

Northeastern Oklahoma A&M College



Annual Security Report and Fire Safety Report 2023

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To our student community of Northeastern Oklahoma A&M College (NEO):

Welcome to Northeastern Oklahoma A&M College. You have begun a time-honored tradition of becoming a Norse. We sincerely hope you enjoy your time here and offer to you the services of the Department of Public Safety Campus Police. We are here to serve you in any way we can. Listed below is information that may help your time here be more enjoyable and productive. DPS/Campus Police is staffed by certified police officers 24 hours a day 7 days a week. We can be reached by calling 918-533-1243 or in case of emergency 911.

NEO Department of Public Safety Campus Police Mission

NEO Department of Public Safety Campus Police Department supports the corporate mission by viewing all students, faculty and staff as valued customers who deserve prompt, courteous, quality service. A NEO A&M Campus Police Officer's duty is to enforce NEO's rules and regulations as well as Federal, State and local laws. Officers play a key role in the quality of campus life and maintain high visibility to deter the commission of crime; yet they function in a low-key, friendly and positive manner. Each officer's priority is to provide safety, security and an environment conducive to learning so that people who visit the College or who work or live on campus have the opportunity to do so in an environment free of harassing behavior of any kind. NEO Campus Police Department upholds an open-door policy. The Campus Police Department is easily accessible at the corner of 4th NE and I street. Officers provide confidentiality and comfort for people who report crimes or want to discuss problems related to security or traffic.

Our officers are dedicated to a partnership with the NEO A&M College family and strive to live up to our department motto, "Proudly service the future leaders of America."

The attached security report is an on-going effort to inform you of the safety programs and services available to NEO students, faculty and staff. It also lists the crimes that are reported to campus police and breaks down the location of those offenses. We also list services available to help maintain a safe and secure campus. The yearly report is provided as a means of our compliance under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act which is required by the Higher Education Opportunity Act. We at the Department of Public Safety Campus Police take the commission of crimes against our students, faculty staff and visitors seriously and pledge to investigate reported crimes as professionally as possible. For additional information about the Jeanne Clery Act, you can visit the Clery Center for Security on Campus website at <http://www.clerycenter.org>. Again, we are here to serve you and look forward to another great year at NEO.

Respectfully,

G.M. Lambert

NEO A&M College

Director of Public Safety/Campus Police

Policy for Reporting the Annual Disclosure of Crime Statistics

The NEO Campus Police prepares this report to comply with the Jeanne Clery Disclosure Act of Campus Security Policy and Crime Statistics Act. The full text of this report is located on the NEO web site at <http://www.neo.edu/annual-security-and-fire-safety-reporting>. Crime statistics are collected in cooperation with law enforcement agencies from the area surrounding Miami and from on campus entities which includes Housing and Residential Services, the Vice President for Student Affairs and Enrollment management and the Discipline Officer. Each entity provides updated information on their educational efforts and programs to comply with the Act.

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

Campus crime, arrest and referral statistics include those reported to the NEO Campus Police Department, designated campus officials (including but not limited to the President, vice presidents,

deans, department heads, instructors, judicial affairs, designated NEO staff, advisors to students/students organizations athletic coaches, and local law enforcement agencies.

Campus Security Authorities

The US Department of Education defines campus security authorities as:

A campus police department or a campus security department

Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department

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 are designated campus security authorities:

NEO A&M College Department of Public Safety Campus Police Department

Comprise of all sworn, certified police officers

Student Services

Vice President for Student Affairs

School Counselor

School Nurse

Housing Director

Residential Hall Directors

Resident Assistants

Athletics Staff

Campus Organization Advisors

NEO Department of Public Safety Campus Police Department

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

Campus Law Enforcement Authority

The NEO Department of Public Safety Camps Police have 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 college rules and regulations are committed by a student, the campus police may also refer the individual to the student conduct office.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are to be reported to campus police and if deemed necessary a joint investigative effort with investigators from Miami Police, Ottawa county Sheriff or the Oklahoma State Bureau of Investigation and any other applicable agencies will be deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the level of the District Court of Ottawa County.

NEO Campus Police personnel work closely with local, state, and federal police agencies and have direct radio communication with both Miami Police Department and the Ottawa County Sheriff's Office.

The NEO Campus Police Department also has radio contact with the Ottawa County E-911 Emergency Dispatch.

The NEO Campus Police Department maintains an agreement with the Ottawa County Sheriff Department for use of their National Law Enforcement Telecommunications Network (NLETS). Through this system police personnel can access the National Crime Information Computer system. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations is monitored. Information is shared with the Discipline Coordinator as required.

Police Jurisdiction

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

THE EVENT OF AN EMERGENCY DIAL 911

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

CALL IMMEDIATELY, DO NOT HESITATE!

NEO Police Department Location

Anyone with information of a crime or incident should report the circumstances to the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6300 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department is located at the corner of 4th Street NE and I Street, Miami, OK.

Relationships with Law Enforcement Agencies

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

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

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgement of the NEO Chief of Police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be sent via text, posted on the college website at www.neo.edu and distributed via the NEO e-mail system to students and employees. This notice provides the college community with immediate notification. In an occurrence, a notice is posted in each residence hall, where applicable, at the front door of the on-campus dormitory. The web site is immediately accessible via computer by all faculty, staff and students.

Anyone with information warranting a timely warning should report the circumstances to the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department’s phone number is (918)540-6300 or to contact an officer on the 24 hour cell phone at (918)533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department is located at the corner of 4th Street NE and I Street, Miami, OK.

Crime Log

NEO creates, maintains and make available a daily crime log. The log is maintained in the Department of Public Safety Campus Police Office. When a crime is reported, the log must be record as follows:

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

Emergency Response and Evacuation Procedures

The NEO A&M College Emergency Operations Plan includes information about incident response teams, college operating status parameters, incident priorities and performance expectations; shelter-in-place and evacuation guidelines, and local contingency and continuity planning requirements. The college conducts emergency fire drill exercises each year. These drills are designed to assess and evaluate the evacuation plans and capabilities of the institution.

Campus Police Officers are familiar with and have received training in incident command and responding to critical incidents. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the NEO Police Department, Miami Police Department, Miami Fire and Emergency Medical Services Department. They typically respond and work together to manage any incident. Depending on the nature of the incident, other law enforcement agencies and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for NEO Campus Police Department are publicized on line at <http://www.neo.edu/wp-content/uploads/2014/06/Emergency-Plan.pdf>

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

emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on the NEO Campus.

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

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

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

Campus Wide Emergency Notification System

By signing up for **Campus Wide Emergency Notification System**, you will be sent a text and/or a voice mail if our campus ever became unsafe. The President or designee will determine when or if such messages need to be sent out. The process to register takes only 3-5 minutes. Please go to the following webpage to enter your contact information to be used in the event of an emergency at NEO. The address is <https://app.it.okstate.edu/okey/neo/> Click on NEO account activation to create your login. Once you have created an account, you will be asked to enter emergency contact information for voice and/or text messages. These numbers will be sent to the Please add the webpage to your favorites and update your contact numbers if they change. If you have questions or difficulty creating your login, please contact the NEO A&M College help desk at 918-540-6253. In the event of a situation you feel is dangerous or you feel uncomfortable call the Campus Police Department at 918-540-6300 or 918-533-1243 the 24-hour emergency cell phone to report your situation. The Campus Police Department will assess the situation and if necessary one or more of the procedures will take place. Campus Wide Emergency Notification System or and evacuations of build may occur.

Notification to College Community About an Immediate Threat

If the college officials confirm 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 NEO community, the NEO Police and/or college administration will utilize some or all of the systems described under the Timely Warning Policy (Located on page 6) to communicate the threat to the NEO community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The NEO Police Department without delay – an taking into account the safety of the community – determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsibility authorities compromise efforts to assist a victim or to contain, response to or otherwise mitigate the emergency.

Personal Safety and Crime Prevention

1. Program the NEO Campus Police Department's phone number into your cell phone. Report any suspicious activity to the NEO Campus 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 NEO Campus Police Department by calling 918-533-1243.
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 NEO Police Department or the Miami 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.
8. Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
9. Carry your keys at all times 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 NEO Campus 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 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 call 918-533-1243.

Room Security

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

Building Security

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

Vandalism

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

Theft

Make copies of credit cards and other valuables in your wallet.

Engrave your valuables with important information such as a coded identification number.

Record your valuables' serial numbers for further reference.

Report all incidents and losses to the Campus Police Department.

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

Security Awareness Programs

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

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

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

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

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

Sex Offender Registration Act

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

Access to the NEO Campus Sex Offense Registry

The *Clery Act* requires institutions to notify the campus community where law enforcement agency information provided by a state concerning registered sex offenders who are on campus may be obtained. A documentation of all Sex Offenders and/or Violent Crime Offenders who attend work or attend NEO is made available in the NEO Campus Police Department located is located at the corner of 4th Street NE and I Street, Miami, OK

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

State of Oklahoma

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

Out of State

If the sex offender changes address to another state, the offender shall register the new address with the appropriate agencies in the new state not later than ten (10) days before the offender establishes residency or is temporarily domiciled in the new state, if the new state has a registration requirement. Pursuant to Oklahoma State Statutes Title 57 Section 582-587, Sex Offender Registration Act. The individuals identified below have been required to register as a sex offender by the Oklahoma Department of Corrections and are currently residing in the City of Miami. The City of Miami Police Department has released the following website to locate local Sex Offenders
www.miamiok.org/departments/pages/.../pd_sexoffenders.htm

Violent Offender Registration Act

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

1. Any person residing, working or attending school in this state who is subsequently convicted of, or who receives a deferred judgment or suspended sentence for, any crime or attempted crime of the violent offenders Act by any court in this state, another state, the United States, a tribal court of a military court shall register.
2. Any person who enters this state for purposes of residence, work or to attend school and who has been previously convicted of or is subject to a deferred judgment, suspended sentence, probation or

parole from any court of another state, the United States, a tribal court, or a military court for any crime or attempted crime which, if committed or attempted in this state, would be a crime substantially or similar to any crime enumerated as a violent crime shall register with the local law enforcement jurisdiction. Registration shall be completed within 3 days upon entering the jurisdiction of a local law enforcement agency.

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

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

Access to the NEO Campus Violent Crime Registry

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

Crime Reporting

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the NEO Campus Police Department or other appropriate police agencies. To report a crime that has already occurred, the victim or witness should call the Department of Public Safety Campus Police at 918-540-6123 or the Campus Police Cell number 918-533-1243 (if you are calling from a cell phone with a 918 exchange - dial 918 first then the appropriate number). There is an NEO Officer on duty 24/7. The NEO Officer will designate a place to meet with the victim to gather information. An official report will be completed, copies made available to the victim and confidentiality maintained. All reports involve the completion of official forms as well as the collection and documentation of evidence. Statements are taken from victims, suspects and witnesses. Copies are on file for a period of not more than seven years.

Emergencies 911

Non-emergencies 918-533-1243

Miami Police Department 918-542-5585

Ottawa County Sheriff 918-542-2806

Miami Fire Department 918-542-2222

Crime disclosure

NEO Policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the NEO Police Department and other campus officials, including counseling services, residential life, student conduct, and local law enforcement. Crime statistics are collected in cooperation with law enforcement agencies from the area surrounding Miami and from on campus entities which includes Housing and Residential Services, the Vice President for Student Affairs and Enrollment management and the Discipline Officer. Each entity provides updated information on their educational efforts and programs to comply with the Act.

The Grove Campus is a nonresidential facility and the grounds and surrounding areas under the jurisdiction of the Grove Municipal Police Department and information is collected for Clery Crime Statistics is collected from the local law enforcement area and reported to the NEO Police Department. Campus crime, arrest and referral statistics include those reported to the NEO Campus Police Department, designated campus officials (including but not limited to the President, vice presidents, deans, department heads, instructors, judicial affairs, designated NEO staff, advisors to students/student organizations athletic coaches, and local law enforcement agencies.

A certified letter requesting statistical information from local law enforcement agencies is sent annually. The letters are sent to the Ottawa County Sheriff's Office, Miami Police Department, Delaware County Sheriff's Office and the Grove Police Department.

Definition of Terms for Statistical Charts

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

On 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.

On Campus Student Housing Facilities: Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus. Those buildings and parking lots designated as Residence Halls.

Other: Any non-res area on campus.

Non-campus: 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.

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.

National Crime Statistic Report

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

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

Crime 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 cohabitated with the victim as a spouse or intimate partner,
- Personal 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 the person's acts under the domestic or family violence law 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 Violation – 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, and Benzedrine).

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, not 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 person 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.

Weapons Policy

NEO is a ZERO TOLERANCE campus. NEO will not tolerate the possessing, using or storing of firearms, explosives, weapons, or dangerous chemicals on NEO property or in the course of any NEO activity. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.

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 under circumstances in which consent is not clear including, but not limited to:
 - a. the absence of an individual saying “no” or “stop”, or
 - b. the existence of a prior or current relationship or sexual activity.

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

Dating violence is not defined by the state of 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: an intimate association, primarily characterized by affectionate or sexual involvement. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

Domestic violence is not defined in Oklahoma law. However, the criminal definition of **domestic abuse** is defined as: Any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who is currently or was previously an intimate partner or family or household member. “Family or household members” means: (a) parents, including grandparents, stepparents, adoptive parents and foster parents, (b) children, including grandchildren, stepchildren, adopted children and foster children, and (c) persons otherwise related by blood or marriage living in the same household. “Intimate partner” means: (a) current or former spouses, (b) persons who are or were in a dating relationship, (c) persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time, and (d) persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner, but is never a necessary condition.

22 Okla. Stat. § 60.1.

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 privity of the accused as a means of forcing the victim to submit;

5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
 6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
 7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or the subcontractor or employee of a subcontractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
 8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of 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 described 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 the 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;
 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;
 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;
 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; or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision 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 privity of the accused as a means of forcing the person to submit.
 8. Sodomy committed upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. "person responsible for a child's health, safety or welfare" shall include, but not be limited to: (a) a parent, (b) a legal guardian, (c) a custodian, (d) a foster parent, (e) a person eighteen (18) years of age or older with whom the child's parent cohabitates, (f) any other adult residing in the hold of the child, (g) an agent or employee of a public or private residential home, institution, facility or day treatment program as defined in Section 175.2 of Title 10 of the Oklahoma Statutes, or (h) an owner, operator or employee of a child care facility, as defined by Section 402 of Title 10 of the Oklahoma Statutes.

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. Actually 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, that would cause a reasonable person to suffer emotional distress, and that actually 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, evidencing 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.
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.
6. "Following" shall include the tracking of the movement or location of an individual through the use of a Global Positioning System (GPS) device or other monitoring device by a person, or person who acts on behalf of another, without the consent of the individual whose movement or location is being tracked; provided, this shall not apply to the lawful use of a GPS device or other monitoring device or to the use by a new or used motor vehicle dealer or other motor vehicle creditor of a GPS device or other monitoring technology, including a device containing technology used to remotely disable the ignition of a motor vehicle, in connection with lawful action after default of the terms of a motor vehicle credit sale, loan or lease, and with the express written consent of the owner or lessee of the motor vehicle.

21 Okla. Stat. § 1173.

Crime Statistics (These statistics are reported for the main campus in Miami, OK as well as the Grove Education Center in Grove, OK)

Criminal Offense - Miami Campus

Criminal Offenses - On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	1	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	5	2
Aggravated assault	5	3	3
Burglary	23	15	7
Motor vehicle theft	2	3	1
Arson	0	0	1

Criminal Offenses - On Campus Student Housing Facilities			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	1	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	5	2	3
Burglary	10	4	5
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Noncampus

Criminal Offense	Total occurrences on campus		
	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property

Criminal Offense	Total occurrences on campus		
	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offense – Grove Site

Criminal Offenses - On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Noncampus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

VAWA Offense – Miami Campus

VAWA Offense - On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Domestic Violence	1	0	1
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offense - On Campus Student Housing Facilities			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Domestic Violence	1	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offense - Noncampus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offense - Public Property			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offenses – Grove Site

VAWA Offense - On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offense - Noncampus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

VAWA Offense - Public Property			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests – Miami Campus

Arrests - On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	2	5
Drug abuse violations	0	1	10
Liquor law violations	0	0	0

Arrests - On Campus Student Housing Facilities			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	2	1
Drug abuse violations	0	1	0
Liquor law violations	0	0	0

Disciplinary Actions - On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	2	4	1
Drug abuse violations	27	20	7
Liquor law violations	53	6	3

Arrests – Grove Site

Arrests – On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests - Noncampus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Miami Campus

Disciplinary Actions - On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	2	4	1
Drug abuse violations	32	20	7
Liquor law violations	53	6	3

Disciplinary Actions - On Campus Student Housing Facilities			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	3	1
Drug abuse violations	13	4	5
Liquor law violations	41	3	3

Disciplinary Actions - Noncampus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - Public Property			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Grove Site

Disciplinary Actions - On Campus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - Noncampus			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property			
	Total occurrences on campus		
Criminal Offense	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crimes			
	Total occurrences on campus		
	2020	2021	2022
Total Unfounded Crimes	0	0	0

Obtaining Reports

To request a copy of a report or ask other related questions, contact the Department of Public Safety Campus Police Department at 918-540-6300 or cell at 918-533-1243.

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

The NEO Department of Public Safety Campus Police 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 NEO Department of Public Safety Campus Police report may be denied an information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy.

Criminal Activity off Campus

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

Anyone with information of a crime or incident should report the circumstances to the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6300 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department is located on the corner of 4th and I street NE, on the north end of campus,(north of Cunningham Hall).

Security and Facility Access

It is NEO A&M College's policy to lock the doors of buildings that are not in use. Unrestricted access should not be assumed, and if you are in a building after hours of operation, you should take proper precautions.

Some buildings on campus are rarely locked at the request of the department, because students study and work on projects all hours of the day and night. Individual offices should be locked by the user on the presumption that the building is accessible.

Residence halls have open access when residents are present in the buildings. During breaks (i.e. Christmas) or when no residents are present, most residence hall doors are locked. Individual rooms should be locked at all times for your safety. Where available, it is suggested that the peep hole be utilized before opening to anyone who may knock on your room door.

Alcoholic Beverages

Consumption, possession, or service of beer and alcoholic beverages on the campus (including residence halls) is prohibited. Students who participate in off-campus events where alcohol is consumed are expected to obey all civil laws. Any misconduct at an off-campus event shall be referred to the NEO Discipline Coordinator as well as the Vice President for Student Affairs or his/her designee for possible disciplinary action against the organization and/or the individual(s) involved, in accordance with NEO College policies. Alleged violations by student organizations shall be referred to the Vice President for Student Affairs or his/her designee for action.

Illegal Drug Possession

The NEO campus has been designated "Drug Free" and the possession and consumption of alcohol is prohibited. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the NEO Campus Police Department. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

NEO A&M TOBACCO-FREE POLICY

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

Tobacco-Free Environment

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the NEO A&M College including parking lots owned or under the

control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere. Tobacco products include all forms of tobacco but are not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to cloves, bidis, and kreteks. Usage includes smoking, chewing, dipping or any other consumption or use of tobacco products.

2. This administrative procedure applies to all faculty, staff, students, clients, visitors and others on business at all NEO A&M College property.
3. NEO A&M College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate faculty, staff, students and all other persons using or visiting the property regarding this policy.
4. The Grove Higher Education Center facility is covered under this policy as operating a state agency in a city owned building. Tobacco possession or usage on the Grove Higher Education Center will be prohibited.
5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.
6. NEO A&M College is committed to providing support to students, staff, and faculty who wish to stop using tobacco products. NEO A&M College is committed to ensuring that all students, staff, and faculty have access to several types of assistance, including cessation products and telephone counseling through the Oklahoma Tobacco Helpline (Helpline). Supervisors are encouraged to refer employees to the Helpline as appropriate.
7. Non-compliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with faculty and staff drug free campus statement.
8. Non-compliance by students will be directed to and handled by NEO Campus Police.
9. Non-compliance by visitors and others will be handled as stated in this policy as follows: 1st offense – verbal warning; 2nd offense – ticket; 3rd offense – removal from campus.

Action

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

NEO A&M Drug and Alcohol Policy

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

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

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

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

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

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

Alcohol – short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates and other depressants can prove to be a deadly mixture.

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

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

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

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

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

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

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

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

Drug/Alcohol Counseling and Rehabilitation Programs – The NEO counseling services and the employee assistance program have programs of this nature for students and employees. This program should meet the needs of the institution; however, there are other programs in the community or nearby that may better suit your needs. A list of such programs, their location and phone numbers is maintained in the above-referenced offices. Seeking from, be referred to or from these services is confidential, and

will not, result in disciplinary action. Individual privacy will of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, hotline numbers may be of use to someone needing help or advice:

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

Administration of College Discipline

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

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 the Student Conduct Office located in the Library/Admin building or at 918-540-6314. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

Student Conduct Process

Once you have filed a complaint with student conduct, 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 time frame as designated below and without undue delay. The process will be conducted in a manner that is consistent with the College'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 the complainant or respondent.

Investigation

1. You will be notified of receipt of your complaint and the actions the College official will take.
2. A College 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.
3. An investigation will be conducted by a non-biased Title IX Investigator. This investigation will include:
 - a. meeting personally with the complainant
 - b. meeting personally with the student(s) accused,
 - c. meeting personally with any witnesses, and
 - d. reviewing any documentary evidence.
4. The investigation of complaints will be adequate, reliable and impartial. The Title IX Investigator will compile an investigation report.
5. 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.
6. The College official will determine if a conduct hearing is possible based on the available information.
7. If it is determined that the College will proceed with a formal conduct hearing, the complainant and the responding student(s) will be notified of the hearing date.

Hearing

1. Hearing notification will occur at least five days in advance and include the hearing date, time and location. Hearings will be scheduled around academic schedules.

2. Allegations of sexual misconduct and sexual harassment will be heard by the Conduct Committee Hearing Panel which is comprised a faculty member, a staff member and a student.
3. The hearing includes opening statements, presentation of the investigation report, information about the incident, presentation of information by witnesses, and closing statements.
4. Each party is permitted to have a person of their choosing to accompany them throughout the hearing as an advisor.
5. All parties are permitted to be present during the hearing (except during deliberations of the panel). All parties can be in the same room in a pre-arranged, non-threatening set-up or in separate rooms with a video conference set up.
6. All parties are permitted to make statements, present witnesses and information during the hearing. Witnesses and information need to be directly related to the incident.
7. The standard of proof used in all College conduct hearings is preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

Outcome

1. Possible outcomes include the entire range of sanctions listed in the Student Code of Conduct. When it is determined that sexual misconduct is more likely than not to have occurred, the outcome can include separation from the College.
2. You have the right to be informed of the outcome. You will be notified within two business days after the hearing, at the same time the respondent is informed of the outcome.
3. You have the right to appeal the decision reached through the hearing proceedings within seven business days after the hearing.

Clery Reporting

College employee's obligations to report criminal activity extend beyond the obligation to report sexual harassment and sexual violence. Under the Clery Act, College employees are also required to report the following crimes to the NEO Department of Public Safety Campus Police:

- Sex Offenses
- Motor vehicle theft
- Stalking
- Robbery
- Dating violence
- Arson
- Domestic violence
- Criminal homicide
- Aggravated assault
- Arrests and disciplinary referrals for violations of liquor, drug and weapon laws
- Hate Crimes
- Burglary

Definitions of these crimes are provided online at <http://www.neo.edu/student-life/sexual-assault-information/>. The reporter does not need to make a determination on the specific crime; they just need to report it. Generally speaking, the Clery Act has exhaustive guidance regarding locations of crimes and what must be reported. In order to simplify this guidance, if you become aware of one of these crimes, on campus, or off campus but closely related to the College, err on the side of caution and report it. Under normal circumstances when a crime is reported – the Police are called and speak to all involved parties. Once the police are called your reporting requirements are met and there is no need to call the police. But there are times when victims simply are not ready to speak to the police. This is not uncommon, and we do not coerce individuals to report. You still must report the crime as best you can. The Clery Act also includes requirements regarding reporting of missing students. Any employee who receives a report of a missing student should call NEO Department of Public Safety Campus Police immediately.

Sexual Assault Information

NEO takes acts of sexual harassment, which includes sexual violence, extremely seriously and believes that one victim is too many. The following information, consistent with U.S. Department of Education Title IX guidance, provides details on the college response, resources, and remedies to sexual violence. The College hopes that you will help us in our efforts to maintain a safe and productive environment for all members of our community to live, learn and be successful by uniting as a community committed to ending sexual violence and sexual harassment.

Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at NEO. The college strongly encourages victims to report all acts of gender discrimination. Additionally, this document explains the process of filing a formal complaint with Student Conduct as well as with the police. Please be aware that even if an individual chooses not to file a formal complaint, the college may take interim measures, such as changing academic schedules and housing arrangements, may be taken to provide safety for the victim in the educational setting.

NEO does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information or age in its program and activities. Therefore, the college will address all complaints of sexual harassment, including sexual violence, the same, irrespective if the complainant (person filing the complaint) or respondent (person the complaint is filed against) is of a protected class or sex.

Where it is determined that sexual misconduct is more likely than not to have occurred, college conduct sanctions can include suspension or expulsion. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the college may still pursue the incident through the student conduct process. All student conduct processes are separate from law enforcement investigations. Instances where gender discrimination is not addressed through the student conduct system, the college still has the obligation under Title IX to take immediate action to eliminate the harassment, prevent its recurrence and address its effects, irrespective of formal legal processes.

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

Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or

3. Such conduct is sufficiently severe, pervasive or persistent and objectively offensive that it has the effect of creating an intimidating, hostile or offensive environment that negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of creating a hostile environment. A hostile environment is defined as subjectively and objectively offensive and sufficiently severe or pervasive to alter the conditions of the victim's educational, employment or College environment.

Sexual harassment could occur off-campus and still have an effect on an individual's educational, employment or college environment as well as create a hostile environment. A one-time non-consensual contact could also create a hostile environment.

Examples of behavior that could be sexual harassment:

- Unwelcomed sexual flirtation, advances or propositions of sexual activities.
- Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.
- Discussing your own personal sexual fantasies, preferences or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, cat calls or insulting sounds.
- Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.
- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing.
- Calling a person a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Unwelcomed touching of a person's body including massaging a person.

Sexual Violence - Sexual violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual misconduct, stalking, dating violence, and domestic violence.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature.

Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

1. *Unwelcome sexual touching/exposure*

The touch of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts. This also includes indecent exposure and voyeurism.

2. *Non-consensual sexual assault*

Unwilling or non-consensual penetration of any bodily opening with an object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.

3. *Forced sexual assault*

Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the assailant was aware or should have been aware.

Effective Consent is:

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

Further:

- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.
- The use of intimidation, coercion, threats, force or violence negates any consent obtained.
- Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:
 - mental, developmental, or physical disability; or
 - s/he is under the legal age to give consent; or
 - s/he is incapacitated by alcohol, beer or under the influence of drugs.

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of sexual misconduct violations:

- Ignoring an individual's protest and engaging in sexual activity.
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the yes is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a "blackout" and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against his/her will.

Stalking

Stalking is to engage in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Stalking is defined to mean 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.

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

Stalking is the willful, malicious, and repeated following or harassment of a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, demonstrating a continuity of purpose or unwelcomed contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person.

Any actions that a stalker takes to contact, harass, track or frighten another that could include repeatedly:

- following
- unsolicited visits or communication
- using online social media inappropriately
- damaging property
- showing up at places an intended victim frequents

- sending unsolicited mail, e-mail, texts and pictures
- creating a website about a target of stalking
- sending unsolicited gifts
- stealing things that belong to intended victim
- calling repeatedly.

Stalking can occur by someone that is known casually, a current boyfriend or girlfriend, someone dated in the past or a stranger.

Definition consistent with Violence Against Women Act Volume 79 CFR and Oklahoma state statute.

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 another person. The existence of such relationship shall be determined based on a consideration of the following factors:

- Length of the relationship
- Type of relationship
- 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.

Definition consistent with Violence Against Women Act Volume 79 CFR.

Domestic Violence

Domestic violence is a 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,
- person similarly situated to a spouse of the victim.

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 threat of actions that influence another person.

Definition consistent with Violence Against Women Act Volume 79 CFR.

Retaliation

The college will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited. See Board of Regents for the Oklahoma Agricultural and Mechanical Universities Policy Manual, 3.11 Non-Retaliation for more information.

Educational Programming

Awareness Education/Student Title IX Training

NEO takes acts of sexual violence and sexual harassment seriously. In an effort to educate students and comply with the Violence Against Women Act and the Office for Civil Rights federal guidelines, all new students are required to complete online training on sexual violence prevention

Bystander Intervention

To prevent sexual violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual violence. As a witness these behaviors, there are certain ways to step up to prevent a risky situation from escalating.

In order to intervene, someone has to:

1. Notice the incident

Bystanders first must notice the incident taking place. It's important to become attune to what

situations may be risky; (e.g. if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation.)

2. Interpret the incident as emergency

By "emergency," we mean a situation wherein there is risk of sexual or domestic violence occurring in the near future.

3. Assume responsibility for intervening

It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think — it might be the case that they've been thinking the same thing.

4. Have the bystander intervention skills to help

There are a number of different techniques that someone can use to intervene in a risky situation, some are listed below.

The 4 Ds (Bystander Intervention Techniques)

Please remember that your safety is of the utmost importance. When there is a situation that threatens physical harm to yourself or another student, ask someone for help or contact the police.

1. **Direct:** Step in and address the situation directly. For example, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.
2. **Distract:** Distract either person in the situation to intervene. For example, "Hey, aren't you in my Spanish class?" or "Who wants to go get pizza?" This technique is especially useful when people under the influence of alcohol or drugs because they are easily distracted than those that are sober.
3. **Delegate:** Find others who can help you to intervene in the situation. This could include asking a friend to distract one person in the situation while you distract the other, asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you don't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can talk to their friend, text their friend to check in, or intervene.
4. **Delay:** For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, you can ask them, "Are you okay?" or "How can I help you get out of this situation?"

**Information from Vassar College Bystander Intervention website, <http://savp.vassar.edu/prevention/bystander-intervention.html>*

How to Support a Friend

If your friend is a victim of sexual harassment or sexual violence, the following information can offer guidance on how to help and support:

1. Listen and accept what you hear. Do not press for details. Allow your friend to reflect on what has happened and to share some of her/his feelings.
2. Keep what is said confidential.
3. Let your friend know that she/he is not to blame. Many victims tend to blame themselves for the offender's actions, especially if the perpetrator was an acquaintance.

4. Encourage your friend to obtain a medical examination.
5. Allow your friend to make his/her own decision about their next steps.
6. Seek emotional support for yourself.
7. Accept their choices and decisions to the assault even if you disagree with what they have chosen to do. It is more important that they feel empowered to make choices and take back control than it is for you to impose what you feel you think is the correct decision.
8. Encourage your friend to file a police report. Filing a report is not a commitment to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, College disciplinary actions and/or civil actions against the perpetrator. Information can be helpful in supporting other reports and/or preventing further incidents (even anonymous reports are somewhat useful).
9. Remind your friend of campus resources including NEO Victim Advocate, Student Conduct and College Counseling Services.

Students at college accept new responsibilities, including taking appropriate measures to ensure their own personal safety. In combination with NEO's efforts to maintain a safe living and learning environment, the College encourages students to protect themselves. For additional information on campus safety, contact the NEO Department of Public Safety Campus Police in the Department of Public Safety Office at or 918-540-6300.

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.

Victim Information and what to do if you are a Victim of Sexual Violence

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

- What to do if you are a victim of sexual violence?
- If you are not safe and need immediate help, call the police. If the incident happened on campus, call the NEO Department of Public Safety Campus Police at 918-533-1243. If the incident occurred elsewhere in Miami, call the Miami Police Department at 918-542-5585. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable.
- 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.
- Go to the Integris Baptist Regional Health Center to receive care for any physical injuries that may have occurred. While in the emergency room, a doctor will perform a medical screen. Once the screen is complete and any medical issues are addressed, the doctor will make contact with an agency to determine where the sexual assault examination will occur.

On and Off Campus Resources

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

It is important to be aware that different individuals who one 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 college employee cannot guarantee complete confidentiality, unless specifically provided by law. Colleges must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large. See Reporting for more information.

NEO Victim Advocate- Confidential Reporting Option

NEO's Victim Advocate that can confidentially provide students with information about on and off campus resources available to victims.

- Jennifer Osburn, RN
Harrill Hall 111
918-540-6298 (Before 9 am and after 3 p.m. weekdays and on the weekends 918-533-4325)

Counseling Resources- Confidential Reporting Options

- Lori Kurtz, NEO A&M College Counselor
ShIPLEY Hall 304
918-540-6229

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

- NEO A&M College Department of Public Safety Campus Police
Department of Public Safety Campus Police Office (Corner of 4th and I St NE)
918-540-6026 or 918-533-1243
- Miami Police Department
129 5th Ave NW, Miami, OK 74354
918-542-5585
- NEO A&M College Student Discipline Coordinator
Student Center, Student Union
918-540-6018
- Title IX Coordinator
108 Library Administration
918-540-6213

Medical Services

It's important to have a thorough medical examination after a sexual assault even if the victim does not have any apparent physical injuries. Medical providers can treat injuries and test for sexually transmitted infections.

- Integris Baptist Regional Health Center
200 2nd Ave SW, Miami, OK 74354
918-542-6611

SUPPORT FOR THE RAPE VICTIM

Role of housing

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

Role of Counseling Service

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

Additional Support and Assistance

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

Coordinator of Counseling services offers counseling of Rape victims at 918-540-6229.

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

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

[National Sexual Violence Resource Center \(NSVRC\)](#)

1-877-739-3895

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

1-800-394-2255

[1-National Domestic Violence Hotline](#)

1-800-799-SAFE (7233)

1--800-787-3224 (TTY)

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

To be connected to the rape crisis center nearest to you, dial 1-800-656-HOPE (4673)800-211-7996 (TTY)

[National Teen Dating Abuse Helpline](#)

1-866-331-9474

1-866-331-8453 TTY

Interim Safety Measures

Student Conduct and the Title IX Coordinator can put in place interim measures for student victims of sexual harassment and sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. The college will maintain confidentiality to the extent possible.

1. **Assistance in Reporting:** Student Conduct can assist in filing a complaint with the college conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
2. **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 prohibit others from making contact on their behalf.
3. **Emergency Protective Order:** Student Conduct can assist victims in filing for an Emergency Protective Order in court with Wings of Hope. This is a court-ordered petition that prohibits contact between the complainant and respondent.
4. **Safety Measures:** Student Conduct can coordinate any reasonable arrangements that are necessary for ongoing safety. This includes transportation arrangements or providing an escort.
5. **Living Arrangements:** Student Conduct can assist in changing on-campus living arrangements or that of the respondent to ensure safety and a comfortable living situation.
6. **Academic Arrangements:** Student Conduct can assist in adjusting academic schedules as well as assist in providing access to academic support services.
7. **Other Interim Measures:** Student Conduct can coordinate reasonable arrangements to address the effects of the sexual violence, including connecting victims 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 through NEO email to share these potential 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. NEO's primary concern is safety; therefore, individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.

NEO A&M 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. NEO A&M 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 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.

Confidential Crime Reporting

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

Professional Counselors

Professional and license 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 the victim's permission. These individuals are also not required by the Clery Act to report.

Victim Advocate

NEO A&M College 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 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 the Department of Public Safety Campus Police Department for the purpose of the Clery Act.

Health Services

Health services staff members 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 personally identifiable information to the NEO Police for the purpose of the Clery Act.

While these professional counselors 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 case of minors, imminent harm to self or others, or requirement to testify if subpoenaed in a criminal case. If the college determines that the alleged individual (s) pose a serious and immediate threat to the campus, the college may issue a timely warning to the community. Any such warning will not include any information that identified the victim.

The Title IX Coordinator in conjunction with the Vice President for Student Affairs will determine what information about a victim should be disclosed, to whom it should be disclosed based on the circumstances and the safety of the victim.

Non-confidential Reporting Options

The Board of Regents for Oklahoma Agricultural and Mechanical Colleges and the Clery Act require all employees (excluding counselor, health care providers and victim advocate) who become aware of an instance of sexual violence to report the instance to NEO Department of Public Safety Campus Police. 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. The victim's name should not be reported to the police without the victim's permission.

Note that the Clery Act requires other crimes to be reported. Visit <https://clerycenter.org/policy-resources/the-clery-act/> to learn more.

When an instance of sexual violence is reported to a "responsible employee" the reporter can expect the incident will 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 a responsible employee will be shared only with 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, NEO A&M

College 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 the 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. NEO A&M College 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

NEO A&M College 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 Department of Public Safety Campus Police Department at the corner of 4th NE and I Street, Miami, OK or 918-540-6300. If the incident occurred elsewhere in Miami, it can be reported to the Miami Police Department at 129 5th Ave NW, Miami, OK or 918-542-5585. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it 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 in the Library/Admin building or at 918-540-6314. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

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, NEO A&M College strongly encourages individuals to report any instance of sexual violence to the police.

Missing Persons Notification

NEO Miami Main Campus provides on-campus housing and has a missing Persons notification policy. When a student who live on-campus has been missing for more than 24 hours, the missing person should be reported to the Campus Police Department. Anyone with information warranting a missing student who is living on campus is obligated and must report the missing person to the NEO Campus Police Department. You may make contact by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6300 or to contact an officer on the 24-hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department located on the corner of 4th NE and I Street Miami, OK NEO advises each student less than 18 years of age (not emancipated) that the school must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing, according to the official missing student notification procedures.

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

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

Missing Student Notification Procedure

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

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

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

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

Anyone with information warranting a missing student who is living on campus is obligated and must report the missing person to the NEO Campus Police Department. You may make contact by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department's phone number is 918-540-6300 or to contact an officer on the 24 hour cell phone at 918-533-1243.

Business hours are Monday through Friday, 8 am to 4:30 pm. The NEO Campus Police Department is located on corner of 4th NE and I St. Miami, OK.

A Child is Missing (ACIM)

Northeastern A&M College is a member of ACIM. A child is missing is a Fort-Lauderdale-based non-profit organization founded in 1997, it was created because no community-based program existed for

locating missing children, the disabled and elderly often (with Alzheimer's) during the crucial first hours of disappearance. ACIM is devoted to assisting law enforcement in the search and early safe recovery efforts of children, the elderly, disabled persons and college students via a rapid-response neighborhood alert program utilizing high-tech telephony systems.

Fire Safety Report

NEO Campus Security Fire Safety Policy for Student Housing

False Fire Alarms

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

Fire Safety Policy

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

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

NEO Residential Life Fire Safety Plan

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

Know the location of fire extinguishers in your area and how to use them. Training and information is available through the Campus Police Department.

On a minor fire that appears controllable, **IMMEDIATELY** contact the Campus Police Department at (918) 533-1243. Then, promptly direct the charge of a fire extinguisher toward the base of the flame. Remember the acronym P.A.S.S.

P Pull the Pin

A Aim the extinguisher nozzle at the base of the flames

S Squeeze the Trigger while holding the extinguisher upright

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

If necessary or if directed to do so by the Campus Police Department, activate the building alarm.

CAUTION: THE BUILDING ALARM RINGS ONLY IN THE BUILDING.

- On large fires that do not appear controllable, **IMMEDIATELY** contact the Campus Police Department at (918) 533-1243. Then, evacuate all affected rooms and close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**

When the building evacuation alarm is sounded or when told to leave by the Campus Police Department, walk quickly to the nearest marked exit and alert others to do the same.

ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS DURING A FIRE.

Smoke is the greatest danger in a fire, so stay near the floor where the air will be more breathable.

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

If requested, assist the Campus Police Department.

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

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

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

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

Be aware of all the marked exits from your area and building. Know the routes from your work area.

If necessary or directed to do so by the Campus Police Department, activate the building alarms.

CAUTION: THE BUILDING ALARM RINGS ONLY IN THE BUILDING. You must call the Campus Police Department!

When the building evacuation alarms are sounded or when told to leave the building by the Campus Police Department. Walk quickly to the nearest marked exit. Ask others to do the same.

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

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

RESIDENCE HALLS

Dyer Hall

Evacuation:

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

Dobson Hall

Evacuation:

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

Harrill Hall

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

Milligan Hall:

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

Russell Hall

Evacuation:

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

Suites Housing: Leave the building at the nearest exit and congregate in the outdoor basketball court.

Vann Hall

Evacuation:

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

If requested, assist the Campus Police Department.

A Campus Police Department Emergency Operations Center may be set up near the emergency site. Keep clear of the Incident Emergency Operations Center (EOC) unless you have important information to report.

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

NEO Fire Log

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

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

The NEO Fire Log is available for the public inspection at the NEO Campus Police Department office, by phone or in person at the front desk to the secretary, officer or the Chief. The NEO Campus Police Department’s phone number is 918-540-6300 or to contact an officer on the 24 hour cell phone at 918-533-1243. Business hours are Monday through Friday, 8 am to 4:30 pm. The Campus Police Department at the corner of 4th NE and I Street. You may obtain a copy of this report by contacting the Campus Police Department (918-540-6300) or by accessing the following web site at www.neo.edu.

Fire Suppression and Alarms System for Student Housing

Dobson Hall has a stand-alone smoke detector system with no sprinklers

Dyer Hall has a monitored fire detection system with no sprinklers

Harrill Hall has a stand-alone smoke detector system with no sprinklers

Milligan Hall has a monitored fire detection system with sprinklers

Russell Hall has a stand-alone smoke detector system with no sprinklers

Student Housing Complex has a monitored fire detection system with sprinklers

Vann Hall has a monitored fire detection system with no sprinklers

Fire - On campus Student Housing Facilities			
Housing Facilities			
2019			
Name of Facility	Street Address	Number of Fires	Status
Dobson/Harrill	200 I Street NE	0	Updated
Russell	200 I Street NE	0	Updated
Vann	200 I Street NE	0	Updated
Dyer	200 I Street NE	0	updated
Housing Suites	200 I Street NE	0	updated
Milligan	200 I Street NE	0	updated

Fires - Summary

Name of Facility	2017			2018			2019		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Dobson/Harrill	0	0	0	1	0	0	0	0	0
Russell	0	0	0	1	0	0	0	0	0
Vann	0	0	0	0	0	0	0	0	0
Dyer	0	0	0	0	0	0	0	0	0
Housing Suites	0	0	0	0	0	0	0	0	0
Milligan	0	0	0	0	0	0	0	0	0
Total	0	0	0	2	0	0	0	0	0

