



CENTRAL OKLAHOMA  
C O L L E G E

**ANNUAL SECURITY REPORT  
2023-2024**

*Your Right to Know*

<http://centraloc.edu/about/consumer-information/>



# ANNUAL SECURITY REPORT

## 2023-2024

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*Hard copies are available at the Director of Education or Student Support Services Office, (405) 609-6622.  
Electronic version is available at <http://centraloc.edu/about/consumer-information/>.*

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Central Oklahoma College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, or veteran status.

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# “YOUR RIGHT TO KNOW”....

*The following information is being made available according to the Higher Education Amendments of 1998. The table below summarizes information that is available through Central Oklahoma College’s website at <http://centraloc.edu/about/consumer-information/>.*

*Hard copies of information may be obtained from the office listed below for that information:*

TOPIC	WEBSITE	CONTACT/OFFICE	PHONE/FAX
Accreditation & Approvals	<a href="http://centraloc.edu/about/">http://centraloc.edu/about/</a>	Campus Director	405-609-6622/ 405-606-8870
Annual Security Report	<a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Student Support Services	
Code of Conduct for Student Loans	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Financial Services	
College Navigator	<a href="https://nces.ed.gov/collegenavigator/">https://nces.ed.gov/collegenavigator/</a>	Campus Director	
College Refund Policy	As published in the “Student Right to Know” disclosure and College Catalog on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Financial Services	
Constitution Day	<a href="https://centraloc.edu/constitution-day/">https://centraloc.edu/constitution-day/</a>	Financial Services	
Copyright & Peer-to-Peer Sharing	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Director of Education	
Disabilities Information	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Director of Education	
Drug & Alcohol Abuse Prevention	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Student Support Services	
Emergency Action Response Guide	<a href="https://centraloc.edu/emergency-action-response-guide/">https://centraloc.edu/emergency-action-response-guide/</a>	Student Support Services	
FERPA	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Director of Education/Student Support Services	
Graduation and Employment Rates	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Director of Education	
Net Price Calculator	<a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Financial Services	
Retention Rates	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Student Support Services	
Student Body Diversity	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Campus Director	
Vaccination Information	As published in the “Student Right to Know” disclosure on the college website: <a href="http://centraloc.edu/about/consumer-information/">http://centraloc.edu/about/consumer-information/</a>	Director of Education	
Voter Registration Information	<a href="https://www.ok.gov/elections/Voter_Info/Register_to_Vote/">https://www.ok.gov/elections/Voter_Info/Register_to_Vote/</a>	Student Support Services	405-609-6622

# ANNUAL SECURITY REPORT

*This is the compliance document to the Federal Student Right-to-Know and Campus Security Act of 1990 (Clery Act), the Federal Drug-free Schools and Campuses Act of 1989, and the Higher Education Amendments of 1992 and 1998.*

Central Oklahoma College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and in accordance with the Violence Against Women Act (VAWA). This report is prepared in cooperation with local law enforcement agencies, if the information is available, surrounding our campus and alternate sites (if applicable).

Campus crime, arrest and referral statistics include those reported by any institutional personnel and local law enforcement agencies, if the institution is made aware of the reporting. These statistics may also include crimes that have occurred in private residences or businesses surrounding the institution. Copies of this statistical report for this location are available in the Learning Resource Center or found at: <http://ope.ed.gov/security>.

This report is made available to all enrolled students, staff and faculty on or before October 1st of each year. Reports are distributed via the student learning software system, via email, available on the college website, and additional copies are available in the student Learning Resource Center. Reports are also provided to prospective employees upon hire.

## SECURITY

All staff & faculty are responsible for the security of the campus. Local police will be notified if criminal incidents occur.

## FOR EMERGENCY ASSISTANCE:

For emergency help from any phone, including a campus telephone: 911

### **Campus Address:**

14820 Serenita Avenue  
Oklahoma City, OK 73134  
405.609.6622

## REPORTING

Community members, students, faculty, staff and guests are encouraged to report any suspicious incident or hazardous conditions that they witness. For example, situations such as altercations, assaults, verbal arguments, vehicles blocking access, and/or unsafe driving should be reported immediately. Additionally, report any suspicious activity or persons seen the parking lots or loitering around vehicles or inside the building to a school official.

**Please note:** You may report these activities to any school official, but we would prefer you contact the administrative offices.

Reports may be made confidentially to the College. If required, police notification may be needed. If so, the College cannot guarantee the confidentiality of these public reports.

**TO REPORT A CRIME IN PROGRESS ON CAMPUS: Call 911.**

Anonymous callers wishing to report a crime in progress are encouraged to do so. Anonymous reports are included in the College's annual Clery Act crime statistics.

Furthermore, all community members, including students and employees, are encouraged to report crimes and other emergencies to police when the victim of a crime elects to, or is unable to make such a report.

## WARNINGS

Each report will be evaluated in accordance with the Timely Warning policy. The Timely Warning Policy is as follows:

In the event that a situation arises on or off campus, which in the judgment of the Campus Director constitutes an ongoing or continuing threat, a Warning will be issued to students, faculty and staff by an oral announcement during class and on the student bulletin board by the student break room and student entrance door. Warnings of this type will remain in effect until it is determined they are no long necessary.

## ACCESS

During normal business hours, the College will be open to students, faculty and staff. All current students as well as staff/faculty must have a College ID Badge and Door Access Key Card at all times.

All visitors are to report to the reception area and must have a visitor's badge to remain on campus.

## AWARENESS

The College strongly encourages students to protect themselves and their belongings while on campus. Students are encouraged to be aware of their surroundings and of their responsibility for their security and the security of others. During orientation, general procedures are discussed regarding visitors, campus security, conduct, policies and procedures, hours of operation, and student access to the College.

The College does not have an ongoing crime prevention program or any off-campus student organizations.

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the appropriate College officials or local police. All crime victims and witnesses are strongly encouraged to immediately report incidents to the appropriate authorities to ensure timely warning notices and disclosure of crime statistics.

All reports will be investigated. Violations of the law will be referred to local law enforcement agencies when appropriate. This will assure the victim has access to free confidential counseling if needed from local police departments. When potential dangerous threat to the campus arises, timely reports or warnings will be issued as stated previously.

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

Central Oklahoma College complies with the Drug-Free Schools and Communities Act, the Drug-Free Workplace, and the Drug and Alcohol Abuse Prevention regulations. Current and prospective students are provided information on preventing drug and alcohol abuse, standards of conduct, and sanctions and penalties for possession, use or distribution of controlled substances. For more information please go to: <http://www.ed.gov>.

All disclosures are available on the school's website: <http://centraloc.edu/about/consumer-information/>



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

#### **INCLEMENT WEATHER**

Announcements of college closures will be made on local TV, social media sites, and the mobile communication app. If you live outside of the area and weather conditions are more severe, use your own judgment as to whether or not you can make it to class. It is your responsibility to notify the college if you feel that you cannot attend class that day.

#### **EMERGENCY RESPONSE AND EVACUATION PLAN**

In the event of an emergency situation, immediately dial 911.

Central Oklahoma College will, without delay, determine the content of the emergency and initiate the notification system, unless the notification will in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Exterior assembly areas, used when the building must be partially or completely evacuated, are located in parking lots or other open areas away from busy streets. We have designated assembly areas so that all involved will be safely out of emergency personnel's way. The parking lots located north and east of the building are a designated meeting place for students, faculty, staff and visitors.

All individuals must wait for instructions from the emergency personnel. Do not re-enter the building until you are told it is safe and given an ALL CLEAR from the appropriate personnel.

#### **ALARMS**

The fire alarm system is automatically activated through the PSI security system. Evacuation is required anytime the fire alarm system sounds. The fire alarm can also be activated by manually pushing the button for fire on the alarm key pad located near the main college entrance. Emergency evacuation diagrams are posted in each classroom, break room, LRC, and major areas of the campus.

#### **FIRE EXTINGUISHERS**

Are located in the 100 building in the Lobby, in the Student Break Room, and by the restrooms. In the 200 building, the fire extinguisher is located in the lobby.

#### **FIRST AID KIT**

For minor injuries not requiring medical attention a first aid kit is located in the Dispensary and most classroom labs.

#### **SEVERE WEATHER PLAN**

Severe weather includes tornadoes and severe thunderstorms. If a tornado warning is issued, staff/faculty will direct students to designated areas immediately.

#### **DESIGNATED SAFE AREAS**

- Faculty, Men's & Women's restrooms, interior Spa Rooms, rooms #112 & #111, and Storage area. For 200 building- Men's & Women's Restrooms.
- Admissions/FA Office Suite.

Persons making false crime reports are subject to campus discipline and/or legal sanctions.

***To assist with campus safety, it is imperative that all students, faculty, and staff take responsibility to immediately report any suspicious incident or hazardous conditions that they witness.***

#### **Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records and affords students certain rights with respect to reviewing and/or requesting a change to their educational records.

These rights give students the right to:

- Review their educational records
- Seek to amend inaccurate information in their records, and
- Provide consent for the disclosure of their records.

More information can be obtained by going to: <http://www.ed.gov>.

**FOR QUESTIONS ADMINISTRATIVE  
POLICIES/PROCEDURES RELATED TO THE  
COLLEGE, PLEASE CONTACT THE CAMPUS  
DIRECTOR.**

**GEOGRAPHIC LOCATION**

Central Oklahoma College moved its entire facility to 14820 Serenita Ave, Oklahoma City, Oklahoma in April 2017 and currently offers educational training in Administrative Medical Assistant, Barber, Basic Cosmetology, Esthetician, Massage Therapy, Surgical Technologist, Practical Nursing and Medical Assistant programs.

**FACILITIES**

Central Oklahoma College is an institution of higher education facilitated in two one-story free standing buildings consisting of over 20,000 square feet that was custom designed to provide a modern and safe educational environment. The facility includes administrative and faculty offices, a cosmetology clinic, esthetician clinic/lab, dispensary, massage clinic/lab, medical labs, student break room, Learning Resource Center (library) and classrooms.

The large clinic areas are equipped with professional equipment consisting of salon styling stations, a shampoo bar, manicure and pedicure stations, a make-up bar, and 12 fully equipped spa rooms. All classrooms and labs are furnished with industry appropriate equipment and supplies applicable for each program area offered. A paved parking lot surrounds the building, is brightly lighted at night, and provides ample parking for students and clients. For added security, the facility has access controlled entry and exits with cameras inside and outside.

**GENERAL CRIME PREVENTION**

It is the policy of Central Oklahoma College to provide safe working conditions for employees and students, to provide complete instructions covering safe working methods, provide emergency response procedures and make available any special equipment required to protect personnel against specific hazards. It is the obligation of each individual to observe safety regulations, use safety equipment (as applicable), follow sanitation and safety procedures, and to practice safety measures at all times. Central Oklahoma College has established policies and procedures in place for the collection of campus crime information to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act and in accordance with the Violence Against Women Act (VAWA). The Cleary Act requires that institutions disclose institutional safety and security policies, along with statistics for offenses committed on campus. The information is a compilation of data disclosed each year for the previous three calendar years. Statistics for all schools nationwide are made available to the public by the Department of Education's website located at <http://ope.ed.gov/security>. Since crime can occur anywhere and at any time, it is our sincere hope that you will read this policy and follow the

included guidelines. If you suspect a crime has been committed, notify the President, Campus Director, or immediate supervisor. If you witness a crime in progress, call 911 to alert local law enforcement agencies, and then notify the Campus Director or supervisor.

All employees are provided with an employee handbook, which includes school policies and procedures. All employees are reminded about security procedures during Staff/Faculty Meetings, In-Service and as issues arise.

While the College employs electronic security systems, there is no such thing as a fail-safe security system. Even the most elaborate security precautions are not a guarantee against crime. The best safety measures are the ones you perform using common sense. You should always remain alert and aware of your surroundings. Secure your vehicles and do not leave valuables in your car. Do not leave your personal items unattended. Avoid walking alone, particularly at night. A campus community must do more than just react to crime; it must look for opportunities to deter crime.

Central Oklahoma College employs a part-time, evening security personnel. All requests for security assistance are handled by law enforcement agencies. The Campus Director is responsible for ensuring that all crimes occurring on campus are reported to the appropriate local law enforcement agency.

Central Oklahoma College does not employ a police or security force on campus, and thus does not maintain a "Crime Log". Hence, such a log is not available for public inspection. Central Oklahoma College does not maintain dormitories or other student housing facilities, and hence does not have a policy regarding the disappearance of students in-residence (missing student notification).

Central Oklahoma College does not recognize any fraternities, sororities or other off-campus student clubs or organizations. Hence the College does not have a policy for monitoring and recording criminal activity at such locations.

Central Oklahoma College does not employ professional counselors, psychologists, or pastoral counselors. College staff may assist students and fellow employees in locating such services within the local community. A variety of programs inform students, faculty, and staff about campus security policies and procedures; and various practices have been developed to aid in crime prevention and to encourage responsibility.



## **SECURITY PROCEDURES AND ACCESS TO THE CAMPUS BUILDING**

### **ACCESS KEY CARD POLICY**

Central Oklahoma College is equipped with a door access control system for the safety of its students, employees, facilities, property and information. All College employees and students share in the responsibility to assure safety and security for all members and property.

Exterior entrance doors, with the exception of the front guest entrance will be locked at all times. A door key access card is required for entry.

Students will be issued one key access card upon starting school. Door access key cards are issued by serial number which allows the College to track entry/exit to the building. Accessing the school, without approval, at unauthorized times will result in immediate termination.

### **Lost or Stolen Access Cards**

In the event an access card is lost or stolen, notify Student Services and/or Administration immediately.

Students/Staff/Faculty will be required to pay a replacement fee of \$5.00.

Enrolled students are required to use the student entrance which requires a door key access card. Students may not use the front entrance. Students will be required to present a valid College identification card and sign an acknowledgment of the Key Control Policy at the time they receive the key.

Staff/Faculty are required to use the front entrance to check in and out for the day so reception is aware of who is in the building at all times.

### **Duplication or Lending Prohibited**

Lending or sharing door key access cards is prohibited. If an individual lends his/her key card to anyone so others can gain access to College property, he/she may be subject to disciplinary action to include termination.

### **Graduation/Withdrawal**

Upon a student's completion or withdrawal from the College, door key access cards will be deactivated. We request that cards are turned in to release students from any liability attached to being in possession of the access card. The same is policy applies to staff/faculty that resign or that are terminated from employment at the College.

### **THEFT AND VANDALISM**

Each employee is responsible for making sure their area is secure and locked. If theft occurs, an Incident Report should be completed as soon as possible and turned in to the Campus Director. There is no theft too small to report. An investigation will be carried out in all incidents. Any theft or

vandalism occurring to an individual's personal property has to be reported to the Police Department by the individual whose property is involved. The theft of personal property should also be reported as stated above, although the College maintains no liability for the loss.

### **INJURIES**

Any incident on Central Oklahoma College premises or in connection with a College event or operations, which results in bodily injury, should be addressed by the following:

- 1) Use common sense and good judgement with respect to the injury and injured individual. Where appropriate, offer first aid or contact emergency services by calling 9-1-1.
- 2) Every incident should be reported immediately to the Campus Director. In addition, the injured person and witness(es) are to complete an Incident Report with a complete account of the activities leading up to the incident that caused the injury.
- 3) All completed Incident Reports are to be turned in to the Campus Director who will make appropriate actions, investigations, and corrective plans if needed.

### **REQUIRED NOTIFICATION**

Clery Act

- A written summary of the *Annual Security Report and Crime Statistics*, including the exact URL and information on how to obtain a hard copy, is disbursed to all currently enrolled students and all current employees on or before October 1 of each year.
- A written summary of the *Annual Security Report and Crime Statistics*, including the exact URL and information on how to obtain a hard copy, is also provided to all prospective employees who contact the Central Oklahoma College Campus Director.
- A written summary of the *Annual Security Report*, including the exact URL and information on how to obtain a hard copy, is also provided to all prospective students who contact the Central Oklahoma College Admission Office.

### **Emergency Response Procedures**

The Central Oklahoma College Emergency Response Procedures are available to students in the Student Policies & Procedures Handbook which is provided to all students during Orientation.

Staff and faculty are provided with an Employee Handbook upon hire which includes Emergency Procedures. In addition, the Central Oklahoma College Administrative Policies and Procedures Manual as maintained on the college shared drive is available for reference.

### **Emergency Response & Evacuation Procedures Immediate Notification**

If there is an immediate threat to the health or safety of students or employees occurring on campus, the College Emergency Notification System will communicate what action to take as

directed by the Central Oklahoma College Emergency Response Plan: The methods of communication are as follows:

1. Message Students, Faculty and Staff utilizing the phone message app.
2. Announcement on the PA system to Students, Faculty and Staff that are on campus.
3. Notification on the school's website.
4. A follow up notification will occur when further information is available on the status of the situation, and when it is safe to return.

### **Timely Warnings**

As soon as pertinent information is available, Central Oklahoma College administrators will evaluate the need to issue a timely warning based upon the following conditions:

1. A Clery Act crime, occurring within the institution's Clery geography, has been reported to campus administration; and
2. The crime is considered by the institution to represent a serious or continuing threat to students and employees.

In determining whether to issue a timely warning, on a case-by-case basis, the institution will consider all the facts surrounding the crime including factors such as: the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

The intent in issuing a timely warning is to enable members of the campus community to protect themselves and to aid in the prevention of similar crimes. Timely warnings will be distributed via methods reasonably likely to reach the entire campus community.

### **Significant Emergency or Dangerous Situation**

Upon receiving information of a significant emergency or dangerous situation, the individual receiving the information shall call 911.

- The Central Oklahoma College Administration will investigate reports of any emergency or dangerous situation to confirm the report.
- If Administration determines the report is a significant emergency or dangerous situation, they will notify the Campus Director or his/her designee as soon as practical to advise them of the situation.
- The Director or designee will determine the appropriate segment of the campus community to notify.
- Without delay, the Director and the President will determine the content of the notification, and will withhold the names of victims as confidential. The Director or designee will initiate the notification system. The notification will take into account the safety of the community, based on assisting the victims, containing the situation, and mitigating the emergency.

### **Registered Sex Offender Information**

According to the Campus Sex Crimes Prevention Act, information concerning persons who are required by Oklahoma

law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at Central Oklahoma College, may be obtained from the Oklahoma Sex & Violent Offender Registry Site: <https://sors.doc.state.ok.us/svor/f?p=119:1:;> Read the terms of the site and if you agree, click on the statement at the bottom of the page. This will direct you to the next page where you can begin your search by name, location or map. You may also contact your local police for information regarding sex offenders.



## **CRIME STATISTICS**

Central Oklahoma College believes that a community that is well informed about the nature of its crime is a safety conscious public. It is to the student's advantage to know the information that is included in this report and to act on it. Students and staff should develop personal routines that enhance their own safety, and become actively involved in campus crime prevention programs. Questions may be directed to the College Administration.

Crime categories reflected on the summary included are as required by law. These statistics are published in both electronic and hard copy formats within the Annual Security Report and distributed as described in the section titled "Required Notification, Clery Act."

## **DEFINITIONS**

The Crime Awareness and Campus Security Act of 1990 (now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act), and the Higher Education Amendments of 1998 require colleges and universities that receive federal funds to report those crimes that are classified by the Federal Bureau of Investigation Uniform Crime Reports (UCR) as criminal homicide including murder, non-negligent manslaughter, and negligent manslaughter; sex offenses including rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; dating violence, domestic violence, stalking, and arson. In addition, colleges must report any hate crimes (by category of prejudice) for the crime categories listed below or any other hate crime involving bodily injury, as well as for the crimes of Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism. Colleges are also required to report any arrests or referrals for campus discipline for liquor law violations, drug law violations, and illegal weapons possessions. These definitions are:

### **Criminal Homicide--Murder and Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

### **Criminal Homicide--Manslaughter by Negligence**

The killing of another person through gross negligence.

### **Sex Offenses**

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

#### **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.

#### **Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or

because of his/her temporary or permanent mental incapacity.

#### **Incest**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### **Statutory Rape**

Sexual intercourse with a person who is under the statutory age of consent.

#### **Robbery**

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

#### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon that could cause serious personal injury is used.)

#### **Burglary**

The unlawful entry of a structure to commit a felony or a theft.

#### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

(According to the Federal Bureau of Investigation Uniform Crime Reporting practices, the College classifies as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. This includes joy riding.)

#### **Arson**

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

#### **Hate Crimes**

A criminal offense reported to local police agencies or to a campus authority, in which the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability. In addition to the crime listed above, hate crimes also pertain to larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property.

#### **VAWA Offenses:**

##### **Dating Violence**

The term "dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a 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.

### **Domestic Violence**

The term "domestic violence" is defined as 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 cohabitated 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.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

Fear for the person's safety or the safety of others; or Suffer substantial emotional distress.

### **Arrests for Liquor Law Violations**

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

### **Arrests for Drug Abuse Violations**

Violations of State, Federal, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

### **Arrests for Weapons Law Violations**

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

### **Disciplinary Referrals for Liquor Law Violations, Drug Law Violations, or Weapons Law Violations**

The referral of any student to any campus official that initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction for any of the alcohol, drug, or weapons law violations listed above. It is possible that students may be both arrested and referred for campus discipline for liquor, drug, or weapons violations. In such

instances, the action is counted only in the arrest category and not the referral category.

### **Clery Locations:**

#### **On Campus**

Any building or property owned or controlled by Central Oklahoma College within the same reasonably contiguous geographic area of the campus and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

#### **Non-Campus Building or Property**

Any building or property owned or controlled by a student organization that is officially recognized by Central Oklahoma College, or any building or property owned or controlled by Central Oklahoma College that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus. *Central Oklahoma does not have any buildings or property off campus that are owned or controlled by officially recognized student organizations.*

#### **Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. For the purposes of Central Oklahoma College's crime statistics, this includes Serenita Avenue, and property up to and including sections of the east side of the student parking lot.

**CENTRAL OKLAHOMA COLLEGE CRIME STATISTICS SUMMARY**

CRIME CATEGORY	ON CAMPUS			IN OR ON A NON-CAMPUS BUILDING OR PROPERTY			ON PUBLIC PROPERTY ON OR NEAR CAMPUS			IN RESIDENCE OR OTHER RESIDENTIAL FACILITIES ON CAMPUS			TOTALS		
	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20
Calendar Year	22	21	20	22	21	20	22	21	20	22	21	20	22	21	20
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Rape	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Incest	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Burglary (Including Attempted Burglary)	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Motor Vehicle Theft (Including Attempts)	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Arson	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Arrests for Liquor Law Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Arrests for Drug Law Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Arrests for Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Campus Discipline Referrals‡ for:															
Liquor Law Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
VAWA	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0

Note: Any statistic that is motivated by a type of bias or prejudice will have a superscript number and notation for the type of bias. Key to Hate Crimes Notations by Type of Bias or Prejudice: Race = ra, Religion = re, Sexual Orientation = s, Gender = g, Gender Identity = gi, Ethnicity = e, National Origin = no, Disability = d. If both an arrest and a referral are made for an alcohol or drug law violation or illegal weapons possession, only the arrest is counted. ~As of the 2013 reporting year, the definitions and statistical categories for sex offenses were changed. Sexual offenses are now categorized as rape, fondling, incest and

*In compliance with the **Drug and Alcohol Free Schools and Communities Act, the Drug-Free Workplace, and Drug and Alcohol Abuse Prevention regulations**, this policy is intended to inform all members of the College community of the College's policy concerning alcohol and other drugs. This policy applies to all students and to all employees (faculty and staff).*

### **ALCOHOL**

The abuse or unlawful use, consumption, transportation, offer for sale, manufacture, dispensing, sale, distribution, possession of alcohol, or inappropriate behavior resulting from the use of alcohol is prohibited at all times on the Central Oklahoma College campus and at any sanctioned College activity whether on or off campus.

### **OTHER DRUGS**

The use, possession, or distribution of illegal drugs or drug paraphernalia; unlawful use, possession, or distribution of controlled substances; alteration of a drug prescription; or inappropriate behavior resulting from the use of drugs or other substances is prohibited at all times on the Central Oklahoma College campus and at any sanctioned college activity whether on or off campus. Possession or use of medical marijuana on the College campus is a violation of this policy.

### **SANCTIONS**

Students found to be in violation of this Alcohol and Other Drug Policy will be subject to disciplinary action which may include substance abuse education, warning, probation, suspension, or expulsion from the College itself. Students found in violation of this policy may also be subject to ineligibility for financial assistance.

Employees (including student employees, faculty, and staff), who are found to be in violation of the Alcohol and Other Drug Policy, may be subject to participation in a rehabilitation program, or disciplinary action such as reprimand, suspension, demotion, or termination of employment. Any employee whose act, in violation of the Alcohol and Other Drug Policy, also results in a conviction under a criminal drug statute must report the conviction in writing to his/her supervisor within five days.

Many of the acts that violate this policy also violate the criminal code and may be referred for prosecution. In such cases, law enforcement authorities may administer a separate penalty.

### **CAMPUS RESOURCES**

Central Oklahoma College maintains updated lists to resources that can be found by contacting Student Support Services.

Students, Staff and Faculty are given copies of the following resources during Orientation and as updated every October.

### **Available Alcohol and Other Drug Programs and Treatment Facilities:**

#### **Oklahoma Department of Mental Health and Substance Abuse Services**

<http://ok.gov/odmhsas/>

1200 NE 13th Street, Oklahoma City, Oklahoma  
(405) 522-3908|1-800-522-9054

#### **Alcohol Training & Education**

<http://www.okduischool.com>

3160 N. Portland Avenue, Oklahoma City, Oklahoma  
13717 Fairhill Avenue, Edmond, Oklahoma  
(405) 943-7483|1-800-522-9050

#### **Alcoholics Anonymous**

<http://www.recovery.org>

436 Northwest 12th Street, Oklahoma City, Oklahoma  
(405) 236-4148|1-888-253-4664

#### **Alcohol & Drug Abuse Information**

<http://www.recovery.org/browse/tulsa-ok/>

5553 S. Peoria Avenue #16, Tulsa, Oklahoma  
(918) 499-3847

#### **Specialized Outpatient Services**

<http://www.okcsos.com/>

5208 Classen Circle, Oklahoma City, Oklahoma  
(405) 810-1766

#### **Alcoholics Anonymous**

<http://www.edmondgroupaa.info/>

**3130 South Boulevard**, Edmond,  
Oklahoma (405) 330-1160

#### **Oklahoma City Intergroup Service Office Hotline**

<http://www.okcintergroup.org/>

2701 N. Portland, Suite E, Oklahoma City, Oklahoma  
(405) 524-1100

#### **Oxford House Sooner**

<http://www.oxfordhouse.org/>

Multiple locations available.  
(405) 801-3355 | (800) 689-6411

#### **A Chance to Change**

<http://achancetochange.org/>

2113 W. Britton Road, The Village, Oklahoma

(405) 840-9000

**Valley Hope of Oklahoma City**

6110 NW 63rd Street, Warr Acres, Oklahoma

<https://valleyhope.org>

(405) 946-7337

**Parents Helping Parents**

<http://parentshelpingparents.info/>

3416 South Boulevard, Edmond, Oklahoma

(405) 642-8198

**INTEGRIS Decisions Day Treatment**

<http://integrisk.com/mental-health-oklahoma-ok-decisions-mental-health-and-substance-abuse-treatment-programs>

5100 N. Brookline Avenue #950, Oklahoma City, Oklahoma

(405) 717-9840

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a (3) controlled substance, and penalties of less severe nature for simple possession of a controlled substance. The type and quantity of the drug in question, all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000 or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000, but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

State law provides similar penalties with regard to the simple possession distribution, or possession with the intent to distribute a controlled dangerous substance. (4) Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2 to 10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties. In addition, state law provides that the possession of, or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place, is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances, you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

**LEGAL SANCTIONS FOR DRUG AND ALCOHOL OFFENSES UNDER APPLICABLE LAWS**

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

There are also local and State laws similar to those described above. If drugs are involved, the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction of such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining that badly wanted job.

Further information regarding these local, state, and federal laws may be found in Student Services and is available to students and employees. Students and employees are encouraged to review this information. The above referenced examples of penalties and sanctions are based upon the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

***Academic performance, health, personal relationships, and safety suffer when people abuse alcohol and other drugs.***



**HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS  
AND THE ABUSE OF ALCOHOL**

<b>Commonly Abused Substances</b>		
<b>Substance</b>	<b>Possible Long-term Effects</b>	<b>Dependence Potential</b>
Alcohol	Toxic psychosis, addiction, neurological and liver damage, fetal alcohol syndrome	Yes
Amphetamines uppers, speed	Loss of appetite, delusion, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis	Yes
Barbiturates barbs, bluebirds, blues	Severe withdrawal symptoms, possible convulsions, toxic psychosis, depression	Yes
Cocaine & cocaine freebase coke, crack	Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury	Yes
Codeine	Addiction, constipation, loss of appetite, lethargy	Yes
Heroin H, junk, smack	Addiction, constipation, loss of appetite, lethargy	Yes
LSD Acid	May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, hallucinations	Possible
MDA, MMDA, MOMA, MDE ecstasy, xtc	Same as LSD, sleeplessness, nausea, confusion increased blood pressure, sweating	Possible
Marijuana (cannabis) pot, grass, dope, weed, joints	Bronchitis, conjunctivitis, possible birth defects	Yes
Mescaline (peyote cactus) mesc, peyote	May intensify existing psychosis, anxiety, incoordination, sweating, chills and shivering	Possible
Methaqualone Ludes	Coma, convulsions	Yes
Morphine M, morf	Addiction, constipation, loss of appetite	Yes
PCP crystal, tea, angel dust	Psychotic behavior, violent acts, psychosis	Yes
Psilocybin magic mushrooms, shrooms	May intensify existing psychosis	Possible
Steroids roids, juice	Cholesterol imbalance, acne, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage	Yes
Combining any of the above substances with prescription anti-depressants, anti-anxiety medications or attention deficit and hyperactivity disorder (ADHD) medications such as Ritalin is dangerous.		

# SEXUAL MISCONDUCT

## SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

### SEXUAL MISCONDUCT POLICY

Central Oklahoma College is concerned about the safety of its students, instructors and staff. With regard to sexual assault, good sense safety practices are your best defense. There are sufficient instructors, staff, and students present in the building at all times during business hours to make a sexual assault on campus unlikely, but not impossible. Remember to remain aware of your surroundings, do not walk alone outdoors (especially at night), do not enter areas of the building to which you are not authorized, and do not feel compelled to enter any secluded location or any situation which makes you uncomfortable.

Whether an assault occurs on- or off-campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation. In the unlikely event that a sexual assault occurs on campus, students should immediately notify their department Program Director or any available staff or instructor they are comfortable confiding in. Upon being notified, College personnel will notify the Title IX Coordinator and will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. College personnel will, to the best of their ability, attempt to secure any affected area of the campus and to otherwise prevent the compromise of evidence until law enforcement officials arrive. If a sexual assault occurs to a student off-campus, the College will assist an alleged victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred (upon request of the student).

Central Oklahoma College does not provide counseling services directly to victims of sexual assault, but will attempt to provide referral to local agencies that provide counseling and other support services.

### **Title IX Coordinator Contact Information:**

Amy Garner

Director of Education/Title IX Coordinator

Central Oklahoma College

14820 Serenita Ave

Oklahoma City, Oklahoma

73134

405-609-6622

Agarner@centraloc.edu

# WEAPONS POLICY

*This policy applies to all students and to all employees (faculty and staff).*

**Statement of Policy:** Except as expressly provided below, the possession of firearms, explosive or incendiary devices, or other weapons on the Central Oklahoma College campus is prohibited. This policy shall apply to all students, employees and invitees of Central Oklahoma College and all other visitors to the campus.

Procedures and Guidelines. The College is authorized to promulgate such procedures and guidelines as may be reasonable and necessary to implement and carry out the intent of this policy in their respective areas of authority.

“Weapons” include, but are not limited to, the following:

1. Firearms of any size or type of construction and ammunition;
2. Gas or air guns, including BB, pellet and paint ball guns;
3. Bows and arrows, and cross-bows;
4. Blackjacks, bludgeons, batons, nunchaku, throwing stars, and metallic knuckles;
5. Swords, pikes, lances and spears;
6. Any knife with a blade over 3.5 inches in length, including hunting and fishing knives;
7. Ballistic, gravity and switchblade knives, regardless of the length of the blade;
8. Fireworks, gunpowder, or explosive substances; and
9. Any harmless object designed to look convincingly like a firearm, explosive or incendiary device, or other weapon.

Exceptions: This policy shall not apply to:

1. A peace officer, C.R.S., when carrying a weapon in conformance with the policy of his/her employing agency.
2. A member of the armed forces of the United States or Oklahoma National Guard while acting in his/her official capacity and in conformance with general or specific military orders.
3. A law enforcement officer, agent or employee of the United States, when lawfully carrying a weapon in conformance with the policy of his/her employing agency.
4. A kitchen knife with a blade over 3.5 inches in length which is kept in campus apartments or kitchens for the purpose of food preparation.

Violations. All violations of this policy shall be reported to the Oklahoma City Police Department and the appropriate College office. Violators may be disciplined (in the case of students or employees of the College), banned from the College campus, and criminally prosecuted in appropriate cases.

# IMPORTANT TELEPHONE NUMBERS

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## TO REPORT AN EMERGENCY OR CRIME IN PROGRESS:

<b>From a campus telephone or any other phone</b>	<b>911</b>
<b>Police Assistance (Non-Emergency), Oklahoma County</b>	<b>231-2121</b>

## COMMUNITY RESOURCES

Health and Human Services	(referrals)	211
Community Action Agency		232-0199
Community Emergency Shelter		211
Crime Stoppers		235-7300
Gang/Narcotics Hotline	232-6272 or	297-1193
Metro Transit		297-2053
Oklahoma County Sheriff's Department		713-1000
OKC Fire Department (general number)		297-3314
OKC Fire Department Prevention Services		297-3585
Poison Control Center		271-5454
Suicide and Crisis Lifeline		988