFENSE TRAINING RAPE AGGRESSION DEFENSE R.A.D. PROGRAM

SWOSU Campus Police Department is instructing three self-defense programs on campus.

The Rape Defense [website](#) is a national program of realistic self- defense tactics and techniques taught for women only. Nationally certified R.A.D. instructors teach all courses.

The goal of R.A.D. is to provide realistic self-defense options to women, regardless of their level of physical conditioning. Students at all levels of ability, age, experience, and strength will be provided with techniques and information that can be effectively used from the first day of class. R.A.D. is not a martial arts program, nor does it require students to be athletes in training to succeed.

R.A.D. Aerosol Defense option: [website](#) using the proven R.A.D. Systems philosophy, A.D.O. destroys the myths and manufacture hype about pepper spray effectiveness and even its ability to deter a Committed Focused Aggressor. Learn the most realistic methods for accessing, deploying, and assisting the aerosol defense option; and if it fails to work (and it may), learn the proven backup strategies needed for successful escape. R.A.D. Systems has conducted over 300 videotaped live test exposures to various aerosol products with a wide range of delivery systems. Stop believing a manufacturer's selling hype. We know what works and what does not through hands on experience.

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## RESISTING AGGRESSION WITH DEFENSE R.A.D. PROGRAM

The R.A.D. for Men [website](#) participants will have the opportunity to: raise their awareness of aggressive behavior, recognize how aggressive behavior impacts their lives, learn steps to avoid aggressive behavior, consider how they can be part of reducing aggression and violence, and practice hands-on self-defense skills to resist and escape aggressive behavior directed toward them. This program is designed to empower participants to make safer choices when confronted with aggressive behavior.

Every student receives a manual for reference and practice. Once a student has completed a R.A.D. program, their signed manual becomes a ticket for free return and practice with any instructor in the US and Canada.

The widespread acceptance of R.A.D. system is due to the ease, simplicity, and effectiveness of our tactics, solid research, legal defensibility, and unique teaching methodology. R.A.D. is the only self-defense program endorsed by the International Association of Campus Law Enforcement Administrators (IALCEA).

SWOSU is now offering R.A.D. for credit. SWOSU students may enroll in this course and receive a one-hour credit.

For more information, please call SWOSU Campus Police Department at (580) 774-3111.

## SEX/VIOLENT OFFENDER REGISTRATION

SWOSU Campus Police Department operates a registration system for persons who have been convicted of sexual or violent offenses that require registration pursuant to federal or state law. SWOSU works with the City of Weatherford Police Department and the Oklahoma Department of Corrections in exchanging information regarding persons who must register with SWOSU pursuant to legal requirements.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

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

Any individual who works at, lives at and/or is a current student at SWOSU that has been convicted of specific sex or violent offenses must register with SWOSU Campus Police Department. Pertinent data will be collected and be available for public inspection pursuant to law. Information can be found at the SWOSU Campus Police Department, 200 E. College Ave, /Weatherford Police Department (580) 772-7791. You may also access the Oklahoma Sex Offenders Registry [online](#) at the National Sex Offenders Registry at [online](#).

Persons who fail to register will be subject to prosecution. Registration with SWOSU is required in addition to registration with the local police department where they reside. It is the convicted person's responsibility to know whether to register with campus police and to ensure that registration is completed pursuant to law. Questions related to registration or persons needing to register may contact SWOSU Campus Police at (580) 774-3111.

## LOST AND FOUND

The SWOSU lost and found is located at the Administration Building. After a certain period, all buildings and officers are encouraged to forward any found items to the SWOSU Dean of Students Office to maintain a central location for persons seeking lost property.

SWOSU Campus Security Department items will be stored in the campus police storage area for a period of one year. After good faith efforts 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 (580) 928-5533.

## PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

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### CRIME REPORTING

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the SWOSU Campus Police Department or the appropriate police agency. 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 (OSBI), which in turn provides the information to the Federal Bureau of Investigation (FBI).

Report of incidents reportable under the Clery Act can also be made to any person on campus who is a Campus Security Authority or the Title IX Coordinator.

All reports that pose a potential threat to the university community will be assessed and a Timely Warning or Emergency Notification issued depending on the nature and severity of the reported information.

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 SWOSU Campus.

To report a crime in progress, dial 911, or call (580) 928-5533.

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## CONFIDENTIAL CRIME REPORTING

Confidential reporting of crimes is allowed at SWOSU. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by reporting it online at: [SWOSU Campus Police](#). SWOSU 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 investigative action. In cases where no investigation is possible to verify the information provided, the statistics generated (if applicable to the Clery Act) will be identified via a caveat in the statistical portion of the Annual Report to reflect their status as anonymously reported. Reports will be taken via telephone, mail, e-mail or in person if the reporting person so chooses.

SWOSU Campus Security Department encourages all persons to report any criminal activity, suspicious conduct, and other general emergencies to SWOSU Campus Security at 2172 from any campus phone or (580) 928-5533 from any cellular telephone. We are partnered with the City of Sayre Police Department for all 911 related calls.

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## CRIMES DISCLOSED TO PASTORAL OR MENTAL HEALTH COUNSELOR

To be exempt from disclosing reported offenses to appropriate SWOSU 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 SWOSU Campus police for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

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## CRIMES IN PROGRESS

To report a crime in progress, a person, victim, or witness can dial 911 or (580) 928-5533. 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:

- Call the police immediately: Dial 911 for emergencies or call (580) 928-5533 or ext. 2172.
- Obtain a description: Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing, and distinguishing features.
- 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.
- 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.

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## OFF-CAMPUS CRIME

If Sayre Police Department is contacted about criminal activity occurring off-campus involving a member of the SWOSU community, the Sayre Police Department may notify the SWOSU Campus Security Department. However, there is no official policy requiring such notification. There are no officially recognized student organizations with off-campus locations.

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## CRIME DISCLOSURE

SWOSU policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the SWOSU Campus Police Department and other campus officials, including SWOSU Residential Life, and Dean of Students, and local law enforcement. Crime statistics are collected by SWOSU Chief of Police or his/her designee and maintained at the SWOSU Campus Police Department.

The tables in this 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 Sayre Police Department jurisdiction. SWOSU does not report crime and arrest statistics for fraternities and sororities although they are within the jurisdictional boundaries of the City of Sayre. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Sayre Police Department.

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## OBTAINING REPORTS

When an official police report is filed, upon request, a copy of the report will be provided to the person reporting the incident if that person is the victim of the crime. Anyone can request a copy of a report or inquire about reported crime or incident by calling the SWOSU Campus Police at (580) 774-3111.

Persons who are not victims of the crime reported will be able to review basic report information on any incident reported. The basic information will include the date and time of the incident and when it was reported, the location of the incident, the classification of the crime or non-criminal incident, the name(s) of any persons arrested and the names of the SWOSU Campus Police personnel involved. Reports made to other law enforcement agencies must be requested from that agency. The general report information on each reported crime or incident is available for public inspection Monday through Friday, 8 a.m. to 5 p.m. located at the SWOSU Campus Police Department, 200 E. College Ave. To request a copy of a report or ask other related questions, contact the SWOSU Campus Police Department at (580) 774-3111.



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

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

Requests by the public for report information beyond the basic information required under the Oklahoma Open Records Act must be made to the Public Relations and Marketing Office. They can be reached by calling (580) 774-3063 to obtain information about how to make a F.O.I.A. request or for other assistance regarding police report availability.

## SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, SWOSU will be open to faculty, staff, students, parents, contractors, guests, and invitees. During non-business hours, access to all SWOSU facilities is by key, if issued, or by admittance via the SWOSU Campus Safety. In the case of periods of extended closing, SWOSU will admit only those with prior written approval to all facilities.

Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. These facilities may be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management, SWOSU Campus Security to discuss issues of pressing concern.

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## MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. SWOSU Campus Security officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the SWOSU community are helpful when they report equipment problems to the SWOSU Campus Security Department at (580) 728-5533.

## DEFINITION OF TERMS FOR STATISTICAL CHARTS

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

**Statistical Information-location Definitions:** The following definitions are used to determine locations for inclusion of reported incident statistics that follow in this document:

**Campus:** Any building or property owned or controlled by 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.

**Campus-Housing (Residential):** Any facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

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

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

**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 definitions that follow are provided for ease of reference when interpreting data included on the statistical summary that follows. Questions about crime data should be forwarded to SWOSU Campus Police at 200 E. College Ave. Weatherford, OK 73096, or telephone at (580) 774-3111 or e-mail at [police@swosu.edu](mailto:police@swosu.edu). The following definitions of criminal activities are based on Uniform Crime Reporting definitions as provided by the FBI and in accordance with Clery Act provisions. These definitions are for use by "Campus Security Authorities" at SWOSU. Any activity that meets any of these definitions, if reported to a "Campus Security Authority," is included in the statistical section of the annual report in compliance with the Clery Act. Definitions under Oklahoma law can be found in appendix A.

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## CRIMINAL OFFENSES

**Murder and Non-negligent manslaughter:** The willful (negligent or non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Rape:** 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.

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

**Aggravated Assault:** An unlawful attack of one person by another for inflicting severe or aggravated bodily injury. This type of assault is usually accompanied using a weapon, likely to produce death or great bodily harm. Simple assaults are excluded.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. Attempted forcible entry is included.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**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, etc.

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## SEX OFFENSES

**Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

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

- **Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body by another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### Non-forcible:

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Under Oklahoma statute, Title 21 § 1111, no one UNDER the age of 16 can lawfully give consent to sexual intercourse.)

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## 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 of their Race, Religion, and Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin or Disability.

Hate Crimes include any of the following offenses that are motivated by bias. Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson as defined above. In addition to those offenses, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

- **Pocket picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
- **Purse snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- **Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- **Theft from Building:** A theft from within a building, which is either open to the public or where the offender has legal access.
- **Theft from Coin Operated Machine or Device:** A theft from a machine or device, which is operated or activated using coins.
- **Theft from Motor Vehicle** (Except "Theft of Motor Vehicle Parts or Accessories"): The theft of articles from a motor vehicle, whether locked or unlocked.
- **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- **All Other Larceny:** All thefts, which do not fit any of the definitions of the specific subcategories of Larceny/Theft, listed above.

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

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

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

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## **VIOLENCE AGAINST WOMEN ACT (VAWA)**

In accordance with the Violence Against Women Act, statistics on domestic violence, dating violence, and stalking are reportable under the Clery Act. Upcoming federal regulations will further define these terms, but the following definitions are used in good faith compliance with applicable laws:

***Domestic Violence:*** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by 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 the jurisdiction in which the crime of violence occurred.

***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.

For the purposes of this definition, 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.

***Stalking:*** Engaging 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.

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## **ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION DEFINITIONS**

***Arrest*** is defined as persons processed by arrest, citation, or summons. Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction. Clery Act statistics are disclosed for arrests and referrals regarding violations of liquor, drug abuse, and weapons laws. Only violations of the law resulting in arrest or referral are disclosed. Violations of institutional policy alone are not included in Clery Act statistics.

***Arrests/Disciplinary Referrals for Drug Law Violations:*** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those 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). Classify as a drug abuse violation: all drugs, without exception, that are illegal under local or state law where your institution is located, and all illegally obtained prescription drugs.

***Arrests/Disciplinary Referrals for Liquor Law Violations:*** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Classify as a liquor law violation: the manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the aforementioned acts.

***Arrests/Disciplinary Referrals for Weapon Law Violations:*** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary

devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Classify as a weapon: carrying, possessing, etc. violation: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the aforementioned acts. SWOSU policy prohibits deadly weapons on campus with limited exceptions. In accordance with state law, no one other than a commissioned law enforcement officer may carry firearms on campus. Firearms on campus must be stored at the SWOSU Campus Police Department.

OFFENSES	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NON- CAMPUS PROPERTY	PUBLIC PROPERTY
CRIMINAL HOMICIDE:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
SEXUAL ASSAULT:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2021-2022	0	0	0	0
RAPE	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
FONDLING	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
INCEST	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
STATUTORY RAPE	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
ROBBERY:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
AGGRAVATED ASSAULT:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
BURGLARY:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
MOTOR VEHICLE THEFT:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
ARSON:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0

# KNOWN HATE CRIMES

OFFENSES	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NON- CAMPUS PROPERTY	PUBLIC PROPERTY
CRIMINAL HOMICIDE:  MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
SEXUAL ASSAULT:  RAPE	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
FONDLING	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
INCEST	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
STATUTORY RAPE	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
ROBBERY:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
AGGRAVATED ASSAULT:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
SIMPLE ASSAULT:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
BURGLARY:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
LARCENY/THEFT:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
VANDALISM/DESTRUCTION/DAMAGE OF PROPERTY:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
MOTOR VEHICLE THEFT:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
ARSON:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
INTIMIDATION:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
HATE CRIMES: (RA) RACE, (RE) RELIGION, (SO) SEXUAL ORIENTATION, (GE) GENDER, (GI) GENDER IDENTITY					
(DI) DISABILITY, (EN) ETHNICITY/NATIONAL ORIGIN					
NO HATE CRIMES FOR 2018, 2019, 2020					

## KNOWN VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

OFFENSES	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
DATING VIOLENCE:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
STALKING:	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0

## ARRESTS AND DISCIPLINARY REFERRALS

OFFENSE	GEOGRAPHIC LOCATION				
	YEAR	ON-CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS WEAPONS: CARRYING, POSSESSING, OTHER	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS CARRYING, POSSESSING, OTHER	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018-2019	0	0	0	0
	2019-2020	0	0	0	0
	2020-2021	0	0	0	0

## UNFOUNDED CRIMES

No Unfounded Crimes for 2018, 2019, 2020



## SWOSU DRUG-FREE SCHOOLS/COMMUNITIES POLICY STATEMENT

In compliance with the Drug-Free and Communities Act Amendments of 1989, SWOSU recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. Employees are expected to be in suitable mental and physical condition and able to perform their assigned duties satisfactorily. It is the intent of SWOSU to educate students and employees about the dangers of drug and alcohol abuse and to discourage the illegal possession and distribution of drugs and alcohol. Accordingly, SWOSU adopts the following policy:

The unlawful possession use or distribution of illicit drugs and alcohol by students and employees on SWOSU property, or as a part of any SWOSU student sponsored activity, is strictly prohibited. Students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy. Employees and students are required to notify SWOSU Human Resources of any state or federal drug statute conviction for a violation occurring on SWOSU campus no later than five (5) days after conviction. Students are required to notify the Dean of Students within the same time frame.

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### DRUG-FREE WORKPLACE AND SCHOOLS

Southwestern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a safe and productive educational and work environment. This responsibility demands implementation of programs and services which facilitate that effort. Southwestern supports federal laws requiring the establishment of antidrug programs which prohibit the use of illegal drugs in the schools and the workplace. Toward this goal, the University has implemented the following policies:

- Students and employees are required to abide by the terms of the Drug-Free Schools and Drug-Free Workplace Policies as a condition of enrollment and/or employment.
- Illegal manufacture, distribution, possession or use of illegal drugs on university property is strictly prohibited.
- A violation of the policy is to be considered a major offense that can result in immediate expulsion for students, termination of employment or require satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an individual for violation of this policy.
- Employees are required to notify their supervisors of a criminal conviction for drug-related offenses occurring in the workplace no later than five days following the conviction. Students are required to notify the Dean of Students of such a conviction on university property within the same time frame.
- Students and employees are provided access to the University's Employee Assistance Program (EAP), counseling and training programs which are designed to inform individuals about the dangers of drug abuse. Voluntary participation in or supervisory referrals to the Employee Assistance Program are on a confidential basis.
- Students and employees are forbidden from performing sensitive safety functions while a prohibited drug is in their system.
- Drug testing is mandated for sensitive safety positions prior to employment when there is reasonable cause, after an accident, on a random basis, 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 Human Resources Office.

All students, faculty and staff receive a copy of this policy annually.

SWOSU's policy on drug-free workplace and schools may be found [online](#).

***“Controlled dangerous substance,”*** means a drug, substance, or immediate precursor in Schedules I through V of the Uniform Controlled Dangerous Substances Act (63 Section 2-101 et seq.). Also referred to as “illegal drugs” or alcohol, which includes alcoholic beverages or low-point beer.

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## THE DRUG-FREE SCHOOLS AND CAMPUSES ACT

The Drug-Free Schools and Campuses Act (EDGAR Part 86) requires an institution of higher education to conduct a biennial review of campus programming. The objective of the biennial review is to examine the institution's program inventory to determine its effectiveness. Based upon identified strengths and weaknesses, the program shall be modified to ensure maximum effectiveness. In the event of policy violations, the biennial review also provides for consistent application of sanctions.

A comprehensive prevention program for alcohol and other drug (AOD) use includes university policy, education, enforcement, and collaboration. The participation of multiple individuals, departments, and programs culminate in a campus-wide plan that promotes a safe, healthy environment. Stakeholders collectively share in the responsibility for appropriate programming, data collection and review, recommendations for needed changes, and the implementation of those changes over the following two-year cycle.

The biennial review process includes a discussion of University policies, a review of campus prevention activities and their effectiveness, an analysis of violation types, sanctions incurred, and the effectiveness of such sanctions, as well as an action plan with details for improvement. For full 2020 Biennial Review Report. [online](#).

## ALCOHOL AND DRUG PROGRAMS AND SERVICES

SWOSU provides access to SWOSU Employees' Assistance Program (EAP) that is free to all students, faculty, and staff. EAP provides counseling and training programs that inform participants of the dangers of drug and alcohol abuse. Assistance in locating an in or out-patient rehabilitation site is available through EAP. Additionally, health insurance benefited employees may contact BCBS (toll free number on back of their card) for preauthorization benefits to access in or outpatient treatment. Volunteer participation in or referrals to these services is confidential.

Any questions regarding the rules, regulations, and policies concerning the Drug-Free Schools or the Drug-Free Workplace standards of SWOSU may be referred to the Human Resources Office.

Those needing help or advice may also use the following hotline numbers:

SWOSU Counseling Service (EAP)	(580) 774-3776
SWOSU Campus Police Department	(580) 774-3111
National Institute on Drug Abuse	(800) 662-HELP
National Alcohol & Drug Abuse Hotline	(800) 234-0420
Reach-Out Hotline	(800) 522-9054
Other resources include:	
Celebrate Recovery, Weatherford First Baptist Church	(580) 772-2771
Alcoholics Anonymous Referral Service	(800) 711-6375
Narcotics Anonymous Referral Service	(800) 711-6375

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## DRUGS, ALCOHOL AND WEAPONS ON CAMPUS

The University enforces all state laws regarding the possession, use, and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverage to persons under the age of 21.

The University's Alcohol Policy is available for review as part of the SWOSU Drug Free Workplace document available in Human Resources and on the office's website.

SWOSU Campus Police enforces all state and federal laws concerning illegal drugs, and will apprehend anyone found in possession of, using, or selling drugs. Students may additionally be charged under any existing University student disciplinary code.

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## FIREARMS ON CAMPUS

In accordance with state law, no one other than a commissioned law enforcement officer may carry firearms on campus.

Oklahoma statute states that any firearms, machetes, blackjacks, loaded canes, hand chains, or metal knuckles are not permitted on university property, nor may they be removed from a vehicle without the prior consent of the university president while the vehicle is on university property. The university may notify the Oklahoma State Bureau of Investigation of any violation as well as take administrative action against any student found to be in violation.

Oklahoma Self-Defense Act-No person in possession of any concealed handgun pursuant to the Oklahoma Self-Defense Act is authorized to carry the handgun into or upon University property. Under 21 O.S. §1277, the following property shall not be construed as prohibited for persons having a valid concealed handgun license: a)Any property set aside for the use of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior consent of the University president while the vehicle is on University property; b)Any property authorized for possession or use of handguns by University policy; and c)Any property authorized by the written consent of the University president, provided the written consent is carried with the handgun and the valid concealed handgun license while on University property. Lawfully stored handguns may not be removed from vehicles without prior valid written consent of the college or University President while the vehicle is on University property. (21 O.S. 1277.) To obtain permission to safely and lawfully store or display unloaded and approved weapons while on campus property, contact the Southwestern Oklahoma State University Police Department at (580) 774-3111.

Persons who have a valid Oklahoma carry permit pursuant to the Oklahoma Self Defense Act must have written permission from the SWOSU President to carry a firearm on campus. Currently employed and commissioned city, state or federal law enforcement officers are not subject to this approval process.

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## MEDICAL MARIJUANA

In June 2018, State Question 788 was approved by the voters of Oklahoma and became law. The state question legalized medical marijuana in the state. Despite the passage of this initiative, it is important to know that the use, possession, sale or distribution of marijuana (including medical marijuana and products containing marijuana) on any SWOSU owned/controlled property or event is illegal and against SWOSU conduct guidelines. Additionally, it is prohibited to attend class or work impaired or under the influence of a prohibited substance. Violations of these laws and policies may result in disciplinary action.

Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law and the policies of SWOSU's governing board – Regional University System of Oklahoma (RUSO). As a recipient of federal funding, SWOSU must abide by the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplace Act. Any deviation from these federal statutes and rules will place SWOSU's federal funding, including student financial aid, in jeopardy.

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## ALCOHOL ABUSE AND DRUG USE PREVENTION ACTIVITIES

Campus prevention activities are designed and implemented to meet the University's alcohol and drug free policies. Prevention activities are correlated to General Education Goal Five: Intellectual and Professional Aptitudes to "foster a safe, healthy, and diverse intellectual, cultural, and social environment that encourages emotional well-being".

### Athletics:

- Year-round random and selective drug testing administered by SWOSU and the NCAA on student-athletes. Students can be tested for illegal drugs as well as performance enhancing drugs University sponsored sporting events on campus.
- Drug-free education for athletes, provided through guest speakers, pamphlets, and posters.

- SWOSU sponsored sporting events on campus. Social recreational extra-curricular options that do not include alcohol and other drugs.

#### **Campus Police:**

- SWOSU Connect alcohol education classes. Decrease in number of on-campus DUI's and alcohol offenses.
- Increase patrols via bicycle program. Mobility, visibility, and detectability increase when the bikes are utilized.
- DUI goggle workshops. When student groups request extra alcohol awareness demonstrations with the DUI goggles, we increase awareness of the dangers and consequences of illegal alcohol use.
- Fall Freshman Orientation course drug-free educational program that includes alcohol poisoning, adverse effects of alcohol, criminal penalties, job and career penalties from drinking, and addiction resources.
- Drug-free tailgating, SWOSU palooza, rodeo, ballgames, and additional events on campus.
- Assist with mental health/emergency detentions.

#### **Dean of Students-Student Affairs:**

- Application for Approval of Student Organization Activity includes statement, "no one is permitted to bring alcoholic beverages on campus; this includes members of dance bands. Violations may result in disciplinary action for students and the sponsoring organization and/or breach of contract and termination of the band. ALL SWOSU events are alcohol and drug free." 933 activities in 2018-2019 & 873 events in 2019-2020 conducted.
- Campus Safety Month is campus-wide event that addresses the dangers of drugs and alcohol. The focus emphasizes healthy decisions, treatment, and strategies to avoid harmful behavior. The Dean of Students office placed seven large rolling storyboards, displaying alcohol/drug awareness posters and flyers, across campus in various buildings.
- Safe Spring Break Week promotion is a campus-wide event that highlights substance issues and strategies to avoid drugs and alcohol during spring break. Tables are placed in the lobbies of campus buildings with informational pamphlets on these issues.

#### **Health and Counseling Services:**

- Individual and group counseling sessions by Licensed Professional Counselor are offered at no charge. Promotes healthy lifestyles, reduce stress, increase persistence and retention of students.
- Group Contingency Management (CM) counseling sessions. Group therapy provides both challenges and support by peers and encourages students to abstain from drug use and engage in healthy behaviors.
- Referrals to licensed alcohol and drug counselor (LADC). Contracting with LADC to properly assess and provide long-term, ongoing treatment to students for substance abuse.

#### **Human Resources:**

- Employee Assistance Plan. Benefit for employees and their dependents. Up to 3 sessions per calendar year. Employees choose from a list of counselors provided by the University or they can schedule on their own. All EAP sessions have been moved off-campus. SWOSU continues to provide time off work for those attending EAP sessions.
- New Hire Information. All new faculty, staff, administration, and students receive a copy of the Drug Free Workplace pamphlet when completing new hire paperwork. This pamphlet provides new employees with information specific to certain substance, sanctions, policy & hotline numbers. This message is reaffirmed at New Employee Orientation.

#### **New Student Orientation:**

- Required drug- and alcohol-free university sponsored activities. On-campus programming awareness for freshmen students.
- AOD awareness module in Freshmen Orientation, taught by SWOSU police. Informative session followed by written reflection on canvas discussion board.
- Student handbook review during Freshmen Orientation course. Provides students with additional information on campus policies.

## Residence Life and Housing:

- **Back-to-School Block Party:** This event promotes a social option that does not include alcohol and other drugs. The Block Party consists of free food, games, and a live band.
- **Residence Life Staff Training:** All resident assistants go through extensive training on all campus policies and procedures regarding drug and alcohol usage in the Halls. They are also trained on how to recognize and safely intervene when they believe a resident is struggling with substance abuse.
- **Judicial Board-J-Board** is a seven-member board, plus one advisor, which maintains the standards of the University and community living. J-Board adjudicates most of all incidents occurring within the residential facilities, as well as make referrals to the Dean of Students or Campus Police.

## Sayre Campus:

- **Red Ribbon Awareness Week.** SGA presented to the student body the hazards of drug and alcohol abuse. Literature distributed to student body in several areas for easy access.
- **New Student Orientation and Freshmen Orientation** course information regarding AOD and medical marijuana. Provides students with additional information on campus policies.

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## UNIVERSITY SANCTIONS:

Under Federal Regulations, the University must impose sanctions for violations of its Drug-Free School Policy. The University sanctions include, but are not limited to reprimand, restriction of activities, conduct probation, administrative leave, and termination of employment. Administrative sanctions shall be imposed immediately or within 30 days of notification or awareness of the employee's workplace related criminal drug statute conviction. The University may require the completion of an approved rehabilitation program at the employee's or student's expense. All disciplinary action will be taken in accordance with the applicable policies.

Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for the unlawful possession and/or distribution of illegal drugs or alcohol (see Drug-Free Schools/Workplace Policy Statement).

Sanctions following a violation of the student code of conduct may include, but is not limited to, one or more of the following:

- **Warning:** A verbal and/or written notice to the student that they are violating or has violated university regulations.
- **Specified Restrictions and/or Requirements:** The imposing of specified restrictions, including but not limited to: letter of apology, program participation, presentation of a workshop, preparation of a research paper project, social probation, community service, assessment or evaluation, counseling sessions, restitution for damages, punitive fines, residence hall transfer, eviction from residence halls, loss of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate educational expectation.
- **Conduct Probation:** Conduct probation is a formal probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's disciplinary file and the disciplinary hold on his or her record is removed at the discretion of the DOS.
- **Temporary Suspension:**
  - The Investigator may impose a university or university housing temporary suspension prior to the student conduct conference.
  - Temporary suspension may be imposed only: 1) ensure the safety and well-being of members of the university community or preservation of university property; 2) To ensure the student's own physical or emotional safety and wellbeing; and/or 3) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.
  - During the temporary suspension, a student may be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Investigator may determine to be appropriate.

- The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.
- The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of a subsequent show cause meeting at which the student may show cause why his or her continued presence on the campus or in university housing does not constitute a threat.
- *Suspension*: A student may be suspended for reasons of conduct for a defined period not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of the suspension.
- *Indefinite Suspension*: A student may be indefinitely suspended from the University, which includes a denial of admission or re-admission for an indefinite period. Readmission may be granted only under exceptional circumstances. A suspension hold will be placed on the transcript.
- *Expulsion*: When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the University.
- *Rescission of Credit or Degree Revocation*: For those students found to have violated University policy, the University may elect to rescind credit for a specific course or program. Likewise, for those students who are found in violation of University policy and who have already graduated, the University may elect to revoke the degree(s) of a given student. When a degree is revoked or credit rescinded, a record of this action will be made a part of the official record of the student or graduate in the Office of the Registrar.
- *Disciplinary Hold*: A disciplinary hold may be placed on records of students who have been placed on suspension or expulsion. A disciplinary hold may also be utilized to ensure compliance with other sanctions or requests to appear.

**Employees:** Under Federal Regulations, SWOSU must impose sanctions for violations of its Drug-Free Schools Policy. SWOSU sanctions include, but are not limited to, reprimand, restriction of activities, conduct probation, administrative leave, expulsion, and termination of employment. Administrative sanctions shall be imposed immediately or within 30 days of notification or awareness of the employee's workplace related criminal drug statute conviction. SWOSU may also require the completion of an approved rehabilitation program at the employee's or student's expense. All disciplinary action will be taken in accordance with the applicable policies of SWOSU.

It is also within the discretion of SWOSU to refer any violations to the appropriate authorities for criminal prosecution. Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. Sanctions include, but are not limited to, incarceration and monetary fines.

Each new employee (student, staff, administrative, or faculty) will receive a printed copy of the Drug Free School/Workplace on or before the first day of employment. A signed acknowledgment of receipt will be imaged in personnel file. Refusal, failure, or neglect by any SWOSU employee to sign and return the written acknowledgment statement shall be deemed an act of insubordination and will subject the employee to appropriate disciplinary action.

## UNIVERSITY IMPLEMENTATION OF SANCTIONS

The office of the Dean of Students shall be responsible for maintaining discipline files on student conduct violations, including alcohol and other drug violations.

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## LEGAL SANCTIONS: LOCAL & STATE

Local, state, and federal laws provide for a variety of legal sanctions, both civil and criminal, for the unlawful possession and/or distribution of illegal drugs or alcohol. As an example of a civil penalty, 70 O.S. Section 624 provides that student loans, grants, fellowships, teaching fellowships, or other means of financial assistance may be revoked or terminated for the unlawful manufacture, preparation, delivery, sale, offering for sale, barter, furnishing, giving away, possession, control, use or administering of narcotic drugs, marijuana, barbiturates, or stimulants. The cities of Weatherford and Sayre follow state and federal guidelines. The [Oklahoma Drug Statutes Chart](#) outlines specific penalties.

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## LEGAL SANCTIONS: FEDERAL

U.S. Department of Justice, Drug Enforcement Administration. (2017). *Drugs of abuse: A DEA resource guide*. Retrieved [online](#).

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## HEALTH RISKS

Alcohol and other drug use represent serious threats to health and the quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. 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, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.

Further information concerning health risks may be found in the Student Health & Counseling Services. Individuals should also consult their personal physician about alcohol and drug-related health risks. Drug Enforcement Agency (DEA) provides Drug Fact Sheets, which may be found at the Drug Enforcement Administration's [website](#).

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## DEA RESOURCE GUIDE

Education plays a critical role in preventing substance abuse. Drugs of Abuse, A DEA Resource Guide, is designed to be a reliable resource on the most abused and misused drugs in the United States. This comprehensive guide provides important information about the harms and consequences of drug use by describing a drug's effect on the body and mind, overdose potential, origin, legal status, and other key facts. Drugs of Abuse also offers a list of additional drug education and prevention resources, including the DEA [website for teenagers](#), the DEA website for [parents, educators, and caregivers](#), and at [operation prevention](#).

## ALCOHOL AND DRUG ABUSE EDUCATION & PREVENTION PROGRAMS

SWOSU Health Services provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

- Alcohol and Drug Education: SWOSU Health Services, Employee Assistance Program, University Health Class.
- Counseling and Rehabilitation: SWOSU provides access to SWOSU Employees' Assistance Program and Counseling Services for counseling and training programs that inform participants of the dangers of drug and alcohol abuse. Volunteer participation in or referrals to these services is confidential.
- Referral Services: Student Development Counselors, Campus Nurse, Employee Assistance Program.
- University Disciplinary Actions: Faculty/Student Judicial Review Committee. Director of Student Development.

The State of Oklahoma sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the SWOSU Campus Police.

A violation of any law regarding alcohol is also a violation of the University's Student Code of Conduct and will be treated as a separate disciplinary matter by the University.

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## DISTRIBUTION OF ANNUAL DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM NOTIFICATIONS

All current students (enrolled for any type of academic credit except continuing education units) and all current employees will receive an annual reminder of SWOSU's Drug Free Schools and Workplace Policy.

**Students:** The annual notice of Drug Free Schools and Workplace will be distributed by email to all students on the Weatherford and Sayre campuses. Documentation lists of students receiving email will be retained. SWOSU Public Relations & Marketing will distribute the email to all students. Public Relations & Marketing will send documentation list to the Vice President for Student Affairs and Associate Provost.



This annual notice will be distributed with the Clery Act notification on or before October 1 of each year.

**Employees:** The annual notice of Drug Free Schools and Workplace will be distributed by email to all employees on the Weatherford and Sayre campuses who generally work with computers daily. Otherwise, employees who do not have access to a computer will receive a hard copy provided to each supervisor to distribute in respective departments (Physical Plant, Food Services, etc.). Documentation lists of employees receiving email and regular mail copies will be retained. SWOSU Human Resources will distribute the email to all employees. Human Resources will retain a distribution list.

This annual notice will be distributed with the Clery Act notification on or before October 1 of each year.

All new employees are given a copy of the Drug Free Workplace Policy on or before their first day of employment. A signed receipt is imaged in their personnel file. In addition, this policy is addressed at each new employee and faculty orientation.

## STUDENT CONDUCT PROCESS

Violations of SWOSU's Student Code of Conduct are referred to the Dean of Students for investigation and adjudication. Students should refer to the Code, which is found in the Student Handbook.

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## STUDENT CODE OF CONDUCT

SWOSU's basic standard of behavior requires a student (a) not violate any municipal, state, or federal laws, or (b) not interfere with or disrupt the orderly educational process of SWOSU. Any student violating either of these basic principles is violating the rules and regulations of SWOSU. A student is not entitled to greater immunities or privileges before the law than those privileges enjoyed by the citizens of the state of Oklahoma.

The University's authority is vested in the Oklahoma State Regents for Higher Education, the Regional University System of Oklahoma, and the President of Southwestern Oklahoma State University. The President of Southwestern Oklahoma State University delegates to the Vice President for Student Affairs or the Vice President's designees the authority to investigate potential or alleged violations of University regulations or law and to determine and administer appropriate penalties using a preponderance or weight of the evidence standard. This includes authority to control and regulate various aspects of student behavior through disciplinary means. Disciplinary authority and judicial latitude necessary to accomplish it are delegated to the Dean of Students' (DOS) Office. The objective of SWOSU is to provide an opportunity for education to all students. To achieve this objective, it is important to define standards of conduct or limits of behavior that will enable students to work together with the faculty, staff, and administration in a positive manner.

The enrollment of a student into SWOSU means that the student voluntarily assumes obligations of performance and behavior reasonably expected by the University. University rules and regulations are designed to insure optimal conditions for learning for all students. Standards of conduct for students are a base or foundation of behavior rather than arbitrary limits of behavior.

The University's policies concerning students' behavior are an educational and rehabilitative approach. The former approach emphasizes assisting students to understand and accept responsibilities for their behavior. Both the interests of the student and the University are considered in deciding the desirability of undertaking a program of rehabilitation within the University.

The Regional University System of Oklahoma (RUSO) adopted the following disciplinary regulations and administrative procedures. Additional changes become effective upon their adoption by RUSO.

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## PROHIBITED ACTIVITIES DEFINED/NON-ACADEMIC MISCONDUCT

Non-Academic Misconduct-Any student that has committed any of the following misconduct is subject to disciplinary sanctions outlined within the Disciplinary Sanctions section of the Student Code of Conduct:

- Unsafe Conduct: Any action which endangers or threatens the safety of oneself or another person.



- Threat or Physical Assault: any action used to intimidate another and cause reasonable fear, or any action which would cause physical harm to another person.
- Illegal use or possession of alcohol or a controlled substance: any use, possession, or distribution of alcohol or controlled substance except as permitted by law.
- Use, possession, or distribution of marijuana: any use, possession, or distribution of marijuana is prohibited.
- Unauthorized use of property/: the unauthorized use of university property, and/or.
- Damage to property: any physical damage done to the university or its property.
- Theft: taking the possession of another without consent, with the intention of depriving them of their property.
- Vandalism: defacing or damaging any property within the boundaries of university lands.
- Disturbing the Peace and Destruction of Property: No student or group of students shall disturb the peace, injure any person, (including hazing), damage or remove university property, or disrupt the functions of the university including its teaching, research, administration, or disciplinary proceedings, public-service functions or other authorized university activity, or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.
- Hazing: an activity which recklessly or intentionally endangers the mental health or physical safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or any institution of higher education in this state.
- Weapons: The possession or firing of firearms, fireworks, explosives or weapons including but not limited to bows, knives, or guns by students is prohibited on campus, in any student residence, sorority, fraternity, approved private housing or university operated facility, except as they are used in officially approved university programs.
- Violation of criminal law: any violation of municipal, state, or federal law.
- Technology Theft and/or Abuse: Technology theft or other abuse of computer resources and facilities, including but not limited to the following is not permitted:
  - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
  - Unauthorized transfer of a file.
  - Use of another's identification and password.
  - Use of computing facilities to interfere with the work of another student, faculty member, or university official.
  - Use of computing facilities to send obscene or abusive messages.
  - Use of computing facilities to willfully publish, distribute, or exhibit any obscene expression.
  - Use of computing facilities to interfere with normal operation of the university computing system.
  - Use of computing facilities and resources in violation of copyright laws.
- Disruption of university activities: actions which impede or disrupt a university authorized activity or conduct which would impede a student's access or participation in a university authorized activity.
- Violation of university rules: any action which would cause a violation of any published university rules, regulations, or policies.
- Noncompliance with sanctions: conduct which would violate any sanction or requirement imposed by a previous disciplinary procedure.
- Refusal to comply: a refusal to comply with law enforcement or university official in performance of his or her duties.
- Acts of Dishonesty: No student shall commit acts of dishonesty, including but not limited to the following:
  - Cheating, plagiarism, or other forms of academic dishonesty.
  - Furnishing false information to any university official, faculty member, or office.

- Forgery, alteration or misuse of any university document, record, or instrument of identification.
- Falsifying or participating in the falsification of any university record.
- Assuming the identity of another.
- Any other act of dishonesty which adversely affects the university or the pursuit of its objectives.
- utilized to ensure compliance with other sanctions or requests to appear.

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#### EXPLANATION OF RIGHTS

- Prior to the commencement of any disciplinary action, the DOS shall explain to the accused student the student's rights under the terms of the Student Code of Conduct.
- Prior to disciplinary action resulting in suspension, expulsion, or degree revocation, the DOS or a representative shall explain to the student the student's rights under the terms and conditions of these rules and regulations.
- Each student involved in a proposed disciplinary action of suspension, expulsion, or degree revocation, will be asked to sign a statement explaining the disciplinary policies and procedures of the University. A copy of this statement is available in the Office of the DOS.
- To initiate an appeal, a student must make the request. The request and reason for appeal should be made in writing, by hard copy, signed, and dated, to the Vice President for Student Affairs within twenty-four (24) hours after the disciplinary decision is rendered. If the student appeals a decision of temporary suspension, suspension, expulsion, degree revocation, or rescission of credit, the student may indicate in the appeal to choose an administrative hearing or a hearing before the Committee on Student Conduct. If the student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after the administrative hearing or after the Committee on Student Conduct hearing. A decision to suspend becomes effective immediately but may be overturned after an appeal hearing. Hearings will be held as soon as practical after the student makes the request.
- In cases of an appeal of an expulsion decision with a request for a hearing with the Committee on Student Conduct; shall follow expulsion-hearing procedures outlined according to the RUSO Policy Manual, Chapter 4 on Student Policies.

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#### COMMITTEE ON STUDENT CONDUCT

A committee will be created to consider the appeal of cases resulting in temporary suspension, suspension, indefinite suspension, expulsion, rescission of credits, or degree revocation. The president of the university who shall have the authority to determine the composition of the committee shall appoint the committee. The committee makeup **may** include any combination of the following: (1) administrative staff members, the president may appoint administrative staff members or seek nominations for committee membership from the Administrative Council; (2) faculty members, the president may appoint faculty members or seek nominations for committee membership from the Faculty Senate; and/or (3) student members, the president may appoint student members or seek nominations for committee membership from the Student Government Association. The student filing the appeal shall have the right to exclude the student members of the committee upon proper request. A quorum of the committee shall consist of a majority of the currently appointed members of the committee.

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

This policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 or Title VII of the Civil Rights Act of 1964. Such behavior also requires the University to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (VAWA) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The University prohibits forms of gender discrimination or sexual misconduct which includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, stalking, domestic violence, dating violence, complicity in the commission of any act prohibited by this policy, and retaliation against a person

for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy. Gender discrimination or sexual misconduct by any member of the university community may be a violation of federal or state law, as well as policy of the Regional University System of Oklahoma, and will not be tolerated.

The University adopts this policy with a commitment to: (1) eliminating, preventing, and addressing the effects of sexual misconduct; (2) fostering the University's values, vision, and mission; (3) cultivating a climate where all individuals are well-informed and supported in reporting gender discrimination or sexual misconduct; (4) providing a fair and impartial process for all parties; and (5) identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed. Employees or students who violate this policy may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to eliminate gender discrimination or sexual misconduct, prevent its recurrence, and remedy its effects. The University conducts ongoing prevention, awareness, and training programs for Employees and Students to facilitate the goals of this policy.

It is the responsibility of every member of the University community to foster an environment free of gender discrimination and sexual misconduct. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of gender discrimination or sexual misconduct. The University will support and assist community members who take such actions. The University provides active bystander training through the

This policy applies to Students, University Employees, and Third Parties. This policy pertains to acts of Gender Discrimination or Sexual Misconduct committed by or against Students, Employees and Third Parties when:

- the conduct occurs on University grounds or other property owned or controlled by the University.
- the conduct occurs in the context of a University employment or education program or activity, including, but not limited to, University-sponsored study abroad, research, online, or internship programs; or
- the conduct occurs outside the context of a University employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for Students, Employees or Third Parties while on University grounds or other property owned or controlled by the University or in any University employment or education program or activity.

This policy supersedes any conflicting provisions that may exist in policies addressing other forms of gender discrimination and harassment prior to the date of this document. Where gender discrimination or sexual misconduct violates this policy and violates other policies, the University's response will be governed by the procedures referenced in this policy. Questions about which policy applies in a specific instance should be directed to the University's Title IX Officer or Deputy IX Officer.

Joshua Engle  
Dean of Students  
Title IX Officer  
Stafford Center 211  
(580) 774 3767  
joshua.engle@swosu.edu

David Misak  
Assistant Vice President of Human Resources  
Deputy Title IX Officer  
Hays Administration Building 101  
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## TITLE IX COORDINATION

Southwestern Oklahoma State University (SWOSU) acknowledges the Department of Education changes made to Title IX complaint investigation procedures under the guidance of Nondiscrimination based on Sex in Education Programs or Activities Receiving Federal Financial Assistance (2020).

SWOSU values student participation and recognizes Title IX in addressing issues related to sexual harassment and sexual violence. To address instances of sexual harassment, and to ensure an educational environment free of harassment and discrimination, SWOSU has developed the Title IX Policies & Procedures Handbook to address conduct violations under the policies held therein. These policies and procedures ensure a fair and prompt due process for Complainants and Respondents under Title IX guidance.

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## NON-DISCRIMINATION STATEMENT

SWOSU's policy is in compliance with Title VII and Title IX. SWOSU does not discriminate against any individual on the basis of race, color, creed, religion, alienage or national origin, citizenship status, age, sex, gender identity, disability, sexual orientation, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law in any of its policies, practices or procedures. This policy includes, but is not limited to, admissions, employment, financial services, residential life, educational programs, and other activities the university operates.

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## ZERO TOLERANCE ENVIRONMENT

SWOSU is a zero-tolerance environment related to any kind of discrimination or harassment. This includes sexual related discrimination as covered by Title IX and Title VII, respectively. Title IX 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 educational program or activity receiving federal financial assistance."

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## RETALIATION POLICY

SWOSU prohibits retaliation against anyone who has submitted a complaint for discrimination, harassment, or sexual misconduct under this policy or local, state, or federal laws. SWOSU also prohibits retaliation against someone participating in an investigation or assisting another to submit a complaint of discrimination or harassment.

If you are experiencing retaliation or aware of retaliation, please notify the Title IX Officer or Deputy Title IX Officer.

Dean of Students serves as the Title IX Officer and the Assistant Vice President of Human Resources serves as the Deputy Title IX Officer for incidents within the entire SWOSU community. Any concerns should be immediately reported using the forms provided on the Dean of Students website or by directly contacting the Dean of Students.

## REPORTING

All forms of sexual harassment, including sexual violence, should be reported, no matter the severity. Southwestern Oklahoma State University's primary concern is safety; therefore, individuals should not be deterred from reporting even if the use of alcohol or other drugs was involved. The University encourages complainants of sexual violence to report the offense directly to a Title IX officer, or a SWOSU employee whom they trust, so they can receive support and so the University can respond appropriately. SWOSU will provide that, when a student or employee reports to SWOSU that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense has occurred on or off campus, SWOSU will provide the student or employee with a written explanation of the student's or employee's rights and options.

SWOSU 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. SWOSU 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 or Deputy Title IX Officer.

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## TITLE IX REPORTING

Students, Faculty, Staff, and guests are encouraged to submit a report in the event an incident of sexual harassment or sexual assault occur. Complaints may be submitted using the Dean of Students reporting forms located on the Dean of Students web page ([click here](#)), or by direct report to the Title IX Officer or Deputy Title IX officer. Reports submitted are maintained as confidential. Reports not submitted directly to the Title IX Officer or Deputy Title IX Officer may not constitute the institution having Actual Knowledge of the incident.

Each report submitted to the institution is reviewed by the Title IX Officer or the Deputy Title IX Officer. Allegations that, if assumed true, would indicate a Title IX policy violation shall be subject to investigation. Allegations that would not meet criteria of a Title IX violation are referred to the appropriate misconduct process.

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## 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. [Silent Witness Form](#)

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

*VICTIM ADVOCATE:* SWOSU treats the Victim Advocate as a confidential reporting option. Victims can visit with the Victim Advocate to learn about resources available on campus. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victim's permission. However, the Victim Advocate will report incidents to SWOSU Campus Police Department for the purpose of the Clery Act. Additionally, the Victim Advocate will report quarterly to the Board of Regents on trends of incidents.

*UNIVERSITY HEALTH PROVIDERS:* University Health Services providers are confidential reporting options. They are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. However, they will report incidents without any identifiable information to SWOSU Campus Police for the purpose of the Clery Act.

While these professional counselors, non-professional counselors (those who act under the supervision of a licensed counselor), advocate, and health providers may maintain a victim's confidentiality, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in the case of minors, imminent harm to self or others, or requirement to testify if subpoenaed in a criminal case.

If SWOSU determines that the alleged individual(s) pose a serious and immediate threat to the campus, SWOSU may issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

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## NON-CONFIDENTIAL REPORTING OPTIONS

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Clery Act require all other employees (excluding counselor, health care providers, pastorals and complainant advocate) who become aware of an instance of sexual violence to report the instance to SWOSU Campus 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 the institution to track patterns, evaluate the program, and develop appropriate campus- wide responses.

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 is reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource.

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#### NON-CONFIDENTIAL REPORTING OPTIONS

SWOSU Campus Police	(580) 774-3111
Weatherford Police Department	(580) 772-7791
Sayre Campus Security	(580) 928-5527
Sayre Police Department	(580) 928-2122
SWOSU Dean of Students/Title IX Coordinator	(580) 774-3767
SWOSU Assistant VP for Human Resources/Deputy Title IX Coordinator	(580) 774-3275

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#### 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, SWOSU 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 SWOSU may not be able to honor a victim’s request 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.
- 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. SWOSU 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.

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## BYSTANDER INTERVENTION

Bystanders are individuals who witness emergencies, criminal events, or situations that could lead to criminal events or policy violations and by their presence may have the opportunity to provide assistance, do nothing, or contribute to the negative behavior. SWOSU promotes the development of proactive bystanders, individuals whose behaviors intervene in ways that influence the outcome positively. An active bystander can intervene before, during or after an act of violence or any misconduct has occurred. By being an active bystander, one can provide a positive social support system, which is essential in the resilience and recovery of the individual who has experienced a form of violence, coercion, intimidation, harassment, or any other treatment that causes distress.

Bystanders have safe and positive options for intervening effectively. Bystanders can provide a positive social support system, which is essential in the resilience and recovery of the individual who experienced a form of violence, whether through force, coercion, intimidation, or harassment.

Bystanders can also intervene before, during, or after an act of violence has taken place. There are effective measures an individual can take to preventing a risky situation from escalating, while at the same time keeping out of harm's way. Active bystanders must (1) notice the event, (2) interpret the incident as an emergency, (3) assume responsibility for intervening, and (4) have the bystander intervention skills to intervene effectively.

SWOSU will provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual.

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## REPORTING TO THE POLICE

SWOSU 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 SWOSU Campus Security Department at (580) 928-5533 ext.2172. If the incident occurred elsewhere in Sayre, it can be reported to the Sayre Police Department at 1000 N. 4<sup>th</sup>, Sayre, OK, or at (580) 928-2122. 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.

### SEX DISCRIMINATION

**Sex Discrimination** involves treating a student, applicant, employee, or participant in SWOSU employment, educational programs, or activities adversely because of that person's sex, in hiring, firing, compensation, admissions, financial aid, or academic status. Discrimination against a person because of sex, gender, sexual orientation, pregnancy, or marital status is discrimination because of sex in violation of Title IX and, for employees, Title VII. Sex discrimination includes, but is not limited to, *sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking*.

### SEXUAL HARASSMENT

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

- When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic standing, or participation in any SWOSU programs or activities.
- When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- When such conduct creates a hostile environment. A hostile environment exists when such conduct is sufficiently severe or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from SWOSU's education or employment programs or activities.

A hostile environment may be created by a single or isolated incident, if sufficiently severe, or by persistent or pervasive conduct.

This policy shall not abridge academic freedom or the University's educational mission.

Examples of conduct prohibited by this policy:

Conduct, whether in-person, in writing, by telephone, through social media, by electronic means, or otherwise, which is prohibited by this policy includes but is not limited to:

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



- Coerced sexual intercourse.
- Sexual assault.

Actions or words indicating that benefits will be gained or lost based on response to sexual advances.

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## SEXUAL MISCONDUCT

- SWOSU has the following procedures to provide for the prompt and equitable resolution of student complaints pursuant to Title IX.
- Any Title IX report should be submitted using the reporting form located on the Dean of Students webpage, or by direct report to the Dean of Students.
- Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings.

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

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

Effective/Affirmative Consent is:

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

Further:

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

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

- Mental, developmental, or physical disability; or
- S/he is under the legal age to give consent; or
- S/he is incapacitated by alcohol and/or other drugs.

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

- Ignoring an individual's protest and engaging in sexual activity.
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the yes is not effective consent.

- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time but have no memory of the consent. This person may have been functioning in a “blackout” and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against his/her will.

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## STALKING/CYBER STALKING

**Stalking** is to engage in a course of conduct directed at a specific person, either online or in person, which would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Stalking is defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person’s property. Substantial emotional distress would include significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is the willful, malicious, and repeated following or harassment of a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, demonstrating a continuity of purpose or unwelcomed contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person.

Any actions that a stalker takes to contact, harass, track, or frighten another that could include, but is not limited to, repeatedly:

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

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

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

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## DATING VIOLENCE

**Dating violence** is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on a consideration of the following factors:

- Length of the relationship

- Type of relationship
- Frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

*Definition consistent with Violence Against Women Act Volume 79 CFR.*

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## DOMESTIC VIOLENCE

**Domestic violence** is a crime of violence committed by a:

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

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

*Definition consistent with Violence Against Women Act Volume 79 CFR.*

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## QUID PRO QUO SEXUAL HARASSMENT

“This” for “that”; i.e., unwelcome sexual advances, requests for sexual favors or other verbal, physical, or non-physical conduct of a sexual nature, the submission to or rejection of which may result in an adverse educational or employment action.

**Oklahoma Criminal Law Definitions see 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.

If you are a victim of a sexual assault at this institution, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. The SWOSU Campus Police strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the SWOSU Campus Police and/or to a Housing official. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- assure the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

When a sexual assault victim contacts the SWOSU Campus Police, the local police will also be notified. A representative from Residence Life and Dean of Students will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and/or SWOSU. A representative from the SWOSU Campus Police or Residence Life/Dean of Students will guide the victim through the available options and support the victim in his or her decision. Explanation of a victim’s rights will be provided in writing. Various counseling options are available in writing from SWOSU through the Student Health Services, the Women’s Center, University Ministries, Employee Assistance, and the Psychological

and Counseling Center. Literature on Oklahoma Crime Victim's Rights is available through the SWOSU Campus Police. Counseling and support services outside SWOSU can be obtained through the District Attorney's office.

SWOSU disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook* ([click here](#)). The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. If alleged victim is deceased because of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of disclosure under this policy. A student found guilty of violating the SWOSU sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the First Offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault if such changes are reasonably available.

- The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
- Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or no forcible sex offenses; expulsion- temporarily or indefinite.

SWOSU prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the "Definitions" section on Page 36. SWOSU further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law.

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#### WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL VIOLENCE

- If you are not safe and need immediate help, call the police at 911.
- Go to a safe location as soon as you are able.
- If the incident happened on the Weatherford campus, call the SWOSU Campus Police at (580) 774-3111. If the incident occurred elsewhere in Weatherford, call the Weatherford Police Department at (580) 772-7791.
- If the incident happened on the Sayre campus, call the SWOSU Campus Police at (580) 928-5527. If the incident occurred elsewhere in Sayre, call the Sayre Police Department at (580) 928-2122.
- If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- Seek immediate medical attention if you are injured or believe you may have been exposed to an STI/STD or potential pregnancy.
- It is important to preserve physical evidence. 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.

Anyone who feels victimized should contact the Dean of Students/Title IX Co-Coordinator or the Assistant Vice President for Human Resources/Title IX Deputy Officer. (Employees may also choose to notify law enforcement, the proper supervisory personnel, chairperson, and/or academic dean, who **must** notify the Office of Human Resources.)

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#### COMPLAINT PROCEDURES

Anyone who feel victimized should contact the Dean of Students/Title IX Officer or the Assistant Vice President for Human Resources/Title IX Deputy Officer. (Employees may also choose to notify law enforcement, the proper supervisory personnel,

chairperson, and/or academic dean, who must notify the Office of Human Resources.) A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

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

Additionally, as stated above, SWOSU strongly encourages individuals to report any instance of sexual violence to the police.

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## INTERIM MEASURES

Interim measures are those services, accommodations, or other assistance that the University puts in place for victims after receiving notice of alleged sexual misconduct but before any final outcomes (investigatory, disciplinary, or remedial) have been determined. SWOSU wants students and employees to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. Common interim measures include, but are not limited to:

**ASSISTANCE IN REPORTING:** Student Conduct 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.

**NO CONTACT ORDER:** Student Conduct 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.

**Emergency Protective Order:** Student Conduct 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.

**SAFETY MEASURES:** Student Conduct is obligated to coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.

**LIVING ARRANGEMENTS:** Student Conduct can assist in changing your on-campus living arrangements or that of the accused to ensure safety and a comfortable living situation.

**ACADEMIC ARRANGEMENTS:** Student Conduct can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.

**OTHER INTERIM MEASURES:** Student Conduct 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 Conduct becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing through SWOSU email to share these interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

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## INVESTIGATION PROCEDURE

The following procedure will be initiated once the university is aware of an alleged conduct violation:

- Interim measures will be implemented as needed.
- The Title IX officer will inform the Respondent of the allegations made against them. The Title IX Officer will assign Process Advisors.
- The Process Advisors will invite the Complainant and Respondent to explain the investigation process and campus policies.
- The Title IX officer will begin an investigation.
- The Investigator will interview the parties and witnesses and collect evidence.

- A Title IX Conduct report will be written and shall include a review of the relevant evidence, determination of responsibility, and any recommended sanctions.
- The Title IX Team will convene to review the Title IX report and evaluate the recommended findings and sanctions of the Title IX Report. The Title IX team may request supplemental information to assist with determining the outcome of the investigation.
- The Investigator will concurrently inform the Complainant and Respondent of the investigation findings and any sanctions, as needed. The Complainant and Respondent will also be informed of appeal procedures.
- Appeal procedures will begin, if initiated.

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## APPEALS REQUEST

The decision of the Investigator in Non-Academic Misconduct investigations shall be final and not appealable except in cases of suspension, expulsion or degree revocation which may be appealed to a Committee on student conduct.

Appeals will be granted only under the following circumstances:

- A procedural or substantive error occurred in either the investigative or adjudicatory process that significantly impacted the outcome of the Hearing (e.g. substantial bias, material deviation from established procedures, the findings and decision are contrary to the great weight of the evidence, etc.); or
- The sanctions imposed are substantially disproportionate to the severity of the violation found.

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## APPEALS PROCESS

To initiate an appeal, a student must make the request. The request and reason for appeal shall be submitted to the Investigator in writing, or delivered via facsimile or email, and include the date of submission. The appeal request must be delivered to the Investigator within 3 days after the disciplinary decision was sent by the university.

The Investigator will provide the student appeal request and the corresponding report to the Vice President for Student Affairs and all members of the Appeals Committee at least 5 days prior to the appeal Hearing. Within thirty (30) days of a request, a Hearing will be scheduled unless unanticipated circumstances prevent this.

If the student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after a Hearing before the Committee unless a temporary suspension remains in place in accordance with the policies herein.

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## NON-ACADEMIC MISCONDUCT HEARING APPEALS COMMITTEE

The Appeals Committee will have no less than three members. The Committee will include the Vice President of Student Affairs as the Committee Chair. Two other members may include any number of other administrators, faculty, and staff, and may include no more than one student. The chair of the Committee will decide any questions or objections to Hearing procedures that are raised during the Hearing.

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## HEARING ADVISOR

During the Hearing, a Complainant and Respondent may be accompanied by an advisor of the student's choice so long as the availability of the advisor does not hamper the timeliness of the Hearing. The student may choose to have an attorney serve as advisor; however, the advisor does not represent the student in a student conduct Hearing and the student will always be expected to speak for him or herself.

The Committee may be accompanied by a Hearing Advisor. The Hearing Advisor will not question witnesses or evaluate evidence. The Hearing Advisor shall be responsible for the effective implementation of policies and procedures throughout the Hearing.

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## APPEAL HEARING PROCEDURE

No more than thirty (30) days following the request of an appeal, the Committee shall convene for an appeal hearing. All hearings are closed, and information presented in them and all supporting documents are confidential.

No request for new witnesses and/or evidence may be presented at the Hearing unless the Chair receives notification and approves the request at least 5 days prior to the scheduled Hearing. During the Hearing, the student can offer information on their own behalf and to review all information, statements, or evidence presented.

This Hearing will have the following procedure:

- The Chair will explain to the appealing student their rights under the terms and conditions of the Hearing rules and regulations. The Chair will then read a statement explaining the allegations made as well as the misconduct violation and its definition. The Chair will then read the Preponderance of Evidence definition used when determining outcomes of misconduct.
- The Chair will then explain the Hearing procedure.
- The Investigator will describe the evidence collected, the rationale used to make their determination, and the rationale used when determining the sanctions assigned.
- The appealing student will then have an opportunity to ask questions of the Investigator and their investigation process.
- The Committee may ask questions of the Investigator and the appealing student.
- The appealing student will then describe their reason for appeal. The appellant may then question any witnesses. The Committee will have an opportunity to question witnesses presented by the appellant.
- The Committee may then ask any questions of the Investigator and the appealing student.
- Witnesses and other students involved during the conduct investigation may then be called and questioned by the Committee. The appellant will have an opportunity to question witnesses presented by the Committee.
- After the chair has determined that all necessary information has been presented and questions answered, the Committee will go into closed session and all other persons will be excused. The chair may reconvene the Hearing if the Committee decides that essential information has not been presented. The Committee will determine whether it believes the accused student is responsible for a violation of the regulations and, if so, whether the penalties determined by the Investigator are reasonable. The Committee Hearing will result in one of two outcomes: 1) that the Investigator's determination is affirmed; or 2) that the Investigator's determination is modified or reversed.

The Committee's decision shall be final unless, within 3 days following the entry thereof, the student lodges an appeal with the president of the university. Appeals with the president shall relate to procedural matters only.

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## EDUCATIONAL PROGRAMMING

SWOSU prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the "Definitions" section on Page 36.

Educational materials related to sexual misconduct will be disseminated to each incoming student during Orientation, as well as those students currently enrolled on the campus. Orientation of all new students will include a component related to sexual assault and its prevention. SWOSU contracts with EVERFI to provide annual Title IX training to students and employees. Programming to promote the awareness and prevention of sexual misconduct will continue to be offered in the residence halls as well as other locations accessible to the greater student body and to personnel. Additional information is available in the offices of the SWOSU Campus Police, Dean of Students and Human Resources.

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## HEALTH SERVICES

Medical treatment is available through local physicians or at the Weatherford Regional Hospital, where evidence may be collected to preserve the option of prosecution, if the victim so chooses. Students are encouraged to see the University

Nurse, who will make an appropriate referral to area physicians, Red Rock West Behavioral Health Services, or Custer County Health Department.

Note: Victims may request an examination by a Sexual Assault Nurse Examiner (SANE), if one is available, at the hospital or other medical treatment facility. A SANE is a registered nurse who has received special training so that s/he can provide comprehensive care to sexual assault victims. In addition, s/he can conduct a forensic exam and may provide expert testimony if a case goes to trial. Receiving a SANE exam does not commit the victim to a full prosecution but will preserve any potential evidence if it is decided to prosecute later.

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## COUNSELING SERVICES

The Student Counseling Services office will provide initial counseling and referral to those students requesting assistance. SWOSU also offers a campus-based Employee Assistance Program through Counseling Services. The services are available for SWOSU employees and their dependents.

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## 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, Southwestern Oklahoma State University must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

It is 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.

Victim Advocate -Confidential Reporting Option, the Victim Advocate can confidentially provide students with information about on and off campus resources available to victims.

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## COUNSELING RESOURCES

SWOSU Health Services-Counseling- Location: Wellness Center (580) 774-3776, Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. while class is in session.

Red Rock Behavioral Health Services (580) 323-5635

Immigration

Citizenship & Immigration Services for Visa and immigration assistance

(800) 375-5283, [website](#)

SWOSU International Program (580) 774-6172

Legal Aid Services of Oklahoma

Civil assistance (888) 534-5243

Criminal assistance [website](#)

Oklahoma Bar Association [website](#)

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## MEDICAL SERVICES

SWOSU Health Services (on-campus)



Hours: 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday while class is in session Location: Wellness Center (580) 774-3776

Weatherford Regional Hospital-3701 East Main-(580) 772-5551

## DISCIPLINARY PROCEEDINGS

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Student Code of Conduct, to the Dean of Students or at (580) 774- 3767. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

If either the victim or the accused are students, the incident will be addressed through the Student Conduct Process once a complaint is filed.

SWOSU strongly encourages individuals to report any instance of sexual harassment and sexual violence to the police.

## MISSING STUDENT NOTIFICATION

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), SWOSU has developed this investigation and notification policy regarding students who reside in campus housing and have been reported as missing, but may be implemented to aid other students on a case-by-case basis.

- SWOSU encourages all SWOSU students to use the option to register a confidential contact person they want to be notified in the case the student is reported missing for 24 hours.
- This information will be kept confidential and reported only to law enforcement and offices mentioned above.
- Students may register their contacts with the Director of Housing office or the Dean of Students office. If a SWOSU student is not registered, and has been reported missing for 24 hours, the SWOSU Campus Police will still be notified.
- IF A SWOSU STUDENT IS UNDER 18 YEARS OLD, IS NOT EMANCIPATED, AND IS MISSING FOR 24 HOURS, THE PARENT OR LEGAL GUARDIAN MUST BE NOTIFIED. ANY REPORTED MISSING SWOSU STUDENT FOR 24 HOURS WOULD ALSO BE REPORTED TO THE SWOSU CAMPUS POLICE.
- SWOSU will follow specific procedures when there is a reported SWOSU student missing for 24 hours, including but not limited to, contacting the confidential person or persons registered, housing director or his designate to check dorm room if applicable, dean of students and the VP of Student Affairs to check with faculty to determine if student has been attending classes. SWOSU Campus Police will also notify local police departments and any other police agency deemed necessary after the student is missing for 24 hours.
- If the missing student is under the age of 18 and is not an emancipated individual, SWOSU Campus Police will notify the student's parent or legal guardian immediately after the investigation has determined that the student has been missing for 24 hours.
- SWOSU encourages anyone who knows or believes a student may be missing to report this to the SWOSU Campus Police, or other persons listed above, immediately.
- If another office receives, the first report of a presumed missing student the SWOSU Campus Police shall be notified.

This requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.

## CONTACT INFORMATION

Any SWOSU student presumed missing for 24 hours, shall be reported to the SWOSU Campus Police Chief and presumed missing. The Chief will contact other parties as listed below.

SWOSU Campus Police	(580) 774-3111
SWOSU Title IX Coordinator	(580) 774-3767
SWOSU Director of Housing	(580) 774-3024
SWOSU Dean of Students	(580) 774-3767

**VICTIM SERVICES**

Custer County	(580) 323-3232
Beckham County	(580) 928-2054
ACTION Associates	(580) 323-2604
Adult Protective Services	(580) 331-1900
SAFE LINE/Crisis Hotline	(800) 522-7233

**ANNUAL FIRE SAFETY REPORT**

No residential facilities on SWOSU Sayre Campus

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**POLICIES FOR FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS/FACULTY/STAFF**

Fire safety education programs for all students living in on-campus student housing and all faculty and staff that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them.

Local fire authorities as well as the director of Student Housing who is experienced in fire safety matters teach fire safety education and training programs. The information provided during the fire safety programs is also available online at any time.

A list of Titles/Persons to which individuals should report when a fire has occurred, or if you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

SWOSU Campus Police	(580) 774-3111
President	(580) 774-3766
Vice President for Administration and Finance	(580) 774-3000
Vice President for Academic Affairs	(580) 774-3771
Vice President for Student Affairs	(580) 774-7172
Human Resource Department	(580) 774-3275

There are no plans for future improvements in Fire Safety currently.

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:

- rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of this title, or
- forcible sodomy, as defined in Section 888 of this title. 21 Okla. Stat. § 142.20.

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

- 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:
  - Where the victim is under sixteen (16) years of age.
  - Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent.
  - Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.
  - 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.
  - Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused.
  - 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.
  - 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
  - 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.
  - 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 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 personsentenced 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”):

- 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.
- The crime of forcible sodomy shall include:
  - Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;or
  - 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 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
  - 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 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:
  - 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
  - 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

## For purposes of this section:

- “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;
- “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”;
- “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
- “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:
  - following or appearing within the sight of that individual,
  - approaching or confronting that individual in a public place or on private property,
  - appearing at the workplace or residence of that individual,
  - entering onto or remaining on property owned, leased, or occupied by that individual,
  - contacting that individual by telephone,
  - sending mail or electronic communications to that individual, and
  - placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and
- “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.<sup>21</sup> Okla. Stat. § 1173.