



**Oklahoma State University - Institute of
Technology
(OSUIT)**

Annual Security Report for 2023

(Calendar Year 2022)

OSUIT Campus Police

1801 E. 4th St.

Okmulgee, Ok 74447

(918) 293-5000



Oklahoma State University-Institute of Technology
ANNUAL CRIME REPORT AND ANNUAL FIRE SAFETY REPORT
October 2023 (Includes crime statistics from 2020, 2021, and 2022)

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Introduction and Message from OSUIT Police Chief Matthew J. Wooliver

Thank you for taking the time to read this publication. It contains helpful information about safety and security on our campus. The OSUIT Campus Police Department is a professional, full-service law enforcement agency with the responsibility to provide police services to all areas of our campus community. We are committed to serving and maintaining a partnership with the community to address safety concerns, reduce crime, and improve quality-of-life for all students, faculty, staff, and visitors.

This report is part of our ongoing efforts to be transparent public servants, while informing you of the safety programs and services available to the OSUIT community. This document also serves as the compliance method called for by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as required by the Higher Education Opportunity Act. We take the commission of crimes against our students, faculty, staff, and visitors to heart, and will thoroughly investigate reported crimes. We also collaborate with other law enforcement agencies and campus groups to reduce crime on campus. This report is due by October 1st of each year.

We must work together as a community to ensure that people and property are secure, and that responsible, vigilant, and caring individuals are willing to report suspicious, and unlawful behavior immediately to campus police.

The OSUIT campus police department is available 24 hours a day, 7 days a week, 365 days a year. The officers of the OSUIT campus police department have a proactive mindset when it comes to community policing and are here to serve your needs around the clock. Thank you once again for taking the time to read this document. I hope you will find time spent on our campus enjoyable, and I encourage you to contact my office by email matt.wooliver@okstate.edu or by phone at 918-293-5000, with any questions or concerns.

Sincerely,

Matthew J. Wooliver
Director Public Safety/Chief of Police
Oklahoma State University – Institute of Technology

NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

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

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The OSUIT police department publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that community members can make informed decisions relative to their safety. This document contains the Annual Security Report for the OSUIT main campus located in Okmulgee, Ok. The crime statistics reflect incidents that occurred on the OSUIT campus or on public property adjacent to the campus. OSUIT provides residential dormitories and facilities for on campus student housing. The OSUIT campus police dept. has primary responsibility for categorizing, disseminating, and publishing crime statistics collected on campus, and includes statistics obtained from various local law enforcement entities. These entities include the Okmulgee Police Department, as well as the Okmulgee County Sheriff’s Office.

Copies of this report may be obtained by visiting the OSUIT campus police department webpage at https://go.osuit.edu/safety/annual_security_report

A copy of this Report can also be obtained in person by contacting the OSUIT Campus Police Dept. at:

Name: Chief Matthew Wooliver
Address: 1801 E. 4th St. Okmulgee, Ok 74447
Phone: 918-293-4888
Fax: 918-293-4713
Email: matt.wooliver@okstate.edu

CAMPUS SECURITY AUTHORITIES

The U.S. Department of Education defines campus security authorities as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

DESIGNATED CAMPUS SECURITY AUTHORITIES

The following individuals are designated OSUIT campus security authorities:

Director of Public Safety
All Sworn Police Officers
All Communications Dispatchers
Dean of Students
Director of Student Life
Director of Residential Life
Residence Coordinators
All Physical Plant Managers and Staff
All Advisors to Student Club

CAMPUS POLICE DEPARTMENT

The OSUIT Campus Police Dept. office is in building 105 across from the Student Union and can be reached from anywhere on campus by calling 918-293-5000. For on campus emergencies, dial 911 or ext. 5000 from a land line University telephone or 911 from a cellular phone. If you call 911 from your cellular phone on-campus your call will go to the Okmulgee County 911 Center. The County 911 center will directly dispatch OSUIT Officers. Visit www.osuit.edu/safety/ to view emergency procedures. Campus safety is provided by the OSUIT Dept. of Public Safety which is over the office of campus police. OSUIT campus police has full-time CLEET certified police officers on duty 24 hours a day, seven days per week, and 365 days per year. The OSUIT police department is the only department at OSUIT that operates 24 hours per day 365 days of the year. 7 full-time and multiple part-time officers maintain a visible police presence, and patrol the campus roadways, walkways, parking areas, and buildings. OSUIT campus police officers provide a positive image to visitors and members of the campus community, whether it is providing directions, parking information, or just a friendly welcome. Our officers represent OSUIT as a group of caring and professional people, intent upon enhancing a friendly community atmosphere. Necessary enforcement includes using alternatives to arrest when reasonable. Specific elements of the campus police mission include accident investigation; crime prevention; vehicle assists; personnel investigation; parking and traffic enforcement; emergency response; and disaster coordination with the OSUIT

emergency management department. OSUIT campus police officers are armed commissioned law enforcement/police officers certified by the Council on Law Enforcement Education and Training (CLEET) with full powers of arrest.

WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES

To provide the best service possible to our community the OSUIT campus police department has written mutual aid agreements with the Okmulgee Police Department and the Okmulgee County Sheriff's Office, allowing for cooperation in enforcement activities.

TIMELY WARNING POLICY

To help prevent crimes or serious incidents, the OSUIT Campus Police Dept., in conjunction with other departments on campus, issue timely warnings to notify OSUIT community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of OSUIT Administrators, Campus Police Leadership, constitutes an ongoing or continuing threat, a campus-wide warning will be issued. The warnings will be issued via the **Cowboy Alert System**. The Cowboy Alert system will send emails and text messages to all community members who have signed up for its services. This information will also be posted to the Universities website at <http://www.osuit.edu/>

The purpose of timely warnings is to provide the OSUIT community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances immediately to Campus Police Dispatch at 918-293-5000.

DAILY CRIME LOG

A daily crime log is available for review during regular business hours at 1801 E. 4th St. Okmulgee, Ok 74447 in the Workforce Oklahoma building. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. It does not include the names of parties involved. Currently the daily crime log is not available on-line.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT

OSUIT has implemented a comprehensive Emergency Notification System that can alert and inform campus community members in the event of an imminent threat to health and safety (e.g., tornado, active shooter, hazardous material spill, etc.). Upon confirmation from a Campus Police officer or University official regarding a significant emergency or dangerous situation involving an immediate threat to the health and safety of campus community members, emergency notifications will be disseminated without delay to campus community members via text message (Cowboy Alert) and email alerts, web freeze, public address system (where applicable) and an external Public Address system (where applicable).

The Director of Public Safety, Director of Emergency Management along with the Public Information Officer (PIO) working in conjunction with other University officials will determine the content of the emergency notification, select the most appropriate method(s) for disseminating the information as quickly as possible, and initiate the notification system. The Director of Public Safety, campus police officers and authorized College personnel have responsibility for issuing notifications via the College's Emergency Notification System. The text message system OSUIT "Cowboy Alert" is a free service that students and staff can subscribe to in order to receive information directly to their text enabled mobile phone in the event of an emergency, severe weather, or campus closure. The external siren is capable of producing audible warning to the campus community in the event of a weather emergency. When you hear the audible alert tone, you should immediately take shelter in a pre-designated area.

In other emergent situations you may be notified to seek shelter inside immediately, stay inside until further notice, or evacuate the campus

immediately. Other emergency notification methods the University employs can include flyers posted at entryways, the University homepage (www.osuit.edu), digital displays, web freeze, patrol car announcements, electronic marquis, and broadcast television alerts. The OSUIT emergency notification system, along with other life-safety warning systems such as fire, weather, Cowboy Guardian, etc. are tested regularly throughout each trimester. Drills are conducted with staff and students alike to ensure familiarity and understanding of these safety practices. Stanley Teague the OSUIT Safety and Energy Management Director logs the dates, times, and results of all panic alarm, fire alarm, and voice dialer tests conducted on campus.

Emergency evacuation routes are conspicuously posted in/around each classroom on our campuses. Additionally, various procedures for responding to emergencies can also be found on the College's homepage by visiting www.osuit.edu/safety/emergency_preparedness. OSUIT officials will conduct annual tests and exercises of emergency response, alarm systems, and evacuation procedures in order to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of our emergency response and recovery capabilities. Tests will be announced in advance via email, the Universities homepage, and other available methods.

NOTIFICATION TO UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT

If the OSUIT Campus Police Dept. confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the OSUIT community, the OSUIT Police and/or Director of Marketing/Communications will utilize some or all of the systems described under the Timely Warning Policy (located on page 9) to communicate the threat to the OSUIT campus community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The OSUIT Campus Police Department without delay – and taking into account the safety of the community- assists in the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities (including Police Chief, Dean of Students, Director

Marketing/Communications, V.P. Fiscal Services, V.P. Student Services), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The OSUIT Crisis/EM Team in partnership with the OSUIT campus police department tests at least annually the preparedness and readiness of the campus community as it relates to lock down, shelter in place, and evacuation procedures.

MEDICAL EMERGENCIES

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911 or 918-293-5000. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

OSUIT currently does not have a Campus Infirmary or health services on campus. OSUIT campus police officers are trained in first-aid, AED use, as well as CPR. OSUIT campus police officers are most often the first responders on scene at a medical call on the OSUIT campus. OSUIT campus police officers have access to medical equipment, as well as have an AED in each patrol vehicle.

CAMPUS WIDE EMERGENCY RESPONSE

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

Type C Emergency

Persons in Crisis Presenting a Problem to Faculty or Staff

Type C Emergency situation is defined as one where a person in crisis presents the problem to a faculty or staff member or is referred by another faculty or staff member and can be successfully dealt with through intervention. (This would most often be referred to as Level 5 incident under the NIMS model.)

- C-1 Anxiety or distress about college or personal life issues
- C-2 Anger about college issues or college personnel.
- C-3 Accusations against college personnel
- C-4 Persons exhibiting symptoms of mental disorder.
- C-5 Loss or grief situation
- C-6 Serious illness or disease

Type B Emergency

Students or Others in Emergency Situation on Campus

Type B Emergency is defined as one occurring on campus that involves OSUIT Police Officers and possibly outside agencies. In the case of fire or severe injury, employees should contact the Campus Operator directly. The OSUIT Police or Emergency Management Team will make the determination of whether to involve outside agencies. The Emergency Management Team is anticipated to be a resource for both the people involved in the incident and for witnesses to the incident. (This would most often be referred to as Level 3 or 4 incident under the NIMS model.)

- B-1 Accidents with injury to one or more persons
- B-2 Emotional distress which warrants intervention.
- B-3 Situation with possibility of violent behavior
- B-4 Sexual assault
- B-5 Weapon on campus.
- B-6 Suicide attempt or threat.
- B-7 Accusations against students or college personnel about illegal activities
- B-8 Death
- B-9 Assault and Battery

Type A Emergency

Major Emergency Affecting Campus

Type A Emergency is defined as one involving a serious threat to life or property and probably requiring the assistance of outside agencies. In the case of fire or severe injury, employees should contact the Campus

Operator directly. The OSUIT Police or Emergency Management Team will make the determination about involving outside agencies. Type A Emergency would likely involve media attention and a need for a Public Information Office. (This would most often be referred to as Level 1 or 2 incident under the NIMS model.)

- A-1 Tornado, severe storm, or flood
- A-2 Fire, explosion, or plane or vehicle crash into building.
- A-3 Environmental hazard
- A-4 Hostage situation
- A-5 Gunfire
- A-6 Bomb threat.
- A-7 Riot
- A-8 Contagious disease outbreak

CRIME PREVENTION

OSUIT Campus Police provides 24 hour-a-day Police presence. As a regular part of their routine mobile and foot patrols, officers are alert for any.

deficiencies including broken door locks; inoperative lights; overgrown shrubs and trees; and broken sidewalks, steps, handrails, and other conditions which might detract from the safety and security of the campus environment. Anyone encountering a condition affecting campus safety and security should report it promptly to the OSUIT Campus Police Office or to Physical Plant Services.

PERSONAL SAFETY

The following precautions provide guidance.

General Precautions and Crime Prevention Tips:

1. Program the OSUIT Police Department's phone number (918-293-5000) into your cell phone. Report any suspicious activity to the OSUIT Police Department immediately.
2. Never take personal safety for granted. Always be aware of your

surroundings.

3. Try to avoid walking alone at night. Request an escort from the OSUIT Police Department by calling [918-293-5000].
4. Limit your alcohol consumption and leave social functions that get too loud or too crowded, or that have too many people drinking excessively. Remember to call the OSUIT Police Department or the Okmulgee Police Department for help at the first sign of trouble.
5. Use lighted walkways and thoroughfares, even if it means going out of your way.
6. Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
7. Do not struggle if someone attempts to take your property. Let them take it and be a good witness obtaining a good description of the suspect(s).
8. Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended, or in unlocked vehicles in plain view.
9. Always carry your keys and do not lend them to anyone.
10. Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
11. Remember to lock the doors at your residence. Be certain that your door is locked to your residence when you go to sleep, and keep windows closed and locked when you are not at home.
12. Do not leave valuables in your car, especially if they can be easily noticed.
13. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
14. Inventory your personal property and insure it appropriately with

personal insurance coverage.

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

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

When driving:

1. Park your vehicle in a well-lit and populated area.
2. Have your car keys in your hand when approaching your vehicle so you can enter quickly.
3. Scan the area before getting into your vehicle and always check underneath your car upon approach and in the rear seat for intruders before entering the automobile.
4. Lock your doors and keep windows rolled up whenever possible.
5. Drive on well-traveled and well-lit streets.

6. Never hitchhike, and never pick up hitchhikers.
7. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
8. If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver with an opportunity to commit a criminal act.
9. Leave enough room between your car and the one ahead so you can drive around it if necessary.
10. Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
11. Limit distractions such as cellphones.

While walking or jogging

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

ESCORT SERVICE

The OSUIT campus police department offers a 24 hour a day escort service to all students on the OSUIT campus.

NATURAL DISASTERS

The following information is a guideline to aid you in determining what action you should take in severe weather.

Tornado WATCH: Conditions are such that storms capable of producing a tornado may develop.

Tornado WARNING: Either a tornado has been sighted or it is highly probable that one will develop. A warning will be signaled by the storm warning sirens.

Tornado Precautions:

1. If you are in the warning area, seek shelter immediately.
2. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection but be alert for flash floods.
3. Do not open windows. This can increase damage to the building. Stay away from windows and exterior doors.
4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
5. Do not attempt to turn utilities on or off.
6. Report injuries and damage to the OSUIT Police Department at [918-293-5000]. After all clear, leave damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act, enacted on October

28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

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

Information on any sex offender who works for, attends, or lives on property owned by OSUIT can be found at the OSUIT campus police department, [Follow this link](#) to be taken to the State of Oklahoma Department of Corrections Sex Offender look-up webpage. The search feature allows you to search by County. OSUIT is in Okmulgee County, Oklahoma.

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

CRIME REPORTING

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

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

To report a crime in progress, dial 911, or dial extension 5000 from an on-campus land line phone or call 918-293-5000 for non-emergency calls.

CONFIDENTIAL CRIME REPORTING

Confidential reporting of crimes is allowed at OSUIT. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by Crimes may also be reported online at www.osuit.edu/safety/reporting. Anonymous reporting can take place at the same webpage through the “SILENT WITNESS” reporting system link. All crimes made known to faculty and staff must (by law) be reported to campus police.

CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH COUNSELOR

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

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

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

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

CRIMES IN PROGRESS

To report a crime in progress, a person, victim or witness can dial 911 or 918-293- 5000 for non-emergencies or call one of the local police agencies if off campus. Any reporting method will activate the response of police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

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

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

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

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

CRIME DISCLOSURE

OSUIT policies and procedures require the publication of annual crime statistics. This information is shared with current and perspective students and their families 6-8 times per year during "Cowboy Up"

orientation.

Included in this report are crimes reported to the OSUIT Police Department and other campus officials, including University Counseling Services, Residential Life, and Student Conduct Services, and local law enforcement. Crime statistics are collected by: The OSUIT campus police department as well as reaching out to surrounding law enforcement agencies such as the Okmulgee police dept.

The tables on pages 27-30 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Okmulgee Police jurisdiction. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Okmulgee Police Department.

DEFINITION OF TERMS FOR STATISTICAL CHARTS

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

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

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

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

Other: Any non-residential area on campus.

Non-Campus Building or Property: Buildings or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct

support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution. The "GOPO" Grand Old Post Office student housing in Downtown Okmulgee would fall under this category.

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

CRIME DEFINITIONS

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

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

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

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

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

Dating Violence: Dating violence is committed by a person who is or has

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

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

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

Hate Crimes: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

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

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

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

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

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

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

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

- **Rape** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** means non-forcible sexual intercourse between persons who

are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

Stalking: Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. OSUIT policy prohibits deadly weapons on campus with limited exceptions. Firearms are not allowed on campus.

CRIME STATISTICS

Crimes Reported by OSUIT Police Department – 2020-2022

This chart includes offenses that were reported to the OSUIT Police Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Offense Type (includes attempts)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities ¹
Murder/Non-negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Sex Offenses						
Rape	2022	0	0	0	0	0
	2021	1	0	0	1	1
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	1	0	0	1	1
Burglary	2022	10	0	0	10	10
	2021	0	0	0	0	0
	2020	4	0	0	4	4
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0

¹ Campus residential facilities are a subset of the “On Campus” category. Statistical data included in this column is also included in the “On Campus” column.

	2020	0	0	0	0	0
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence VAWA OFFENSE	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence VAWA OFFENSE	2022	3	0	0	3	3
	2021	1	0	0	1	1
	2020	0	0	0	0	0
Stalking VAWA OFFENSE	2022	1	0	0	1	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Arrests	2022	1	0	0	1	1
	2021	0	0	0	0	0
	2020	5	0	0	5	5
Drug Law Arrests	2022	0	0	0	0	0
	2021	1	0	0	1	1
	2020	9	0	0	9	9
Weapons Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	1	0	0	1	1
Liquor Law Violations Referred for Disciplinary Action	2022	3	0	0	3	3
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	3	0	0	3	3
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	1	0	0	1	1
	2021	0	0	0	0	0
	2020	0	0	0	0	0

No hate crimes were reported for 2020, 2021, or 2022. VAWA (Violence Against Women's Unfounded Crimes: 2022 (0) 2021 (0) 2020 (2)

Crimes Reported by University Officials or by Other Law Enforcement Agencies – 2020-2022

This chart includes offenses that were reported to law enforcement agencies other than the OSUIT Police and to any official of OSUIT who has significant responsibilities for student and campus activities. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Offense Type (includes attempts)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities²
Murder/Non-negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Sex Offenses						
Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0

	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

No hate crimes were reported for 2020, 2021, and 2022.

OBTAINING REPORTS

To request a copy of a report or ask other related questions, contact the OSUIT Police Department at 918-293-5000.

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

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

OFF-CAMPUS CRIME

If the OSUIT Police Department is contacted about criminal activity occurring off-campus (occurring in another jurisdiction) involving a member of the OSUIT community, the Okmulgee Police Department (or dept. of jurisdiction) may notify the OSUIT Police Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by Okmulgee Police Department and subject to OSUIT hearing proceedings through the OSUIT Office of Student Conduct.

ACCESS TO CAMPUS FACILITIES

The OSUIT campus is primarily open to the public.

For security purposes, certain campus buildings are secured when classes and activities have finished each day. Facilities are kept secured during periods when University sanctioned functions are not being conducted. All persons required to be on campus when facilities are closed are requested to contact Campus Police at **918-293-5000**. University facilities are generally open from 7:00am-10:00pm, Monday through Friday, and from 7:00am-10:00pm on weekends, unless otherwise specified by university officials. Persons requesting access to university facilities after hours will be required to show an OSUIT campus police officer an appropriate picture identification and state the reason for being on campus. On a need basis, and with proper authorization, students, faculty and staff may be provided with access codes to those facilities which are operated with electronic.

access controls. If a student needs to be in a building on campus after hours, it is to be in the company of a faculty/staff member or provided written permission from an appropriate University official. The Dormitories at OSUIT are always locked and require key access. Some housing facilities on campus have direct external doors and some facilities have a lobby or inside area where the dormitory front door is in a hallway etc.

There are security cameras (Both internal and external) at most dormitory facilities on the OSUIT campus. Recent renovations to the Miller-Kamm dormitory have increased security by requiring residents to have their campus I.D. to swipe the card reader to gain access to the building. There are external card readers on the Lackey Hall dormitory as well as the campus laundry facility.

MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. OSUIT Police officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the OSUIT community are helpful when they report equipment problems to the OSUIT Police Department or Physical Plant at 918-293-5000.

ALCOHOL AND DRUG POLICIES

OSUIT seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty, staff and visitors. These participants are expected to know and follow the applicable laws and all OSUIT rules and regulations. Each person is responsible for his/her own behavior. The OSUIT campus police enforces compliance with state law and alcoholic beverage laws on campus and at university-sponsored activities. The OSUIT alcohol and drug policies can be found in the OSUIT Student Handbook on the OSUIT website.

Drug Free Campus Report

Describes the prohibition of drugs and alcohol in college-owned buildings, facilities, grounds, or other property owned and controlled by the college, or as a part of college activities.

Students' Rights and Responsibilities

A hard copy of this document is available in the offices of the president, vice president for student services, dean of students, and residential life. It is also maintained on the website, and a link to the document is sent to all students and employees each term. Outlines the following in addition to defining types of violations, appeals process, and grievance procedures:

- standards of conduct,
- sanctions for violation of federal, state, and local law and campus policy
- health risks associated with alcohol or drug use.
- treatment options and resources
- policy on drug-free workplace and sanctions for employees who violate the policy.

Residence Life Handbook

A hard copy is distributed to all on-campus residents at move-in, and a copy is maintained in the offices of Residential Life and the dean of students, as well as on the website. Includes:

- ways to report violations of alcohol or drug use, and other policies.
- types of violations
- sanctions for alcohol violations
- sanctions for drug violations
- judicial hearing process
- the specific alcohol and drug policies are described below, as is the possible sanctions for alcohol use:

The possession or consumption of beer or intoxicating liquors anywhere in the residence halls, on the campus grounds, or in the campus buildings is forbidden by state law and university policy. Any beer, including 3.2 beers, wine, or liquor found in your room or in your possession anywhere on the OSU Institute of Technology campus will be confiscated and will result in disciplinary action. Students are expected to comply with state and local laws regarding the use of alcohol as well. Irresponsible behavior while under the influence of alcohol or any other drug is not tolerated and any.

A student violating this policy will be subject to disciplinary and/or legal action. No decorative alcohol bottles, alcohol cans or alcohol bottle caps are allowed within a residence or other areas of the halls at any time.

ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS

For information regarding alcohol and drug abuse education programs please see the following link

https://go.osuit.edu/student/residential_life/sites/go.osuit.edu.student.residential_life/files/u118/2016%20OSUIT%20Biennial%20Review%20Report%2012.16.28%20PM.pdf

This link will take you to the OSUIT Biennial report for drug free schools act.

LOST AND FOUND

The OSUIT Police Department Lost and Found is located at the campus police dispatch office. Additionally, there are lost and found areas located in other campus buildings. After a certain period (not to exceed 6 months), all buildings and officers are encouraged to forward any found items to the OSUIT Police Department to maintain a central location for persons seeking lost property.

The OSUIT Campus Police Department is responsible for the gathering, sorting, and disposal of all lost and found items on the OSUIT campus. OSUIT has many separate lost and found contact points on campus at the various main front desks at the major buildings on campus. Once an item has been turned in the item will be given to campus police. Campus police will exhaust every effort to return the property to its rightful owner.

If a lost and found item is unable to be returned to its owner the OSUIT campus police department will keep the item for 90 days then dispose of the item via trash, donation, or auction. Any computer or flash drives that

are turned in will be destroyed by Technology Services if not claimed within 90 days.

Inquiries about lost and found property can be made by calling 918-293-5000.

DISCIPLINARY PROCEEDINGS

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Student Code of Conduct, to Student Conduct in the Workforce building or at 918-293-4928. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed by coming in person to the Residential Life offices or going online to <https://go.osuit.edu/safety/reporting>

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

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

Student Conduct Process

We want you to be knowledgeable about the process that occurs once a complaint with Student Conduct is filed. The following describes the investigation process, the hearing and the outcome of the hearing. Student Conduct will be available to explain the process as requested. The Student Conduct process will be prompt, fair, and impartial. This means the process will be completed within a reasonable timeframe as designated below and without undue delay. The process will be conducted in a manner that is consistent with the University's policies and will be transparent to all parties. Lastly, the Student Conduct process will be conducted by officials who do not have conflict of interest or bias for or against the complainant or respondent.

You will be notified of receipt of your complaint and the actions the University official will take. A University official will meet with you to discuss the complaint submitted, review the investigation and hearing process, and determine the outcome you desire from your complaint. An investigation will be conducted by a non-biased Title IX Investigator. This investigation will include:

- meeting personally with the complainant,
- meeting personally with the student(s) accused,
- meeting personally with any witnesses, and
- reviewing any documentary evidence.

a. The investigation of complaints will be adequate, reliable and impartial. The Title IX Investigator will compile an investigation report.

b. The investigation process can take up to 60 days. If at any point either party would like an update of the investigation process all they need to do is ask, and an update will be provided.

c. The University official will determine if a conduct hearing is possible based on the available information.

d. If it is determined that the University will proceed with a formal conduct hearing, the complainant and the responding student(s) will be notified of the hearing date.

Any member of the university community (faculty, staff, student, or the university) may file a complaint against a student alleging that a violation of the Code of 22 Conduct has occurred. Such complaint shall be filed with the official having jurisdiction as soon as possible but within 30 days of the alleged violation, and 180 days for alleged violations concerning sexual assaults or sexual harassment. The time may be extended at the discretion of the Vice President of Student Services. If an individual is unsure of where to direct a complaint, contact the Student Conduct Office for advice.

SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Educational Programming

OSUIT prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the “Definitions” section on Pages 43 thru 48.

All OSUIT students are required to complete a 45 minute, online, interactive training that addresses the prevention of sexual misconduct and effective bystander intervention techniques to help combat sexual misconduct in the OSU community. Failure to complete the training will result in students being unable to enroll in classes in subsequent semesters. Faculty and staff are required to complete similar training as well.

OSUIT prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the Definitions section on Pages 51 thru 56. OSUIT further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law, set forth in the attached Appendix A.

Victim Information

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

Definition of Consent

Effective Consent is:

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

What to do if you are a Victim of Sexual Violence

- a. If you are not safe and need immediate help, call the police. If the incident happened on campus, call the OSUIT Police Department at 911. If the incident occurred elsewhere than on campus in Okmulgee, call the Okmulgee Police Department by dialing 911 or 918-756-3511. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where the assault occurred.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the RAPE CRISIS LINE at 1-800-522-SAFE (7233). To get advice and discuss options for how to proceed.
- c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.
- d. Go to the nearest hospital or Creek Nation Hospital (If located in Okmulgee) to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. The Creek Nation Hospital in Okmulgee does have a SANE (Sexual Assault Nurse Examiner) nurse available. There are also SANE nurse services in Tulsa at Hillcrest Medical Center.
- e. If you call the Creek Nation Hospital (918-756-4233) a sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- f. Upon arrival at Creek Nation Hospital, you will be taken to a private exam area. The nurse, advocate and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.

- g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.

On and Off Campus Resources

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

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

Victim Advocate - Confidential Reporting Option

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

Victim Advocate

Kaitlin Rouk

Oklahoma State University-Institute of Technology

OSUIT Student Union

918-293-4988

Counseling Resources- Confidential Reporting Options

OSUIT Counseling

Counseling is available free of charge to all OSUIT students.

Counseling is available Monday thru Friday from 08:30 till 4:30 at the OSUIT student union.

Other counseling agencies are available to students such as the following:

CREOKS:

**1803 S. Wood Drive
Okmulgee, Ok
(918)-758-4110**

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

**OSUIT Police Department
918-293-5000**

**Okmulgee Police Department
918-756-3511**

**OSUIT Student Conduct Office
Steven "Bo" Hudson 918-293-4912**

**Title IX Coordinator
Kamie Crawford Director Student Life 918-293-5456**

Medical Services

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

OSUIT Virtual Health Services
(Telehealth provided by Cowboy
Care) <https://osuit.edu/student-union/health/>

Creek Nation Medical Center (off-campus)
918-756-4233

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

Interim Measures

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

- a. **Assistance in Reporting:** Student Conduct can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
- b. **No Contact Order:** Student Conduct can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.
- c. **Emergency Protective Order:** Student Conduct can assist you in filing an Emergency Protective Order in court with SAFE HARBOR Victim Advocate (918-938-0782). This is a court-ordered petition that prohibits contact between the complainant and respondent.
- d. **Safety Measures:** Student Conduct can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.
- e. **Living Arrangements:** Student Conduct can assist in changing your on-campus living arrangements or that of the accused to ensure

safety and a comfortable living situation.

- f. **Academic Arrangements:** Student Conduct can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.
- g. **Other Interim Measures:** Student Conduct can coordinate any reasonable arrangements to address the effects of sexual violence on you, including connecting you with counseling, health care or academic support resources.

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

Reporting

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

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

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

complete confidentiality; talking to them is sometimes called a “privileged communication.”

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

A. Confidential Reporting Options

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

Professional Counselors

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

This would include counselors who work in University Counseling Services on campus.

Victim Advocate

OSUIT treats the Victim Advocate as a confidential reporting option. Victims can visit with the Victim Advocate to learn about resources available on campus. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. However, the Victim Advocate will report incidents to OSUIT Police Department for the purpose of the Clery Act. Additionally, the Victim

Advocate will report quarterly to the Board of Regents on trends of incidents.

University Health Providers

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

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

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

B. Non-Confidential Reporting Options

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

When an instance of sexual violence is reported to a "responsible employee" the reporter can expect the incident to be reported to the Title IX Coordinator or Student Conduct Office. A responsible employee must

report to the Title IX Coordinator or Student Conduct Office all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time and specific location of the alleged incident.

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

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

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

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource.

Requests for Confidentiality from a Non-Confidential Reporter

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

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

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

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

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

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

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

Reporting to the Police

OSUIT strongly encourages individuals to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions and/or civil actions against the perpetrator.

If the incident happened on campus, it can be reported to the OSUIT Police Department or by phone at 911 or the non-emergency line 918-293-5000. If the incident occurred elsewhere in Okmulgee, it can be reported to the Okmulgee Police Department at 114 E. 7th St. in Okmulgee, OK or at 918-756-3511. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where the assault occurred.

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

Report to Student Conduct

Anyone can report any instances of sexual violence to Student Conduct at Bldg. 105 on the OSUIT campus or at 918-293-4928. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed online at <http://go.osuit.edu/safety/reporting>

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

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

MISSING STUDENT NOTIFICATION

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

Any report to a University official or campus security authority (CSA) indicating that a student who resides in on-campus housing is missing shall be referred immediately to the Oklahoma State University-Institute of Technology Campus Police Department, and an investigation shall be conducted. If the initial investigation determines that the student is missing, the following persons shall be notified: Dean of Students, Director of Housing/Residential Life, Presidents Office, The Student's custodial parent(s) or legal guardian(s), if the student is under 18 and not an emancipated minor. Local law enforcement authorities will be contacted as well.

IMPORTANT: Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable University staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information in O-Key.

CONTACT INFORMATION

OSUIT Campus Police 918-293-5000

OSUIT Counseling Services 918-293-4988

OSUIT Student Conduct Office 918-293-4939

OSUIT Title IX Coordinators:

Title IX for Students: Kamie Crawford 918-293-5456

Title IX for Employees: Paula North 918-293-5238

Victim's advocacy services in Okmulgee:

Safe Harbor Advocacy and Victim Witness Center:
918-938-0782

Creek Nation Memorial Hospital SANE Nurse Access:
918-756-4233

ANNUAL FIRE SAFETY REPORT

Institutions are required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Oklahoma State University complies with this rule by including all fire-related incidents in the Annual Fire Safety Report and Fire Log maintained by OSUIT Safety and Energy Management Director Mr. Stan Teague at 918-293-4873. In the calendar year 2022 there were no fires reported in any of the residence halls on the OSUIT campus.

The Annual Housing Fire Safety Report is required by the Higher Education Opportunity Act (HEOA) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

The Clery Act was amended by HEOA in 2008, requiring future reports to begin including campus housing fire safety statistics as well.

NOTE: There were no fires reported in housing for 2022.

Steps to Follow If You See a Fire:

- 1) Activate the nearest fire alarm.
- 2) If on campus, call OSUIT Police at 918-293-5000 or you can call 911 as well. If off campus, call the Okmulgee Fire Department at 911. Give your name, address, location, and the extent of the fire.
- 3) Calmly alert people in the building and evacuate the building by following EXIT signs.

Steps to Follow If You Are Caught in A Fire:

- 1) Remain calm.
- 2) Before opening a door, feel it with the back of your hand. If it is **hot**:
 - A) Do not open the door.
 - B) Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let in fresh air.
 - C) Seal crack around door with towels, linens or clothes. Soak these items in water if possible.
 - D) To attract attention, hang objects out the window. Shout for help.
 - E) Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six (6) to eight (8) inches off the floor.
- 3) If the door is **not hot**, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and refer to Step 2A.
- 4) If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Provide directions to police and fire personnel when they arrive.

Steps to Follow for Fire Prevention:

- 1) Know every regular and emergency exit. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.
 - 2) Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both inside and outside.
 - 3) Do not overload electrical outlets. Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights with their own cords.
 - 4) If you smoke, exercise care when smoking and do not smoke in bed. OSUIT is a tobacco free campus.
 - 5) Do not allow excess clutter of flammable materials.
- For further information, contact Mr. Stan Teague at 918-293-4873.

Fire Reporting:

Per federal law, Oklahoma State University is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Even if a fire is limited in nature and has already been extinguished, please call the OSUIT police at 918-293-5000 and provide the dispatcher with as much pertinent information as possible

APPENDIX A

Definitions under Oklahoma law:

Consent:

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

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

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

Dating violence is not defined in Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A ***dating relationship*** is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

Domestic violence is not defined in Oklahoma law. However, the criminal definition of ***domestic abuse*** is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by

Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

21 Okla. Stat. § 644.

Sexual assault.

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- b. forcible sodomy, as defined in Section 888 of [Title 21].

21 Okla. Stat. § 142.20.

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

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

1. Where the victim is under sixteen (16) years of age.
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent.
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privacy of the accused as a means of forcing the victim to submit.
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused.
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In

all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape.

7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim.

8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or

9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.

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

21 Okla. Stat. § 1111

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

Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years

of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post- imprisonment supervision shall be in addition to the actual imprisonment.

21 Okla. Stat. § 1111.1.

Forcible sodomy (as used in the definition of “sexual assault”):

A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life

without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or

subsequent offense is a person under sixteen.

(16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age; or
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime; or
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state.
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system.
6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or

7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the private of the accused as a means of forcing the person to submit.

21 Okla. Stat. § 888 (effective June 6, 2016).

Stalking:

Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
2. Causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested,

shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment.

F. For purposes of this section:

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, which would cause a reasonable person to suffer emotional distress, and that causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.
2. "Course of conduct" means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidence of a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct".
3. "Emotional distress" means significant mental suffering or distress that

may, but does not necessarily require, medical or other professional treatment or counseling.

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

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

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

21 Okla. Stat. § 1173.

Hierarchy Rule. A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.