

TULSA TECHNOLOGY CENTER ANNUAL SECURITY REPORT

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990)

What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f), as amended (the “Clery Act”) is a federal law requiring all colleges and 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. This Annual Security Report contains crime statistics for the three previous calendar years and information on safety and security, crime prevention, and campus law enforcement. The District’s Clery Act Compliance Officer and staff from the Facility Operations office prepares and distributes this report. They receive cooperation from other district departments, including Long Term Programs, Business & Industry Services, Educational Services, Human Resources, security and outside law enforcement agencies.

REPORTING CRIMES AND EMERGENCIES

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the campus Tulsa County Sherriff’s Office (TCSO) Deputy. To report a crime, the victim or witness need only to call the Campus TCSO deputy phone number and a deputy will meet them to gather information. An official report is made with copies available to the victim after a completed investigation.

The Tulsa County Sheriff’s Office Tulsa Tech headquarters is located on the Lemley Memorial Campus, 3420 S Memorial Dr, Tulsa, OK 74145 on the 1st floor of the Client Service Center, Room 103. The office is open Monday through Friday from 7 AM to 11 PM.

TULSA COUNTY SHERIFF’S OFFICE AUTHORITY AND JURISTITION

The Tulsa County Sheriff’s Office (TCSO) provides campus security services for the District and has complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving TTC’s rules and regulations are committed by a TTC student, the campus deputies may also refer the individual to TTC’s administration.

Felony offenses such as rape, murder, aggravated assault, robbery, hate crimes and auto theft which are suspected to have occurred on TTC's property are investigated by TCSO. The Tulsa Police Department may be contacted to assist with traffic accidents.

Each TTC campus utilizes TCSO deputies. TCSO deputies are on campus Monday through Friday from 7 AM to 11 PM. Signal 88 security is utilized during the week (Monday-Friday) from 1100-0700 on an on-call basis. Signal 88 patrols our campuses from 6:00 AM to 6:00 PM on Saturday and Sunday. On-call status resumes Sunday evening at 6:00 PM until 7:00 PM Monday morning.

CONFIDENTIAL REPORTING PROCEDURES

The District has procedures in place to support those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as written notification concerning the availability of resources such as counseling, health, mental health, victim advocacy, legal assistance and other services on and/or off campus. Remedies to prevent contact between a complainant and an accused party (such as academic and transportation) may be requested and will be offered, if reasonably available.

The District will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the incident to the Campus TCSO deputy or local law enforcement. Any individual who has witnessed or been the victim of criminal activity, including sex offenses, should immediately report the incident to the Tulsa County Sheriff's Office deputy and/or local law enforcement (911). This will increase safety and allow for critical evidence to be preserved. Any member of the administrative team will help report sexual offenses to law enforcement upon the student's request.

These resources will protect privacy and confidentiality to the extent appropriate and allowed by law, but they are required to inform the Title IX Coordinator of any reports. The Title IX Coordinator will evaluate any request for confidentiality in the context of the District's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If you are the victim of a crime and do not want to pursue action within the Tulsa Tech Tulsa County Sheriff's office system, you may still want to consider making a confidential report. With your permission, the TCSO TTC Sergeant or a designee of TCSO TTC can file a report on the details of the crime without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, TCSO TTC can keep accurate records of the number of incidents involving students/staff, determine where there is a pattern of crime with regard to a particular location, method

or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

In addition, students, parents, and teachers concerned about the safety of their local school can anonymously report illegal acts they have witnessed at school or any threatening acts by filling out the Tulsa Tech Anonymous Tip line <https://tulsatech.edu/about-the-district/safety-and-security/> or the Oklahoma School Security Tip line <https://www.ok.gov/ossi/tipline/app/index.php>

TIMELY WARNINGS

In the event that a situation arises that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. Timely warnings will be issued through the one or more of the following means:

- Mass notification system (School Messenger)
- PA announcement
- Electronic mail messages
- Text messaging to cell phones of those enrolled in the service
- District website

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, TCSO may also post a notice on the TTC public website www.tulsatech.com and/or TTC Marketing may notify staff, students, and parents via our mass notification phone system (School Messenger). The District Environmental, Health and Safety Coordinator is responsible for issuing a timely warning when appropriate.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Tulsa Technology Center follows the NIMS and ICS guidelines when responding to emergencies. Detailed protocols and incident specific procedures are maintained as part of the District’s Crisis Response Plan.

Updated copies of the Crisis Response Plan are also provided to all area police and fire departments and local emergency medical services on annual basis.

PROCEDURE TO TEST EMERGENCY RESPONSE AND EVACUATION

All of the District’s alerting methods are tested at least bi-annually to ensure all faculty, staff and students are familiar with the emergency alerting systems and what their individual roles are during an actual emergency situation.

Pursuant to **Title 70, Section 5-148 and Section 5-149 of the Oklahoma State Statutes**, all public Schools in the State of Oklahoma shall conduct the following school security drills each school year:

- **Security Drills** - *No less than four (4) security drills are required per school and one of these drills must be performed within the first fifteen (15) days of each school semester.* Security Drills are defined as, "securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school." OSSI recommends that all schools incorporate their responding law enforcement agency in the performance of these drills.
- **Tornado Drills** - *No less than two (2) tornado drills are required per school year and these drills must be performed in the month of September and in the month of March.*
- **Other Drills** - *No less than two (2) other drills are required per school year and the drills chosen should be consistent with the risks assessed for the appropriate facility.* Other Drills are required to be reported to the OSSI; however, it is the school's discretion on which type of drill they would like to report. Other Drills include (but are not limited to): Earthquake Drills, Reverse Evacuation Drills, Hazardous Material in the School Drills, and School Bus Evacuation Drills.
- **Fire Drills** - *No less than two (2) fire drills are required per school year and these drills must be performed within the first fifteen (15) days of each school semester.* Fire Drills are not required to be reported to OSSI; however, schools are highly encouraged to submit these drill reports to our office for state documentation and school accountability purposes. OSSI recommends that all schools incorporate their responding fire department in the performance of these drills.

Pursuant to Oklahoma State Board of Education Regulation (OAC 210:30-5-1), all public Schools in the State of Oklahoma shall conduct the following school security drill each school year:

- **School Bus Evacuation Drill** - *Conducted twice each school year.* It is recommended that these drills be conducted once in the fall semester and once in the spring semester within the first two weeks when possible. A convenient time is when the bus arrives at school with the students still aboard. Guidelines for conducting a school bus evacuation drill are in the Oklahoma School Bus Driver Manual.

Drill Reporting is required for ALL public schools in the State of Oklahoma; however, all Oklahoma Schools (public, private, non-profit, charter, and technology centers) are encouraged to report drills to our office.

REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Tulsa Tech District Safety and Security Coordinator in conjunction with TCSO, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy

and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding all of our District campuses, Tulsa County Sheriff's Office and Campus Directors. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the TCSO, designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in surrounding private businesses or residences and is not required by law. Oklahoma State Statute §10-7103 requires prompt, mandatory reporting to the local law enforcement agency any knowledge or suspicion of child abuse or neglect.

To access the crime statistics via the web for Tulsa Technology Center, follow these steps:

1. Go to [Crime Statistics](#)
2. Click "Get data for one institution/campus"
3. Enter "Tulsa Technology Center" at Name
4. Enter "Tulsa" at City
5. Select a campus

ACCESS

During business hours, TTC will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all TTC facilities is by key, card or card holder, if issued, or by admittance via the District Facilities Department or Administrative Staff. In case of periods of extended closing, TTC will admit only those with prior written approval.

In an effort to create a safe environment for working and learning, employees, students, vendors and visitors are asked to wear an official TTC photo identification card while on campus and at other campus-affiliated buildings. This photo ID should be clearly visible at all times and must be presented upon request of administrative personnel or other public safety officials. This photo ID card is used for TTC identification purposes only.

The photo identification card is issued by each campus and is the official TTC ID. Only the individual to whom the card is issued is authorized to wear or possess his or her ID card.

Students who loan their ID card or attempt to use another's ID will be disciplined in accordance with the Adult/Secondary Student Behavior and Discipline Policy. Tulsa Tech's Policy Manual can be accessed here: [Tulsa Tech Policy Manual](#)

The ID card is the property of TTC and must be relinquished upon termination from employment or admission.

It is the responsibility of the employee/student to replace his or her card should it become lost or damaged.

Upon admission or employment and completion of all necessary orientation and paperwork, all employees (full-time and part-time) and students will be issued an ID card by their respective campus ID department.

The loss of a photo ID card must be immediately reported to the lobby reception desk. A replacement card will be made for lost, stolen or defaced cards. There is no fee for the first replacement card. All second and subsequent replacements cards will have a fee which is to be paid by the card holder.

The lobby reception desk will issue a one-day temporary ID card should any employee or student fail to wear his or her card to campus. Verification of identity and employment/enrollment status will be made before the temporary card is issued. TTC will maintain a roster of names. Should it be determined that a person is a habitual user of the temporary system, their name will be given to the appropriate supervisor or Campus Director for potential disciplinary actions.

Vendors and visitors are required to obtain a guest ID card by checking in at the reception desks or the facilities supervisor office. Visitors and vendors are required to wear their visitor ID badge in a clearly visible manner while conducting business on TTC property. Vendors and visitors who do not comply will be escorted off campus.

SECURITY CAMERA CONSIDERATIONS

All TTC campuses are monitored by security cameras placed in key locations on the interior and exterior of the facilities.

CAMPUS LIGHTING SCHEDULE

All exterior lighting automatically comes on at dusk. Campus parking lot illumination cycles off automatically at 11:00 PM nightly. Security lighting necessary for building illumination remains on from dusk to dawn.

SECURITY AWARENESS PROGRAMS

During the First Day Assembly at the beginning of each semester, full-time students are informed of services offered by the Tulsa County Sheriff's Office. During the assembly TCSO personnel address ways that students and staff can maintain personal safety and campus security. Students are encouraged to be responsible for their own security and the security of others. The procedure for reporting criminal incidents or emergencies is reviewed. Students are informed of the crime statistics and provided information on how

to obtain access to security policies and reports that have been made available to the public.

As part of the District’s Safety and Security mission to keep students and employees safe, the District makes available on its public web site links to both the city and state sex offender web sites.

INFORMATION FOR CRIME VICTIMS ABOUT DISPLINARY PROCEEDINGS

TTC will, upon written request, disclose to the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceeding conducted by TTC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information will be provided, upon request, to the next of kin of the alleged victim.

SEX OFFENDER REGISTRATION

Oklahoma Title 57, Sections 581-590.2 and Title 21, Section 1125 of the Oklahoma State Statutes, requires the Department of Corrections to create and maintain a registry of persons who have either been convicted of, enter plea of guilty to, or adjudicated delinquent of certain sex offenses. Information provided by the State concerning registered sex offenders may be obtained here: [Oklahoma Sex Offender Registry](#)

COMPLAINTS AGAINST STUDENTS

Procedures for resolving complaints can be accessed in the Policy Manual: [Tulsa Tech Policy Manual](#)

To initiate an Investigation, the Complainant must submit a written statement to the Title IX Coordinator that contains:

- The name of the alleged offender (the “Respondent”), if known,
- A description of the alleged violation, and
- The date, approximate time, and location of the alleged violation, if known.

The Title IX Coordinator provides the Complainant with a copy of the Districts Discrimination, Harassment and Retaliation Policy, reviews procedures, and informs the Complainant of available resources, support services, and options, including the option to be assisted by an adviser of choice.

The Title IX Coordinator meets with the Respondent to notify the Respondent that a Complaint has been filed and will be investigated. The Title IX Coordinator provides the Respondent with a copy of the policy, reviews procedures, and informs the Respondent of available resources, support services and options, including the option to be assisted by an Adviser of choice.

After a complaint is filed, the investigator conducts an Investigation and prepares an investigative report, which may be accompanied by supporting documentation or items (for example, statements or photographs). The investigator will then contact the Associate Superintendent and possibly the District's attorney to determine further actions. For questions concerning the hearing process, disciplinary probation, deferred suspension, suspension, expulsion, and other corrective action contact the Title IX Coordinator

COMPLAINTS AGAINST FACULTY AND STAFF MEMBERS

Complaints against faculty or staff members should be submitted to the Human Resources Title IX Coordinator. Procedures for resolving complaints against staff members are outlined in the Employee handbook.

NOTIFICATION OF RESULTS OF DISPLINARY HEARINGS

The District will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense the results of disciplinary proceedings conducted by the District against a student who is the alleged

ALCOHOL AND DRUGS

The possession, use and sale of alcohol on the District's campus are governed by the Districts' drug and alcohol policies, the Drug-Free School/Workplace Policy and Oklahoma law. The enforcement of alcohol laws and policies on campus is the primary responsibility of Campus/Department Administration.

Under Oklahoma law, it is a felony to furnish alcohol to a person under the age of 21. It is also unlawful for anyone under 21 years of age to purchase, possess or consume alcohol. Individuals who violate alcohol laws may have charges filed against them with the Tulsa County Courthouse and/or face District disciplinary action.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws and violates the Drug-Free School/Workplace policy (found in the Student and Employee Handbooks). The enforcement of drug laws and policies on campus is the primary responsibility of Campus/Department Administration. Individuals violating drug laws may have criminal charges filed against them in Tulsa County and/or face District disciplinary action.

Staff members who violate the Drug-Free School/Workplace policy may be referred to the employee assistance program and/or disciplined, up to and including termination. Tulsa Tech complies with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989.

DRUG AND ALCHOL ABUSE EDUCATION PREVENTION PROGRAMS

The District provides educational training to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students, faculty and staff. Tulsa Tech's provides services related to drug use and abuse, including dissemination of informational materials, educational programs, counseling referrals, and disciplinary actions.

Counselors provide students resources for drug use and abuse. These resources are geared towards helping students explore their patterns of alcohol and drug use.

HATE CRIMES

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Categories of bias included in the annual statistical disclosure are:

- *Race.* A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- *Gender.* A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- *Religion.* A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- *Sexual orientation.* A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- *Ethnicity.* A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- *Disability.* A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- *Gender Identity.* A preformed negative opinion or attitude toward group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. For purposes of the annual

statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses.

- *National Origin.* A preformed negative opinion or attitude toward a person or group of persons because of the person's, or the person's ancestor's, place of origin, or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:

- *Larceny-Theft.* The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- *Simple Assault.* The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- *Intimidation.* Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- *Destruction/Damage/Vandalism of Property.* Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control over it.
- Other Crimes Involving Bodily Injury.

DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence. A felony or misdemeanor crime of violence committed by (i) a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) to suffer substantial emotional distress.

ARRESTS AND REFERRALS

Arrest and referral statistics include the number of arrests and the number of persons referred for disciplinary action for the following violations:

- Liquor law violations. The violation of state or local laws prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Drug law violations. The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- Weapon law violations. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

GEOGRAPHICAL DEFINITIONS

- *On Campus*. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes and any building or property that is within or reasonably contiguous the aforementioned area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- *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 the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- *Public Property*. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

UNFOUNDED CRIME REPORTS

An "unfounded crime report" is one that has been fully investigated by sworn or commissioned law enforcement personnel and, based on the results of the full investigation and evidence, the sworn or commissioned law enforcement personnel have

made a formal determination that the crime report is false or baseless and therefore “unfounded.”