Chapter 11

Campus Safety and Security

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11.001 – Eastern Campus Police Department

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

In addition to enforcing local, state, and federal laws and regulations, police officers are also authorized to enforce rules of conduct articulated in the Student Code of Conduct Policy prepared and distributed by the Director of Student Life Office.

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

Other Law Enforcement Agencies

Eastern Campus Police maintains an excellent professional working relationship with local law enforcement agencies. These agencies coordinate investigation efforts, patrol, help with special events, and train on a routine basis. Eastern Campus Police work with other municipal, state, and federal law enforcement agencies as is appropriate on a continual basis to better serve the Eastern community. Eastern Police currently have Police Service Agreements with the Latimer County Sherriff's Office and the City of Wilburton Police Department.

11.002 – Weapons and Firearm Policy

The possession of weapons on campus is regulated by state law; all weapons are prohibited on any college campus. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives, and dangerous chemicals on campus, in Eastern Oklahoma State College vehicles, or on Eastern Oklahoma State College sponsored trips.

Exceptions to this policy are police and peace officers employed by Eastern and those who have been called to assist or to perform law enforcement duties on campus, police and peace officers in their official non-duty capacities and in the performance of their duties. Collegiate Officer Program students during supervised skills training are exempt.

People who are licensed to carry concealed handguns pursuant to the Oklahoma Self Defense Act are authorized by that Act to enter the grounds of Eastern Oklahoma State College with such handguns only if the handguns are always concealed and stored in the licensee's motor vehicle. No handgun may be removed from such concealed storage while the vehicle is on Eastern Oklahoma State College property. Any exceptions are pursuant under state law.

Items used for instruction or training purposes are not considered weapons under this policy.

11.003 – Parking Policy

The Leadership Council of Eastern Oklahoma State College has determined that it is in the best interest of the College to establish rules and regulations to govern the keeping and use of motor vehicles by College employees, students, visitors, and other categories of users on campus. Accordingly, Eastern has developed and implemented these regulations to facilitate the safe and orderly conduct of business and to allocate the limited parking spaces available on campus. Operating a motor vehicle on College property is a privilege which is conditioned in part, by compliance with these rules and regulations.

The College reserves the right to restrict the use of an automobile on College property if the owner or driver has abused the privilege of operating a vehicle on campus.

The College assumes no responsibility for a vehicle or its contents while on College property.

Responsibilities

Any appropriately licensed driver choosing to park an automobile on campus may do so provided a parking permit is obtained and the driver understands that the permit neither obligates the College to set aside a space for every vehicle nor allows drivers to violate parking regulations. Visitor parking is provided only for people who are not registered students or employees of the College and temporary parking permits will be issued.

All vehicles parking on College-owned or rented property must display a VALID Eastern parking permit.

Failure to pay fines will result in refusal to renew permits, delaying enrollment, and/or collections efforts.

Employees and students must park only in the parking areas reserved for their type of parking permit. A valid parking space is defined by parallel lines on both sides of the vehicle and a line, curb, parking block or other type of barrier in front of the vehicle.

It is the responsibility of any vehicle operator to provide information needed by Campus Police to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued.

Any person who persists in repeating violations of the Eastern Oklahoma State College Parking Policies, damages property or commits any act detrimental to the safety of others or to the best interests' needs of the College community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.

Only parking permits issued or authorized by designated Eastern personnel are valid and will be honored. Such substitutions as signs or decals issued by others, handwritten notes left on the exterior of the vehicle, etc. are unacceptable and will not be honored by enforcement personnel.

Eastern Campus Police Office

The Eastern Campus Police Chief is on the first floor of the Bill H. Hill Library/Administration building and is available Monday through Thursday from 2:00 p.m. to 4:00 p.m. for office visits in the spring and fall semesters. Officers are on duty seven (7) days a week. For assistance call 918.448.2365 or extension is 718. In all emergencies, please dial 911.

Student Parking

Students who park vehicles on campus are required to immediately purchase and display a parking permit. Students must register their vehicle by the second week of class. All parking permits expire on June 30th of the following year. Parking permits can be mounted on the inside rear-view mirror with identification facing the front of the vehicle in plain view.

Students must present their Eastern ID or a valid State Issued ID at each time of permit registration. Students must pay all outstanding citations before a parking permit may be issued.

Students should present to the Student Services Office on the second floor of the E.E. Tourtellotte building, a completed vehicle registration form to obtain their parking permit.

Permits are the responsibility of the purchaser and must be removed prior to the sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.

Students will be issued a parking permit that allows parking in any area designated for student parking or multi-purpose parking.

Disabled Parking

Vehicles displaying a state issued Physical Disability Permit, along with a valid Eastern parking permit, may park in any legal parking space or any physical disability space with the exception of spaces reserved for other uses.

Visitor Parking

Visitors are always welcome on campus. Short-term visitors should obtain a temporary parking permit from the Office of Student Services between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

Eastern defines a visitor as any person unaffiliated with the College such as a vendor or community member.

Whenever applicable, the host, whether student, staff, faculty or administrator should obtain visitor parking permits for their guests through the Office of Student Services.

Visitors with permits can park in any faculty, staff, student, or visitor parking lot. Eastern expects and requires visitors to abide by properly signed or marked parking instructions.

Motorcycles
Motorcycles will receive a permit to be placed on their bike when parked and must be easily seen.

Bicycles
Eastern does not require bicycles to be registered, however, operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Students, faculty, and staff must park bicycles in designated areas.

Parking Permit Fees
Fees for parking permits are stated below. Fees are subject to change without notice.

Student: $20.00 per year
Replacement: $5.00

Driving Regulations
All traffic and motor vehicle laws of the State of Oklahoma are applicable on Eastern property and will be enforced by Campus Police Officers. Violation of state traffic and motor vehicle laws may subject the driver to a county citation with fines set by the District Court.

1. The maximum speed limit on all College property is fifteen (15) miles an hour. Violators will be subject to College citation. All public roads through campus are governed by established speed zone markings.
2. A pedestrian crossing campus roads, streets, or driveways in any marked crosswalk or at any intersection corner shall have the right-of-way.
3. It is the driver's responsibility to be able to operate his/her vehicle safely. Anyone who operates a vehicle on College property while under the influence of intoxicating liquor, narcotics, stimulants, depressants, or opiates will be subject to arrest and/or revocation of parking privileges.
4. No motor vehicles, including motor scooters, motorcycles, or motor bicycles shall be operated upon any sidewalk or pedestrian walk on campus.

Parking Regulations
- Pleading ignorance of these regulations will not excuse violators from citations.
- Vehicles parked on campus must display the appropriate parking permit.
- Parking is on a first come, first served basis. The issuance of a parking permit is merely authorization to park if space is available.
- The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.
- If there is no sign at the entry to the lot, parking is multipurpose.
- Eastern restricts all students, faculty, and staff to parking in their designated lots. Signs designating Campus Apartments or Residence Hall Parking are assigned to properly registered and identified residents.

- People may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking space. Back or pull through parking is prohibited in the areas where one-way drive or angle parking exits.
- The owner-of-record or the individual registering a vehicle with the College is responsible for all College parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.
- Eastern prohibits the parking of motor vehicles on campus in areas other than those established for parking and by marked signs or other devices controlling their use.
- Any vehicle parking in a fire lane, red zone, driveway, travel lane, or any other area not specifically marked as a legal parking space will be subject to citation and may be impounded.
- "Maintenance/Service" and "Loading" zones are enforced twenty-four (24) hours a day.

Towing and Impoundment of Vehicles

Eastern Campus Police may tow and impound parked vehicles for the following offenses:

- Parking in a space reserved for someone else or a disability space.
- Unsuccessful attempts to contact owners with repeated parking violations, and/or three (3) or more unpaid parking citations.
- Parking in drives, on grass, access road/service drives, and traffic lanes.
- Creating a traffic hazard, obstructing sidewalks, crosswalks, or other vehicles.
- Vehicles displaying expired license plates or tags in excess of one-hundred-eighty (180) days.
- Parking in red zones or at red or yellow curbs.
- Parking in a designated fire lane or obstructing a fire hydrant.
- Any vehicle that appears to be abandoned.
- Parking on campus after a permit has been revoked.
- Accumulation of five (5) or more violations by an unregistered vehicle. For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle to avoid impoundment.
- The owner of a disabled vehicle that is blocking right-of-way, roadways or is improperly parked shall notify the Campus Police immediately at 918.448.2365. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner's expense.

Any person who has had their vehicle impounded or towed will be responsible for all accrued expenses, including towing, mileage, hook-up fee, storage, etc. Eastern Campus Police use the wrecker rotation process. The local police dispatcher will telephone the next rotation wrecker on call for all campus towing.

Appeals Process

An appeal for a citation must be made in writing to the Chief of Police located on the first floor of the Bill Hill Library/Administration building within forty-eight (48) hours from the date of the citation. Appeals will not be accepted after forty-eight (48) hours.

Fines and Violations

The following are the parking and traffic violations and corresponding fines established by Eastern:

No valid parking permit	$20.00
Unregistered vehicle	$20.00
Occupying more than one parking space	$40.00
Parking in a non-designated parking area	$40.00
Parking in a NO PARKING zone	$40.00
Parking a trailer (or other) on campus (without proper permission)	$40.00
Blocking or impeding traffic flow	$40.00
Blocking a dumpster	$40.00
Double parked	$40.00
Moving violations	$50.00
Disturbing the Peace	$50.00
Failure to obey traffic control device (i.e. stop sign)	$80.00
Parking in a fire zone	$100.00
Parking in a handicapped space without proper permit	$100.00
Reckless/Careless driving	$100.00
Failure to obey a Police Officer	$100.00

Citation and fee rates are subject to change without notice. The College reserves the right to impound and/or immobilize vehicles for repeat offenders in accordance with this policy.

11.004 – Timely Warning and Emergency Notification

To help prevent crimes or serious incidents, the Eastern Campus Police, in conjunction with other departments on campus, issue timely warnings to notify the Eastern community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of the President, any Vice President, Director of Student Life, Director of Communications, or Chief of Police, constitutes an ongoing or continuing threat, a campus-wide warning will be issued that is timely and withholds as confidential the names and other identifying information of victims. The warnings will be issued via RAVE Alert as both text messages and emails.

11.005 – Emergency Response and Evacuation

If an emergency is discovered, immediate response is essential to minimize loss of life and property. The Annual Security Report will include procedures Eastern will use to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. It will also include emergency response procedures, the emergency response team, managing communication and procedures to test the emergency response and evacuation procedures on an annual basis.

11.006 – Emergency Response Policy

Once an emergency is discovered, immediate response is essential to minimize loss of life and property. The knowledge of proper procedures in responding to the emergency is vital to properly handle the situation.

Whenever an alarm sounds or an emergency alert is issued, all occupants must, in the event of evacuation being necessary, meet at the emergency evacuation safe location as instructed. In the case of an actual fire or other emergency, students will be moved to a designated alternate shelter area until notified it is safe to return to the residence hall. Students should close their door as they leave their rooms. Students who do not vacate the building during the sounding of the alarm or an emergency alert will be subject to disciplinary action.

Whenever an emergency occurs, the following procedures should be taken:

1. Stay calm, move quickly, and exit the building. In an orderly fashion, residents should go to the designated waiting area for further instructions.
2. Contact the local police/fire department by calling 911. The specific location of the emergency should be given to include the building and room number and the nature of the emergency. The reporting party should give their name and a call-back phone number.
3. Contact Campus Police immediately so that the proper departments can be notified about the emergency. If you are unable to reach Campus Police, please contact the Student Services Office.
4. In case of smoke, keep a towel easily accessible for emergency use. Bring along your keys and student ID if possible.
5. Do not re-enter the building until it has been cleared by Campus Police. If you are away from your room when the alarm sounds, do not return to your room.

Notification to College Community about an Immediate Threat

If the Chief of Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Eastern Oklahoma State College community, the Eastern Police and/or the President, any Vice-President, Director of Student Life, Director of Communication, or Chief of Police will utilize some or all of the systems described under the Timely Warning Policy (located at page 6) to communicate the threat to the Eastern community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Eastern Police Department without delay – and 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 responsible authorities (including the President, any Vice President, Director of Student Life, Director of Communication, or Chief of Police), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

At least one fire drill will be held each semester in each of the residence halls and once per year, in an alternating pattern with tornado drills, in all other campus buildings. One full scale and one

half scale emergency management drills will be conducted each year campus wide. Monthly tests of the RAVE Alert emergency notification test will be conducted in the fall and spring semesters.

Medical Emergencies

Steps to take in a medical emergency:

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

Campus-Wide Emergency Response

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

The goal of this plan is to limit the loss of life and property in the event of an emergency or crisis that affects the operations of the College. The proper use of available resources and personnel is critical to the successful management of Emergency Operations, including, but not limited to:

- Provide maximum preparation to reduce the potential for injury or damage.
- Provide a coordinated, interdisciplinary, and comprehensive response to a critical situation.
- Maximize the effectiveness and immediacy of response to victims.
- Facilitate assistance to the primary, secondary, and tertiary victims.
- Reduce the severity and duration of the trauma to the campus community.
- Provide coordinated internal and external communications.
- Facilitate coordination with external agencies.
- Prepare for post-crisis support, evaluation, and condition.
- Reassure the public and local community.
- Guard the institution's image.

For the purposes of this plan, an emergency is defined as any unplanned or sudden serious event or condition that cannot be controlled by normal responses or measures. Eastern Oklahoma State College's President will have primary responsibility for convening the Emergency Management Team and will manage the institutional response. In the President's absence this responsibility will revert to the VPAA with the VPSA handling any issues related to students and the VPBA handling issues related to facilities. Once a state of emergency is declared, the plan's guidelines are to be implemented by all faculty, staff and students. The procedures contained in this document are guides and should be used as a flexible tool to respond to a variety of circumstances. This plan applies to all College personnel and properties. The City of Wilburton has developed its own plan and the College plan will be incorporated into the overall City plan.

Definitions of Emergencies

Listed below are definitions that are to be used as guidelines to assist administrators in determining appropriate responses:

Level 1 Emergency - Any incident/accident that can typically be handled with in- house resources and the response is generally limited to a single building or area. All Level 1 Emergencies must be reported to Eastern Oklahoma State College Campus Police Department and outside agencies if necessary.

Level 2 Emergency - Any incident/accident that typically requires external resources and the response covers a large area or is campus-wide. Level 2 emergencies may disrupt the overall operations of the College and may require major policy considerations and decisions by the central administration.

Level 3 Emergency - Any event, natural or manmade, that will seriously impair or halt the operations of the College. Casualties and/or severe property loss may be expected. A coordinated team effort will be required of various campus services to effectively manage this contingency. Outside emergency support services will be required.

In all cases of a Level 2 or Level 3 Emergency, the Emergency Management Team will convene, and this plan will be executed.

NOTE: ANY incident likely to create media interest must be promptly reported to the Communications and Marketing Director.

The Eastern Oklahoma State College Emergency Management Plan has been developed to manage problems or emergencies in a realistic manner. Crises may affect residents in the geographic vicinity of the College; therefore, it is possible that city, county, state, and federal agencies will not be available for immediate support.

Emergency Response Team

The Team will be defined by key functions as listed. Core Team members shall include:

Team Leader: Chief of Police	918-465-1739
Secondary: Science Faculty member	918-465-1741
Communications: Director of Marketing	918-465-1804
Secondary: Marketing Coordinator	918-465-1803
Facilities Operations: Director of Physical Plant	918-465-1802
Technology: Chief Technical Officer	918-465-1710

Other members may be assigned as deemed necessary:

Students: Director of Student Life	918-465-1767
Employees: Director of Human Resources	918-465-1777
Medical: Director of Nursing	918-465-1796

Eastern's Internal Communications Team shall include the following members:

President	918-465-1723
Vice President of Student Affairs	918-465-1804
Vice President of Academic Affairs	918-465-1829
Vice President of Business Affairs	918-465-1708

Activation

In the event of a life-threatening emergency, the first response shall be to contact 911, and the Eastern Oklahoma State College Police Department (ext. 718 or 918-465-1718). Faculty and staff will notify their immediate supervisor or the Police Department (ext. 718). Students should notify Campus Police immediately, if they are unable to reach Campus Police please contact the Student Services Office. The appropriate supervisor will assess the situation to determine the degree in which the emergency should be handled.
In the case of a Level 2 or Level 3 Emergency, the appropriate Eastern Oklahoma State College Campus Police Department personnel will immediately notify the President, who will determine and coordinate the plan of action to be taken by the College. In the case of a crisis occurring locally, off campus, the Latimer County Emergency Management Agency will contact the College with suggested response procedures.

Declaration of Campus State of Emergency

A Campus State of Emergency will be put into effect in the case of Level 2 or Level 3 Emergencies.
The President or his/her designated representative has the authority to declare a Campus State of Emergency. Once a State of Emergency has been declared, the responsible units, as described in this plan, shall implement the necessary procedures outlined herein to control the emergency.

Command Structure

This section provides a consistent, easily managed and adaptable means of controlling and managing an emergency situation on the Eastern Campus. This system is designed to smoothly integrate with the Incident Command System used by the Latimer County Emergency Management Agency, the Wilburton Fire and Police Departments, Oklahoma Highway Patrol, and other emergency services.
The primary objective in responding to any incident should be:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Community Well-Being

Incident Command System

The Incident Command System consists of four sectors: 1) Command, 2) Operations, 3) Logistics, and 4) Planning. The initial command/response center will be located at the Field House Office Complex. Upon assessing the situation, the Incident Command Center may be relocated to any position on the campus at the discretion of the President. The Internal

Communication Team will convene in the President's Office or may be relocated based on the situation.

COMMAND: The Incident Commander (IC) operates in the Command Center and is responsible for the implementation of College policy, utilization of emergency management skills, and management practices to bring about a successful conclusion of the emergency incident.

Position Assigned To: The highest ranking official of the College will assume the role of IC until such time that the President or his/her designee relieves the initial or subsequent IC. When the IC is relieved it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations.

Authority: Full authority to make emergency expenditures, personnel assignments, and decision to evacuate and relocate to preserve life and property.

Immediate Actions:

- Activate Crisis Response Team by setting up the Command Center
- Select planned or alternate location
- Determine who from the Team needs to be involved in incident
- Assess current situation and decide on priority actions
- Determine if outside governmental assistance will be needed

Ongoing Actions:

- Monitor situation
- Set new priorities as needed
- Authorize expenditures and personnel work schedules, as needed

OPERATIONS: The Operations Officer will be the Senior Emergency Services Official based on the type of incident. The Operations Officer is responsible for protecting the health and safety of the Eastern community by executing policies and course of actions as directed by the Incident Commander. The Operations Officer is responsible for all activities within the affected or impacted area(s) of the emergency.

Position Assigned to: Chief of Police or designee. The highest-ranking official from an outside agency may assume a dual role of Operations with the Chief of Police.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Confirms correct emergency services have been notified
- Attends to life threats as needed

Ongoing Actions:

- Monitor situation
- Coordinate emergency services operations as needed

- Coordination of traffic control
- Coordination of crowd control
- Accountability of College community members

LOGISTICS: The Logistics Officer is responsible for obtaining personnel, supplies, and equipment; determining what is needed for fuel, food, water, alternate light/power sources, ordering and arranging for distribution or pickup of needed items; monitoring longer term needs as directed by the IC.

Position Assigned to: Director of Facilities or designee

Authority: Under supervision of the Incident Commander, directs actions taken by the Logistics section, supervises staff, makes expenditures within authority granted by Incident Commander.

Immediate Actions:
- Establishment of Command Center site
- Attends briefing with the Incident Commander on current situation
- Establishment of resource staging areas

Ongoing Actions:
- Monitor supply needs
- Monitor personnel needs
- Track resources and personnel as they are requested, obtained and used
- Site Management
- Coordinate feeding, sleeping, sanitation and other worker needs

PLANNING: The Planning Officer is responsible for providing short-term and long-term planning and information to assist the IC in decision-making. The Planning Officer will also track and document activities.

Position Assigned to: Vice President or designee.

Authority: Under supervision of the Incident Commander, directs action taken by the Planning section and supervises section staff.

Immediate Actions:
- Attends briefing with the Incident Commander on current situation
- Formulates operational plan

Ongoing Actions:
- Ensures that financial commitments are consistent with College policy
- Maintain logs, work sheets, and journals documenting planning financial operations
- Maintains and documents information from Operations and section
- Maintains and documents information from Logistics section

- Displays changes in the situation and resources on the Status Board
- Generates periodic written Situation Reports and Resource Status
- Reports for the Incident Commander and Section Officer

Director of Student Life Response

The Vice President of Student Affairs will work with the Incident Command System on all matters dealing with student services during a crisis. Areas that fall under this role include Student Life, Residential Staff, mental health, and students.

Information Dissemination Points

The following sites will be equipped with cable television in lobby areas. Students and employees will be instructed that the sites are available for receiving updates on the crisis:

- Johnston Hall
- Choctaw Hall

Telephone and data port access are available at various locations throughout campus.

Residence Hall Staff

Each building has residence hall staff. The Campus Police Department shall maintain a list of Residence Hall Staff who are designated in writing as Building Coordinators for each dorm. The Building Coordinator shall be responsible for certain actions that are detailed in this document. The Building Coordinators shall also be in charge of the Emergency Go Kit, which should include, but not be limited to, the following items:

- Flashlight(s) with extra batteries
- Battery operated radio
- First-Aid Kit
- Copy of the Emergency Management Plan

Building Coordinators may appoint Building Assistants to help perform their responsibilities.

Managing Communication in an Emergency

The Overall Communication Objective in a crisis is to quickly adjust the College community position from one of response and reaction to one of relative control and an ability to take proactive steps toward a return to normal business operations and to learning.

The President has primary authority over all communications regarding emergencies and will address these issues in conjunction with the Vice President(s) and the Official College Spokesperson.

The College has several pre-established internal methods of communication and communication methods with local communities in the event of an emergency. These include the use of e- mail, web site announcements, text messaging, bulletin boards, and announcements on local radio stations, building dissemination points, and written correspondence.

During an emergency, the Director of Marketing & Communications, or his/her designee will prepare or review all public and internally disseminated communications to ensure that they are up- to-date, complete, concise, and factual, prior to such dissemination.

Consistent with existing communications policies, no individual should provide statements to members of the media during emergencies without first discussing them with the President or the Director of Marketing.

11.007 – Youth Camp and Outdoor Programs Emergency Response Policy

Eastern Oklahoma State College is committed to maintaining a safe environment for all youth camp participants, staff, volunteers, and visitors participating in summer camps, athletic camps, academic camps, and outdoor programs conducted on campus property.

Because camp participants are not enrolled students and may not have access to the College's RAVE Alert System, separate procedures are necessary to ensure emergency communication, shelter access, accountability, and notification procedures are established and maintained.

This policy is intended to comply with Oklahoma House Bill 1675 regarding emergency preparedness requirements for youth camps and outdoor programs.

Emergency Notification Procedures

Eastern Oklahoma State College shall maintain at least two independent methods of receiving severe weather alerts for all youth camps and outdoor programs, including one method that does not rely on cellular service.

Notification systems may include:

- NOAA Weather Radio
- Campus radio communication
- Outdoor warning sirens
- Public address systems
- Staff runners or in-person notification
- Group text messaging applications

Camp staff shall be informed of all emergency notification procedures prior to the beginning of camp activities.

Notification to Camp Participants and Staff about an Immediate Threat

If Campus Police, the President, Vice President of Student Affairs, Director of Student Life, Camp Director, or other designated official confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of camp participants or staff, the

College will initiate emergency notification procedures without delay while taking into consideration the safety of participants and emergency personnel.

Notification methods may include:

- In-person verbal instructions
- Public address announcements
- Weather radios
- Emergency whistles or horns
- Text messages to staff
- Building or shelter announcements

The responsible officials will determine the content of the notification and initiate appropriate emergency procedures unless issuing a notification would compromise efforts to respond to, contain, or mitigate the emergency.

Training

All camp directors shall receive annual emergency procedure and hazard recognition training prior to supervising participants.

Training shall include:

- Severe weather procedures
- Shelter locations
- Evacuation routes
- Fire response
- Medical emergency procedures
- Participant accountability procedures
- Emergency communication methods

Medical Emergencies

Steps to take during a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911 and provide the exact location and nature of the emergency.
4. Notify EOSC Campus Police immediately.
5. Contact the Camp Director and Emergency Coordinator.
6. Notify parent or guardian as soon as practical.
7. Complete all required incident documentation.

Each camp shall maintain:

- First aid supplies

- Emergency contact information
- Participant medical information when applicable
- Access to hydration and cooling areas

Severe Weather Procedures

In the event of severe weather, camp staff shall immediately begin protective actions.
Tornado Warning or Imminent Threat

1. Camp staff shall immediately move participants to designated shelter locations.
2. Attendance shall be verified upon arrival at the shelter.
3. Participants shall remain sheltered until an all-clear is issued by Campus Police or emergency personnel.
4. Staff shall continue accountability procedures until normal operations resume.

Lightning Procedures

Outdoor activities shall immediately cease when lightning is visible or severe weather alerts indicate nearby lightning activity.

Activities may not resume until at least 30 minutes after the last observed lightning strike or thunder event.

Extreme Heat Procedures

During periods of extreme heat:

- Water access shall remain continuously available
- Scheduled hydration breaks shall occur
- Outdoor activities may be modified or suspended
- Cooling areas shall be identified and available

Fire and Evacuation Procedures

Whenever a fire alarm sounds or an evacuation is ordered, camp participants and staff shall evacuate the area immediately and proceed to designated assembly areas.

The following procedures should be followed:

1. Stay calm, move quickly, and exit the building in an orderly manner.
2. Call 911 and report the emergency.
3. Notify EOSC Campus Police immediately.
4. Conduct participant accountability checks.
5. Do not re-enter the building until authorized by emergency personnel.

Emergency Response Structure

The EOSC Emergency Management structure outlined in the College Emergency Response Policy shall serve as the primary emergency management structure for youth camps and outdoor programs.

The Camp Director shall coordinate with:

- EOSC Campus Police
- Student Affairs
- Physical Plant
- Marketing and Communications
- Local emergency responders

The primary objective in responding to any emergency shall be:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Community Well-Being

Parent and Guardian Notification

Camp staff shall maintain current emergency contact information for all participants. Parents or guardians shall be notified regarding:

- Medical emergencies
- Evacuations
- Significant severe weather incidents
- Safety threats affecting camp operations

Documentation and Compliance

Failure to comply with emergency procedures may result in corrective action as deemed appropriate by Eastern Oklahoma State College administration.

Emergency Contacts
Emergency: 911
EOSC Campus Police 918-465-1718

11.008 - Sexual Misconduct Policy

Under the authority of the Civil Rights Act of 1991, PL 102-166, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, the Board of Regents of Eastern Oklahoma State College adopts the following policy concerning sexual harassment.

It is the policy of Eastern Oklahoma State College to promote a cooperative work and academic environment in which there exists mutual respect for all students, faculty, and staff. Harassment of employees based upon gender and/or sexual orientation is inconsistent with this objective and contrary to the College's non-discrimination policy. Acts of sexual misconduct are illegal under federal, state, and local laws and will not be tolerated within the College. The College will follow procedures that will ensure that allegations of sexual misconduct are thoroughly investigated.

Students who believe they have been harassed under this policy are strongly encouraged to report the allegations of sexual misconduct to the Director of Student Life as promptly as possible. A delay in making a complaint of sexual misconduct may make it more difficult for the College to investigate the allegations.

A student may report the incident to the College's Title IX Coordinator and Director of Student Life located on the second floor of the E.E. Tourtellotte building, 918.465.1767.

An online student complaint form is also available. Please note confidential reporting limits the college's ability to respond to incidents. www.eosc.edu/complaint

It is a violation of the College policy for any member of the College community to engage in sexual harassment or to retaliate against any member of the College community for raising an allegation for sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

Sexual Harassment

For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic standing.
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual.
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

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:

Unwelcome sexual touching/exposure

The touching of an unwilling or non-consensual person's intimate part (such as genitalia, groin, breast, buttocks, mouth, or clothing covering the 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.

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 using coercion.

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:

- informed
- freely 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
    - He/she is under the legal age to give consent
    - He/she 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/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/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, 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. 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 unwelcome 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 messages, etc.), following another person or having others contact another person.

Any actions that a stalker takes to contact, harass, track, or frighten another 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, email, 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 you 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 people 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 cohabiting 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 threats of actions that influence another person. Definition consistent with the Violence Against Women Act Volume 79 CFR.

Procedures for Reporting Sexual Assault

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

Eastern has trained police officers who are ready to assist victims of sexual assault and sexual battery twenty-four (24) hours a day, seven (7) days a week.

Victims of Sexual Assault or Sexual Battery may call the Eastern Campus Police at 911, ext. 718, or 918.448.2365 to report the crime. Officers will then take an initial report, secure any evidence, begin an investigation, and contact Campus officials. Prosecution of the assailant is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of crime. Students also may report the crime to staff within the residence halls, the Director of Student Life or to another Eastern staff who shall inform the Campus Police and Student Affairs. Student Services staff can assist victims with filing charges.

As previously stated, an online student complaint form is also available. Please note confidential reporting limits the college's ability to respond to incidents. www.eosc.edu/complaint

Disciplinary Procedures in Cases of Sexual Misconduct

In addition to addressing sexual assault through the criminal justice system, cases involving sexual misconduct may be assigned to the Director of Student Life. Individuals found guilty of sexual misconduct can face a number of sanctions, up to and including expulsion. Further information regarding the disciplinary process may be obtained by contacting the Director of Student Life's Office at 918.465.1818. Disciplinary procedures are also described in the Student Handbook. In addition to the information provided above, it is the policy of Eastern to provide the accuser and the accused the same opportunities to have others present during disciplinary proceedings. Requests to have others present should be made to the Director of Student Life.

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

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

The Federal Campus Sexual Assault Victims Bill of Rights is as follows:

- Both parties shall be informed of the outcome of any disciplinary proceeding
- Survivors shall be notified of counseling services
- Survivors shall be notified of options for changing academic and living situations.

Programs and Services

The Office of Student Services provide individual and group services for those victims of sexual or physical assault. Services are available to all college students, staff, and faculty.

Programs concerning sexual assault include sessions of freshman orientation, periodic emails, flyers, brochures, etc. Sexual Assault education programs are available through the Campus Police department.

Consensual Relationships

Amorous dating and sexual relationships that might be appropriate in other circumstances has inherent dangers when they occur between a faculty member, supervisor, or other members of the College community and any person for whom he/she has a professional responsibility. These dangers can include; that a student or employee may feel coerced into an unwanted relationship because he/she fears that refusal to enter into a relationship will adversely affect his/her education or employment; that conflicts of interest may arises when a faculty member, supervisor, or other member of the College community is required to evaluate the work to make personnel or academic decisions with respect to an individual with whom he/she is having a romantic relationship; that students or employees may perceive that a fellow student or coworker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that it not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the College community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For the purpose of this section, an individual has "professional responsibility" for another individual at the College if he/she performs functions including, but not limited to, teaching counseling, grading, advising, evaluating, hiring, supervising, or making decision or recommendations that confer benefits such as promotions, financial aid or awards, or other remuneration, or that may impact their academic or employment opportunities.

11.009 – Missing Student Notification

Eastern will include in its Annual Security Report a Missing Student Notification Policy with its accompanying procedures to establish a framework for cooperation among members of the Eastern Campus community aimed at locating and assisting residential housing students who are reported missing.

11.010 – Annual Security Report

The Chief of Campus Police, or his/her designee, will compile data, review policies, and prepare the annual report pursuant to the Jeanne Clery Disclosure of Campus Police Policy and Campus Crime Statistics Act and other applicable laws and regulations. The Chief of Police will work with appropriate Eastern departments and individuals to compile and to create the necessary information for the annual report. In addition, this group will work with local law enforcement agencies to collect statistical data for inclusion in the report.

The following are specific policies, practices and procedures included in the Annual Security Report:

- Policies regarding procedures and facilities for students and others to report criminal actions or other emergencies on campus and regarding the college's response to such reports. Reports should be made to Campus Police or other Campus Security Authorities including: Any official who has significant responsibilities for student and campus activities, including student housing, student discipline, student activities, club sponsors, team coaches, etc.
- Campus Police policies, including enforcement authority, and policies encouraging accurate and prompt reporting of crimes.
- Description of the type and frequency of educational programs.
- Annual reporting of statistics concerning the occurrence on campus, in or on non-campus buildings or property and on public property contiguous to campus, the following criminal offenses are reported: murder, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, crimes of domestic violence, dating violence, stalking, arrests of persons referred for campus disciplinary action for law violations, drug-related violations and weapons violations, and crimes in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.
- Policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations recognized by the college that are engaged in by students, including student organizations with off-campus housing facilities.
- Policy regarding possession, use and sale of illegal drugs and enforcement of federal and state drug laws.
- Description of drug and alcohol abuse education programs.
- Campus sexual assault programs and procedures to prevent sex offenses.

11.011 – Campus Safety and Security Report (Clery Act)

The Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act of 1998 (34 CFR 668.46) require higher education institutions to gather and make public information about certain crimes on or near their campuses and publish policy statements concerning campus safety and security. This policy sets forth guidelines and procedures intended to ensure that Eastern continues to comply with the Clery Act's reporting disclosure obligation as required by policy and law. This policy also includes information related to Eastern's fire safety policies and fire statistics as required by CFR 668.49.

Crime Statistics

Eastern will disclose in its Annual Security Report statistics for the three (3) most recent calendar years concerning the number of each Clery Crime that occrurred on or within Eastern's Clery geogoraphy and that are reported to local police agencies or to a Campus Security Authority.

Clery Crimes

"Clery Crimes" are defined as any one or more of the following major categories of crimes reportable under the Clery Act:

- Criminal homicide, including murder, non-negligent manslaughter, and negligent manslaughter;
- Sex offenses including rape, fondling, incest, and statutory rape;
- Robbery;
- Aggravated Assault;
- Burglary;
- Motor vehicle theft;
- Arson
- Dating violence;
- Domestic violence; or
- Stalking
- Hate crimes, including:
    - The number of each type of crime that determined to be hate crimes.
    - The number of the following crimes that are determined to be hate crimes:
        - Larceny-theft
        - Simple assault
        - Intimidation
        - Destruction, damage, and vandalism of property
- Arrests and referrals for disciplinary actions, including:
    - Arrests for liquor law violations, drug law violations, and illegal weapons possession
    - People who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

Daily Crime Log

Eastern will maintain a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within its Clery geography and that is reported to the Campus Police. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each crime. It will not include the names of the parties involved.

Eastern Campus Police will make an entry or addition to an entry to the log within two (2) business days. The log for the most recent 60-day period is open to public inspection during normal business hours in the Office of Campus Police, Bill Hill Library/Administration Building, 1301 W Main, Wilburton, OK. Eastern will make any portion of the log older than sixty (60) days available within two (2) business days of a request for the public.

Fire Log

Eastern will maintain a written, easily understood daily fire log that records, by the date reported, any fire that occurred in an on-campus student housing facility. The information in the fire log typically includes the date the fire was reported, nature of the fire, date and time of the fire and general location of the fire. It will not include the names of the parties involved.

Eastern Campus Police will make an entry or addition to an entry to the log within two (2) business days. Fires will also be logged in to the Daily Crime Log. The log for the most recent Sixty (60)-day period is open to public inspection during normal business hours in the Office of Campus Police, Bill Hill Library/Administration Building, 1301 W Main, Wilburton, OK. Eastern will make any portion of the log older than sixty (60) days available within two (2) business days of a request for public.

Fire Safety Reports in Student Housing

The Chief of Police and Physical Plant Director are responsible for the investigation of fires that occur on campus to determine the origin and cause. The Chief of Police acts as a liaison between the College and the local fire department on any matters relevant to fire safety and preparedness on campus. Eastern takes several precautions to protect the safety of students living in residence halls. In the Annual Fire Safety Report, Eastern will include policies and procedures regarding fire safety education and training programs provided to students and employees, as well as rules on portable electrical appliances, smoking, and open flames in residence halls. This information also includes emergency procedures for evacuation and a list of contacts for reporting a fire. Finally, Eastern will report the number of fire drills held during the previous calendar year, as well as statistics for each on-campus student housing facility, for the three (3) most recent calendar years for which data are available.

11.012 - Notice of Availability of Annual Security Report

The report is published annually on or around October 1. The report is posted to the Campus Police webpage at www.eosc.edu and distributed to all current students, faculty and staff via an email from the Chief of Police or his/her designee. A notice of the report's availability, including a direct link, is included on the Eastern Admission Application and Employment Application. A hard copy of the report can also be obtained from the Office of Campus Police, Bill Hill Library/Administration Building, 1301 W Main, Wilburton, OK.

Submitting Crime Statistics to the U.S. Department of Education

The Chief of Police, or his/her designee, will submit the College's crime statistics portion of the Annual Security Report to the U.S. Department of Education via the Campus Safety and Security Survey (http://surveys.ope.ed.gov/security) by October 1 each year. Screenshots of the uploaded statistics will be used in the Annual Security Report.

11.013 – Security Surveillance Camera Policy

Eastern Oklahoma State College ("Eastern") seeks to provide its respective communities with a safe and secure environment. When successfully deployed, security surveillance camera systems enhance overall campus safety and security, deter crime, and otherwise support the protection of people and property. A security surveillance camera is defined as information technology used for monitoring people's activities and response equipment that records people's activities to detect, deter, prevent, or investigate crime or other threats to public safety (such as terrorism). Eastern recognizes that necessary steps must be taken to protect personal privacy and civil liberties when the College operates a security surveillance camera. As such, no security

surveillance camera shall be installed or operated in any campus location in which there is a reasonable expectation of privacy. Also, such installations or operations must not impinge on or unduly constrain the academic freedom or civil liberties of community members or their freedom of assembly and expression.

Purpose

The purpose of these guidelines is to regulate the appropriate use of security surveillance cameras on any Eastern campus, including the retention and release of recorded images. These guidelines apply to cameras installed or activated specifically for purposes of enhancing campus safety and security, irrespective of the specific camera technology or whether the cameras are monitored in real time.

Recorded images from the security surveillance cameras are protected from disclosure to the public under the Oklahoma Open Records Act as information technology (51 O.S. §24A.28(A)(5)) and/or law enforcement records (51 O.S. §24A.8(B)). Recorded images may also be considered sensitive information whose confidentiality, integrity, and availability should be protected under any other applicable federal or state law including Export Control laws, the Health Insurance Portability and Accountability Act ("HIPAA"), and the Family Educational Rights and Privacy Act ("FERPA").

Guidelines

These guidelines apply to all Eastern campus security surveillance cameras in existence on campus as of the effective date and any that are installed or modified thereafter.

These guidelines do not apply to security cameras located in the following areas:

- Video and audio systems used for law enforcement purposes, including but not limited to campus police dashboard cameras installed in Eastern-owned law enforcement vehicles and body cameras worn by campus law enforcement personnel.
- Video cameras that are used for non-security purposes, including video communication equipment used for video conferencing and classroom video equipment used for learning, instruction, and presentations.
- Camera systems owned by third parties located in Eastern-owned or leased areas.

Scope and Exclusions

Except as provided above, efforts to promote campus safety and security using security surveillance cameras are primarily focused on, but not limited to, protection of individuals including students, faculty, staff, and visitors and monitoring of:

- Rooms and labs that contain high value equipment or information.
- Cash-handling areas where money is exchanged, ATMs and cashier locations.
- Common areas and areas accessible to the public.

Security surveillance cameras may not be installed in areas where there is a reasonable expectation of privacy. These areas include, but are not limited to:

- Restrooms
- Locker rooms
- Occupied student residential rooms
- Areas with physical, visual, and/or electronic access controls are present such as export controlled technical data.

Security camera systems should not enable audio recording.

Operator Roles and Responsibilities

Campus law enforcement will strictly control access to security surveillance cameras systems and recorded images in accordance with these guidelines. The authorized users or operators of security surveillance cameras systems are campus law enforcement members or other staff members who have been assigned responsibility by the campus Chief of Police or a designated representative ("Security System Operators").

Security System Operators must be trained and supervised by campus law enforcement in the responsible and effective use of these systems and technology, including the technical, legal, and ethical parameters of such use. Security System Operators will receive campus security training from campus law enforcement to help ensure compliance with relevant provisions of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable laws, policies, and guidelines.

Anyone who accesses, uses, manipulates, destroys, alters, or damages Eastern information resources, recorded images, or property without authorization may be guilty of violating state or federal law, infringing upon the privacy of others, and/or threatening the integrity of information kept within these systems.

Security System Operators must sign a Camera Security Surveillance Agreement prior to operating any security surveillance camera system. Signed agreements to comply will be kept on file with campus law enforcement.

Human Resources must immediately notify campus law enforcement when the employment of any security system operator terminates.

Authorization and Approval

All existing, new, and modified security surveillance cameras must comply with the terms and conditions of these guidelines and must have final approval from the campus Chief of Police or a designated representative and the Chief Technical Officer. IT should review the camera system to determine whether the technology is appropriate and compatible with existing campus systems. Campus law enforcement shall conduct a security review and advise on camera placement.

Recorded Images Retention, Access, and Release

Campus Police are responsible for appropriately protecting information that may have been captured by cameras under its control. All recorded images generated by campus security surveillance cameras must be stored in a secure location established by Campus Police and the

Information Technology Department, unless otherwise approved by Campus Police. All recorded images should be accessible by Security System Operators only as approved by Campus Police and configured to prevent unauthorized modification, duplication, or destruction. Requests by Eastern departments or employees to review other Eastern department recorded images for official College business must be made to campus law enforcement and shall follow the guidelines for Requesting Recorded Images Policy. These requests shall be made using the Recorded Images Request Form.

Recorded images should be retained for no more than twenty (20) calendar days unless there is a demonstrated business need, grantor requirement, or legal requirement, or unless the images are part of an ongoing criminal or civil court proceeding, employment investigation, legal hold, court order, or police case file. Extended retention time must be authorized in writing by the campus Chief of Police or the Office of Legal Counsel or their designated representatives.

Requests for access to or release of recorded images by individuals or entities outside of Eastern Oklahoma State College and/or for purposes other than official Eastern business such as an Open Records or Freedom of Information Act request must be forwarded to the Office of the President. The President will work with the Vice President of Business Affairs and Legal Counsel to review the request.

Recorded images may be shared by campus law enforcement with other law enforcement agencies as necessary, in accordance with applicable law and Eastern policies.

Oversight and Governance

The campus Chief of Police, the Legal Counsel, and Vice Presidents for Business Affairs, or their designated representatives shall convene as necessary to:

- Review and revise these guidelines and related standards and procedures, and
- Review and approve major amendments to these guidelines.

The campus Chief of Police, or his/her designee, or the Information Technology Department will:

- Maintain an up-to-date comprehensive inventory of permanent camera installations and image storage locations to facilitate the College's access to recorded images of possible crimes or incidents that require investigation; and
- Provide periodic administrative updates and guidance to security surveillance cameras systems operators.

Violations and Sanctions

Alleged violations of these guidelines will be reviewed and investigated by the campus Chief of Police and/or his/her designee in consultation with the Office of Legal Counsel. Any unauthorized access or misuse of the surveillance system may result in disciplinary action, which may include termination of employment or legal action.

Exceptions
The campus Chief of Police, in consultation with the Legal Counsel and Vice President for Business Affairs or their designated representatives, may grant exceptions to these guidelines, which may include but are not limited to situations where exceptions are necessary due to contractual requirements. Exceptions, with rationale, should be documented in writing and included in the inventory specified in this policy.

11.014 – Requesting Recorded Images

The recorded images from the Eastern Oklahoma State College security surveillance cameras are owned by the College. Campus law enforcement maintains control of and access to these recorded images. Other Eastern departments and staff members may request these recorded images from campus law enforcement as provided by these Internal Guidelines ("Internal Guidelines"). The purpose of these Internal Guidelines is to describe "best practices" for requesting and distributing recorded images.

To request recorded images, the following steps should normally be followed:

Request Record
Applicants shall submit a completed Security Camera Recorded Image Request Form for each recorded image request. This form shall be provided to campus law enforcement and shall require the following information:

- The name, title, and contact information of the person making the request for the recorded images;
- The description of recording requested, including date(s), time(s), and location(s); and
- The reason for request or other relevant information, which must further official Eastern campus purposes.

Review
Campus law enforcement shall review the request and consult with other Eastern officials as may be necessary.

Authorization
After reviewing the Recorded Image Request Form, campus law enforcement may:
- authorize the request;
- deny the request;
- modify the request; or
- request additional information from the applicant.

Distribution
Upon campus law enforcement approval of a Recorded Image Request, the campus law enforcement will work with the applicant to provide recorded images in the appropriate format.

Completion of Purpose

Upon completion of the Recorded Image Requested, the person who made the request shall properly destroy the recorded image requested and confirm the destruction of the recorded image requested to Eastern Campus Police.