



# Annual Security Report

2022

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On behalf of Tulsa Community College, we would like to welcome all new and returning students, faculty, staff, and visitors. I am pleased to present the 2022 Annual Security Report, which is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. It is one aspect of our overall mission to create a safe and vibrant environment for our campus community. The men and women of the Tulsa Community College Police Department (TCCPD) are highly trained and skilled professionals who place the utmost importance on maintaining the safety of our students, faculty, staff, and visitors.

In addition to providing the mandated crime statistics, this report also strives to educate our community members in the various ways that they can collaborate in keeping themselves and our campus safe. While our department places great value in the partnerships it has formed with outside agencies at the local, state, and federal levels, our most important partners are those of you who work and learn in our campus community. The primary focus of our work is education and that includes ensuring that students and employees educate themselves about personal safety and the safety of those around them. I invite you to read this annual report carefully and use the information to assist us in keeping our community safe.

Thank you for your interest,

Sean Weins  
Vice President for Administration and Chief Operating Officer  
Tulsa Community College

Thank you for taking the time to read this publication. It contains helpful information about safety and security on our campuses. The Tulsa Community College Police Department (TCCPD) is a professional, full-service law enforcement agency with the responsibility to provide police services to all areas of our campus communities. TCCPD recently received Law Enforcement Certification with the Oklahoma Law Enforcement Accreditation Commission.

We are committed to establishing a partnership with the community to address safety concerns, reduce crime and improve quality-of-life issues. This report is part of our ongoing effort to inform you of the safety programs and services available to Tulsa Community College, the steps you can take to maintain a safe and secure campus and the crimes reported to our department. It also serves as the compliance document called for by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as required by the Higher Education Opportunity Act. We take the commission of crimes against our students, faculty, staff and visitors personally and aggressively investigate reported crimes. We collaborate with other law enforcement agencies as well as surrounding emergency services, and campus groups to reduce crime across all our campuses. We must work to ensure that people and property are secure and that responsible, vigilant and caring individuals are willing to report suspicious and unlawful behavior immediately to the Tulsa Community College Police.

We want to provide you with direct contact and personalized service as we enforce the laws of the land and the College's rules and regulations. As a service organization, the department offers a full range of police resources, including 24-hour dispatching, preventive patrols, criminal investigations and general crime prevention. Overall, the men and women of the Tulsa Community College Police Department believe in proactive law enforcement and prompt, friendly service to you and the college community.

Sincerely,

Melvin Murdock, Chief of Police  
Tulsa Community College  
3727 East Apache Street Tulsa, OK 74115  
(918) 595-4770  
melvin.murdock1@tulsacc.edu

## POLICING SERVICES

All policy statements contained in this report apply to all campuses. Tulsa Community College Campus Police officers are vested with the authority and responsibility to enforce all applicable Federal, State, local laws and TCC policies and procedures. TCCPD officers are empowered by Oklahoma Statute Title 74, Section 360.15, et seq. to provide police and other professional safety services to the College. TCCPD officers are commissioned peace officers, authorized to carry firearms, and certified by the Council of Law Enforcement Education and Training (CLEET). The TCCPD has primary jurisdiction over TCC-owned and operated properties and has the same authority as municipal police officers to use police powers of arrest for criminal offenses. TCC neither owns nor operates residential housing on or off campus, therefore the jurisdictional area of the TCCPD does not include any residential areas. In addition, TCCPD officers receive continuing education and training in the areas of firearms, Taser, first aid/ Tactical Combat Casualty Care, mental health, legal procedures, and much more. TCCPD has an excellent relationship with city, state, and federal law enforcement agencies in its jurisdiction having developed longstanding mutual aid agreements between each other. The department is a member of the International Association Chiefs of Police (IACP) International Association Campus Law Enforcement Administrators (IACLEA), Oklahoma Association of Chiefs of Police, and the National Association of Clergy Compliance Office and Professionals (NACCOP).

TCC has signed Memoranda of Understanding (MOUs) with the cities of Tulsa and Sand Springs, the Muscogee (Creek) Nation, and the Cherokee Nation. These MOUs support investigating criminal incidents.

## CRIME REPORTING

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to accurately and promptly report incidents to the TCCPD or other appropriate police agency, including when the victim elects to, or is unable to, make such a report. To report a crime, the victim or witness need only to call the police dispatch phone number at (918) 595-8888 or if you are calling from a College phone, call extension 8888 and a police officer will meet them to gather information. Each month the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation, which in turn provides the information to the Federal Bureau of Investigation. These statistics (<https://osbi.ok.gov/publications/crime-statistics>) are then published and made available to the public. Each year, the FBI publishes a book of crime statistics called "Crime in the United States," which includes accurate accounting of the criminal incidents which occurred on the TCC campuses.

## CAMPUS SECURITY AUTHORITIES

A Campus Security Authority (CSA) includes:

- (i) A campus police department or a campus security department of an institution.
- (ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- (iii) 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.
- (iv) 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. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

The following is a non-exhaustive list of positions designated by Tulsa Community College as Campus Security Authorities (CSAs):

- All TCCPD Personnel (full and part-time)
- Compliance Officer / Title IX Coordinator
- Director of EOO / Deputy Title IX Coordinator
- Civil Rights Investigator
- Civil Rights Case Coordinator
- International Student Counselor
- Director of Faculty Development & Global Learning
- Associate Vice President for Academic & Campus Operations
- Vice President for Student Success & Equity
- Dean of Engaged Learning
- Dean of Students & Accessibility
- Student Conduct Manager
- Student Conduct Program Coordinator
- Associate Vice President of Student Success

- Dean of Student Success
- Dean of Retention and Engagement
- New Student Orientation Coordinator
- Director of Accessibility Resources
- Student Life Program Coordinator
- Recreation Engagement Specialist
- Director of Wellness Services
- Student Organization Advisors

Members of the community are encouraged to immediately report crimes or emergencies to the Tulsa Community College Police Department and/or Campus Security Authorities, as outlined below, for purposes of including them in the annual statistical disclosure and assessing them for issuing Timely Warning Notices, when deemed necessary.

CSAs are responsible for reporting crimes to the TCCPD, including crimes where the victim chooses to remain anonymous. Reports filed with CSAs are counted and disclosed in the Annual Security Report. CSAs are asked to report crimes by using the Clery Act Reporting Form located at <https://www.tulsacc.edu/student-resources/report-concern>. Any crime report made to a Campus Security Authority can be immediately transmitted to the TCCPD. Victim support services are available, and TCCPD works with the local police to ensure timely notice is provided to students regarding crimes reported to either police or Campus Security Authorities and considered to represent a threat to others.

## DAILY CRIME LOG

The crime log for the most recent 60-day period is open to public inspection, free of charge, upon request, during normal business hours. Any portion of the log that is older than 60 days will be available within two (2) business days upon request. To review the crime log, visit any of the following locations:

### Metro Campus

909 South Boston Avenue, Tulsa, OK 74119  
MC-126

### Northeast Campus

3727 East Apache, Tulsa, OK 74115  
AB-136

### Southeast Campus

10300 East 81st Street, Tulsa, OK 74133  
Building 2, Room 2111

### West Campus

7505 West 41st Street, Tulsa, OK 74107  
IC 134

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued based on a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

## REPORTING CRIMES ON A VOLUNTARY, CONFIDENTIAL BASIS

The TCCPD encourages anyone who is the victim or witness of any crime to promptly report the incident to the police. TCCPD does not have a voluntary confidential reporting process because police reports are public records under state law, thus TCCPD cannot hold reports of crime in confidence.

If a victim or witness wishes to report Clery Act crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, that person may anonymously

report it through the following methods:

- 1) Report the crime through the Clery Act Reporting Form located at <https://www.tulsacc.edu/student-resources/report-concern>; or
- 2) Report the crime to the CSAs in the Civil Rights Compliance and Title IX Office: 918-595-7842 or TCCTitleIX@tulsacc.edu

## CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH COUNSELOR

To be exempt from disclosing reported offenses to appropriate Tulsa Community College 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 the 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 an employee of the institution 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. TCC does not employ pastoral counselors.

A professional counselor is a person whose official responsibility includes providing psychological 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.

The Tulsa Community College Police Department encourages professional counselors, if and when they deem it appropriate, to inform the persons they are counseling to voluntarily report the incident on a confidential basis for inclusion of the annual disclosure of crime statistics.

## REPORTING CRIMES

To report crimes or emergencies, a person, victim or witness can dial 911, or call 918-595-8888. Any reporting method will spur a response of police, fire, ambulance or other first responders. Also, the victim of a crime may request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney's office.

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

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

1. Call the police immediately: Dial 911 for emergencies or call 918-595-8888.
2. Obtain a description: Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also, attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the event, and do not allow anyone in the crime area until police arrive.

## RESPONSE TO A REPORT

Dispatchers are available at the respective telephone numbers 24/7 to answer your calls. In response to a call, TCCPD will take the required action, either dispatching an officer or asking the victim to report to TCCPD to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. TCCPD Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Conduct and Community Standards. If assistance is required from one of the local Police Departments or one of the local Fire Departments, TCCPD will contact the appropriate unit.

## PREPARATION OF THE ANNUAL CRIME STATISTICS DISCLOSURE

Tulsa Community College policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the TCCPD and other campus officials, including College Counseling Services, Student Conduct Services, and local law enforcement. A member of the Clery Compliance Team will mail a letter to the Jenks Police, Owasso Fire, Tulsa Fire, Sand Springs Fire, Berryhill Fire, Tulsa Tech Security, Tulsa County Sheriff's Office, Tulsa Police, Sand Springs Police, and the Owasso Police Department(s) records division requesting crime stats. Campus crime, arrest and referral statistics include those reported to the Tulsa Community College Police, designated campus security authorities and local law enforcement agencies. When a campus security authority becomes aware of a crime, they are required to complete a report. The report is then submitted to the Tulsa Community College Police, who are responsible for compiling and preparing the statistics.

All the statistics are gathered, compiled, and reported to the College community via this report, which is published by Tulsa Community College Police Department, with input from the Clery Compliance Committee. TCCPD submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

The crime and arrest statistics reported are those that occurred within the Clery Geography boundaries of campus. Crimes occurring on public property within and immediately adjacent to campus are also reported when available.



## NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

Federal law requires institutions of higher education, like TCC, to annually prepare and publish a report concerning campus crime statistics and security policies. This report is distributed through electronic mail and posting to the College's website to all current students and employees, as well as to all prospective students and employees upon request. The report contains annual specific campus crime and arrests statistics and campus policies and practices intended to promote crime awareness, campus safety, and security. Copies of this report may be obtained online and by visiting one of our campus police offices at the following locations:

### **Metro Campus**

909 South Boston Avenue, Tulsa, OK 74119  
MC-126

### **Northeast Campus**

3727 East Apache, Tulsa, OK 74115  
AB-136

### **Southeast Campus**

10300 East 81st Street, Tulsa, OK 74133  
Building 2, Room 2111

### **West Campus**

7505 West 41st Street, Tulsa, OK 74107  
IC 134

A copy of this Report may also be obtained in person by contacting the office of the Tulsa Community College Chief of Police:

Name: Melvin Murdock

Address: 3727 East Apache, Tulsa, OK 74115

Phone: 918-595-4744

Email: melvin.murdock1@tulsacc.edu



## TIMELY WARNINGS

To help prevent crimes or serious incidents, the Tulsa Community College Campus Police Department, in conjunction with other departments on campus, issue timely warnings to notify Tulsa Community College community members about crimes or other serious incidents in and around the community. If a situation arises within the TCC Clery Geography (On Campus, Public Property and Non-campus property), that in the judgment of (one of the following) based upon availability Vice President for Administration Chief Operating Officer, Legal Counsel, Chief of Police, Assistant Chief of Police, Director of Emergency Operations, or their designees, constitutes an ongoing, continuing or serious threat, a campus-wide Timely Warning will be issued. The warnings will be issued through the TCC Alerts Emergency Notification system. This system will send out College-wide group emails and text messages from TCC Alerts to all students, faculty, and staff.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger TCC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the TCCPD). In cases involving sexual assault, they may be reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson

- Other Clery crimes as determined necessary by the Vice President for Administration Chief Operating Officer, Legal Counsel, Chief of Police, Assistant Chief of Police, Director of Emergency Operations, or their designees.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law by the Vice President for Administration Chief Operating Officer, Legal Counsel, Chief of Police, Assistant Chief of Police, Director of Emergency Operations, or any of their designees.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. Timely Warning Notices are typically developed, written, and distributed by the Marketing and Communications Department, or designee.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

The purpose of timely warnings is to provide the Tulsa Community College community with information to enable people to protect themselves. Anyone with information warranting a timely warning should report the circumstances to TCCPD at 918-595-8888.

## TULSA COMMUNITY COLLEGE EMERGENCY OPERATIONS PLAN

This plan identifies the functional groups, management structure, key responsibilities, emergency assignments and general procedures to follow during emergency conditions. The plan is activated whenever emergency conditions exist in which normal operations cannot be performed, and immediate action is required to:

- Serve and protect lives
- Coordinate communications
- Prevent damage to the environment, systems, and property
- Provide essential services
- Temporarily assign college staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Emergency Operations Center(s) (EOC)

The following crisis levels have been established in order to guide Tulsa Community College on EOC activation:

A **low-level emergency** is a minor emergency that results in minor injuries or minor damage to facilities and affects a single, localized area of the campus. Normal college response services that may be considered part of daily tasks or responsibilities will be capable of managing the incident without activation of an Emergency Operations Center.

A **medium-level emergency** is a major emergency that is larger in scope and intensity and more severe in actual or potential impact than a low-level emergency. Medium-level incidents will likely require activation of a Campus Response Team EOC. Coordination between two or more departments may be required for an effective response to the incident. The incident may result in significant damage to college facilities or severe injury to members of the campus community. A medium-level incident may affect one or more areas of the campus.

A medium-level emergency may involve the following:

- A disruption of College activities, but not likely to be long-term
- The implementation of a building evacuation or shelter-in-place procedure
- College-wide warning and public instruction with emergency response directions
- Assistance from local response agencies and contractors

A **high-level emergency** is a disaster involving the occurrence or threat of significant casualties or widespread property damage that is beyond the capabilities of the college or local government to handle. It will require the activation of one or more Campus Response Team EOCs, and possibly the activation of the College-Wide Emergency Management Team.

A high-level incident may result in major damage to several facilities or multiple campuses, mass casualties, and severe injury to members of the campus community. The incident will not be localized to a single area but will affect the entire campus, and possibly multiple campuses. The college may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond.

A high-level emergency includes the following:

- A substantial disruption of college functions and is likely to be long term
- The implementation of large-scale evacuation or shelter-in-place and implementation of temporary shelter and mass care operations
- Community-wide warnings and public instructions

## EMERGENCY NOTIFICATIONS

In the event of an emergency, Tulsa Community College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

The TCCPD staff is responsible for confirming if there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Tulsa Community College community, sometimes in conjunction with campus administrators, local first responders and/or the national weather center. A member of the Police Department and/or Vice President for Administration Chief Operating Officer, Legal Counsel, Chief of Police, Assistant Chief of Police, Director of Emergency Operations, or any of their Designees, will collaborate to determine the content of the message will utilize some or all of the systems described below to communicate the threat to the Tulsa Community College community, or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The TCCPD will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities including Vice President for Administration, Legal Counsel, Chief of Police, Assistant Chief of Police, Director of Emergency Operations, or any of their Designees, compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency.

Notification will be made by using some or all of the following methods depending on the type of emergency: College Alert System (which contains email, cell phone text, voice message alert), fire alarm (where available), public address systems (where available), official College social media accounts, digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

### RAVE GUARDIAN TCC ALERTS, Fire Alarms, or Public Address System

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
<b>PRIMARY</b>	Emergency Manager	Legal Counsel	Legal Counsel	Dir Mkt. Communications	Disptach Supervisor
<b>SECONDARY</b>	Chief of Police	VP and COO	VP and COO	Project Coordinator	Dir Mkt. Communications

### College Social Media Accounts, Digital Signage, and Webpage

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
<b>PRIMARY</b>	Dir Mkt. Communications	Legal Counsel	Legal Counsel	Dir Mkt. Communications	Emergency Manager
<b>SECONDARY</b>	Chief of Police	VP and COO	VP and COO	Emergency Manager	Dir Mkt. Communications

To opt-in for emergency text and voice messaging, students, faculty, and staff can do so at the following website <https://www.tulsacc.edu/campus-life/campus-safety/rave-guardian4tcc>.

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the Tulsa Community College homepage and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

## PROCEDURES TO TEST EMERGENCY RESPONSE AND EVACUATION

Facilities and TCCPD staff evaluate the College's emergency response systems each semester. This evaluation process includes the activation of fire and tornado alert systems at each campus to determine if audible alarm signals, strobes, PA and voice messaging components are functional. The evaluation includes the Campus Engineer, the Facility Manager, Campus Supervisor, members of the alarm company, and other vendors as needed. The Campus Public Safety committee schedules fire and tornado drills each semester at all Tulsa Community College locations.

The Tulsa Community College Emergency Manager uses tabletop exercises to review procedures and practice our response in various scenarios to include fires, tornados, hazardous chemical spills, active shooters on campus, power outages, gas leaks, and the proper evacuation of disabled persons and use of the mobile radios carried by staff. When conducting actual tests, Tulsa, and Sand Springs Fire and Police departments are invited to observe the evacuation process, and post-meeting notes are shared as well.

Most tests are unannounced to students, faculty, and staff. We conduct announced, unannounced tests, and various other preparedness scenarios each semester. In conjunction with other emergency agencies, the College conducts emergency response tests and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The documented test is uploaded to the Oklahoma School Security Institute through the Emergency Drill Reporting portal.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all the requirements of the Higher Education Opportunity Act.

## MEDICAL EMERGENCIES

Steps to take in a medical emergency:

1. Do not move the patient unless their life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. If available have a second person call TCCPD at 918-595-8888.
5. If available have someone meet emergency personnel to guide them to the patient.

## CRIME PREVENTION

Crime prevention is defined as the anticipation, recognition, and appraisal of a crime risk, and the initiation of some action to remove or reduce that risk. Many campuses around the country investigate and make public the nature and quantity of crimes, as well as how crimes are investigated. Tulsa Community College believes that the public should know how active the TCCPD are in crime prevention and detection. TCC has experienced success at reducing and preventing crime. Some of the notable efforts are:

- Rave Guardian safety app
- 24-hour preventive patrols, on foot and in vehicles.

Through a cooperative effort between TCCPD, metro police departments, dean of students, facility managers and engineers, and faculty, programs on personal safety and security are frequently conducted on each campus. These programs include

Rave Guardian, Civilian Response to Active Shooter Events (CRASE), Sexual Assault Awareness, and DVIS. Tulsa Community College does not have off-campus student organizations or residence halls. A Security Systems have been added including motion and alarm sensors and video cameras in strategic areas. Access control points are continuously being developed, and perimeter doors are monitored via video cameras. Campus doors are secured, and most are monitored during non-business hours. This is an ongoing project at each campus meant to control access and provide students and staff greater safety and security. All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others.

## PERSONAL SAFETY

The following precautions provide guidance and helpful tips to help prevent crime on campus:

### *General Precautions and Crime Prevention Tips:*

- Program the TCCPD's phone number into your cell phone. Report any suspicious activity to the Tulsa Community College Police 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 TCCPD by calling 918-595- 8888.
- Limit your alcohol consumption and leave social functions that get too loud or too crowded, or that have too many people.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
- Do not struggle if someone attempts to take your property.
- Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.

- Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
- Remember to lock the doors at your residence. Be sure that your door is locked to your residence when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.

### *At home or in an apartment building:*

- Keep your room door locked when you are sleeping.
- Never let unauthorized persons come into your room 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 inside your room awakens you, 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 your local Police immediately.

### **Police Escort Service**

If there is ever a time, whether coming to the campus or leaving the classroom heading to your car, and you would like a safety escort, the TCCPD is happy to assist you. Simply call 918-595- 8888 and request an officer. We are here to serve and genuinely happy to assist.

***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 cell phones.

***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, or an emergency phone.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

During an emergency or natural disaster involving the campus community, TCCPD will be responsible for evacuating and moving people and for contacting appropriate internal and external service organizations (e.g., TCC Facilities Engineers, Tulsa, Sand Springs Police Department, Tulsa, Sand Springs Fire Department, PSO, ONG, Emergency Management, etc.).

TCCPD will work with the Tulsa Police Department and the Tulsa Fire Department as well as emergency services to ensure the safety of all students and employees and will update information from the scene of the emergency to share with the designated administrator, as appropriate. The Media Relations Manager, or designee, will respond to media requests on the scene as necessary.

In addition, emergency procedures are posted in classrooms and other prominent locations and are available on the TCC Webpage.

[https://www.tulsacc.edu/sites/default/files/file\\_attachments/emergency\\_procedures.pdf](https://www.tulsacc.edu/sites/default/files/file_attachments/emergency_procedures.pdf)

Every campus has a Campus Response Team charged with conducting unannounced Tornado and Fire drills each semester and an announced lockdown drill once a year. The Director of Emergency Operations ensures that all Campus Response Teams conduct drills and exercises and that there is College-wide consistency in emergency responses.

The College has alarm systems for emergencies such as fires, tornadoes, and lockdowns. Each campus uses a pre-recorded emergency message to signal the need to evacuate in case of fire, to take cover during a tornado, or to lockdown in an active shooter situation. Instructors at leased sites like Owasso should check with the site coordinator for information regarding emergency evacuation procedures for fire and tornado drills.

During tornado drills, warnings, or alarms, employees are instructed to remain in the building and proceed to the nearest designated Campus Area of Refuge. Otherwise,

move toward the lowest level most interior rooms and away from exterior windows, doors, and glassed areas. Stay away from large open rooms such as cafeterias, gyms, or auditoriums. If possible, get under heavy furniture or structures, such as door frames, desks, or heavy shelving. Remember to protect your head. Do not use elevators as power may fail, leaving you trapped. Remain in the area until you hear an “All Clear” overhead announcement, or as directed by the TCCPD or emergency personnel.

During fire drills or alarms, each instructor with a class in session must clear the classroom and instruct students to proceed with their personal belongings to an exit identified on the emergency map posted in the classroom. Instructors should know the evacuation route, remind students to take their personal belongings with them, and close the classroom door after all students have exited. Other staff members in service areas (e.g., library, student union, lounge, etc.) should attempt to clear those areas and proceed immediately to the nearest exit. Designated persons will check all areas of the building to assure total evacuation. After buildings have been evacuated, TCC faculty and staff should assist in keeping the student flow moving on sidewalks away from exit areas and buildings. In case of a fire, elevators should not be used.

## EMERGENCY EVACUATION PROCEDURE TESTS

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The TCCPD does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, TCCPD staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation tests is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At TCC, evacuation tests are used to educate and train occupants on fire safety issues specific to their building. During the

drill, occupants ‘practice’ procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

## GENERAL EVACUATION PROCEDURES

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify TCCPD (918-595-8888) Police Emergency or dial 911.

1. Remain calm
2. Do NOT use elevators. Use the stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform TCCPD or the responding Fire Dept. of the individual’s location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

### Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest



College building quickly. If police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, Campus Public Safety Announcement, other College employees, Local PD, or other authorities utilizing the College’s emergency communications tools.

### **How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to TCCPD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

### **Emergency Evacuation for Persons with Disabilities**

On the first day of class, instructors should make sure students with disabilities understand emergency procedures, including evacuation plans. The Education Access Office also provides emergency procedures to students during their in-take process. This allows the student to be prepared if the emergency occurs while they are in a classroom or in the library. Persons with disabilities will not be evacuated from the building during preplanned fire drills. Instead, instructors should notify individuals with disabilities when an emergency is occurring.

Persons using wheelchairs and crutches should go immediately to the nearest stairwell and wait to be evacuated by a police officer or fireman. Persons on the ground floor should follow the normal evacuation route.

Visually impaired individuals should follow the regular evacuation route designated for that classroom area. Special assistance will be given as needed to ensure safe exit via stairways. Faculty and staff should make sure that deaf and hard of hearing individuals are aware that an evacuation is in progress.

### **Emergency Care**

Individuals on campus in need of immediate medical attention should call 918-595-8888.

## SEX AND VIOLENT OFFENDER REGISTRY INFORMATION

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

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

If you, as a student are required to register as a sex offender or violent offender, contact the TCCPD at (918) 595-8888 and they will assist you with registering.

Information on any sex offender who attends Tulsa Community College can be found at the **Metro Campus located at 909 S Boston Ave, MC1005D, Tulsa, OK 74119, or contact the TCCPD at (918) 595-8888 and the following agencies:**

- Oklahoma Department of Corrections Sex & Violent Offender Registry:  
<https://sors.doc.ok.gov/ords/svorp/sors/r/sors/disclaimer>
- Tulsa Police Department  
600 Civic Center  
Tulsa, OK 74103
- Tulsa County Sheriff's Office  
301 W. 1st St.  
Tulsa, OK 74103

## DEFINITION OF TERMS FOR STATISTICAL CHARTS

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

*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.

*Noncampus Building or Property:* Any building or property owned or controlled by a student organization officially recognized by the institution; or (ii) [a]ny building or property owned or controlled by an institution 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 institution.

*On Campus (Definition 1):* 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, including residence halls.

*On Campus (Definition 2):* Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

*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.

Tulsa Community College does not have Residence Halls or College/University Apartments. Therefore, there are no crimes reported for Residence Halls or College/University Apartments.

Tulsa Community College does not have any fraternities or sororities.



## CRIME DEFINITIONS

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. The definitions for *murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations* are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. The definitions of fondling, incest, and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. The definitions of *larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property* are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

### Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program

#### Murder/Non-Negligent Manslaughter

The willful (nonnegligent) killing of one human being by another.

#### Manslaughter by Negligence

The killing of another person through gross negligence.

#### 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.

#### 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 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 is used which could and probably would result in serious personal injury if the crime were successfully completed.)

#### Burglary

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

#### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

#### Weapons: Carrying, Possessing, Etc.

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.

#### Drug Abuse 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.

### **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.

### **Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program**

#### **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.

**A. 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.

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

**C. Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

### **Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program**

#### **Larceny-Theft (Except Motor Vehicle Theft)**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

#### **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.

**VAWA Crime Definitions from the Clery Act** for the crimes of Domestic Violence, Dating Violence, and Stalking as follows:

#### **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 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; or
- 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.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence:** 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 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 covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking:** 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.

For the purposes of this definition—

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

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.



## CRIME STATISTICS Metro Campus - 909 South Boston Avenue, Tulsa, OK 74119

Offenses (including attempts)	Metro Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	1	0	0	0	0	0	0	0	0	1	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	1	0	0	0	0	0	0	0	0	1	0	0
<i>Burglary</i>	0	3	3	0	0	0	0	0	0	0	3	3
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	2	0	1	0	0	0	0	0	0	2	0	1
<i>VAWA Offense: Dating Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Domestic Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Stalking</i>	0	1	0	0	0	0	0	0	0	0	1	0

**Hate Crimes (Any of the following crimes that were motivated by hate):  
Race/Gender/Religion/National Origin/Sexual Orientation/Ethnicity/Disability/Gender Identity**

Offenses (including attempts)	Metro Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Larceny-Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Simple Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Intimidation</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Destruction/ Damage/ Vandalism</i>	0	0	0	0	0	0	0	0	0	0	0	0

## Number of Arrests/Referrals for Select Offenses

Offenses (including attempts)	Metro Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violation: <i>Arrest</i>	0	0	1	0	0	0	0	0	0	0	0	1
Liquor Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: <i>Arrest</i>	0	0	2	0	0	0	0	0	0	0	0	2
Drug Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0

The following crimes reported during the three most recent calendar years have been determined to be unfounded: None





## CRIME STATISTICS Northeast Campus - 3727 East Apache, Tulsa, OK 74115

Offenses (including attempts)	Northeast Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	1	0	0	0	0	0	0	0	0	1	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	1	0	0	0	0	0	0	0	0	1	0
<i>VAWA Offense: Dating Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Domestic Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Stalking</i>	1	0	0	0	0	0	0	0	0	1	0	0

**Hate Crimes (Any of the following crimes that were motivated by hate):  
Race/Gender/Religion/National Origin/Sexual Orientation/Ethnicity/Disability/Gender Identity**

Offenses (including attempts)	Northeast Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Larceny-Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Simple Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Intimidation</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Destruction/ Damage/ Vandalism</i>	0	0	0	0	0	0	0	0	0	0	0	0

## Number of Arrests/Referrals for Select Offenses

Offenses (including attempts)	Northeast Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: <i>Arrest</i>	2	0	0	0	0	0	0	0	0	2	0	0
Drug Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Arrest</i>	1	0	0	0	0	0	0	0	0	1	0	0
Weapons Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0

The following crimes reported during the three most recent calendar years have been determined to be unfounded: None



**CRIME STATISTICS Southeast Campus - 10300 East 81st Street, Tulsa, OK 74133**

Offenses (including attempts)	Southeast Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	1	0	0	0	0	0	0	0	0	1	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	1	0	0	0	0	0	2	0	0	3	0
<i>VAWA Offense: Dating Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Domestic Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Stalking</i>	0	1	1	0	0	0	0	0	0	0	1	1

**Hate Crimes (Any of the following crimes that were motivated by hate):  
Race/Gender/Religion/National Origin/Sexual Orientation/Ethnicity/Disability/Gender Identity**

Offenses (including attempts)	Southeast Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Larceny-Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Simple Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Intimidation</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Destruction/ Damage/ Vandalism</i>	0	0	0	0	0	0	0	0	0	0	0	0

## Number of Arrests/Referrals for Select Offenses

Offenses (including attempts)	Southeast Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: <i>Arrest</i>	0	0	1	0	0	0	0	0	0	0	0	1
Drug Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0

The following crimes reported during the three most recent calendar years have been determined to be unfounded: None



## CRIME STATISTICS West Campus - 7505 West 41st Street, Tulsa, OK 74107

Offenses (including attempts)	West Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	1	0	0	0	0	0	0	0	0	1	0
<i>VAWA Offense: Dating Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Domestic Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Stalking</i>	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes (Any of the following crimes that were motivated by hate):  
Race/Gender/Religion/National Origin/Sexual Orientation/Ethnicity/Disability/Gender Identity**

Offenses (including attempts)	West Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Larceny-Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Simple Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Intimidation</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Destruction/ Damage/ Vandalism</i>	0	0	0	0	0	0	0	0	0	0	0	0



## Number of Arrests/Referrals for Select Offenses

Offenses (including attempts)	West Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violation: Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation: Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: Referral	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: Referral	0	0	0	0	0	0	0	0	0	0	0	0

The following crimes reported during the three most recent calendar years have been determined to be unfounded: TCCPD determined one crime to be “unfounded” on the West Campus in 2020.



**CRIME STATISTICS Riverside Community Campus and Aviation Center (Riverside Aviation Center) 112 W. Beechcraft Drive, Tulsa, OK 74132**

Offenses (including attempts)	Riverside Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Dating Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Domestic Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Stalking</i>	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes (Any of the following crimes that were motivated by hate):  
Race/Gender/Religion/National Origin/Sexual Orientation/Ethnicity/Disability/Gender Identity**

Offenses (including attempts)	Riverside Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Larceny-Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Simple Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Intimidation</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Destruction/ Damage/ Vandalism</i>	0	0	0	0	0	0	0	0	0	0	0	0

## Number of Arrests/Referrals for Select Offenses

Offenses (including attempts)	Riverside Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0

The following crimes reported during the three most recent calendar years have been determined to be unfounded: None



### CRIME STATISTICS Owasso Community Campus – 10800 N. 140th E. Ave, Owasso, OK 74055

Offenses (including attempts)	Owasso Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Dating Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Domestic Violence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Offense: Stalking</i>	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes (Any of the following crimes that were motivated by hate):  
Race/Gender/Religion/National Origin/Sexual Orientation/Ethnicity/Disability/Gender Identity**

Offenses (including attempts)	Owasso Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
<i>Murder/Non-Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Manslaughter by Negligence</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Offense: Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Motor Vehicle Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Larceny-Theft</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Simple Assault</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Intimidation</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Destruction/ Damage/ Vandalism</i>	0	0	0	0	0	0	0	0	0	0	0	0

## Number of Arrests/Referrals for Select Offenses

Offenses (including attempts)	Owasso Campus			Non-Campus Building or Property			Public Property			Total Crimes Reported		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Liquor Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Arrest</i>	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violation: <i>Referral</i>	0	0	0	0	0	0	0	0	0	0	0	0

The following crimes reported during the three most recent calendar years have been determined to be unfounded: None



## OBTAINING INCIDENT REPORTS

To request a copy of a report or ask other related questions, contact the TCCPD at 918-595-8888.

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

The TCCPD is committed to complying with its obligations under Oklahoma law 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 TCCPD 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.

## NON-CAMPUS CRIMES

If the Tulsa Police Department, Sand Springs Police Department, Owasso Police Department, Muskogee (Creek) Nation Lighthouse Police Department, Cherokee Nation Marshal Service, Owasso Fire Department, Tulsa Fire Department, Sand Springs Fire Department, Berryhill Fire Department, or the Tulsa County Sheriff's Office are contacted about criminal activity occurring off-campus involving a member of the College community, the Police Department or Sheriff's Office may notify the TCCPD.

TCC does not have officially recognized student organizations that own or control housing facilities outside of the TCC campus. Therefore, local PD is not used to monitor and record criminal activity at any such locations.

## SECURITY OF AND ACCESS TO CAMPUS AND SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES

The Metro Campus (909 South Boston Avenue), Northeast Campus (3727 East Apache), Southeast Campus (10300 East 81st Street South) and West Campus (7505 West 41st

Street) will be open during regular school hours, Monday through Friday, and from 8:00 a.m. until 4:00 p.m. on Saturday. Deviations to these operational hours will be posted, based upon considerations including public health. Arrangements are to be made by the instructors with their Campus Dean or Academic Dean, if students are to be in the buildings other than these hours, the Campus Dean or Academic Dean should then contact Campus Police and the Director of Physical Facilities.

During normal business hours the administrative and academic facilities at TCC are open and accessible to students, staff, faculty and visitors of the College. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. TCCPD officers conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

### Security of Campus

TCCPD conducts routine patrols of campus buildings to evaluate and monitor security related matters. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Tulsa Community College Police officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the Tulsa Community College community are helpful when they report equipment problems to the TCCPD at:

TCCPD Dispatch Center: 918-595-8888



## ALCOHOL AND DRUG POLICIES, PREVENTION, AND PROGRAMS

Tulsa Community College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff and visitors. These participants are expected to know and follow the applicable laws and all Tulsa Community College rules and regulations (Student Handbook and Employee Handbook). Each person is responsible for his/her behavior. The Tulsa Community College enforces compliance with underage drinking and state and local alcoholic beverage laws on campus and at College-sponsored activities.

Tulsa Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol in the workplace, on College property, or as part of College-sponsored activities. The Tulsa Community College Police Department is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws. The Drug and Alcohol Committee sends a pamphlet every fall to students and employees.

TCC Wellness Services offers health education, short-term counseling and connection to resources for everyday needs. For more information about services and student involvement opportunities, please visit Wellness Services (<https://www.tulsacc.edu/student-resources/wellness-services>) or e-mail [wellness@tulsacc.edu](mailto:wellness@tulsacc.edu). If you need to speak to a counselor immediately, please call Family and Children's Services COPES at 918-744-4800 24 hours a day/7 days a week, or text HELLO to 741741 to be connected to a crisis counselor. The 988 Suicide & Crisis Lifeline is available 24/7 by calling 988. For education on alcohol and substance misuse, local resources or a treatment directory, please visit this website: <https://www.tulsacc.edu/student-resources/wellness-services/alcohol-substance-misuse-resources>

### Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, Tulsa Community College publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and

other drug use; and a description of available treatment programs for TCC students and employees. A complete description of these topics, as provided in the College's notification to students and employees, is available online at:

<https://www.tulsacc.edu/drug-alcohol-prevention>

## LOST AND FOUND

The TCCPD Lost and Found is located at every police office on every campus. After a certain period of time, all buildings and officers forward any unclaimed found items to the TCCPD Investigator.

TCCPD tracks and monitors lost and found items via the Police Department's Handling of Found Property Policy and Procedure. If the TCCPD's Investigator is unable to locate the owner, all lost and found items held over six months is disposed of per Oklahoma Statutes. 22 O.S. § 1325.

Inquiries about lost and found property can be made by calling 918-595-8888.

## STUDENT CONDUCT PROCESS

The Student Code of Conduct outlines Tulsa Community College policies and procedures that all students are expected to adhere to during their time at Tulsa Community College. The primary focus of the conduct process is an educational and developmental outcome; however, sanctions such as suspension or expulsion from Tulsa Community College may be necessary to uphold community standards to protect the TCC community. The most current version of the Student Code of Conduct is available online:

<https://guides.library.tulsacc.edu/policiesandprocedures>

## TITLE IX AND THE VIOLENCE AGAINST WOMEN ACT

Tulsa Community College will promptly respond to all complaints of sexual harassment, which includes sexual assault, domestic violence, dating violence and stalking. The purpose of Title IX is to prevent sexual harassment on campus, address reported incidents, limit the effects of harassment, and prevent its recurrence. The College's Title IX policy and procedures can be found in full at [www.tulsacc.edu/titleix](http://www.tulsacc.edu/titleix).

Title IX of the Education Amendments of 1972 (20 U.S.C. §1681) is a federal law that prohibits discrimination based on sex or gender in educational programs and activities receiving federal financial assistance.

Tulsa Community College takes acts of dating violence, domestic violence, harassment, threats and bullying based on, sexual orientation, gender identity, retaliation, sexual harassment, sexual misconduct, and stalking seriously and encourages individuals to report these acts. The Title IX policy, consistent with U.S. Department of Education Title IX guidance, provides details on the College's response to such acts, resources, and supportive measures.

Tulsa Community College is committed to establishing an environment for its students and employees that fosters inclusion, values equity and diversity, embraces and respects the dignity of people, and provides equal educational and employment opportunity. In compliance with all applicable federal and state laws and regulations, the College does not discriminate based on race, color, national origin, sex, age, religion, qualified disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational programs, activities, or services. The Office of Civil Rights Compliance has been designated as the office to handle inquiries regarding non-discrimination policies. The Title IX Coordinator has been designated to handle inquiries regarding sex discrimination, including sexual harassment, sexual assault, pregnancy, domestic violence, and stalking.

Heather Hancock  
Title IX Coordinator  
909 S. Boston Ave., Room 505  
Tulsa, Oklahoma 74119  
(918) 595-7842  
TCCTitleIX@tulsacc.edu

## Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**

- i. 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; or
  - 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.
- ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be 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.
  - ii. 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 covered under the definition of domestic violence.
  - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault** is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
    - i. **Rape** is defined as 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.
    - ii. **Fondling** is defined as the touching of the private parts of another person for the purposes 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.
    - iii. **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - iv. **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
  - **Stalking: 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.
    - I. For the purposes of this definition the Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
    - II. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
    - III. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
    - IV. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Oklahoma Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

State of Oklahoma statutory definitions of criminal offenses differ from those classified pursuant to the Clery Act. These definitions are located at the end of this document in Attachment A – Oklahoma Crime Definitions.

### How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following<sup>3</sup> are some strategies to reduce one's risk of sexual assault or harassment.

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.

6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of**

<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse.

<sup>3</sup> Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)

**the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- a. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what makes you feel comfortable.
- c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are as follows: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## PREVENTION AND EDUCATION PROGRAMS

### Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees. Ongoing awareness and prevention campaigns for students include:

- A. Prohibiting the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. Behavior and actions that constitute consent, in reference to sexual activity, in the State of Oklahoma. Tulsa Community College uses the following definition of consent to address issues on campus related to Title IX complaints:

Effective Consent: is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent.

- D. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and

acting to intervene;

E. Information located in the Title IX policy regarding:

- Procedures complainants<sup>4</sup> should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs;
- How the institution will protect the confidentiality of complainants and other necessary parties;
- Community counseling services through Domestic Violence Intervention Services; and
- Options for, available assistance in, and how to request changes to academic, and working situations or supportive measures.

F. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

### Prevention and Education Programming

Tulsa Community College has created the Speak Up Campaign to effectively prevent and respond to gender-based harassment and discrimination, including sexual assault, domestic violence, dating violence, and stalking. This program utilizes the Vector Solutions online course “Sexual Violence Prevention for Non-Traditional Students.” This course discusses the finer points of consent, provides an overview of sexual violence, and empowers students to take action to prevent further harm. Using presenter-led content, personal accounts of interpersonal violence, interactive elements, and scenarios that demonstrate key concepts, this course illustrates how sexual violence prevention goes beyond victims and perpetrators.

**Speak Up Video:** [www.tulsacc.edu/speakup](http://www.tulsacc.edu/speakup)

## PREVENTION (PRIMARY AND ONGOING) AND AWARENESS PROGRAMS

These programs include:

- A. The College provided Interpersonal Violence Presentations and tabling events including topics about Safe Dating, Domestic Violence Exhibit, Healthy Relationships and Stalking for all incoming and current students.
- B. A total of 169 students completed the online prevention and education program Not Anymore during 2022.
- C. All TCC employees, full-time or part-time, were required annually to complete Title IX Training.
- D. Provided the “Speak Up” Interpersonal Violence Video in New Student Orientation, New Employee Orientation and College Experience Classes.

<sup>4</sup>The TCC Title IX policy uses the term “complainant” in place of term “victim.” It is essential to note that both terms are interchangeable. Title IX defines Complainant as an individual alleged to be the victim of conduct that could constitute sexual harassment.

Specifically, the College offered the following prevention and awareness programs for students and employees at the following locations<sup>5</sup> in 2022:

Name of Program	Target Group	Date Held	Location Held	Prohibited Behavior Covered
<b>Ongoing Training/Awareness</b>				
Speak Up Web Page Interpersonal Violence Video and Resources	Students & Employees	2022-2023	Online	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
"Sexual Violence Prevention for Non- Traditional Students" Online Interpersonal Violence Training	Students	2022-2023	Online	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking – Risk Reduction
"Speak Up" Interpersonal Violence Video is part of the Orientation	Students	2022-2023	College Wide	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
"Speak Up" Interpersonal Violence Video is part of the Employee Orientation	New Employees	2022-2023	College Wide	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
<b>Primary Training/Awareness JANUARY 2022 – MAY 2023</b>				
Virtual Sex Ed class	Students	2/14/2022	Online	Sexual Assault - Domestic Violence
STI Screening	Students and Employees	2/15/2022	SE	Sexual Assault - Domestic Violence – Risk Reduction
Healthy Relationship Series	Students	2/15/2022	Online	Sexual Assault - Domestic Violence – Risk Reduction

Name of Program	Target Group	Date Held	Location Held	Prohibited Behavior Covered
<b>Primary Training/Awareness JANUARY 2022 – MAY 2023</b>				
Sex Ed Class	Students	2/16/2022	Online	Sexual Assault - Domestic Violence - Dating Violence
Healthy Relationship Series	Students	2/17/2022	Online	Sexual Assault - Domestic Violence - Dating Violence – Risk Reduction
STI Screening	Students and Employees	2/22/2022	NE	Sexual Assault - Domestic Violence – Risk Reduction
Sexual Health and Healthy Relationships Wellness Table	Students and Employees	2/14/2022- 3/1/2022	SE	Dating Violence – Risk Reduction
Lunch and Learn (Abuse and Consent)	Students	3/24/2022	NE / WC	Sexual Assault - Domestic Violence - Dating Violence - Stalking – Risk Reduction
Summer Safety Alcohol & Dating	Students & Employees	7/12/2022	College Wide	Dating Violence -Sexual Assault – Risk Reduction
Title IX Case Study (Title IX Training)	Employees	8/8/2022	SE	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
Adjunct Faculty Welcome (Title IX Training)	Employees	8/11/2022	College Wide	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking

<sup>5</sup>TCC Campus Location Abbreviations: MC is Metro Campus, SE is Southeast Campus, NE is Northeast Campus, and WC is West Campus.

Name of Program	Target Group	Date Held	Location Held	Prohibited Behavior Covered
<b>Primary Training/Awareness JANUARY 2022 – MAY 2023</b>				
Dental Hygiene (Title IX Training)	Employees	8/12/2022	MC	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
Radiography (Title IX Training)	Students	8/15/2022	MC	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
Radiography (Title IX Training)	Students	8/16/2022	MC	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
Convocation (Title IX Training)	Employees	9/6/2022	College Wide	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
Fresh Check Day	Students and Employees	9/13/2022	SE	Domestic Violence - Sexual Assault - Dating Violence - Stalking
Student Organization Advisor Meeting (Title IX Training)	Employees	9/15/2022	College Wide	Domestic Violence - Sexual Assault - Dating Violence - Stalking
Concurrent Enrollment (Title IX Training)	Concurrent Enrollment	9/19/2022	College Wide	Domestic Violence - Sexual Assault - Dating Violence - Stalking
Lunch & Learn Safe Dating	Students & Employees	9/19/2022	Northeast	Dating Violence – Risk Reduction
Stop Hazing Violence Info Table	Students	9/28/2022	College Wide	Sexual Assault - Domestic Violence

Name of Program	Target Group	Date Held	Location Held	Prohibited Behavior Covered
<b>Primary Training/Awareness JANUARY 2022 – MAY 2023</b>				
Lunch & Learn Student Life (Title IX Training)	Students & Employees	9/26/2022	NE	Domestic Violence - Sexual Assault - Dating Violence - Stalking – Risk Reduction
HIV/STI Screenings	Students and Employees	9/26/2022	MC	Sexual Assault - Domestic Violence
HIV/STI Screenings	Students and Employees	9/27/2022	NE	Sexual Assault - Domestic Violence
DVIS Info Table	Students	9/28/2022	College Wide	Domestic Violence
HIV/STI Screenings	Students and Employees	9/28/2022	WC	Sexual Assault - Domestic Violence
HIV/STI Screenings	Students and Employees	9/29/2022	SE	Sexual Assault - Domestic Violence
Sex Ed 101	Students	9/29/2022	Online	Sexual Assault - Domestic Violence - Dating Violence – Risk Reduction
Leadership Academy II class (Title IX Training)	Employees	9/29/2022	College Wide	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
The Clothesline Project	Students and Employees	10/3/2022-10/6/2022	College Wide	Sexual Assault - Domestic Violence - Dating Violence - Stalking – Risk Reduction
Clothesline Project Exhibit	Students	10/03/2022-10/6/2022	College Wide	Domestic Violence - Sexual Assault – Risk Reduction



Name of Program	Target Group	Date Held	Location Held	Prohibited Behavior Covered
<b>Primary Training/Awareness JANUARY 2022 – MAY 2023</b>				
Healthy Relationships with DVIS	Students and Employees	10/3/2022	SE	Sexual Assault - Domestic Violence - Dating Violence - Stalking – Risk Reduction
Healthy Relationships with DVIS	Students and Employees	10/4/2022	WC	Sexual Assault - Domestic Violence - Dating Violence - Stalking
Healthy Relationships with DVIS	Students and Employees	10/5/2022	MC	Sexual Assault - Domestic Violence - Dating Violence - Stalking
Healthy Relationships with DVIS	Students and Employees	10/6/2022	NE	Sexual Assault - Domestic Violence - Dating Violence - Stalking
Academic Advising Department (Title IX Training)	Employees	10/14/2022	NE	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
Peer Health Educator (student leader) Safe Dating Tabling Event	Students	10/24/2022	MC	Sexual Assault - Domestic Violence - Dating Violence
Sex Ed 101 via Zoom	Students	11/1/2022	Online	Sexual Assault - Domestic Violence - Dating Violence
Supervisor Fundamentals Training (Title IX Training)	Employees	1/31/2023	NE	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking

Name of Program	Target Group	Date Held	Location Held	Prohibited Behavior Covered
<b>Primary Training/Awareness JANUARY 2022 – MAY 2023</b>				
Sex Ed Info Session via Zoom	Students	2/2/2023	Online	Sexual Assault - Domestic Violence - Dating Violence
Tips for Online Dating with DVIS	Students and Employees	2/6/2023	SE	Sexual Assault - Domestic Violence - Dating Violence - Stalking – Risk Reduction
Tips for Online Dating with DVIS	Students and Employees	2/7/2023	WC	Sexual Assault - Domestic Violence - Dating Violence - Stalking – Risk Reduction
Tips for Online Dating with DVIS	Students and Employees	2/8/2023	NE	Sexual Assault - Domestic Violence - Dating Violence - Stalking – Risk Reduction
Tips for Online Dating with DVIS	Students and Employees	2/9/2023	MC	Sexual Assault - Domestic Violence - Dating Violence - Stalking – Risk Reduction
TCCPD (Title IX Training)	Employees	2/16/2023	Online	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
Fresh Check Day	Students and Employees	2/28/2023	MC	Domestic Violence - Sexual Assault - Dating Violence - Stalking
Spring Break Safe Dating Safety Tips	Students	03/08/2023	College Wide	Dating Violence - Sexual Assault – Risk Reduction

Name of Program	Target Group	Date Held	Location Held	Prohibited Behavior Covered
<b>Primary Training/Awareness JANUARY 2022 – MAY 2023</b>				
Supervisor Fundamentals Training (Title IX Training)	Employees	3/22/2023	NEC	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
TCC LGBTQ Student Organization (Title IX Training)	Students and Employees	3/23/2023	SE	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking – Risk Reduction
Title IX Training Orientation Leaders (Title IX Training)	Students	3/24/2023	College Wide	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
HIV/STI Screenings	Students and Employees	3/27/2023	MC	Sexual Assault - Domestic Violence
HIV/STI Screenings	Students and Employees	3/28/2023	NE	Sexual Assault - Domestic Violence
HIV/STI Screenings	Students and Employees	3/29/2023	WC	Sexual Assault - Domestic Violence
HIV/STI Screenings	Students and Employees	3/30/2023	SE	Sexual Assault - Domestic Violence
“What Were You Wearing” Exhibit	Students and Employees	4/3/2023-4/6/2023	MC	Domestic Violence - Sexual Assault - Dating Violence
HIV/STI Screenings	Students and Employees	4/5/2023	Outreach Center	Sexual Assault - Domestic Violence
HIV/STI Screenings	Students and Employees	4/10/2023	Owasso Campus	Sexual Assault - Domestic Violence
“What Were You Wearing” Exhibit	Students and Employees	4/10/2023 -4/13/2023	NE	Domestic Violence - Sexual Assault - Dating Violence

Name of Program	Target Group	Date Held	Location Held	Prohibited Behavior Covered
<b>Primary Training/Awareness JANUARY 2022 – MAY 2023</b>				
SOHS Radiography Program (Title IX Training)	Students and Employees	4/14/2023	MC	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
“What Were You Wearing” Exhibit	Students and Employees	4/17/2023 -4/20/2023	WC	Domestic Violence - Sexual Assault - Dating Violence
“Avoid, Deny & Defend” Lunch & Learn	Employees	4/19/2023	Metro	Domestic Violence – Risk Reduction
Sex Ed Info Session	Students and Employees	4/19/2023	SE	Sexual Assault - Domestic Violence - Dating Violence
DVIS Talk “Sexual Assault”	Students & Employees	04/25/2023	NE	Sexual Assault – Risk Reduction
“What Were You Wearing” Exhibit	Students and Employees	4/24/2023 -4/27/2023	SE	Domestic Violence - Sexual Assault - Dating Violence
Supervisor Fundamentals Training (Title IX Training)	Employees	5/24/2023	Online	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking
Dental Hygiene (Title IX Training)	Employees	5/31/2023	MC	Bystander Intervention - Domestic Violence - Dating Violence - Sexual Assault - Stalking

## PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING OCCURS

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible by contacting DVIS, Family Safety Center, or local law enforcement for assistance for a medical and sexual assault forensic exam by a SANE (Sexual Assault Nurse Examiner). These forensic exams are done primarily at Hillcrest Medical Center at 1120 South Utica Ave, Tulsa, OK 74104 in Tulsa County by a Registered Nurse (SANE) who has received special training. In Oklahoma, evidence may be collected even if you chose not to make a report to law enforcement.

A victim can remain anonymous and still have the evidence collected and tested. The victim can choose to create a 'non-report' for law enforcement. This labels evidence with a number that allows the victim the option to later choose to go forward with a prosecution. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy or sexually transmitted infections.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with TCCPD or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in

obtaining a protection order.

### Involvement of Law Enforcement and Campus Authorities

Although the College strongly encourages all members of its community to report crimes to law enforcement (including on campus law enforcement or local police), it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify law enforcement. The Office of Civil Rights Compliance will assist any victim with notifying law enforcement if the victim so desires. Tulsa Community College Police Department may be contacted at 918-595-8888 to assist a victim in reporting with their local police agency.

## REPORTING INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Heather Hancock, by completing the Title IX report form at <https://www.tulsacc.edu/reportit>, calling 918-595-7842, emailing TCCTITLEIX@tulsacc.edu, or reporting in-person at 909 South Boston, Room 505. If the victim so desires they may contact TCCPD at 918-595-8888.

Reports of all domestic violence, dating violence, sexual assault and stalking made to TCCPD will automatically be referred to the Title IX Coordinator or Deputy Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges.

### Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, victim advocacy, and other services on and or off campus as well as additional support to prevent contact between a complainant and respondent,<sup>6</sup> such as supportive measures, academic accommodations, and protective orders. The College will make supportive measures available, if the complainant requests them and if they

<sup>6</sup>The TCC Title IX policy uses the term "complainant" in place of term "victim." It is essential to note that both terms are interchangeable. Title IX defines Complainant as an individual alleged to be the victim of conduct that could constitute sexual harassment.

are reasonable, regardless of whether the complainant chooses to report the crime to Campus Police or local law enforcement. Students and employees should contact the Title IX Coordinator for assistance.

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure the College Will Follow
Sexual Assault, Stalking, Dating Violence, Domestic Violence	<ol style="list-style-type: none"> <li>1. Assess immediate safety needs of the complainant.</li> <li>2. Based on the assessment               <ol style="list-style-type: none"> <li>a. The College will provide the complainant with TCC and Community Resources (see below in the section "TCC and Community Resources and Services")</li> <li>b. Assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for the local police department.</li> <li>c. Provide information to complainant on how to preserve evidence and seek medical care.</li> <li>d. Provide the complainant with a written explanation of the victim's rights and options including how to apply for Protective Order.</li> </ol> </li> <li>3. Report incident to the Title IX Coordinator.               <ol style="list-style-type: none"> <li>a. The Title IX Coordinator will provide a copy of the Title IX policy to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. If the respondent is an employee or student, share with them their rights and the process.</li> <li>b. The Title IX Coordinator will assess the need to implement supportive or long-term protective measures and offer supports as needed including offering the complainant for the college to implement a "Mutual No Contact Order" directive if the college has control of the respondent.</li> </ol> </li> </ol>

### Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

At Tulsa Community College a Mutual No Contact Order is a prohibition of direct or indirect physical, verbal, or written contact between two parties. A Mutual No Contact Order is provided by the College, not by law enforcement. A Mutual No Contact Order

may be implemented as a supportive measure. Supportive measures can be put in place without a formal complaint, conduct process, or a finding of responsibility. If there is an allegation of violating a Mutual No Contact Order, a new investigation may occur. TCC's Mutual No Contact Orders are available through the TCC Title IX Office.

The College may issue an institutional Mutual No Contact Order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional Mutual No Contact Order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the respondent (student, employee, etc.) and will impose sanctions if the respondent is found responsible for violating the Mutual No Contact Order.

TCC complies with the State of Oklahoma law in recognizing protective orders. Any person who obtains an order of protection from the State of Oklahoma or any reciprocal state should provide a copy to TCCPD and the Title IX Coordinator. A complainant may then meet with TCCPD to develop a Safety Action Plan, which is a plan for TCCPD and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, a Mutual No Contact Order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services.

### Protective Order Information

Tulsa County	
Family Safety Center	<a href="https://fsctulsa.org/">https://fsctulsa.org/</a> 600 Civic Center, Tulsa, OK 74103 918-742-7480 Hours: 8:00am-5:00pm
Tulsa County Courthouse	<a href="http://www.courtclerk.tulsacounty.org/Home/ProtectiveOrders">http://www.courtclerk.tulsacounty.org/Home/ProtectiveOrders</a> 500 Civic Center, Tulsa, OK 74103 918-596-5445 Hours: 8:00am-5:00pm

Creek County	
Creek County Courthouse	<a href="https://www.creekcountysheriff.com/civil-division">https://www.creekcountysheriff.com/civil-division</a> 222 East Dewey, Suite 201, Sapulpa, OK 74066 918-227-6374 Hours: 8:30am-5:00pm
Osage County	
Osage Nation Counseling	<a href="https://www.osagenation-nsn.gov/what-we-do/counseling-center/domestic-violence">https://www.osagenation-nsn.gov/what-we-do/counseling-center/domestic-violence</a> 126 E 6th, Pawhuska, OK 74056 (918) 287-5422 Hours: 8:00am-4:30pm 24/7 Crisis Line 866-897-4747
Osage County District Attorney	918-287-1510
Muscogee	
Muscogee (Creek) Nation District Court	<a href="https://creekdistrictcourt.com">https://creekdistrictcourt.com</a> 2501 Lvmhvlke (Eagle) Street, Okmulgee, OK 74447 918-758-1400
Wagoner County	
Wagoner County Courthouse	<a href="https://www.wagonercountyso.org/civil-process">https://www.wagonercountyso.org/civil-process</a> 307 E Cherokee, Wagoner, OK 74467 918-485-4508 Hours: 8:00am-4:30pm
After Hours or Out of Area	
	Any police department can assist with an emergency protective order.

TCCPD will work with local law enforcement on protective order enforcement. In the event someone would have questions regarding the types of orders, who can file, what court, and what they are based on, the individual may contact the Family Safety Center for Tulsa County at 918-742-7480 or <https://fsctulsa.org/>. The College can assist with contacting the local police department where the incident occurred and offering referrals to community resources.

## TCC AND COMMUNITY RESOURCES AND SERVICES

Sexual violence can be very emotionally disruptive, and it takes time to come to terms with such a significant stress. 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 expressly provided by law. As is the case with all colleges and universities, Tulsa Community College must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, TCC will provide written notification to students and employees about existing assistance with or information about obtaining resources and services including counseling, mental health, victim advocacy, and assistance in notifying appropriate local law enforcement. These resources include the following:

TCC Resources and Services	
Employee Assistance Program	1-800-327-2251
Student Wellness Services	918-595-7569 or 918-595-7269
Title IX Coordinator	918-595-7842 or TCCTitleIX@tulacc.edu
Office of Civil Rights Compliance	Manages supportive measures and resources. Community Resources for advocacy, legal assistance, immigration, LGBTQ, health, transportation, housing and food can be found at <a href="http://www.tulacc.edu/titleix">www.tulacc.edu/titleix</a> .
TCCPD	918-595-8888 or <a href="mailto:campuspolice@tulacc.edu">campuspolice@tulacc.edu</a>
Community Resources and Services	
Domestic Violence Intervention Services	918-743-5763 or <a href="http://www.dvis.org">www.dvis.org</a>
DVIS Counselor <sup>7</sup> to TCC students and employees	Lori Gonzalez LPC- Outreach Counselor, Voice/Text: 918-805-4794 or <a href="mailto:lgonzalez@dvis.org">lgonzalez@dvis.org</a>
Family Safety Center	918-742-7480
Family & Children's Services	918-587-9471
211 Oklahoma (Food, Housing, Health, etc.)	<a href="http://211ok.org/">http://211ok.org/</a> or Call 211
Tulsa Police Department	Call 911 or 918-596-9222
National Resources and Services	
Suicide & Crisis Lifeline	Call 988
Rape, Abuse and Incest National Network	<a href="http://www.rainn.org">http://www.rainn.org</a>
Department of Justice	<a href="https://www.justice.gov/ovw">https://www.justice.gov/ovw</a>
Department of Education, Office of Civil Rights	<a href="http://www2.ed.gov/about/offices/list/ocr/index.html">http://www2.ed.gov/about/offices/list/ocr/index.html</a>

<sup>7</sup>TCC has a memorandum of understanding with the Domestic Violence Intervention Services that provides a confidential counselor to TCC students and employees as needed.

### Directory Information

A complainant may request the College not to release directory information. The request must be in writing, signed by the student, and submitted to the Registrar's Office or through email as listed below.

- Metro Campus: 909 South Boston, Tulsa, OK 74119
- Northeast Campus: 3727 East Apache, Tulsa, OK 74115
- Southeast Campus: 10300 East 81st Street, Tulsa, OK 74133
- West Campus: 7505 West 41st Street, Tulsa, OK 74107
- Email: enrollment@tulsacc.edu

Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information about the victim and other necessary parties that is related to the report will be treated as confidential and only shared with persons who have a specific need-to-know, e.g., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such privacy would not impair the ability of the institution to provide the accommodations or protective measures.

### PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION

#### *Anticipated Timeline for Investigation and Resolution Process*

The College's disciplinary process utilizes the Title IX Policy and includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the complainant and the respondent.

Investigations of domestic violence, dating violence, sexual assault and stalking are completed expeditiously, normally within 180 business days depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. The Office of Civil Rights Compliance may extend this time frame for good cause, including College breaks.

After the investigation is complete, the College will make a good faith effort to complete the resolution process within 60-90 business days, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

College officials involved in the resolution of a complaint of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each party has the following rights:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or accused, or both, may be present.
2. The complainant, the respondent and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings.
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the accused.
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent each can have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding.
5. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the College community.
6. The complainant and the respondent will be notified simultaneously, in writing, of the final decision of any disciplinary proceeding.

7. Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing, of the procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the result once the appeal is resolved.

### **Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Tulsa Community College utilizes the Title IX policy to respond to any formal complaints of domestic violence, dating violence, sexual assault or stalking.

#### ***How to File a Formal Complaint Under this Policy***

A person who, at the time of the filing, is participating in or attempting to participate in the education program or activity of the College may file a formal complaint in-person, by mail, by telephone, or by email, using the contact information listed for the Compliance Officer/Title IX Coordinator. The formal complaint must be signed by the complainant and may be made at any time, including during non-business hours, at 918-595-7842 or [www.tulsacc.edu/reportit](http://www.tulsacc.edu/reportit). For more information about the Title IX policy, visit [www.tulsacc.edu/titleix](http://www.tulsacc.edu/titleix).

#### ***How the College Responds if the Formal Complaint is Required to be Dismissed<sup>8</sup> and which Policy will be Used***

If a formal complaint is dismissed according to the new Title IX regulations, which are reflected in the Title IX policy, the College will assess if the Discrimination and Harassment policy will be used to respond to an allegation of domestic violence, dating violence, sexual assault or stalking. For more information about the Discrimination and Harassment Policy, [www.tulsacc.edu/titleix](http://www.tulsacc.edu/titleix).

#### ***Steps in the Disciplinary Process***

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available,

relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the complainant.
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures.
- Identify all policies implicated by the alleged misconduct and notify the complainant and respondent of all the specific policies implicated.
- Conduct a prompt initial assessment to determine if the allegations indicate a potential policy violation.
- Begin a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties.
- Meet with the complainant to finalize their interview/statement, if necessary.
- Prepare the initial Notice of Investigation and Allegation (NOIA).
- Notice should inform the parties of their right to have the assistance of an Advisor of their choosing present for all meetings attended by the party.
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.

<sup>8</sup>These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45 and are reflected in the Mandatory and Discretionary Dismissal section of the College's Title IX policy.

- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding.
- Write a final investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included.
- Gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days.  
Complainant
- The Investigator may elect to respond in writing in the investigation report to the parties' submitted responses or to share the responses between the parties for additional responses.
- The Investigator will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The

Investigator should document all rationales for any changes made after the review and comment period.

- The Investigator shares the report with the Title IX Coordinator for their review and feedback.
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

#### ***Decision-Making Process/Standard of Evidence***

The Decision-maker and hearing panelists will deliberate in closed session to determine whether the respondent is responsible or not responsible for the policy violation(s) in question. The panel uses a simple majority vote to determine the finding. The evidentiary standard used is the preponderance of the evidence. The Title IX Coordinator may be invited to attend the deliberation by the Decision-maker, but is there only to facilitate procedurally, not to address the substance of the allegations.

#### ***Sanctions***

Factors considered when determining a sanction action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s);
- Respondent's disciplinary history;
- Previous allegations or allegations involving similar conduct;
- The need for sanctions / responsive actions to bring an end to the sexual harassment or retaliation;
- The need for sanctions / responsive actions to prevent the future recurrence of sexual harassment or retaliation;
- The need to remedy the effects of the sexual harassment or retaliation on the complainant and the community;



- Impact on the parties; and
- Any other information deemed relevant by the Decision-maker(s).

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

- **Written Warning:** An official written notice of violation of college policies.
- **Conduct Probation:** A specified period during which the person is placed on formal notice that they are not in good standing with the College and further violations of college regulations will subject them to suspension, expulsion, or termination from the College.
- **Restitution:** Reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **Discretionary Outcomes:** Work assignments, essays, and service to the College, program participation, or other related discretionary assignments, including a letter of apology, presentation of a workshop, performance improvement plan, training, preparation of a research paper or project, community service, evaluation of any referral assessment, or counseling, as deemed appropriate.
- **Class Removal:** A student may be removed from a course or moved to another section of a course.
- **Demotion:** An employee may be demoted to a position in a lower grade. Demotions may be within the same department, or to another location at the college, or to another position in another department.
- **Job Reassignment:** An employee may be moved temporarily or permanently to a different position or to a different location.
- **Mutual No Contact Order:** An absolute prohibition from contact with specified person or persons in any form whatsoever, including contact in-person, by phone,

electronically, or through another person. A Mutual No Contact Order may be implemented as a supportive measure. Supportive measures can be put in place without a formal complaint, conduct process, or a finding of responsibility. If there is an allegation of violating a Mutual No Contact Order, a new investigation may occur.

- **Restriction:** A limitation on a student's and employee's privileges for a period of time may include the denial of the use of facilities or access to locations of campus, denial of the right to represent the College, or denial of participation in extracurricular activities not directly associated with academics (e.g., intramural sports, organizations/ clubs/associations, or leadership positions on campus, or other organizations). An individual must apply to re-instate the privilege by submitting documentation of their significant proactive efforts and engage in responsible, productive behavior.
- **Revocation of Admission or Degree:** Admission to TCC, a College program, or a degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the admission or degree, or for other serious violations committed while a student at TCC.
- **Suspension:** Exclusion from all classes and other privileges or activities for a specific period of time as set forth in the notice of suspension. If a transcript is requested during the period of suspension, a letter will be sent with the transcript to the requesting party/institution stating the student is under suspension for conduct reasons. Only unofficial transcripts will be released to the student directly. Any refund of tuition or fees will be subject to the college's normal withdrawal policy.
- **Expulsion:** Permanent termination of student status without possibility of readmission to the College. A standard of clear and convincing evidence must be the burden to issue an outcome of expulsion. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record in the Registrar's Office. If a transcript is requested during the expulsion period, a letter will be sent with the transcript to the requesting party/institution stating the student has been expelled for conduct reasons. Only unofficial

transcripts will be released to the student directly. Expulsion becomes a permanent part of a student's conduct record. Any refund of tuition or fees will be subject to the College's normal withdrawal policy.

- **Termination:** Removal of employment for a full-time or part-time employee including work-study students.

All members of the College community are expected to comply with sanctions within the timeframe specified. Failure to follow through on sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions pursuant to the Code of Conduct for students. Sanctions shall not be implemented until the time for appeal has expired, until the entire appeal process is completed, or until the individual voluntarily waives the right to appeal in writing.

#### **Supportive Measures for the Complainant and Respondent**

Non-disciplinary, non-punitive individualized services offered in writing, as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving a report or a Formal Complaint. At the time that supportive measures are offered, the College will inform the complainant, in writing, that they may file a formal complaint with the College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The College will maintain the privacy of the supportive measures, if privacy does not impair the College's ability to provide the supportive measures. College will act to ensure as minimal an academic impact on the parties as possible. The College will

implement measures in a way that does not unreasonably burden the other party.

Supportive measures are available to a complainant, irrespective of whether the complainant files a formal complaint.

The College may take steps to provide supportive measures to limit the effects of the alleged discrimination and harassment. Supportive Measures may include, but are not limited to:

- Academic Accommodations;
- Administrative Leave with or without Pay;
- Class Reassignment, withdrawals, or modifications;
- Employment Reassignment;
- Increased security and monitoring of certain areas of campus;
- Interim Leave from the College;
- Limitation of College Activities;
- Mutual No Contact Order;
- Parking Arrangements;
- Referral to Employee Assistance Program;
- Referral to TCC and local community counseling services;
- Safety Escorts to class or employment location;
- Safety planning;
- Student financial aid counseling;
- Visa and immigration assistance; and
- Other reasonable requests as necessary.

Supportive measures may be implemented at any time, even if the complainant originally declined. Violations of a Mutual No Contact Order will be referred to the appropriate policy for enforcement.

The Title IX Coordinator or their designee will determine whether supportive measures should be implemented, and, if so, take steps to implement those action items as soon as possible. These supportive measures can be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives or supportive measures will constitute related violations that may lead to additional disciplinary action. Supportive measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the outcome of the disciplinary process.

## RETALIATION

The College or other person may not intimidate, threaten, coerce, or discriminate against any individual to interfere with any right or privilege secured by Title IX or this part or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, to interfere with any right or privilege secured by Title IX or this part, constitutes retaliation.

Charging an individual with a violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility alone is not sufficient to conclude that any party has made a materially false statement in bad faith. The exercise of rights protected under the First Amendment does not constitute retaliation.

## MISSING PERSONS POLICIES AND PROCEDURES

While Tulsa Community College does not maintain on-campus housing facilities, or have students residing in on-campus housing, the College is interested and wishes to ensure the safety of its students.

After contacting local law enforcement authorities, individuals should report that a student has been missing 24 hours to TCCPD who will work with the Vice President for Student Success and Equity and appropriate faculty. TCCPD will follow up with local law enforcement authorities immediately after a missing student report has been received. TCCPD will determine if the student's emergency contact has been contacted and will report its findings to the Vice President for Student Success & Equity. Each student will have the option to register a confidential contact person to be notified in the case that the student is determined to be missing that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Missing student reports will be referred immediately to local law enforcement even if the student did not register a contact person. Parents of students fewer than 18 years of age and not emancipated will be advised. This requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.

## ANNUAL FIRE SAFETY REPORT

Currently Tulsa Community College does not have student housing or associated facilities that provide housing. Therefore, no Annual Fire Safety Report is required by federal law.

## ATTACHMENT A – OKLAHOMA CRIME DEFINITIONS

State of Oklahoma statutory definitions of criminal offenses classified pursuant to the Clery Act signed in 1990, codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The following are Oklahoma definitions, which is applicable to criminal prosecutions for sex offenses. Oklahoma definitions may differ from the definition used on campus to address policy violations. These state definitions are included for Clery/VAWA Sec. 304 compliance purposes.

### I. Consent: (21 O.S. § 113)

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

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

### II. Dating Violence (22 O.S. § 60.1)

Dating violence is not specifically defined under Oklahoma law, however “intimate partners” are addressed by the domestic abuse definition, below.

“Intimate partner” means:

- a. current or former spouses,
- b. persons who are or were in a dating relationship,
- c. persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time, and

- d. persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner, but is never a necessary condition.

“Dating relationship” means intimate association, primarily characterized by affectionate or sexual involvement. 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.

### III. Domestic violence: (22 O.S. § 60.1.)

Domestic Violence is not defined in Oklahoma law. However, the criminal definition of domestic abuse is defined as: any act of physical harm or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who is currently or was previously an intimate partner or family or household member;

“Intimate partner” means:

- a. current or former spouses,
- b. persons who are or were in a dating relationship,
- c. persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time, and
- d. persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner, but is never a necessary condition.

“Family or household members” means:

- a. parents, including grandparents, stepparents, adoptive parents and foster parents,
- b. children, including grandchildren, stepchildren, adopted children and foster children,

c. persons otherwise related by blood or marriage living in the same household, and

d. persons otherwise related by blood or marriage;

#### IV. Sexual Assault (21 O.S. § 112)

The term “sexual assault” is any type of sexual contact or behavior that occurs without explicit consent of the recipient including, but not limited to, forced sexual intercourse, forcible sodomy, child molestation, child sexual abuse, incest, fondling and all attempts to complete any of the aforementioned acts. In any criminal jury trial of a crime involving any type of sexual contact or behavior where “consent” is an element of the crime or a defense raised by the accused, the court shall instruct the jury on the definition of consent as such term is defined in Section 113 of this title.

“Rape” (22 O.S. § 60.1) means rape and rape by instrumentation in violation of Sections 1111 and 1111.1 of Title 21 of the Oklahoma Statutes;

#### Rape (21 O.S. § 1111)

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

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;

5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of a school system;
9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant; or
10. Where the victim is a student at a secondary school, is concurrently enrolled at an institution of higher education, and engages in acts pursuant to this subsection with a perpetrator who is an employee of the institution of higher education of which the victim is enrolled.

B. "Employee of an institution of higher education", for purposes of this section, means faculty, adjunct faculty, instructors, volunteers, or an employee of a business contracting with an institution of higher education who may exercise, at any time, institutional authority over the victim. Employee of an institution of higher education shall not include an enrolled student who is not more than three (3) years of age or older than the concurrently enrolled student and who is employed or volunteering, in any capacity, for the institution of higher education.

C. 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.

#### Rape by Instrumentation (21 O.S. § 1111.1)

A. Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.

B. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is:

1. At least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of a school system;
2. 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;

3. Nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant; or
4. A student at a secondary school, is concurrently enrolled at an institution of higher education, and engages in acts pursuant to this section with a perpetrator who is an employee of the institution of higher education of which the student is enrolled.

C. "Employee of an institution of higher education", for purposes of this section, means faculty, adjunct faculty, instructors, volunteers, or an employee of a business contracting with an institution of higher education who may exercise, at any time, institutional authority over the victim. Employee of an institution of higher education shall not include an enrolled student who is not more than three (3) years of age or older than the concurrently enrolled student and who is employed or volunteering, in any capacity, for the institution of higher education.

D. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

#### V. Stalking (22 O.S. § 60.1)

Stalking means the willful, malicious, and repeated following or harassment of a person by an adult, emancipated minor, or minor thirteen (13) years of age or older, 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, however short, evidencing a continuity of purpose or unconsented 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.

Unconsented contact or course of conduct includes, but is not limited to:

- a. maintaining a visual or physical proximity to the individual,
- b. approaching or confronting that individual in a public place or on private property,
- c. appearing at the workplace of the individual or contacting the employer or coworkers of the individual,
- d. appearing at the residence of the individual or contacting the neighbors of the individual,
- e. entering onto or remaining on property owned, leased or occupied by the individual,
- f. contacting the individual by telephone, text message, electronic message, electronic mail, or other means of electronic communication or causing the telephone or electronic device of the individual or the telephone or electronic device of any other person to ring or generate notifications repeatedly or continuously, regardless of whether a conversation ensues,
- g. photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the individual. This subparagraph applies regardless of where the act occurs,
- h. sending any physical or electronic material or contacting the individual by any means, including any message, comment, or other content posted on any Internet site or web application,
- i. sending to a family member or member of the household of the individual, or any current or former employer of the individual, or any current or former coworker of the individual, or any friend of the individual, any physical or electronic material or contacting such person by any means, including any

message, comment, or other content posted on any Internet site or web application, for the purpose of obtaining information about, disseminating information about, or communicating with the individual,

- j. placing an object on, or delivering an object to, property owned, leased or occupied by the individual,
- k. delivering an object to a family member or member of the household of the individual, or an employer, coworker, or friend of the individual, or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the individual, or
- l. causing a person to engage in any of the acts described in subparagraphs a through k of this paragraph

#### VI. Harassment (22 O.S. § 60.1)

“Harassment” means a knowing and willful course or pattern of conduct by a family or household member or an individual who is or has been involved in a dating relationship with the person, directed at a specific person which seriously alarms or annoys the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and must actually cause substantial distress to the person. “Harassment” shall include, but not be limited to, harassing or obscene telephone calls in violation of Section 1172 of Title 21 of the Oklahoma Statutes and fear of death or bodily injury.

