Welcome to Carl Albert State College!

As members of the Carl Albert State College (CASC) community, all faculty, staff, students and visitors play an active role in preventing crime. The CASC Campus Police have and will continue to work with individuals, departments and other groups on a daily basis to ensure that our campus remains a safe place to learn, live, work and be active. We are dedicated to providing public safety programs that are based on service and education.

This report is the result of work by many departments and is made available for the benefit of students, faculty, staff, visitors, prospective employees, and prospective students. It is designed to inform you of reported crime statistics, public safety and crime prevention procedures, and programs provided to benefit individuals and the community as a whole.

This report is available in paper form from the Office of Student Affairs. For improved access, we also have posted this report on the college web site at www.carlalbert.edu.

I encourage you to review this report and to contact us if you have any questions. We will continue to actively seek your input as we work to ensure that CASC remains a safe environment for everyone.

Bob Hendricks
Director, CASC Campus Police
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The Clery Act Reporting Requirements

Under authority of the President of CASC, the Director of the Campus Police, will in January of each year compile data, review policies, and prepare the annual report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable laws and regulations. The director will work with appropriate CASC departments, organizations, and individuals to compile and create the necessary information for the annual report. In addition, this group will work with local law enforcement agencies to collect appropriate criminal statistical data for inclusion in the report.

The Clery Act is a federal law requiring all institutions of higher education receiving federal financial assistance under the programs authorized under Title IV of the Higher Education Act of 1965 to disclose certain timely and annual information about campus crime and security policies. The following are specific policies, practices and procedures:

• Policies regarding procedures and facilities for students and others to report criminal actions or other emergencies on campus and regarding the university’s response to such reports.
• Campus law enforcement policies, including enforcement authority, and policies encouraging accurate and prompt reporting of crimes.
• Description of the type and frequency of programs.
• The Clery Act and the Clery Act regulations require that each campus provide a “timely warning” to the campus community concerning the occurrence of a Clery crime that the campus believes represents a continuing threat to the campus community. The Department of Education has advised that “timely reporting to the campus community must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.”
• Annual reporting of statistics concerning the occurrence on campus, in or on non-campus buildings or property and on public property, the following criminal offenses: murder, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, arrests of persons referred for campus disciplinary action for law violations, drug-related violations and weapons violations, and crimes in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.
• Policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations recognized by the college that are engaged in by college students, including student organizations with off-campus housing facilities.
• Policy regarding possession, use and sale of illegal drugs and enforcement of federal and state drug laws.
• Description of drug and alcohol abuse education programs.
• Campus sexual assault programs and procedures to prevent sex offenses.

This report is distributed in compliance with 34 CRF 668 to all students and employees as well as prospective students and employees. The final report is made available to all interested persons via the CASC web site at http://www.carlalbert.edu/cleryreport.pdf.
Upon request, a paper copy of this report can be made available by contacting the Office of Student Affairs located in Hemphill Hall on the Poteau Campus or by sending a request to Carl Albert State College, Student Affairs Office, P.O. Box 365, Poteau, Oklahoma 74953 or by calling (918) 647-1371.

The director will produce a final report for publication via the CASC web site. Notification of the availability of the report will be made to all current and prospective students, faculty, and staff members. Notification of the availability of the report will be made to each individual by electronic means or a link to the report may be found on student admission applications and employment applications. Hard copies of the report can be obtained by visiting or calling the Office of Student Affairs. Copies may also be obtained through the Campus Police and other campus offices upon request.

<table>
<thead>
<tr>
<th>Actual Crimes Reported For: Offense Type (Includes Attempts)</th>
<th>Carl Albert State College</th>
<th>Non-Campus Building Or Property</th>
<th>Public Property</th>
<th>Total</th>
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* Reporting not required until 2013

**Carl Albert State College**

**Reported Crime Statistical Summary for 2013**

**Number of Arrests/Disciplinary Referrals for Selected Offenses**

<table>
<thead>
<tr>
<th>Offense Type (Includes attempts)</th>
<th>A. Carl Albert State College</th>
<th>B. Non-Campus Building</th>
<th>C. Public Property</th>
<th>D. Total</th>
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<td>Res. Total</td>
<td>Res. Total</td>
<td>Res. Total</td>
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<td>Referral</td>
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<tr>
<td>Arrest</td>
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<td>Referral</td>
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</table>
Statistical Information – Definitions

The definitions below are provided for ease of reference when interpreting data included on the statistical summary. Questions about crime data should be forwarded to Campus Police at (918) 647-1458.

Criminal Offense Definitions
The following definitions of criminal activities are based on Uniform Crime Reporting definitions as provided by the FBI and in accordance with Clery Act provisions. These definitions are for use by “Campus Police Authorities” at CASC. Any activity that meets any of these definitions, if reported to a “Campus Police Authority,” is included in the statistical section of the annual report in compliance with the Clery Act.

- **Hate Crimes:** Any of the crimes listed below, if perpetrated against someone on the basis of their **race, gender, religion, sexual orientation, ethnicity, or disability** is reported separately by category. For example, an offense of aggravated assault committed against a person because of his or her race is listed in both the aggravated assault statistics as well as separately in the Hate Crimes statistics in the Race category.

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

- **Homicide:**
  - **Murder and Non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
  - **Negligent Manslaughter:** The killing of another person through gross negligence.

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

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

- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with the intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned. (The physical breaking of a window, lock or door is not required but only the unlawful entry, by any means, to commit a felony or theft.)
• Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joyriding. **Oklahoma law defines a motor vehicle as any motor-driven vehicle. This includes utility carts such as “Cushman-type” carts and golf carts.**

• Sex Offenses:

  **Forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent.
  A. **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person’s will, or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (*Includes intoxication by drug or alcohol.*)
  B. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, or not forcible against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  C. **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body by another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  D. **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will, or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

• Arrests/Disciplinary Referrals for, Weapons 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; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

• Arrests/Disciplinary Referrals for 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, Benzedrine).
• **Arrests/Disciplinary Referrals for Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession 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.)

• **Disciplinary Referrals Defined:**
  A referral is made to an official of the institution; and
  For which a disciplinary action is initiated; and
  For which a record is kept; and
  For which a sanction may result (regardless of the actual outcome)

  A. Any disciplinary action taken by the institution in lieu of criminal prosecution is included as long as it meets the definitions of any of the above categories.
  B. Any disciplinary action that follows, proceeds, or is done contemporaneously with criminal prosecution referred to the appropriate court of jurisdiction, will also be listed in both statistical sections where appropriate.

• **Separation of Statistics:**
  – Statistics in each category (including Hate Crimes) are separated by their location as either occurring in a residential facility or non-residential facility if they occurred on campus property.
  – The term “Res.” on the statistical summary includes data from incidents that occurred in a residential facility. “Total” is the sum of incidents that occurred in residential facilities and elsewhere on campus. It is provided in the format on the statistical summary for ease of understanding and to assist in comparing the total number of reported incidents occurring in residential facilities and the rest of the CASC campus.

**Location Definitions**
The following definitions are used to determine locations for inclusion of reported incident statistics that conclude this document. See the statistical caveat section for more information.

• **Campus:**
  – Any building or property owned or controlled by CASC within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
  – Any building or property that is within or reasonably contiguous to the campus, that is owned by the institution but controlled by another person, that is frequently used by students, and that supports institutional purposes.

• **Non-Campus Building or Property:**
  – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
Any building or property owned or controlled by CASC that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Notice of Publication
The statistics in this report have been submitted to the U.S. Department of Education – Office of Post-Secondary Education and can be viewed via their web site – http://ope.ed.gov/security.

Reporting Emergencies and Other Criminal Actions

The CASC Campus Police encourage all persons to report any criminal activity, suspicious conduct, or other general emergencies directly to the Campus Police.

To report a crime or emergency, a person should contact CASC Campus Police via Poteau Police Department at (918) 647-8620, or in a true emergency, by dialing 9-1-1. A Police Officer will respond to provide assistance and gather information. Campus Police also may be contacted by dialing (918) 649-7463 or in person at their office, in HH150. When an official report is filed, upon request a copy of the report will be provided to the person reporting the incident (Oklahoma Law – Release of Public Information).

CASC Campus Police mission is to maintain a safe environment for students, faculty, staff and visitors. Police officers perform a variety of tasks, including: investigation of criminal activity, apprehension of criminal suspects, accident and fire response, traffic enforcement, escort service, assistance for stranded motorists, crime prevention, money transports, and security for special events.

Programs to Encourage Crime Prevention

CASC Campus Police and other college offices and organizations sponsor crime prevention and security/safety presentations year-round. Orientation sessions for new employees and new students and their parents all incorporate information on personal and property safety. Sessions also include procedures to follow to both prevent crime and how to respond if a crime does occur.

CASC Campus Police can create or custom-tailor a presentation or program for any group, department, or office upon request. A seminar may be scheduled by calling the Director of Campus Police at (918) 647-1458.
Programs on the following subjects are available:

• Alcohol Awareness
  ⇒ “Alcohol 101”
  ⇒ Bacchus/Gamma Programming
  ⇒ National Collegiate Alcohol Awareness Week activities

• Crime Prevention and Safety Awareness
  ⇒ Physical Security
  ⇒ Personal Safety
  ⇒ Property Security
  ⇒ Drug Abuse
  ⇒ Operation Identification
  ⇒ Rape/Date Rape Prevention and Response

• Other programs are available, depending on the needs of the College community.

Programs can be arranged through the CASC Campus Police Crime and the Office of Student Affairs.

Counseling Services and Confidential Crime Reporting

During the course of counseling, if a client discloses knowledge of an unreported crime that occurred on or close to campus or at a CASC sanctioned event, the CASC counselor will ask the client for permission to report the alleged crime to CASC Campus Police without using the client’s name. An Authorization for Release of Confidential Information must be filled out and posted in the client’s file before the alleged crime can be reported to Campus Police, even though the client will remain anonymous in the report.

CASC does not have a formal voluntary confidential reporting system in place other than to provide for counselors’ reporting as listed above; however, CASC Campus Police will always accept anonymous or confidential reports. An attempt will be made to investigate the crime if the reporting party provides adequate information and is supportive of the investigation action. In cases where no investigation to verify the information provided is possible, the statistics generated (if applicable to the Clery Act) will be separated in the statistical portion of the Annual Report to reflect their status as anonymously reported. Reports will be taken via telephone (918 649-7463), mail @ CASC Campus Police, E-mail (police@carlalbert.edu), or in person at HH150.
Enforcement Authority

CASC Police Officers are duly commissioned State of Oklahoma Police Officers. Their authority comes from Oklahoma State Statute (74 O.S. 360). The Oklahoma Council on Law Enforcement Education and Training (CLEET) certifies each officer via attendance at the state-sponsored police academy. CASC Police Officers have full police powers on property owned by CASC and any other property contiguous to property of CASC.

In addition to enforcing local, state, and federal laws and regulations, police officers are also authorized to enforce rules of conduct articulated in the Student Rights and Responsibilities document prepared and distributed by the Office of Student Affairs. Applicable sections of that document are duplicated in this report pursuant to the Clery Act.

Non-commissioned personnel working for Campus Police and all other college authorities are empowered to enforce college regulations and may, as United States citizens, enforce local, state, and federal laws where applicable.

Cooperation with Police Agencies

CASC Campus Police maintains an excellent professional working relationship with the City of Poteau Police Department. The agencies coordinate investigation efforts, patrol, special events, and train on a routine basis. There is a written Memoranda of Understanding between the Poteau Police Department and CASC Campus Police.

CASC Campus Police work with other municipal, state, and federal law enforcement agencies as is appropriate on a continual basis to better serve the CASC community.

Criminal Activity at Off-Campus Student Facilities

The Poteau Police Department, and other departments as may be appropriate, frequently provide information to CASC Campus Police regarding incidents that involve students and student organizations that are officially recognized by the institution. Appropriate statistical data is collected from these agencies and included in the CASC Annual Report required by the Clery Act. CASC Campus Police actively seek information from other law enforcement agencies regarding off-campus incidents involving student organizations and will forward summary details to other CASC offices when doing so is appropriate and lawful.
Security of Facilities and Access to Residences

There are scheduled times for all campus building lockups. These duties are performed by CASC Student Officers and commissioned staff. CASC Campus Police conduct building security checks seven days a week year-round. Students may be authorized to be in a building after lockup if they are under the direct supervision (physically present) of a faculty or staff employee.

Security is provided in the maintenance of the college’s facilities through a number of mechanisms, including periodic building checks, limitations on hours of operation, and restricted issuance of keys. College departments coordinate maintenance efforts to ensure that safety and security components of college facilities are continuously working properly. Mechanical or electrical failures in locks or other security components are repaired promptly. Frequent surveys of exterior campus lighting are completed by members of Campus Police as well as members of the Construction and Maintenance to ensure they are working properly. Prompt repairs are made in all cases.

A Residential Program Handbook is provided to students by the Office of Student Affairs as a guide for living in resident student housing. All resident rooms and windows are equipped with locking devices. Educational programs are presented periodically to residents to increase awareness of safety.

Campus Police officers patrol college housing complexes on a regular basis. Residents are encouraged to keep doors and windows locked. Tenants are instructed to report any suspicious activity to the CASC Campus Police.

Campus Crime Alerts – Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Police, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. The issuing of a timely warning must be on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The intent of the warning is to enable members of the campus community to protect themselves; the warning will include all information that would promote safety.

The warning may be issued to both Poteau and Sallisaw campuses or to only one campus, depending on the circumstances and nature of the crime. The warning will be issued to the Director of Public Relations who will then disseminate the warning to the specific campus institution via email. In addition, the warning will be posted on the CASC web site (http://www.carlalbert.edu/cleryreport.pdf). The warning will also be shared with the campus newspaper. The Public Relations Director will coordinate the dissemination of this information with off-campus media. A copy of the Timely Warning/Crime Alert may also be posted on doors of campus-owned buildings.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the campus community and individuals, the Campus Police in addition to the steps
listed above, may initiate the campus-wide emergency notification system, and building lockdown procedures.

Anyone with information warranting a timely warning/crime alert, should report the circumstances to the CASC Campus Police by calling 918 649-7463 or 911 from a campus phone, by email at police@carlalbert.edu. Please encourage anyone with information to assist us in keeping the campus safe.

Timely Warning Procedure

The amount and type of information that the campus discloses in a “timely warning” report will vary depending on the circumstances of each case, as noted previously in the Department of Education explanation of this provision. In general, whenever a report of a violent crime against a person or a major crime against property on campus is received by the Campus Police that is determined by the department to represent an ongoing threat to the safety of the campus community, the Campus Police Department must issue a Campus Crime Alert. The alerts should be sequentially numbered, beginning January 1 of each year, and should include the following details of the crime, if available.

- A succinct description of the incident.
- A physical description of the suspect, including gender and race.
- Composite drawing of the suspect, if available.
- Apparent connection to previous incidents, if applicable.
- Race of victim, but only if there was an apparent bias motive.
- Sex of the victim, if relevant.
- Injury sustained by the victim.
- Date and time the campus crime alert was released.

Campus Crime Alerts are distributed as soon as possible after the time the incident is reported, subject to the availability of accurate facts concerning the incidents. The alerts are distributed to the Director of Media Relations who in turn will coordinate the dissemination of this information.

Emergency Response Communication and Notification

The Carl Albert State College Campus Police Department when notified of any event that may or will potentially impact the campus community will dispatch a unit to perform an onsite assessment as required. The on-scene police unit will provide a situation assessment and request a supervisor to report the situation to the Director of Campus Police and if necessary request additional assistance from outside services.

Carl Albert State College intends to make immediate, emergency notification through various modalities to all potentially affected persons of credible threats and incidents that require activation of this plan. In the absence of details and vague yet credible threats, a generalized warning may be
disseminated to alert students to a potential threat on campus and how to report unusual observances.

Emergency Notification activation may be authorized by:
President of the College
Director of Campus Police
Vice President of Student Affairs

On an annual basis the notification process will be tested. This test will occur preceding the start of the fall semester. A notification will go out via email that a test of the system will occur on a specific date however no time for the test will be issued. The decision on system test will be made by the Director of Campus Police. The test will contain a warning stating that this is “ONLY A TEST “of the notification system.

Redundancy
For emergencies, multiple communication systems will be used to better ensure timely receipt of emergency messages.

Methods
Methods of notification include email alerts, telephone text alerts and postings on social networks.

Faculty, staff, or students who have limited ability to receive messages through traditional means, such as those individuals with sight, hearing or cognitive disability will be notified by the American Disabilities Act (ADA) Coordinator.

Visitors are informed of emergency by emergency personnel on scene.

**Missing Student Policy & Procedure**

**Policy**
This Policy, with its accompanying procedures, establishes a framework for cooperation among members of the CASC Campus community aimed at locating and assisting residential housing students who are reported missing. A student shall be deemed missing when he or she is absent from the College for more than 24 hours without any known reason. All reports of missing students shall be directed to CASC Campus Police who shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be notified by the College in case a student is determined to be missing. If a missing student is under 18 years of age, CASC Campus Police is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Police that the student is missing. Campus Police will also notify the Poteau Police Department not later than 24 hours after it
determines that the student is missing. The Residential Life Coordinator shall have the responsibility to make provisions of this policy and the procedures set forth below available to all residential housing students.

Procedure
1. Any report of a missing student, from whatever source, should immediately be directed to Campus Police.
2. When a student is reported missing Campus Police shall:
   1. Initiate an investigation to determine the validity of the missing person report.
   2. Contact the Vice President of Student Affairs
   3. Make a determination as to the status of the missing student.
   4. Notify the individual identified by the missing student as the emergency contact within 24 hours of making a determination that the student is missing.
   5. If the missing student is under the age of 18, notify the student’s custodial parent or guardian as contained in College records within 24 hours of the determination that the student is missing.
   6. Notify the Poteau Police Department within 24 hours after determining that the student is missing.
   7. The Vice President of Student Affairs notifies the Residential Life Coordinator and the President of the College.
   8. The Vice President of Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Student Contact Information
- Students are given the opportunity to confidentially designate emergency contact information at registration. This information is part of the college registration and is protected under FERPA. This information is accessible by Campus Police.
- Students are given the opportunity to confidentially designate emergency contact information and to designate a person to notify in a missing person investigation at the time of housing registration. This information is accessible by Housing officials and Campus Police.

IMPORTANT: Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable College staff, as well as family and friends, to contact the student if the need arises.

Student Notification of This Policy:
- Included on the CASC website.
- Discussed at beginning semester Residential Housing meetings.
- Included in the annual Campus Security Report.
• Included in the Residential Program Handbook.
• Integrated into Resident Assistant Training.

**Alcohol: Possession, Use, and On-Campus Enforcement**

Possession, use, or distribution of alcoholic beverages, except as expressly permitted by the law and regulations, or public intoxication are a violation of CASC policy. The consumption or possession of alcoholic beverages or illegal narcotics in any form on the campus, in CASC housing, or at student organizations or other sponsored activities for students is forbidden.

Students, faculty, staff, and visitors are subject to arrest and prosecution for violation of any federal or state underage drinking laws, including possession, intoxication, and driving under the influence (inclusive of DUI-Under 21).

**Illegal Drugs: Possession, Use, and On-Campus Enforcement**

Possession, use, or distribution of narcotics or other controlled substances, except as expressly permitted by law, are a violation of CASC policy. The consumption or possession of alcoholic beverages or illegal narcotics in any form, on the campus, in CASC housing, or at student organizations or other sponsored activities for students is forbidden.

Students, faculty, staff, and visitors are subject to arrest and prosecution for violation of any federal or state drug law.

**Sexual Misconduct**

CASC does not tolerate or condone any form of sexual misconduct, whether that misconduct is physical, mental, or emotional in nature. This includes, but is not limited to, rape, (including date or acquaintance rape) or sexual assault. In instances where there is reason to believe that CASC policy prohibiting sexual misconduct has been violated, the College will pursue disciplinary action. A victim of sexual misconduct may elect to pursue the concern through the state criminal justice system as well as the college’s student conduct system. CASC sanctions may include warnings, probation, restrictions, suspension or expulsion.

Sexual assault is defined as having sexual contact or sexual intercourse with another person without consent of that person. Consent is defined as positive cooperation due to an exercise of free will.
Procedures for Reporting Sexual Assault

In the event of a sexual assault, the victim is encouraged to report the crime to Campus Police, if the crime occurred on campus, or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve evidence of a sexual assault, which is of paramount importance in offering proof of the crime. For example, victims should not bathe or wash their clothing. The victim of a sexual assault also should seek medical attention. To aid in their investigation and to gather information necessary to apprehend the assailant, Campus Police will interview the victim.

Prosecution of the assailant is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of crime. Students also may report the crime to staff within the residence halls, the Office of the Vice President of Student Affairs, or to other CASC staff who shall inform the Campus Police and Student Affairs.

Disciplinary Procedures in Cases of Sexual Misconduct

In addition to addressing sexual assault through the criminal justice system, another alternative is available. Cases involving sexual misconduct may be assigned to the Vice President of Student Affairs. Individuals found guilty of sexual misconduct can face a number of sanctions, up to and including expulsion. Further information regarding the disciplinary process may be obtained by contacting the Vice President of Student Affairs at (918) 647-1371.

Also, a copy of the Student Rights and Responsibilities may be obtained in the Office of the Vice President of Student Affairs.

In addition to the information provided above, it is the policy of CASC to provide the accuser and the accused the same opportunities to have others present during disciplinary proceedings. Requests to have others present should be made to Student Affairs.

It is also the policy of CASC to inform both the accuser and accused of the outcome of any institutional disciplinary proceedings alleging from a sex offense. This includes the institution’s final determination and sanctions, if any, against the accused. The Office of Student Affairs shall coordinate this notification.

Programs and Services

The Student Support Services Center and Guidance Center can provide individual and group counseling services for those victims of sexual or physical assault. Services are available to all college students, staff, and faculty.
The College will continue to foster an environment of safety with continuing educational programs such as Crime Prevention and Safety Awareness and Rape/Date Rape Awareness.

In cases of alleged sexual assault, the accuser and accused shall have the right to request changes in their academic and living situations, if such changes are reasonably available. The Office of Student Affairs will receive, review, and process all such requests.

**Sanctions**

The following sanctions may be imposed upon students or student groups by the appropriate disciplinary body or administrative official. These apply to alleged sex offenses as well as other alleged violations adjudicated pursuant to CASC disciplinary procedures. They are reprinted in this report from the Student Handbook distributed by the CASC Office of Student Affairs.

Penalties for violation of the CASC regulations or law may include one or a combination of the following:

**Warning** – A verbal notice and/or a notice in writing to the student that the student is violating or has violated institutional regulations.

**Probation** – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

**Loss of Privileges** – Denial of privileges for a designated period of time.

**Conduct Hold** – A student given a conduct hold may be required to have all enrollment and release of academic records approved through the Vice-President of Student Affairs. A conduct hold may also be utilized to ensure compliance with other sanctions or requests to appear.

**Fines** – Previously established and published fines may be imposed.

**Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**Discretionary Sanctions** – Work assignments, service to the College, or other discretionary assignments (such assignments must have the prior approval of the Student Conduct Officer).

**Residence Hall Contract Termination** - Separation of the student from the residence halls for a period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
Residence Hall Expulsion – Permanent separation of the student from the residence halls.

College Suspension – A student may be suspended for a definite period of time, not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold may be placed on the transcript during the period of suspension. Likewise, a notation of the suspension may be placed on the student’s academic transcript at the discretion of the Vice-President of Student Affairs.

College Temporary Suspension – A student may be temporarily suspended for a definite period of time, not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold may be placed on the transcript during the period of suspension. Likewise, a notation of the temporary suspension may be placed on the student’s academic transcript at the discretion of the Vice President of Student Affairs.

College Expulsion – Permanent separation of the student from the College. When a student is expelled, a notation of the expulsion may be placed on the student’s academic transcript at the discretion of the Vice President of Student Affairs. Generally, a student who is expelled will not be allowed to re-enter the college.

Degree Revocation – For those students found to have violated CASC policy and have already graduated, the College may elect to revoke the degree(s) of a given student. Likewise, the College may elect to rescind credit for specific course of program.

Note: Any student charged with an offense for which he or she could be temporarily suspended, suspended, or expelled, or for which his or her degree could be revoked, shall be entitled to a hearing by the Committee on Student Conduct. For more details of this process that are not pursuant to this report, please see the Student Rights and Responsibilities document distributed by the Office of Student Affairs.

Annual Fire Safety Report

General Information
The Campus Safety Director and the Physical Plant Department are involved in plan review and inspections of residential housing on the Poteau campus. In addition, the Campus Safety Director and Physical Plant Department inspects every existing facility on campus to eliminate any potential fire hazards and ensure that the fire and life-safety systems located in those buildings are functioning properly.
The Campus Safety Director and Physical Plant Department are responsible for the investigation of fires that occur on campus to determine the origin and cause. The Campus Safety Director provides classes to educate CASC employees on how to use fire extinguishers, eliminate hazards, and what to do in case of a fire emergency. In addition, the Campus Safety Director acts as a liaison between the college and the local fire department on any matters relevant to fire safety and preparedness on campus. Persons can contact the Campus Safety Director’s Office at (918) 647-1458 or Physical Plant’s Office at (918) 647-1225 for any general fire safety questions, perceived hazards or requests for services.

### Annual Fire Safety Report / Academic Year 2012-2013

<table>
<thead>
<tr>
<th>Dorm</th>
<th>Number of Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Property Damage</th>
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</tr>
<tr>
<td>Ollie Dorm</td>
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<td>N/A</td>
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</tr>
<tr>
<td>McBee Dorm</td>
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<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>McMillen Dorm</td>
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<td>Candle</td>
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<tr>
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### Specifications for On-Campus Housing Facility Fire Systems

<table>
<thead>
<tr>
<th>Dorm</th>
<th>Location of Sprinklers</th>
<th>Alarm Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barber Dorm</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
</tr>
<tr>
<td>Hoffman Dorm</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
</tr>
<tr>
<td>Gedosh Dorm</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
</tr>
<tr>
<td>Hoyle Dorm</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
</tr>
<tr>
<td>Ollie Dorm</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
</tr>
<tr>
<td>McBee Dorm</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
</tr>
<tr>
<td>McMillen Dorm</td>
<td>Bedrooms</td>
<td>Heat and smoke activated/Audio</td>
</tr>
<tr>
<td>Holton Dorm</td>
<td>Bedrooms</td>
<td>Heat and smoke activated/Audio</td>
</tr>
<tr>
<td>Women’s Athletic Housing 1</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
</tr>
<tr>
<td>Women’s Athletic Housing 2</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
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<tr>
<td>Men’s Athletic Housing 1</td>
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<td>Smoke activated/Audio</td>
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</tr>
<tr>
<td>Men’s Athletic Housing 3</td>
<td>N/A</td>
<td>Smoke activated/Audio</td>
</tr>
</tbody>
</table>

### Evacuation Procedures for Fires and Other Emergencies

Once a fire emergency is discovered, immediate response is essential to minimize loss of life and property. The knowledge of proper procedures to take in responding to the emergency is vital to properly handle the situation.
Whenever the fire alarm sounds, residents and all other occupants in residential housing must meet at the emergency evacuation safe location designated by the Residential Program Staff. In the case of an actual fire or other emergency, students will be moved to a designated alternate shelter area until notified it is safe to return to the dorm building and room. Students should close their door as they leave their rooms. Students who do not vacate the building during the sounding of the alarm will be subject to disciplinary action.

Whenever a fire emergency occurs, the following procedures should be taken:

1. Stay calm, move quickly, and exit the dorm. In an orderly fashion, residents should go to the designated waiting area listed below for further instructions.
   - Gedosh Dorm, Hoyle Dorm, Ollie Dorm, McBee Dorm, and McMillen Dorm residents: students will meet at the lower level dorm parking area (overflow parking).
   - Hoffman Dorm and Barber Dorm residents: students will meet at the parking lot behind Johnson Hall building across from the Hoffman Dorm and Barber Dorm.
   - Men’s Athletic Housing residents: students will meet at baseball field.
   - Women’s Athletic Housing residents: students will meet at softball field.

   Residential students should not try to battle the fire unless an escapable route out of the building is available to assure the student’s safety with the provided fire extinguishers or to give assistance to those who are physically handicapped or impaired.

2. Contact the local fire department by calling 911. The specific location of the emergency should be given to include the dorm building and room number and the nature of the emergency. The reporting party should give their name and a call-back phone number.

3. Contact Campus Police or Student Affairs so that the proper departments can be notified about the emergency.

4. In case of smoke, keep a towel easily accessible for emergency use. Bring along your keys and student ID if possible.

5. Do not re-enter the dorm building until it has been cleared by the proper authorities. If you are away from your room when the alarm sounds, do not return to your room.

**Safety Measures**

Residential Program Staff conducts one announced fire drill each semester in residential housing. These drills are conducted to better prepare both students and Residential Program Staff for a fire emergency. The Office of Student Affairs will notify all students and Residential Program Staff of fire emergency procedures and fire drills. Students and Residential Program Staff should be present for these drills.

All Residential Housing dorm rooms are equipped with smoke detectors (120 volt with battery back-up) located in the bedroom above the bathroom and fire extinguishers (ABC – 10 lb cylinders) located in the bedroom on the wall by the front dorm door. The Physical Plant Department conducts monthly fire alarm and fire extinguisher inspections in all dorm buildings and repairs issues. In addition, a licensed fire extinguisher company inspects and certifies all fire extinguishers.

**Fire Prevention Policies**

- Fireworks or explosives are prohibited.
• Unauthorized appliances, candles or incendiary devices or liquids are prohibited.
• Smoking in the residence halls is prohibited.
• Incense burning is prohibited.
• Open flame devices such as lanterns, candles, or warmers using votives or canned fuel are strictly prohibited in residential housing.
• Tampering with smoke detectors and fire extinguishers are prohibited.

**Combustibles**

If you use combustibles in decorating your room, such as fabrics, cardboard or similar materials, please ensure the items are flame-proof. Purchase only UL- or FM-approved material marked “flameproof” or “flame retardant.”