

CAMPUS SECURITY AND RIGHT-TO-KNOW

HIGHER EDUCATION ACT SECTION 485(f) JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT (CLERY ACT)

CAMPUS SECURITY REPORT & STATEMENT OF POLICY ON REPORTING CRIME ON CAMPUS

HPTC strives to maintain a secure and safe environment for its students, employees, and the public, and encourages all persons to report any criminal or suspicious activity to the Assistant Superintendent who will take appropriate action after analyzing and investigating the seriousness of the incident. If a crime should occur on campus, a victim or witness should report it immediately to the Assistant Superintendent's Office located in the Central Office area.

The Assistant Superintendent will report this crime to the appropriate local authorities who will then gather information and make an official report. He/she will maintain a daily record (crime log) of crimes reported to the police containing the nature, date, time, and general location of each crime and the disposition of the complaint, if known. This record will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual.

STATEMENT CONCERNING SECURITY OF FACILITIES

HPTC understands its mission in providing education to its students, including access to the facilities. It is equally important that we be aware of our responsibilities to our students, our employees, and the public in providing a secure and safe environment in which to study and work. Protection of the facilities and equipment is also considered.

- There are scheduled times for all building lockups. HPTC maintenance staff performs these duties.
- Classrooms are kept locked when a class is not in session. Students may be authorized to be in a classroom when class is not in session only under the direct supervision (physically present) of a faculty or staff member.
- No building keys will be issued to students, nor will a faculty or staff member loan a building key to a student or non-employee. The only exception by the district is with permission of the administration.
- HPTC faculty and staff are encouraged to check in with the law enforcement department if they are going to be in the building after normal working hours. Law enforcement agencies will also make periodic welfare checks.

STATEMENT OF POLICY ON CAMPUS LAW ENFORCEMENT

HPTC depends on local or county law enforcement services for its campus. These officers help provide a safe campus environment for students, staff, and visitors. HPTC has an agreement

with law enforcement

for officers to perform a variety of tasks, which include investigation of criminal activity, apprehension of criminals, accident and fire response.

HPTC maintains an excellent working relationship with local law enforcement officials. Serious crimes and other incidents that are deemed to be of interest to State and/or local agencies are reported to those agencies. All serious crime is reported to the Oklahoma Bureau of Investigation (OSBI) Headquarters for publication in the annual Uniform Crime Report.

HPTC encourages all persons to report criminal or suspicious activity to a HPTC administrator who will take appropriate action after analyzing and investigating the seriousness of the incident.

STATEMENT OF PROGRAMS AND SECURITY PROCEDURES AND PRACTICES

The campus security report is available to all HPTC students. Upon enrollment all students receive a copy of the Student Handbook, which includes a section that describes how and where students can locate this report. Also available to students is the Right-to-Know/Campus Security Act pamphlet. A copy of this Student Consumer Information Handbook, along with the pamphlet, is available in the Student Services, Counselor's Office, and Financial Aid Office and in all Administrative Offices. In addition to being informed about Campus Security during orientation and with periodical updates, by October 1st of each year, High Plains Technology Center publishes and distributes an annual Campus Security Report to all enrolled students and current employees. A paper copy of the report is available upon request in the Financial Aid Office. The report may be viewed below, on our website at www.hptc.edu, and also a complete copy of the report may be viewed at <http://ope.ed.gov/security>. HPTC Crime Prevention activities may include, but are not limited to, crime prevention seminars for students, staff, and faculty.

DISCLOSURE REQUIREMENT of CRIME AWARENESS and CAMPUS SECURITY ACT of 1990 SENATE BILL 580

HPTC believes that the public should know how to report a possible crime which occurs at the site of the technology center. To report a possible crime, a victim or witness need to contact Barclay Holt or Taylor Barnett, Assistant Superintendent or Amber Riley, Counselor. The Assistant Superintendent will report this crime to the appropriate local authorities. The law enforcement agencies will then gather information and make an official report.

Statistics for HPTC

Calendar Years	2017	2018	2019
Murder	0	0	0
Manslaughter	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Forcible/Non-Forcible Sex	0	0	2
Hate Crimes	0	0	0
Arson	0	0	0

Campus Discipline

Liquor Law Violation	4	0	0
Drug Related Violation	2	0	3
Weapons Possession	0	0	0

Violence Against Women Reauthorization Act (“VAWA”), P u b. L . No. 11 3 - 4, 127 Stat. 54 Campus Sexual Violence Elimination Act (“ Campus SaVE Act”) , Pub. L . No. 11 3 -4, § 304, 127 Stat. 89

These acts expand the Clery Act’s coverage rights to victims of domestic violence, dating violence, and stalking. They also update prevention guidelines and victim’s rights.

In compliance of these acts, High Plains Technology Center will notify victims (students or employees) of their rights and options in writing, including the importance of preserving evidence; to whom an offense may be reported; the option to, or not to, seek police assistance; possible sanctions that may be imposed following an institutional disciplinary procedure; the institution’s responsibilities regarding judicial no- contact, restraining and protective orders; existing counseling, health services, mental health services, victim advocacy, legal assistance and other victim services on-campus and in the community; and options for, and available assistance for, changing academic, living, transportation and work situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

High Plains Technology Center’s procedures for investigating and conducting discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases include that the investigation and resolution will be prompt, fair and impartial; a “statement of the standard of evidence” used during the preceding; the annual training of officials conducting the proceedings to ensure the protection of the victim’s safety and the promotion of accountability; the identification of sanctions or protective measures the institution will impose after final determination that rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking has occurred; that the accuser and the accused are afforded equal opportunity to be present during the disciplinary proceeding; both parties must have the ability to be

accompanied at any meeting or proceeding by an advisor of their choice; the accuser and the accused must be simultaneously notified in writing of the outcome of the proceeding, appeal procedures, any change to the result before it becomes final, when the result will become final, and that disclosure of the outcome is unconditional; and institutional policies that address the protection of a victim's confidentiality, including record-keeping that excludes a victim's personally-identifiable information.

High Plains Technology Center will offer students and new employees programs that promote awareness and prevention of rape, acquaintance rape, domestic violence, sexual assault, and stalking. These programs will include a statement that the institution prohibits those offenses; the definition of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction; the definition of consent for sexual offenses in the applicable jurisdiction; "Safe and positive" options for intervention by bystanders an individual may take to "prevent harm or intervene" in situations; recognition of signs of abusive behavior and instruction on how to avoid potential attacks; information about the institution's policies and procedures; and ongoing prevention and awareness campaigns for students and faculty throughout the school year.

High Plains Technology Center follows the Clery Act's anti-retaliation policy that "No officer, employee, or agent of an institution...shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under [the Clery Act]."