

NEO Campus Police Mission

Northeastern Oklahoma A&M College Campus Police Department supports NEO's corporate mission by viewing all students, faculty and staff as valued customers who deserve prompt, courteous, quality service.

A NEO Campus Police Officer's duty is to enforce NEO's rules and regulations as well as Federal, State and local laws. Officers play a key role in the quality of campus life and maintain high visibility to deter the commission of crime; yet they function in a low-key, friendly and positive manner. Each officer's priority is to provide safety, security and an environment conducive to learning so that people who visit the College or who work or live on campus have the opportunity to do so in an environment free of harassing behavior of any kind. NEO Campus Police Department upholds an open door policy. The Campus Police Department is easily accessible in the lower level of the Library-Administrative Building. Officers provide confidentiality and comfort for people who report crimes or want to discuss problems related to security or traffic.

Police Jurisdiction

The jurisdiction of campus police officers includes the campus and pursuant to an agreement authorized by this act (*State Statute 74-360.17*), the highways, streets, roads, alleys, easements, and other public ways immediately adjacent to their campus and any other areas authorized by such agreement. Municipal ordinances, if authorized by an agreement with the municipality; and rules and regulations of the school or institution of higher education employing such campus police department. NEO Campus Police Department shall have the same authority as a municipal police department. Police Officers remain on duty 24 hours a day, seven days a week. However, regular business hours are from 8 a.m. to 4:30 p.m., Monday through Friday. You may contact an officer during business hours by calling (918)540-6300 or (918)540-6333. You may reach an officer by calling (918)533-1243 or (918)542-5585 24 hours a day.

NEO Police Department

NEO Campus Police Officers are vested with full law enforcement powers and responsibilities identical to the Miami Police Department. Officers are trained at the Council of Law Enforcement, Education and Training, and have additional training in firearms, first aid, and legal procedures. NEO Campus Police has an excellent relationship with the city, county, state and federal law enforcement agencies in its jurisdiction. The department is a member of both the Oklahoma and International Associations of Campus Law Enforcement Administrators and Chiefs of Police. NEO Campus Police Officers are responsible for crime reports, investigations, emergencies, traffic accidents, and enforcement of laws regulating underage drinking, the use of controlled substances, weapons and other incidents, which require police assistance.

THE EVENT OF AN EMERGENCY DIAL 911

Contact the Campus Police Department if you need assistance or in the case of theft, drug trafficking, disturbances, emergency care, infractions of campus policies and other incidents.

CALLS IMMEDIATELY, DO NOT HESITATE!

To report a crime that has already occurred, the victim or witness should call Detective John Sharp at

918-540-6123 or the Campus Police Cell number 918-533-1243 (if you are calling from a cell phone with a 918 exchange - dial 918 first then the appropriate number) there is an NEO Officer on duty 24/7 . The NEO Detective or NEO Officer will designate a place to meet with the victim to gather information. An official report will be completed, copies made available to the victim and confidentiality maintained. All reports involve the completion of official forms as well as the collection and documentation of evidence. Statements are taken from victims, suspects and witnesses. Copies are on file for a period of not more than seven years.

NEO Police Department Location

Anyone with information of a crime or incident should report the circumstances to the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6373 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami, OK.

Relationships with Law Enforcement Agencies

Miami, OK Campus: The NEO Campus Police, Ottawa County Sheriff's Office, the Miami Police Department and other Law enforcement agencies work hand in hand to help prevent criminal activity. All agencies share information and how the offense affects the NEO Campus and the local community. The NEO College, City of Miami and Ottawa County are in agreement and have signed a Memorandum of Agreement to support each other when the need arises.

Grove, OK Campus: The Grove Campus is a nonresidential campus and is under the jurisdiction of the Grove Police Department and the Delaware County Sheriff's Department. Any crimes that occur on or around the Grove Campus are recorded and appropriate incidents are reported to the NEO Campus Police Department.

Criminal Activity off Campus

The NEO Police Department does not provide law enforcement services to off-campus residences. The Miami Police Department monitors and records incidents in the City of Miami and appropriate reports are made to the NEO Campus Police. Student Affairs and the NEO Police Department enjoy a close working relationship with the Miami Police Department. This cooperative team approach addresses situations as they arise as well as future concerns.

Anyone with information of a crime or incident should report the circumstances to the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6373 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami, OK.

Security Awareness Programs

During orientation in August, student education for services are offered by the NEO Police Department. Pamphlets and other educational material outline ways to maintain safety and residence hall security. Students are educated about crime on campus and in surrounding neighborhoods. Similar educational information is available to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are accessible on a continual basis.

Periodically during the academic year the NEO Police, in cooperation with local organizations and NEO Departments present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft and vandalism, as well as educational sessions on personal safety and residence hall security.

A common theme of awareness, prevention technique and crime prevention and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, other educational information is given to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements through NEO College and e-mail.

When time is of the essence, information is released to the NEO College through Security Alerts posted prominently throughout campus, through computer memos sent over the NEO electronic mail system and NEO Campus Wide Emergency Notification System.

NEO Campus Wide Emergency Notification System

In the event of an emergency, the NEO Campus Police Chief will notify the NEO Executive Policy Group. A member of the NEO Executive Policy Group initiates the NEO Emergency Notification System immediately and states the type of emergency notification. The NEO Emergency Notification announcement is transmitted to the students and employees through the NEO Announcement System by way of e-mail, cell phone, voice mail and text messaging. An immediate display of the Emergency Notification appears on the NEO Webpage <http://www.neo.edu>. An emergency is any significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on the NEO Campus.

1. The quickest way to obtain professional help for any type of emergency is to phone the NEO Campus Police Department at (918)533-1243.
2. When calling the NEO Campus Police Department stay calm and carefully explain the problem and location. Do not hang up until told to do so.
3. Notify the NEO Campus Police Department for additional emergency procedure information.

Timely Warning

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgement of the NEO Chief of Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be posted on the college website at www.neo.edu and the NEO e-mail system to students and employees.

This notice provides the college community with immediate notification. In an occurrence, a notice is posted in each residence hall, where applicable, at the front door of the on-campus dormitory. The web site is immediately accessible via computer by all faculty, staff and students.

Anyone with information warranting a timely warning should report the circumstances to the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is (918)540-6373 or to contact an officer on the 24 hour cell phone at (918)533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department is in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami, OK.

NEO Weapons Policy

The Northeastern Oklahoma A&M College is a ZERO TOLERANCE campus. NEO will not tolerate the possessing, using or storing of firearms, explosives, weapons, or dangerous chemicals on NEO property or in the course of any NEO activity. 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. Attempts are included.

Sexual Misconduct

Northeastern Oklahoma A&M College will not tolerate nor condone any form of sexual misconduct whether physical, mental or emotional in nature. This includes, but is not limited to, rape (including date or acquaintance rape), sexual assault or sexual harassment. In instances where there is a reason to believe that NEO A&M's policies prohibiting sexual misconduct have been violated, the College will pursue disciplinary action. Students may also elect to pursue the concern through the state criminal justice system as well as through NEO's student conduct system. If NEO has reason to believe that sexual misconduct has occurred, the College's sanctions may include warnings, probation, restrictions, suspension or expulsion.

Sexual assault – is defined as having sexual contact or sexual intercourse with another person without the consent of the person.

Consent – is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily and have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity or from a state of intoxication or unconsciousness. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

Victims Procedure for Reporting Sexual Misconduct – In the event of sexual misconduct, the victim is encouraged to report the incident to appropriate college authorities: Campus Police, College Nurse, Residence Hall Directors, Counselor, or the Vice President for Student Affairs. Victims of sexual assault should take care to preserve evidence which may be necessary to the proof of a crime (i.e. **do not take a shower**). False reporting of a crime is a misdemeanor and will be treated seriously.

SEXUAL HARASSMENT*

It is the policy of Northeastern Oklahoma A&M College that unlawful gender discrimination in any form, including sexual harassment of student, faculty and staff, or other forms of gender discrimination as referenced by Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic or work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures. It is also the policy of the College that accusations of sexual harassment which are made without good cause shall not be condoned.

INFORMATION SOURCES. Any individual who believes he/she may have experienced gender discrimination, including sexual harassment, or who believes that he/she has observed such actions taking place, may seek assistance from the Director of Human Resources/Title IX Coordinator. The Director of Human Resources Office is located in the Library Administration Building, Lower Level, Room 005. To reach the Office by phone, dial 918-540-6378. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the complainant may request assistance directly from the Office of the President.

GENDER DISCRIMINATION AND SEXUAL HARASSMENT DEFINITIONS

"Gender discrimination," is unequal or disadvantageous treatment of an individual or group of individuals based on gender. Sexual harassment is a form of illegal gender discrimination.

"Sexual harassment," as prohibited under federal and state law and Northeastern A&M College policy, is defined as unwelcome conduct of a sexual nature, and may include unwelcomed sexual advances, sexual assaults, or requests for sexual favors.

PROCEDURES. All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to appropriate College officials. It is not necessary that the complainant file a formal complaint in order for the College to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek either informal or formal College evaluation and response to their concerns. However, in order for disciplinary action to be taken against a College employee, it may be necessary for a formal complaint to be filed, and that process may require the complainant to cooperate with College officials on a formal basis.

A detailed recitation of the procedures that will be followed in response to cases of alleged sexual harassment, as well as to other related issues, is as follows.

GENERAL STATEMENT

Northeastern Oklahoma A&M College explicitly condemns sexual harassment of students, staff, and faculty and will not tolerate such conduct on or off campus. Sexual harassment is unlawful and may subject those who engage in it to College disciplinary sanctions as well as civil and criminal penalties. Sexual harassment is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student academic or work performance. The College reserves the authority to independently deal with sexual harassment issues whenever they become aware of their existence, regardless of whether informal or formal complaints have been lodged by persons complaining of such issues.

*Approved by the Board of Regents for OSU/A&M Colleges July 24, 1998.

Members of the College community holding positions of authority involving the legitimate exercise of power over others have a particular responsibility to be sensitive to that power relationship. Supervisors, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful persons to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitative.

Sexual harassment also can involve relationships among equals such as when repeated advances, demeaning verbal behavior, or offensive physical contacts interfere with an individual's ability to work and study productively. The creation or condonation of hostile working environments will not be tolerated and employees at all levels are subject to potential disciplinary action if engaged in such actions.

DEFINITIONS

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly, as a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

EXAMPLES

It is not possible to exhaustively list all examples of conduct which can constitute sexual harassment. The following list of examples of conduct prohibited by this policy statement is intended to aid in the understanding of this area. Conduct prohibited by this policy statement may include, but is not limited to:

1. Verbal Conduct
 - a. Unwelcome sexual flirtation, advances or propositions for sexual activity. Asking about someone else's personal social or sexual life or about their sexual fantasies, preferences, or history may constitute sexual harassment. Discussing your own personal sexual fantasies, preferences, or history or repeatedly asking for a date from a person who is not interested may also constitute sexual harassment.
 - b. Continued or repeated verbal abuse of a sexual nature and/or suggestive comments and sexually explicit jokes, or turning discussions at work to sexual topics may constitute sexual harassment. Making offensive sounds such as smacking or licking lips, making kissing sounds, or "wolf whistles" may constitute sexual harassment.
 - c. Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing and calling a person a "hunk," "doll," "babe," "sugar," or "honey," or similar descriptive terms may constitute sexual harassment if the person being so described is offended by such terms or if others hearing the references are offended.
 - d. Stating, indicating, or implying in any manner that benefits will be gained or lost based on response to sexual advances, such conduct is sexual harassment and will result in severe administrative response.
2. Non-Verbal

- a. Displaying sexually demeaning or offensive objects and pictures, nude or semi-nude photographs and drawings, or computer software is very likely to be viewed as sexual harassment.
- b. Staring at someone, blocking another person's path or otherwise restricting his/her movements, such acts, particularly when in conjunction with other acts or comments, may be viewed as sexual harassment. Invading a person's personal body space, such as by standing closer than appropriate or necessary for the work being done may similarly constitute sexual harassment.
- c. Bringing physical items to work which express sexually offensive comments regarding men or women. Messages of this nature such as might be contained on coffee mugs, hats, or tee shirts may be offensive and be viewed as sexual harassment.
- d. Making sexual gestures with hands or body movements, such as looking a person up and down in a suggestive or intimidating manner may also constitute sexual harassment.
- e. Letters, gifts, or materials of a sexual nature. Such attention may not be appreciated in the manner intended, may be offensive to the subject of the attention, and may constitute sexual harassment.

3. Physical

- a. Offensive physical contact or possible problem areas include: Massaging a person's neck or shoulders; touching a person's clothing, hair, or body; hugging, kissing, patting, or stroking a person's body; touching or rubbing oneself in a sexual manner around or in the view of another person; brushing up against another person; tearing, pulling, or yanking a person's clothing may all constitute sexual harassment.
- b. Sexual assault, coerced sexual intercourse or other sexual contact constitute sexual harassment.

RETALIATION AND COMPLAINTS WITHOUT REASONABLE BASIS

Just as the College is sensitive to the problems that are associated with sexual harassment, it also understands the serious and far-reaching ramifications that complaints of sexual harassment can have on the personal and professional lives of employees who are accused of engaging in activities constituting sexual harassment.

It is a violation of College policy for an employee to initiate any personal action outside of the judicial system or established College disciplinary systems in retaliation or reprisal against a faculty member, staff employee, or student for reporting sexual harassment in good faith. It is likewise a violation of College policy for anyone to make an accusation of sexual harassment without good cause or reasonable basis. Such types of conduct may result in disciplinary action by the College.

SUPERVISORY RESPONSIBILITY

Prohibited sexual harassment may result not only from situations between supervisors and subordinate employees, but also between employees who have no direct or indirect supervisory relationship with one another. Supervisors are charged with the responsibility of responding immediately and appropriately to correct any situations which create a hostile working or educational environment within an administrative unit under their supervision. Supervisors who are concerned about whether such a situation is developing or who desire assistance in appropriately responding to such a situation should seek assistance from the Director of Human Resources/Title IX Coordinator. The Director of Human Resources Office is located in the Library Administration Building, Lower Level Room 005. To reach the Office by phone, dial 918-540-6378. Any supervisor who fails to appropriately respond to a hostile working or educational environment, or to seek assistance from the Director of Human Resources/Title IX Coordinator when a hostile working or educational environment situation develops which reasonably should have been perceived by the supervisor, may be subject to disciplinary action.

PROCEDURES

All persons who believe that they have been subjected to prohibited sexual harassment are encouraged to report such conduct to appropriate College officials. It is not necessary that a complainant file a formal complaint in order for the College to evaluate the matter and/or attempt to informally resolve the situation. Persons who believe that they have been subjected to prohibited sexual harassment may seek either informal or formal College evaluation and response to their concerns. However, in order for disciplinary action to be taken against a College employee, it may be necessary for a formal complaint to be filed, and that process may require the person complaining about such behavior to cooperate with College officials on

a formal basis.

INFORMATION

If the sexual harassment complainant does not know who to talk to regarding allegations of sexual harassment, he/she may seek assistance from the Director of Human Resources/Title IX Coordinator. The Director of Human Resources Office is located in the Library Administration Building, Lower Level Room 005. To reach the Office by phone, dial 918-540-6378. If an extraordinary conflict of interest would prevent use of the usual informal or formal review procedures, the person complaining of sexual harassment may request assistance directly from the Office of the President.

INFORMAL RESOLUTION

Many times, issues of concern are due to lack of communication or awareness that certain conduct is offensive and simply talking with the person engaging in the conduct in question can resolve the matter. Persons complaining of sexual harassment may therefore desire to attempt to resolve the problem informally by discussing the matter with the person who is allegedly engaging in prohibited conduct or by talking with supervisory officials.

If informal discussion with a supervisory official is desired, the concerns ordinarily should be directed to the immediate supervisor of the employee accused of engaging in sexual harassment. However, if the person complaining of sexual harassment is uncomfortable discussing the matter with such immediate supervisor, if the person accused of engaging in prohibited conduct is the supervisor or the person lodging concerns, or if the supervisor has previously been made aware of the conduct at issue and is not believed to have adequately responded to the matter, the person complaining of sexual harassment may ask to discuss the matter with College officials at a higher supervisory level. Any College supervisory official overseeing the area where the accused employee works through the level of Vice President, or the Director of Human Resources/Title IX Coordinator, may be contacted for informal discussion regarding the matter of concern. Such officials will evaluate the matter and, if the concerns expressed are believed to have merit, will attempt to aid the person complaining of sexual harassment in informally resolving the matter to the extent possible. A written record will be made of the informal discussions and interactions and such record will be maintained in a confidential manner for future reference as might be necessary.

FORMAL REVIEW AND RECOMMENDATION

If a person complaining of sexual harassment does not believe that informal attempts to resolve issues of concern have been successful and therefore desires to lodge a formal complaint, or if informal resolution attempts are not believed to be possible, that person may file a formal complaint alleging sexual harassment and asking that appropriate steps be taken in response to the complaint by the Director of Human Resources/Title IX Coordinator.

Any formal complaint must be filed with the Director of Human Resources/Title IX Coordinator within 180 calendar days of the act(s) of alleged sexual harassment.

Upon receipt of a formal complaint alleging sexual harassment, the Director of Human Resources/Title IX Coordinator (or other appropriate administrator) is empowered to conduct an initial investigation of the charge, to interview the parties involved, to hear testimony pertaining to the matter, and to gather any pertinent evidence. During such initial investigation, the Director of Human Resources/Title IX Coordinator is authorized to explore means by which the matter may still be informally resolved.

All College employees are obligated to fully cooperate with such an investigation and refusal or willful neglect to do so may subject such employees to independent disciplinary action, including possible termination, based upon such refusal or willful neglect. The investigating official may request assistance or advice from the Office of Legal Counsel to the Board of Regents.

The initial investigation should ordinarily be completed within 30 calendar days of receipt of the complaint. However, unusual circumstances may compel that the initial investigation extend beyond the usual 30-day time frame.

In arriving at a determination of the existence of sexual harassment, at any stage in the proceedings, the evidence as a whole, the totality of the circumstances, and the context in which the alleged incident(s) occurred, shall be considered. The determination of the existence of sexual harassment will be made from the facts on a case-by-case basis.

On concluding the initial investigation, the investigating official will prepare a written report of the investigation. Copies of such reports shall be made available to the person complaining of sexual harassment and the accused employee, and may be confidentially shared with other administrative officials

as deemed appropriate.

Upon completion of the initial investigation, the Director of Human Resources/Title IX Coordinator is authorized to take the following action:

1. Agreed Resolution

The matter is resolved to the satisfaction of the College and both the person complaining of sexual harassment and the employee accused of sexual harassment. If such a resolution is reached through the efforts of the Director of Human Resources/Title IX Coordinator or other administrator, a written statement shall be prepared which shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrator. A copy of such written statement shall be attached to the initial investigation report. At that time the investigation and the record thereof shall be closed.

2. Formal Recommendation

If the parties are unable to resolve the matter informally, the Director of Human Resources/Title IX Coordinator or other administrator will make a written recommendation to appropriate administrative officials regarding whether acts of sexual harassment have occurred. Such report will be limited to factual recommendations regarding the existence of prohibited conduct and will not include recommendations regarding actions to take in response to the report.

Upon receipt of a formal written recommendation from the Director of Human Resources/Title IX Coordinator the administrative official overseeing the administrative unit in question shall review the recommendation and make a final decision regarding what administrative action to take in response to the recommendation, if any. If no action is to be taken due to a finding that the allegations of sexual harassment are unfounded, the administrative official shall consult with his/her immediate supervisor prior to making such decision. Where administrative actions are to be directed in response to a written report, the administrative supervisor may consult with the Director of Human Resources/Title IX Coordinator or other appropriate administrative officials regarding such actions prior to implementation.

Procedures for Campus Disciplinary Action

Procedures for the NEO campus disciplinary action in cases of an alleged sex offense:

1. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and
2. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of FERPA. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only NEO's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
3. The right to have others present and to be informed of the outcome apply to NEO disciplinary proceedings, regardless of where the alleged sex offense occurred. Disclosure concerning the outcome of proceedings must be unconditional; a victim cannot be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.
4. Sanctions NEO may impose following a final determination of NEO disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses.

APPEAL OF DISCIPLINARY ACTIONS

Where administrative actions in response to allegations of sexual harassment are directed, the accused employee may seek further institutional review as set forth in the College's regular disciplinary appeal procedures

REASSIGNMENT PENDING REVIEW

At any stage in the investigation and review process, if it is reasonably believed that immediate harm to either party is threatened by the continued performance of either party's regular duties of College responsibilities, the appropriate administrative official may suspend or reassign such duties or responsibilities pending the completion of the investigation and review process.

WITHDRAWAL OF COMPLAINT

The sexual harassment complainant may withdraw the complaint at any point during the investigation or prior to the completion of any formal hearing on the matter. Once a complaint is withdrawn, it may not be re-filed and will not be further considered except where the conduct constitutes part of a continuing pattern of similar conduct.

Sexual Assault and Rape

Sexual assault – is defined as having sexual contact or sexual intercourse with another person without the consent of the person.

Sexual assault and rape

Rape is a violent sexual act committed against a person's will and is a violation of personal rights. You should be aware that most people imagine the typical rapist as a psychotic stranger lurking in an alley. However, many rapes are committed by seemingly "nice guys" whom you may know quite well. It could be anyone with whom you socialize; an acquaintance, classmate, co-worker, boss, family member or neighbor.

Remember, regardless of actions, rape is never the victims fault.

Preserving evidence is critical after a sexual assault. Victims should be careful not to bathe, douche, wash clothing, urinate, defecate or tamper with other potential evidence on their person or in the area where the attack occurred. Your first inclination may be to do one or more of the above; however, you should resist the temptation because the evidence will be vital to criminal prosecution.

SUPPORT FOR THE RAPE VICTIM

Role of housing

Resident Directors and Resident Assistants are knowledgeable about available rape and sexual assault resources and able to help you. In addition, you may request assistance from the NEO administration in changing academic and/or living arrangements where a continued threat is reasonably assumed.

Role of Counseling Service

The psychological and emotional trauma following a sexual assault is often very painful. Possible symptoms of distress include as follows: eating disorders, sleep disturbances, lack of trust, and feelings of guilt, depression, mood swings, and relationship and communication problems. If a victim suffers from these symptoms and counseling is required, a referral is made.

Additional Support and Assistance

It is normal to feel confusion, anger, guilt and other strong emotions after a sexual assault. If you need assistance beyond what NEO can provide, you may contact one or more of the following:

- A rape crisis center
- A women's counseling center
- A victim/witness program usually available through the court
- A mental health or community crisis center
- A social service agency
- A campus or school counselor
- A member of the clergy

Lori Kurtz , Advisor and Coordinator of Counseling services offers counseling o Rape victims. Her number is 918-540-6229.

The Community Crisis Center, Inc. is a local group who can walk a victim step-by-step through the procedures of rape crisis. Phone numbers for the CCCI 918-542-1001 or toll free number 1-800-400-0883.

If you, or someone you know, are a victim of domestic violence, sexual assault, stalking, or dating violence please know that help is available. If you, or someone you know, are a victim of domestic violence, please call:

[National Sexual Violence Resource Center \(NSVRC\)](http://www.nsvrc.org)

1-877-739-3895

[National Center for Victims of Crime, Stalking Resource Center](#)

1-800-394-2255

[1-National Domestic Violence Hotline](#)

1-800-799-SAFE (7233)

1--800-787-3224 (TTY)

[Rape, Abuse, and Incest National Network \(RAINN\)](#)

To be connected to the rape crisis center nearest to you, dial

1-800-656-HOPE (4673)800-211-7996 (TTY)

[National Teen Dating Abuse Helpline](#)

1-866-331-9474

1-866-331-8453 TTY

Location

Anyone with information of a crime or incident should report the circumstances to the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6373 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami, OK.

NEO A&M TOBACCO-FREE POLICY

Purpose – The purpose of this agency policy is to be in compliance with Governor Fallin's Executive Order prohibiting the use of tobacco products on state property issued on February 6, 2012 intended to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by NEO A&M College or in state vehicles used for NEO A&M College business.

Tobacco-Free Environment

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the NEO A&M College including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere. Tobacco products include all forms of tobacco but are not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to cloves, bidis, and kreteks. Usage includes smoking, chewing, dipping or any other consumption or use of tobacco products.
2. This administrative procedure applies to all faculty, staff, students, clients, visitors and others on business at all NEO A&M College property.
3. NEO A&M College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate faculty, staff, students and all other persons using or visiting the property regarding this policy.
4. The Grove Higher Education Center facility is covered under this policy as operating a state agency in a city owned building. Tobacco possession or usage on the Grove Higher Education Center will be prohibited.
5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.

6. NEO A&M College is committed to providing support to students, staff, and faculty who wish to stop using tobacco products. NEO A&M College is committed to ensuring that all students, staff, and faculty have access to several types of assistance, including cessation products and telephone counseling through the Oklahoma Tobacco Helpline (Helpline). Supervisors are encouraged to refer employees to the Helpline as appropriate.
7. Non-compliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with faculty and staff drug free campus statement.
8. Non-compliance by students will be directed to and handled by NEO Campus Police.
9. Non-compliance by visitors and others will be handled as stated in this policy as follows: 1st offense – verbal warning; 2nd offense – ticket; 3rd offense – removal from campus.

Action

The Director of Human Resources and Vice President for Student Affairs are responsible for ensuring the annual review of this administrative procedure. This procedure is effective July 1, 2012.

NEO A&M Drug and Alcohol Policy

Purpose – The Drug Free Schools and Communities Act Amendment of 1989 require an institution of higher education to certify to the U.S. Department of Education by October 1, 1990, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Northeastern Oklahoma A&M College to comply with this statutory directive.

Policy – As set forth in local, state, and federal laws, and the rules and regulations of the College, Northeastern Oklahoma A&M College prohibits for unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of Northeastern Oklahoma A&M College activities.

Internal Sanctions – Any student or employee of the College alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individuals expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.

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

Information regarding these local, state, and federal laws may be found in the Learning Resource Center and is available to students and employees. Students and employees are encouraged to review this information.

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

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

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

Amphetamines/Stimulants - (spend, uppers, crank, caffeine, etc.) spend up to nervous system and cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsion and death due to a stroke or heart failure.

Anabolic Steroids – seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants – (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack – stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens – (PCP, angel dust, LSD, etc) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis – (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period - enhances that risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics – (heroin, morphine, Demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine – Causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some thirty (30) percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten (10) times more likely among smokers.

Drug/Alcohol Counseling and Rehabilitation Programs – The Northeastern Oklahoma A&M College counseling services and the employee assistance program have programs of this nature for students and employees. This program should meet the needs of the institution; however, there are other programs in the community or nearby that may better suit your needs. A list of such programs, their location and phone numbers is maintained in the above-referenced offices. Seeking from, be referred to or from these services is confidential, and will not, result in disciplinary action. Individual privacy will of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, hotline numbers may be of use to someone needing help or advice:

National Institute on Drug Abuse 1-800-662-HELP
National Alcohol & Drug Abuse Hotline 1-800-234-0420
National Drug Hotline 1-800-662 HELP
Cocaine Helpline 1-800-COCAINE
Reach-Out Hotline 1-800-522-9054

(Alcohol, drug crisis, intervention, mental health referral)

**-*Drug and Alcohol Abuse Prevention Program
Drug/Alcohol Counseling and Rehabilitation Programs**

The Northeastern Oklahoma A&M College counseling services and the employee assistance program have programs of this nature for students and employees. This program should meet the needs of the institution; however, there are other programs in the community or nearby that may better suit your needs. A list of such programs, their location and phone numbers is maintained in the above-referenced offices. Seeking from, be referred to or from these services is confidential, and will not, result in disciplinary action. Individual privacy will of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, hotline numbers may be of use to someone needing help or advice:

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Cocaine Helpline 1-800-COCAINE
Reach-Out Hotline 1-800-522-9054
(Alcohol, drug crisis, intervention, mental health referral)

Crime and Offense Reporting Procedures

To Report a Crime

Report all incidents to the Campus Police Department, the reporting helps provide safety for everyone. Promptly report a crime or an incident to the Campus Police by calling (918)540-6300 or (918)540-6333 during regular business hours. After 4:30 p.m., call (918)533-1243 or (918)542-5585. Confidentiality will be maintained. To report a crime in progress, a witness should contact the Campus Police Department immediately.

The *Clery Act* was further amended in October 2000 by the *Campus Sex Crimes Prevention Act* (Section 1601 of Public Law 106-386). The changes went into effect on Oct. 28, 2002. Beginning in 2003, institutions are required to notify the campus community where law enforcement agency information provided by a state concerning registered sex offenders who are on campus may be obtained. A documentation of all Sex Offenders and/or Violent Crime Offenders who attend work or attend NEO is made available in the NEO Campus Police Department located in the Lower Level of the Library Administration building and available to the public upon request.

Policy for Reporting The Annual Disclosure of Crime Statistics

The NEO Campus Police prepares this report to comply with the Jeanne Clery Disclosure Act of Campus Security Policy and Crime Statistics Act. The full text of this report can be locate on the NEO web site. The web address is on the website's homepage under Student Life, a drop down box appears, choose Student Services www.neo.edu then choose Campus Police and Map, which will bring you to the Campus Police site. On the left hand side of the page, you will see Police Links, click on Crime Reports. This report is prepared in cooperation with the local law enforcement agencies surrounding our Miami Campus, which includes Housing and Residential Services, the Vice President for Student Affairs and Enrollment management and the Discipline Officer. Each entity provides updated information on their educational efforts and programs to comply with the Act.

The Grove Campus is a nonresidential facility and the grounds and surrounding areas under the jurisdiction of the Grove Municipal Police Department and information is collected for Clery Crime Statistics is collected from the local law enforcement area and reported to the NEO Police Department.

Campus crime, arrest and referral statistics include those reported to the NEO Campus Police Department, designated campus officials (including but not limited to the President, vice presidents, deans, department heads, instructors, judicial affairs, designated NEO staff, advisors to students/students organizations athletic coaches, and local law enforcement agencies.

The NEO Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the NEO police. Because police reports are public record under state law, the NEO Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crimes statistics can generally be made to other NEO campus security authorities, as identified below. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. NEO Campus security authority officials:

Dr. Jeff Hale, College President 918-540-6201
Amy Ishmael, Vice President Student Affairs and Enrollment Management 918-540-6212
Mark Razor, Vice President for Fiscal Affairs 918-540-6213
Bethene Fahnstock, Vice President for Academic Affairs 918-540-6202
Jim Rowland, Director of Housing and Head Basketball Coach 918-540-6408
Tonya Rowland, Housing clerk 918-540-6301
April Ponds, Asst, Residence Director, Dobson/Harrill 918-504-6485
Shirley Hernandez, Residence Director, Russell 918-540-6927
Vicki Stokes, Residence Director, Suites Apartments 918-540-6090
Lauren Iverson, Assistant Residence Director, Dobson/Harrill
Logan Cawyer, Residence Director, 1st floor Dyer
Zach Crissup, Residence Director, 1st floor Dyer
Chris Patterson, Residence Director, 2nd floor Dyer
Maurice Gray, Residence Director, 3rd floor Dyer
Lisa Bell, Coordinator Student Activity Center/Head Women's Soccer Coach 918-540-6169
Dustin Grover, Men's Head Basketball Coach 918-540-6296
Sherard Poteete, Head Football Coach, 918-540-6310
Eric Iverson, Women's Softball and Women's Volleyball Coach 918-540-6173
Roger Ward, Head Baseball Coach, 918-540-6131
John Parrigon, Men's Soccer Coach 918-540-6092
Joe Renfro, Head Wrestling Coach 918-540-6950
Shannon Cunningham, Asst. VP Acad. Affairs/Dept Chair Agriculture 918-540-6272
Kolby Ungeheuer, Rodeo Coach, 918-540-6480
Tyler Dewey, Agriculture and Head Livestock Judging Coach 918-540-6069

Before October 1 of each year, NEO publishes and distributes **the NEO Annual Campus Security and Fire Safety Report** to current and prospective students and employees. The current report is available to prospective employees when he/she fill out an application, through the Human Resources Department. When a request is made for an employment application, the information for the NEO Annual Campus Security and Fire Report provides a notice of the Annual Security Report. Each student and employee via e-mail or a paper copy if desired by contacting the NEO Campus Police Department office, by phone or in person at the front desk to the 918-540-6373.

A copy of the NEO Annual Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by NEO A&M College; on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. To locate the NEO Campus Police Department in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami, OK. You may obtain a copy of this report by contacting the Campus Police Department (918-540-6373) or by accessing the following web site at www.neo.edu .

Crime Log

NEO creates, maintains and make available a daily crime log. When a crime is reported, the log must be record as follows:

- Date of the crime

- Date the crime is reported
- Where the crime occurred
- On the NEO Campus
- In or on a non-campus building or property
- Public property
- Within the patrol jurisdiction of the NEO Campus Police Department
- The daily time log must include
- The nature of the crime
- Date of the crime
- Time of the crime
- General location
- The disposition of the complaint if known

NEO Campus Security Fire Safety Policy for Student Housing False Fire Alarms

False fire alarms endanger everyone and increase the costs of fire protection. These safety devices are meant for emergency use only. A false alarm isn't a joke. It's a crime.

Fire Safety Policy

The NEO College will generate the first annual first safety report in compliance with the Jeanne Clery Campus Security Report. The report includes the number of fires in on-campus housing facilities, the cause of each fire, the number of injuries/deaths related to each fire, and the value of property damage caused by the fire. In addition to the fire statistics, the report include a description of each on-campus housing facility fire safety system. NEO has 4 dormitories Dyer Hall, Vann Hall, Russell Hall and Harrill/Dobson Hall an on-campus housing facilities and smoke detectors in each dorm room. A monthly check of the smoke detectors and if a defect is found the battery is replaced or a new detector is installed. Each floor and wing is equipped with a fire alarm system that is monitored by the Miami Fire Department for emergency response. the NEO Physical Plant Director, hold the title of the NEO Safety Officer who also monitors the fire alarm system for defects and either repairs or replaces the defects. Each dorm has fire extinguishers on each floor and wing and is checked monthly for code and if found defective are replaced. The NEO Physical Plant Director is responsible and oversees NEO Physical Fire Safety issues of each dorm and is always looking for ways to improve fire safety as funding permits. The NEO Police Department and Residential Life conducts and supervises 3 mandatory drills per dorm each year. Students are made aware how to evacuate safely, where exists are located, fire extinguishers and the proper use of fire alarms.

NEO on-campus prohibits the use of all the following items in dorm rooms. halogen lamps, open coil cooking appliance, toasters, **microwaves**, portable heaters, toaster ovens, sun lamps, broadcasting equipment (short-wave citizen band, etc), air conditioners, electric can opener, snack masters, woks, crock pots, candles or incense.

NEO Residential Life Fire Safety Plan

*****FIRE SAFETY*****

1. Know the location of fire extinguishers in your area and how to use them. Training and information is available through the Campus Police Department.
2. On a minor fire that appears controllable, **IMMEDIATELY** contact the Campus Police Department at (918) 533-1243. Then, promptly direct the charge of a fire extinguisher toward the base of the flame.

Remember the acronym P.A.S.S.

P Pull the Pin

A Aim the extinguisher nozzle at the base of the flames

S Squeeze the Trigger while holding the extinguisher upright

S Sweep the extinguisher from side to side, covering the fire with the extinguishing area of agent.

3. If necessary or if directed to do so by the Campus Police Department, activate the building alarm.
CAUTION: THE BUILDING ALARM RINGS ONLY IN THE BUILDING.
4. On large fires that do not appear controllable, **IMMEDIATELY** contact the Campus Police Department at (918) 533-1243. Then, evacuate all affected rooms and close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
5. When the building evacuation alarm is sounded or when told to leave by the Campus Police Department, walk quickly to the nearest marked exit and alert others to do the same.
6. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS DURING A FIRE.** Smoke is the greatest danger in a fire, so stay near the floor where the air will be more breathable.
7. Once outside, move to a clear area away from the affected building. Keep the street and walkways clear for emergency vehicles and personnel.
8. If requested, assist the Campus Police Department.

DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by the Campus Police Department.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window available, stay near the floor, where the air will be more breathable. Shout at regular intervals to alert emergency personnel to your location.

*****GENERAL EVACUATION PROCEDURES*****

1. All building evacuations will occur when an alarm sounds continuously and/or upon notification by the Campus Police Department.
2. Be aware of all the marked exits from your area and building. Know the routes from your work area.
3. If necessary or directed to do so by the Campus Police Department, activate the building alarms.
4. **CAUTION: THE BUILDING ALARM RINGS ONLY IN THE BUILDING. You must call the Campus Police Department!**
5. When the building evacuation alarms are sounded or when told to leave the building by the Campus Police Department. Walk quickly to the nearest marked exit. Ask others to do the same.

6. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE.

7. Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.

RESIDENCE HALLS

Dyer Hall

Evacuation:

Leave building at nearest exit and congregate in the south parking lot to account for everyone.

Dobson Hall

Evacuation:

Leave building at the nearest exit and congregate in mall to the north to account for everyone.

Harrill Hall

Evacuation: Leave building at the nearest exit and congregate in mall to the north to account for everyone.

Russell Hall

Evacuation:

Leave building at the nearest exit and congregate in mall to the west to account for everyone.

Vann Hall

Evacuation:

Leave Building at the nearest exit and congregate in mall to the east to account for everyone.

8. If requested, assist the Campus Police Department.
9. A Campus Police Department Emergency Operations Center may be set up near the emergency site. Keep clear of the Incident Emergency Operations Center (EOC) unless you have important information to report.
- 10. DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the Campus Police Department.

NEO Fire Log

NEO maintains on-campus housing fire log. The log will record a fire by:

- Date and time of the fire reported in on-campus housing.
- The number of fires
- The cause of each fire.
- The number of injuries related to a fire that results in treatment at a medical facility.
- The number of deaths related to a fire
- The value of property damage caused by a fire.

The NEO Fire Log is available for the public inspection at the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6373 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The Campus Police Department in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami, OK. You may obtain a copy of this report by contacting the Campus Police Department (918-540-6373) or by accessing the following web site at www.neo.edu .

Campus Wide Emergency Notification System

After the shooting tragedy at Virginia Tech in April 2007, NEO administrators began putting their heads together to think of ways to make our campus even safer. One great tool that many colleges have begun to implement is a system called **Campus Wide Emergency Notification System**.

By signing up for **Campus Wide Emergency Notification System**, you will be sent a text and/or a voice mail if our campus ever became unsafe. Campus administrators will determine when or if such messages need to be sent out. The process to register takes only 3-5 minutes.

Please go to the following webpage to enter your contact information to be used in the event of an emergency at NEO. The address is <https://app.it.okstate.edu/okey/neo/>

Click on NEO account activation to create your login. Once you have created an account, you will be asked to enter emergency contact information for voice and/or text messages. These numbers will be sent to the **Campus Wide Emergency Notification System** database. Please add the webpage to your favorites and update your contact numbers if they change.

If you have questions or difficulty creating your login, please contact the NEO A&M College help desk at 918-540-6253.

Emergency Response and Evacuation Procedure

In the event of a situation you feel is dangerous or you feel uncomfortable call the Campus Police Department at 918-540-6300 or 918-522-1243 the 24-hour emergency cell phone to report your situation. The Campus Police Department will assess the situation and if necessary one or more of the procedure will take place. Campus Wide Emergency Notification System or and evacuations of build may occur.

All buildings evacuations will occur when an alarm sounds continuously and/or upon notification by the Campus Police Department.

1. Be aware of all the marked exits from your area and building. Know the routes from your work area.
2. If necessary or directed to do so by the Campus Police Department, activate the building alarms.
3. When the building evacuation alarms are sounded or when told to leave by the Campus Police Department, walk quickly to the nearest marked exit. Ask others to do the same.
4. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT USE ELEVATORS IN CASE OF FIRE.**
5. Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
6. If requested, assist the Campus Police Department.
7. A Campus Police Department Emergency Operations Center (EOC) may be set up near the emergency site. Keep clear of the Incident Emergency Operations Center (EOC) unless you have important information to report.
8. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the Campus Police Department.

Emergency Evacuation Procedure List of Title of Responsible Persons/organizations

The following is building Supervisors are responsible for safe, secure and prompt evacuation when it is called for during the school day. They are also responsible for lockdown if needed

Emergency Evacuation Procedure List of Title of Responsible Persons/ Organizations

<u>Building</u>	<u>Primary building supervisor</u>	<u>Secondary Building Supervisor</u>	<u>Floor Supervisor</u>
Ables Hall	Vicki Webster	Linda Wilson	Shannon Cunningham-1 Bobbie Pennington-2
Suites Apartments	Vicki Stokes		
Commons Hall	Mary Susan Whaley		
Copen Hall	Pat Creech	Scott Donaldson	Chip Hammons Jon Stelle
Creech LA Building	Mark Rasor	David Fisher Bethene Fahnestock	Evan Jewsbury-B Matt Gleason Matthew Westphal-2
Cunningham Hall	Mark Grigsby	Randy Jones	Mike Bradley James Greuel
Dyer Hall West Dyer Hall East	David Frazier Available Coaches	Sherry McCurley	Darla Chewey Mary Bible-2 Elsie Grover
Fine Arts Building	Steve McCurley	Beth Blalock	Marie Nichols-B Steve McCurley -1
Crossland Complex	Sherard Poteete	1 st available coach	
Grover Center	Melanie Terneus		(Evening Custodian-?)
Harrill-Dobson Hall	Tonya Rowland	Resident Director	
Health Science Building	Debbie Morgan	Jackie Robinson	
Kan-Ne Hall	Claudia Little Axe	Jessica Stout	
NEO College Farm	Kolby Ungeheuer		
NEO Arena	Kolby Ungeheuer	John McMain	
NEO Gymnasium	Dustin Grover	Lisa Severe	
Physical Plant	Steve Grimes	Judy Kowal	
Russell Hall	Shirley Hernandez	Asst. Baseball Coach	
Shiple Hall	Jeff Birdsong	Alan Batt	Jeff Aldridge-1 Tenona Kuhn-2 David Loving-3
Student Activity Center	Chad Davis		
Student Union	Kathy Cunningham	Lisa Lewis	Kathryn Vanover
Vann Hall	Lee Johnson	Asst. Men's Basketball Coach	
Science Lab	Mitzie Miller	Betty Spradlin	
Baseball Fieldhouse	Roger Ward		

NEO Timely Warning Statement

In the event that a situation arises, either on or off campus, that, in the judgment of the NEO Chief of Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The NEO Campus Police Department and the City of Miami and County of Ottawa are in agreement and have signed an MOU in case of an emergency. The timely Warning is a posting, through the NEO e-mail system and/or

Code Red to students, faculty, staff and the NEO Campus.

Timely Warning Policy

Contingent to the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals. The Campus Police may also post a notice on the www.neo.edu website's homepage under Student Life, a drop down box appears, choose Services then choose Campus Police and Map, which will bring you to the Campus Police site. On the left hand side of the page, you will see headings. One of the headings will be Timely Warning in large yellow letters. This notice provides the college community with more immediate notification. In such an instance, a notice is posted in each residence hall, at the front door of each on-campus dormitory. The web site is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6373 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department is in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami, OK.

Policy for Reporting The Annual Disclosure of Crime Statistics

The NEO Campus Police prepares this report to comply with the Jeanne Clery Disclosure Act of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the NEO web site. The web address is on the website's homepage under Student Life, a drop down box appears, choose Student Services www.neo.edu then choose Campus Police and Map, which will bring you to the Campus Police site. On the left hand side of the page, you will see Police Links, click on Crime Reports. This report is prepared in cooperation with the local law enforcement agencies surrounding our Miami Campus, which includes Housing and Residential Services, the Vice President for Student Affairs and Enrollment management and the Discipline Officer. Each entity provides updated information on their educational efforts and programs to comply with the Act.

National Crime Statistic Report

The Uniform Crime Reporting (UCR) Program is a nationwide, cooperative statistical effort of more than 17,000 city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily reporting data on crimes brought to their attention. Since 1930, the FBI has administered the UCR Program and continued to assess and monitor the nature and type of crime in the Nation. The Program's primary objective is to generate reliable information for use in law enforcement administration, operation, and management; however, its data have over the years become one of the country's leading social indicators. Criminologists, sociologists, legislators, municipal planners, the media, and other students of criminal justice use the data for varied research and planning purposes.

Crime data is collected on a monthly basis by the Uniform Crime Reporting Program and is the guide for classifying the majority of the crimes committed on campuses. A tally is made of the number of incidents in each category of crime and a report to the Federal Bureau of Investigation and the United States Department of Education. The FBI publishes crime statistics in a yearly publication entitled, *Crime in the United States*, which includes these figures as well as statistics provided by other colleges across the nation. Every day a summary of incidents are made available to key NEO staff, and if applicable to the Discipline Officer.

Crime Classification

Victimizations and incidents are classified based upon detailed characteristics of the event provided by the respondent. Neither victims nor interviewers classify crimes at the time of interview. During data processing, a computer program classifies each event into one type of crime, based upon the entries on a number of items on the survey questionnaire. This ensures that similar events will be classified using a standard

procedure. The glossary definition for each crime indicates the major characteristics required to be so classified. If an event can be classified as more than one type of crime, a hierarchy is used which classifies the crime according to the most serious event that occurred. The hierarchy is: rape, sexual assault, robbery, assault, burglary, motor vehicle theft, theft.

Criminal homicide—a.) Murder and non-negligent, manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The Program classifies justifiable homicides separately and limits the definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen. b.) Manslaughter by negligence: the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Manslaughter by Negligence.

Forcible rape—The carnal knowledge of a female forcibly and against her will. Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included. Statutory offenses (no force used—victim under age of consent) are excluded.

Sex offenses (except forcible rape, prostitution, and commercialized vice)—Offenses against chastity, common decency, morals, and the like. Incest, indecent exposure, and statutory rape are included. Attempts are included.

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. Simple assaults are excluded.

Burglary (breaking or entering)—The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

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

Arson—Any willful or malicious 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.

The **Part II** offenses, for which only arrest data are collected, are:

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. Attempts are included.

Drug abuse violations—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine). Hate Crime Definitions

Hate Crimes are any of the aforementioned offenses and any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Note that unlike the previously discussed offenses, "any other crime involving bodily injury" is not a UCR term. Included in this category all applicable crimes with the exception of Aggravated Assault (Aggravated Assault is a separate crime category). The Categories of bias are:

Race

A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and /or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asian, blacks, whites).

Gender

A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-Specific term, not found in the FBI's Hat Crime Data Collection Guidelines.

Religion

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, atheists).

Sexual Orientation

A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to , members of their own sex or members of the opposite sex (e.g. , gays, lesbians, heterosexuals).

Ethnicity/national origin

A preformed negative opinion or attitude toward a group of persons of the same race or national origin with share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Disability

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairment/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

The categories below will be counted as hate crimes

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

Pocket-picking: The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

Purse-snatching: The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

Shoplifting: The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

Theft From Building: A theft from within a building which is either open to the general public or where the offender has legal access.

Theft From Coin Operated Machine or Device: A theft from a machine or device which is operated or activated by the use of coins.

Theft from Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"): The theft of articles from a motor vehicle, whether locked or unlocked.

Theft of Motor Vehicle Parts or Accessories: The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

All Other Larceny: All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Source-*Uniform Crime Reporting Handbook*, 2004; U.S. Department of Justice

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 through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson"): 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.

Source-*Hate Crime Data Collection Guidelines*, October 1999; U.S. Department of Justice

Sex Offender Registration Act

The Oklahoma State Legislature finds that sex offenders who commit predatory acts against children and

persons who prey on others as a result of mental illness pose a high risk of re-offending after release from custody. The legislature further finds that the privacy interest of persons adjudicated guilty of these crimes is less important than the State's interest in public safety. The legislature additionally finds that a system of registration will permit law enforcement officials to identify and alert the public when necessary for protecting public safety.

Access to the NEO Campus Sex Offense Registry The *Clery Act* was further amended in October 2000 by the *Campus Sex Crimes Prevention Act* (Section 1601 of Public Law 106-386). The changes went into effect on Oct. 28, 2002. Beginning in 2003, institutions are required to notify the campus community where law enforcement agency information provided by a state concerning registered sex offenders who are on campus may be obtained. A documentation of all Sex Offenders and/or Violent Crime Offenders who attend work or attend NEO is made available in the NEO Campus Police Department located in the Lower Level of the Library Administration building and available to the public

NEO Campus Police keeps an up to date registration available to the public and is available in the NEO Police Department's main office. The NEO Campus Police Department is located on the Lower Level of the Library Administrative Building.

State Of Oklahoma

All sex offenders, as defined in 57 O.S. Supp. 2008, Section 582, have a duty to register with the local law enforcement authority having jurisdiction in the area where the person intends to reside or to stay for more than seven days in accordance with Oklahoma State Statute 57 O.S. Supp 1997, Section 583. If a sex offender changes address, the offender shall notify the appropriate agencies in writing no later than three days before the offender establishes residence or is temporarily domiciled at the new address.

Out Of State

If the sex offender changes address to another state, the offender shall register the new address with the appropriate agencies in the new state not later than ten (10) days before the offender establishes residency or is temporarily domiciled in the new state, if the new state has a registration requirement.

Pursuant to Oklahoma State Statutes Title 57 Section 582-587, Sex Offender Registration Act. The individuals identified below have been required to register as a sex offender by the Oklahoma Department of Corrections and are currently residing in the City of Miami. The City of Miami Police Department has released the following website to locate local Sex Offenders www.miamiok.org/departments/pages/.../pd_sexoffenders.htm

Violent Offender Registration Act

On and after November 1, 2004, the provisions of the Mary Rippy Violent Crime Offenders Registration Act shall apply to:

1. Any person residing, working or attending school in this state who is subsequently convicted of, or who receives a deferred judgment or suspended sentence for, any crime or attempted crime of the violent offenders Act by any court in this state, another state, the United States, a tribal court of a military court shall register.
2. Any person who enters this state for purposes of residence, work or to attend school and who has been previously convicted of or is subject to a deferred judgment, suspended sentence, probation or parole from any court of another state, the United States, a tribal court, or a military court for any crime or attempted crime which, if committed or attempted in this state, would be a crime substantially or similar to any crime enumerated as a violent crime shall register with the local law enforcement jurisdiction. Registration shall be completed within 3 days upon entering the jurisdiction of a local law enforcement agency.

The following crimes and attempts to commit such crimes shall be registered under the Mary Rippy Violent Crime Offenders Registration Act:

1. First Degree murder
2. Second Degree murder

3. Manslaughter
4. Shooting or discharging a firearm with intent to kill, use of a vehicle to facilitate the intentional discharge of a firearm, cross bow or other weapon, assault, battery, or assault and battery with a deadly weapon or by other means likely to produce death or great bodily harm
5. Assault with intent to kill
6. Bombing
7. Abuse
8. Any crime or attempt to commit a crime constituting a substantially similar offense of this state by any court of another state.

Access to the NEO Campus Violent Crime Registry

Access to registry, All persons, businesses and organizations in this state shall have access to search and identify individual names contained in the Oklahoma Sex offender Registry and the Mary Rippy Violent Crime Offenders Registry. 57-599.1 The following information is being released by the Miami Police Department pursuant to Oklahoma State Statutes Title 57 Section 591, 592, 593, 594, 595, 596, 597, 598, 599, 599.1. **NEO Campus Police keeps an up to date registration of all Mary Rippy Violent Crimes Offenders available to the public and is available in the NEO Police Department's main office. The NEO Police Department is located on the Lower Level of the Library Administrative Building.**

Administration of College Discipline

The College President delegates the responsibility of administrating NEO's disciplinary system to the administrative officers. College disciplinary action is administered at the discretion of the College Disciplinary officer.

Missing Persons Notification

NEO Miami Main Campus provides on-campus housing and has a missing Persons notification policy. When a student who live on-campus has been missing for more than 24 hours, the missing person should be reported to the Campus Police Department. Anyone with information warranting a missing student who is living on campus is obligated and must report the missing person to the NEO Campus Police Department. You may make contact by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6373 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami,

NEO advises each student less than 18 years of age (not emancipated) that the school must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing, according to the official missing student notification procedures.

The NEO Police Department initiates an investigation, and determines a student has been missing for more than 24 hours and has not returned to campus. Then an emergency contact that the student designates is notified by the NEO Campus Police.

Each student is given the option to give an emergency contact person and phone number when he/she applies for an NEO Student I.D card.

Missing Student Notification Procedure

Once a missing student report is made to the Campus Police Department a student has been missing for 24 hours the following procedures are followed:

An official missing persons report is made by a Campus Police Department and a Detective or officer investigates and determines if the student is missing.

When the student is decided missing, an NEO official will make every attempt to make contact with the alleged missing student and that such a person has been missing for 24 hour

The NEO Police Department has the right and obligation to make contact with the designated emergency contact person, custodial parent or legal guardian of the student. If the student is confirmed as missing, the NEO Campus Police will inform the appropriate agencies.

Anyone with information warranting a missing student who is living on campus is obligated and must report the missing person to the NEO Campus Police Department. You may make contact by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6373 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department is in the Lower Level of the Library Administration Building 2 blocks north of Central on I St. N.E. Miami, OK.

A Child is Missing (ACIM)

Northeastern A&M College is a member of ACIM. A child is missing is a Fort-Lauderdale-based non-profit organization founded in 1997, it was created because no community-based program existed for locating missing children, the disabled and elderly often (with Alzheimer's) during the crucial first hours of disappearance. ACIM is devoted to assisting law enforcement in the search and early safe recovery efforts of children, the elderly, disabled persons and college students via a rapid-response neighborhood alert program utilizing high-tech telephony systems.

Student Identification Cards

You may get your SMART CARD at the Campus Police Department during regular business hours. All students must have an ID (SMART CARD) and are required to have their picture taken during registration. The Smart Card admits students to all home athletic contests free. If a student is unable to present a Smart Card, the student must pay the regular student admission price. The Student I.D. Card cost \$15. **Students must carry a Smart Card for identification purposes at all times while on campus. Carrying of your ID card is strictly enforced;** it is your responsibility to carry the card on campus at all times. If your card is broken or no longer working, an employee at the business office can advise you toward your next step. If you lose your student I.D. card you must get it replaced immediately. A fine of \$25 can be issued to a NEO Student ID Card is not produced upon request.

Each student is given the option to give an emergency contact person and phone number when he/she applies for an NEO Student I.D card.

Room Security

The front desk entrance is the primary source of entry and exit at all residence halls. Resident Directors, Resident Assistants or student workers regularly monitor this entrance. However, instances of propped-open doors and raised windows have presented problems. Therefore, residents are strongly encouraged to take security precautions in hallways and rooms. The locking of a student's room door is the responsibility of the individual and doors should remain locked at all times for your safety. Please lock your room when you are not in the room.

Building Security

It is NEO's policy to lock the doors of buildings not in use. However, if you are working or studying in a building after normal business hours, it is suggested that you lock individual office doors based upon the assumption that unrestricted access to the building is possible. Please be alert for the following.

Vandalism

Destruction of property can interrupt learning and social activities. Report any instance of vandalism to school authorities immediately.

Theft

Make copies of credit cards and other valuables in your wallet.
Engrave your valuables with important information such as a coded identification number.

Record your valuables' serial numbers for further reference.

Report all incidents and losses to the Campus Police Department.

Everyone deserves the right to use campus facilities and keeping quiet about school theft doesn't pay; it costs you. So please, report any theft of equipment or materials so that everyone may enjoy campus life.

PERSONAL SAFETY AND CRIME PREVENTION

- Always be aware of your own personal safety. Tips to help you:
- Personal
- Be cautious of strangers. If you feel threatened, move.
- Avoid getting into vulnerable no-exit places.
- Travel with a friend. There is safety in numbers.
- Always walk in well-lighted areas, especially at night.
- Always look alert and confident, avoid walking near bushes, and parked cars.
- Always be aware of where you may receive emergency help and your surroundings.
- If you are being followed, enter a store or other populated area or knock on someone's door for help.
- Do not share personal information, credit card numbers, telephone numbers, pin number, etc.
- Do not hesitate to call the Campus Police when confronted by unknown persons.
- Do not hesitate to contact the Campus Police Department for an escort.
- Do not accept a drink from a stranger.
- Always keep your drink with you.
- Vehicle
- When parking, remove valuables from plain view and lock your vehicle.
- Always lock your vehicle's doors, even if you are only leaving for a few minutes.

Lock your door whenever you leave your room for any length of time or when sleeping. It is a fact. ALERT- The major cause of burglary is a person leaving their door unlocked. Only you can be responsible for the door lock to your room.

Never prop open any door

- Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash and computers. Do not leave valuables or cash in plain view.
- Protect your books and put your name in them. Do not put your name or address on your key rings.
- Take all valuable items home with you during vacations.
- When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.
- Secure your vehicle. Close all windows and lock all doors.
-

Keeping your Laptop Safe

- Never load passwords on the laptop, particularly those allowing remote and email communications.
- Consider installing a boot-up password.
- Back up your files and carry them somewhere other than the laptop.
- Never leave your laptop unattended in a public place, even for a moment.
- Pay attention to where you use your laptop as there could be those behind you observing your screen.
- Keep your room locked, when a room is unlocked and vacant a laptop can be stolen in a matter of minutes.

Other computer security incidents encompass spyware, adware, hacking, phishing, spoofing, pinging, port scanning, and theft of other information, regardless of whether the breach was successful.

Important Phone Numbers

Campus Police Department 918-540-6300

Campus Police 24/7 918-533-1243

(if you are calling the cell phone with your cell and you have a 918 area code be sure to enter the 918 before the 533-1243)

Sign up for Campus wide Emergency Notification System