

GREAT PLAINS

Technology Center

4500 West Lee Boulevard
2001 East Gladstone

Lawton, Oklahoma, 73505
Frederick, Oklahoma 73542

www.gptech.org
www.gptech.org

DISCLOSURE REQUIREMENTS OF CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990
SENATE BILL 580 (CLEARLY BILL) P.L. 101-542

FOR THE CALENDAR YEAR 2008

REPORT DATE: SEPTEMBER 2009

COMANCHE COUNTY CAMPUS – LAWTON, OKLAHOMA
TILLMAN-KIOWA CAMPUS – FREDERICK, OKLAHOMA

MISSION

Our mission is to prepare individuals for success in work and life and serve as a driving force for economic development in southwest Oklahoma.

VISION

We will continue to train the workforce of the future by providing exemplary educational opportunities.

CORE VALUES

We are committed to the communities we serve.

We are ethical in all our endeavors.

We are accountable for our decisions and actions.

We are dedicated to promoting economic development in southwest Oklahoma.

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex, gender, age, or disability in admission to its programs, services, or activities; in access to them, in treatment of individuals or in any aspect of their operations. Great Plains Technology Center also does not discriminate in its hiring or employment practices.

DISCLOSURE REQUIREMENTS

In an effort to insure patron and student safety and security, Great Plains Technology Center (GPTC) has policies in place for campus security, crime reporting and prevention; and drug/alcohol use prevention. We are proud of the record we have attained. According to public law requirements, we hereby disclose information regarding crime on our campuses.

The GPTC Board of Education shall endeavor to provide a crime free campus environment for all employees and students.

Consistent with this effort, policies and procedures are in place, reviewed annually, and revised when necessary. Information is conveyed to students and staff through the *Student Handbook* and the *Policies and Procedures* manual. Additional, specific procedural information is distributed to staff and faculty in the *Emergency Management Guide* (EMG).

1. Procedures for students and others to report criminal actions or other emergencies occurring on campus.

All students, both adult and secondary, during their orientation shall be informed and advised to report any criminal acts or activities of a suspicious nature to their teacher and/or administrator. (*Policies and Procedures*, p. 101).

The Dean of Students, SCORE Director, Director of Instruction, Assistant Director of Instruction and the Director of ACD are the designated security management team, with the additional help from the maintenance personnel. In the evening, the ACD Coordinators and custodial staff will serve as the designated security management team. (*EMG*, page 4). The designated staff member at the Frederick campus is the Assistant Superintendent.

A. Timely Warning Policy

- a. A warning will be issued in the case of campus emergency, inclement weather, or ongoing occurrences of campus of criminal activity or other risk to student safety or property.
- b. The Director of Communication and Marketing is responsible for disseminating information to students (*Policies and Procedures*, p. 26).
- c. Great Plains Technology Center will broadcast updates (recorded School Reach messages) to telephones of full-time high school and/or full-time adult students in the case of emergency. The messages will address:
 - i) What has happened
 - ii) Current student status
 - iii) Who is assisting with efforts (law enforcement, fire officials, etc.)
 - iv) Immediate plans for the future
 - v) Follow up phone calls may be made, if the situation warrants
 - vi) School Reach will broadcast voice notification only to those students and/or parents who have completed a "Contact Information Consent" form and filed it with GPTC. (*EMG*, p. 7).

B. Policy for annual disclosure of crime statistics

Beginning September 1, 1992, statistics regarding the following crimes shall be made available to all students, employees, and any applicant for employment or enrollment upon request subsequent to this date. The Dean of Students/Principal and/or his/her designee shall update information on listed crimes annually. Updated reports shall be available by September 1 of each year to include reports of crimes for the most recent calendar year and during the two preceding calendar years for which data is available.

Effective October 1, 2002 and each subsequent date and year, the Campus Crime Report will be available to enrolled students and current employees through the Great Plains Technology Center Internet website (<http://www.gptech.org/about/CampusCrimeReport.pdf>). (*Policies and Procedures*, p. 101).

Crimes for which statistics are available are:

- i) Murder
- ii) Sex Offenses
- iii) Robbery
- iv) Aggravated Assault
- v) Burglary
- vi) Motor Vehicle Theft
- vii) Manslaughter
- viii) Arson

Statistics for the following crimes for which arrests are made on campus are also available:

- i) Liquor law violations
- ii) Drug abuse violations
- iii) Weapons possessions

In addition, the number of above crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Act will be reported. (*Policies and Procedures*, p. 102).

C. List of persons, titles, and contact information to whom students should report a crime.

Tom Horschler	Dean of Students	(580) 250-5601
Clarence Fortney	Director of Instruction	(580) 250-5501
Kirk Mullenix	SCORE Director	(580) 250-5589
James Bishop	Assistant Director of Instruction	(580) 250-5662
John Noel	Director of ACD	(580) 250-5661
Jerry Webb	ACD Coordinator	(580) 250-5502
Linda Jamison	ACD Coordinator	(580) 250-5606
Gary Tyler	Assistant Superintendent (Frederick)	(580) 335-5525

D. Voluntary, confidential disclosure

Great Plains Technology Center does not currently have a confidential reporting program in place on campus. However, students are encouraged to call the Lawton Police Department's Crime Stoppers Tip line to make such a report. The Lawton Crime Stoppers may be reached at (580) 355-4636. The Frederick Police Department can be reached at (580) 335-5702.

2. Facilities Security.

The Dean of Students and/or his designee shall be responsible for security of the campus during daytime hours. The director of Adult Career Development and/or his designee shall be responsible for security during night and weekend hours. (*Policies and Procedures*, p 101)

A. Security and Access to Facilities

The facilities at Great Plains Technology Center are open to the students, faculty, staff, and the general public between the hours of 7:00 a.m. – 10:00 p.m., Monday through Thursday and 7:00 a.m. – 4:30 p.m. on Friday and Saturday. After this time, the campus will be closed to public access using barrier gates on all entrances and all buildings, classrooms, and shops will be locked. On limited occasions, the campus may be partially open to accommodate specialized training, but only in the area required for the training. Supervisory personnel will be present during those times to ensure safety of the students and property on the Great Plains Technology Center Campuses.

B. Security considerations used in the maintenance of campus facilities

As Great Plains Technology Center Campuses, both in Frederick and Lawton, are remodeled or maintained, security measures are examined. Current security includes lighted parking lots and video surveillance of selected areas of campus. Under the capital plan, improvements for campus wide video surveillance are scheduled to be implemented.

3. Policy on Campus Law Enforcement.

Great Plains Technology Center does not employ security personnel on either the Lawton or Frederick campus. The technology centers operate in close cooperation with local law enforcement agencies, particularly the Lawton Police Department and the Frederick Police Department. If necessary, designated security personnel will contact law enforcement to conduct criminal investigations or make arrests, if necessary.

- A.** The Dean of Students is designated as head of security for the Lawton Campus and the Associate Superintendent is designated as head of security for the Frederick Campus. These persons, and or their designees shall maintain a working relationship with local law enforcement officials. (*Policies and Procedures*, p. 101)

The campus security personnel shall have the authority to enforce all the policies and procedures approved by the Board of Education. However, the authority to make arrests shall remain with local law enforcement agencies.

- B.** Students and employees are encouraged to make prompt and accurate reports of crimes to designated school officials. Designated school officials will take appropriate action on all reports and contact law enforcement agencies, when necessary and desired.
- C.** Great Plains Technology Center employs certified school counselors. They are aware of community resources for counseling students or staff who have been a victim of a crime. All counselors encourage students to seek outside support and can advise students regarding how to voluntarily report crime in a confidential manner to local law enforcement. In the event of a crisis, the crisis intervention team will begin operation and proceed according to their training and appropriate scope of practice (*EMG*, p. 1).

4. Orientation and In-Service Procedures and Practices.

All students, both adult and secondary, shall be informed and advised, during their orientation, to report any criminal acts or activities of a suspicious nature to their instructor and/or administrator. All employees will be updated annually regarding campus security and their responsibilities in this area. Instructors are required to encourage students to be responsible for their own security and safety as well as the security and safety of their fellow students. (*Policies and Procedures*, p. 101)

5. Encouraging Crime Prevention.

Administrators and employees of GPTC work closely with local and state law enforcement officials to educate both secondary and adult students on how to protect themselves and their property. This is accomplished through campus-wide assemblies, classroom orientation, and individual student and employee conferences. Campus-wide assemblies are held annually and orientation is conducted with each entering class. New employees complete a year-long orientation to all campus policies and procedures, including security.

6. Monitoring and recording criminal activities in which students engage at off-site locations of student organizations officially recognized by the institution.

Student organizations currently available at Great Plains Technology Center include:

- i) Skills USA
 - ii) Business Professionals of America
 - iii) Health Occupations Students of America
 - iv) Family Career and Community Leaders of America
 - v) Technology Students Association
 - vi) Venturing
 - vii) Future Educators Association
- (Policies and Procedures, p. 76)*

When student organizations go off campus or out of town for approved purposes, the following procedures are in place:

- i) Prior to the trip, all participants must attend a “briefing” meeting with the Activities Coordinator in attendance. The meeting will explain trip guidelines.
- ii) All school policies are in effect during the entire trip. No consumption of alcohol or drugs by secondary OR adult students, no smoking by secondary students, no smoking while in professional dress by adults, dress code enforced.
- iii) Entire delegation will stay at the same hotel. If special arrangements are needed, these must be made known to the Activities Coordinator before reservations are made – usually two months in advance.

(Policies and Procedures, p. 77)

Students attending activities (whether away from school or on school property) will be subject to the provisions of the student code. *(Student Handbook, Section 48.2, p. 52)*

7. Possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws.

8. Possession, use, and sale of illegal drugs and enforcement of federal and state drug laws.

Great Plains Technology Center policies on use and sale of alcoholic beverages, illegal substances, and enforcement of local, federal and state laws are defined in the *Student Handbook*, Sections 3.0 – 3.4, pages 25-26.

Alcohol/Drug/Mood-Altering substances shall include any alcohol or malt beverage, any and all drugs listed under state statute as a controlled substance, a chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. The policies addresses possess of the substance, drug paraphernalia, distribution, and drug/alcohol induced medical emergencies.

Disciplinary actions for alcohol and drug offense policies are stated in the *Student Handbook*, Sections 3.2 and 3.3, page 26, as follows:

Section 3.2

Student distribution, use or possession, or being under the influence of alcoholic beverage, unlawful drugs, controlled substances, hallucinogens/inhalants or items that are purported to be unlawful drugs or control substances are those defined as illegal under the laws of the United States, State of Oklahoma, the City of Lawton, and the City of Frederick. Illegal conduct, such as possession, possession with intent to distribute, distribution, and possession of drug paraphernalia will be reported to the police. When any of the conduct described in this paragraph (3.2) occurs during school time, on school premises, or during school-sponsored activities, district action will be independent of police or court action and could result in suspension, expulsion, denial of privilege to drive any vehicle on school premises, or recommendations of outside treatment.

School personnel will immediately notify the appropriate administrator when they reasonably believe a student to be under the influence or in possession of alcohol, unlawful drugs, controlled substances, hallucinogens/inhalants, or drug paraphernalia. Thereupon, the Administrator will contact the parents or legal guardian. Circumstances may require the assistance of the law enforcement agencies.

The following disciplinary actions will apply, except in exceptional circumstances:

Section 3.3

Students who use, possess, or are under the influence of alcohol, unlawful drugs, controlled substances, and hallucinogens/inhalants or possess drug paraphernalia during school time, on school premises, or during school sponsored activities will be subject to immediate disciplinary actions.

A. First Offense

- (1) The appropriate Administrator will notify parents/guardians and request an immediate conference. Law enforcement agencies will be notified if student is in possession of alcohol, illegal substances, and/or drug paraphernalia.
- (2) The student is subject to expulsion for a minimum of the remaining semester and up to the next full semester. At the expulsion hearing, if student and parent/guardian agree to seek and complete professional treatment at a licensed treatment agency; a second formal hearing will be held to consider the disposition of the student's expulsion, if student and parent/guardian furnish proof of completing treatment at a licensed facility.

B. Second and Subsequent Offenses

- (1) The student will be expelled for the remainder of the current semester and the next full semester. The student and parents/legal guardians will be recommended to seek an assessment and/or treatment at a licensed treatment agency.

9. Drug or alcohol abuse education programs available to all students and employees.

Employees

In order to maintain a drug free workplace, each employee will be required to attend a district drug free awareness program at which employees will be informed about the dangers of drug abuse in the workplace.

The Board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community, if such facility or agency is available. (*Policies and Procedures*, p. 100)

Students

Every student at the Great Plains Technology Center will receive a copy of the Drug-Free Schools Policy and the Student Handbook. Continual educational will be provided by drug education seminars, teacher in-service training, and student instruction. It is indeed our goal to achieve a drug free educational environment. (*Student Handbook*, Section 13.0, p. 33).

10. Sexual assault programs, prevention, and procedures

- A. Great Plains Technology Center is a secondary/postsecondary educational institution serving both high school students and adults. It does not have any formal awareness program addressing rape, acquaintance rape, or sexual assault. Individual classroom or Career Technical Student Organization materials may address these issues, but no formalized system of awareness has been established. Certified school counselors and a certified school psychologist are available for incident-specific counseling and a formal awareness program is currently in development.
- B. Procedures for reporting a sexual assault are outlined in the *Emergency Management Guide*, page 15 as follows:
 - i) If the victim needs medical assistance, the School nurse should be contacted immediately. Notify Dean of Students if an assault occurs on campus in order to determine the course of action. Secure the area so police can investigate. When possible, school officials should accompany the individual for medical treatment.
 - ii) If other students have knowledge of the assault/rape, the Dean of Students (or designee) will investigate event and encourage students not to discuss the situation except with proper investigating authorities.

C. Information on options for notifying local law enforcement:

If the student is a minor, the Dean of Students will call his/her parents immediately. If the student is an adult, contact the emergency contact for that student. The Dean of Students will also contact the police department; but can wait (within reason) until the parents have arrived. The police will lead the criminal investigation and the Dean of Students will act as the liaison between police investigation and the school. (*Emergency Management Guide*, p. 15)

D. Notification of students of existing on and off-campus counseling services:

Dean of Students will recommend any party having difficulty dealing with the situation to speak with the Crisis Intervention Team. (Any long term counseling should be referred outside the Great Plains Technology Center). (*Emergency Management Guide*, p. 15)

E. Great Plains Technology Center will make every effort to accommodate changes in schedule or other arrangements during investigation and/or criminal procedures as requested and reasonable.

F. Great Plains Technology Center will follow the *Student Handbook* code of discipline, Sections 2.0 – 2.5, pages 23-25, in dealing with both the accuser and the accused. Any internal discipline will follow these guidelines and all parties will remain informed, to the limits of the policies in place.

G. Sanctions which may be imposed following the final determination of an institution's internal disciplinary proceedings regarding sex offenses include but are not limited to:

- i) In-school detention
- ii) Removal from a class or group (temporary or permanent)
- iii) Referral to other social or educational agencies
- iv) Suspension
- v) Expulsion
- vi) Involve law enforcement
- vii) Any other disciplinary action deemed appropriate under the circumstances
- viii) (*Student Handbook*, Section 2.5, pages 24-25).

H. Required Reporting Information: Sex Offender Locator.

If you wish to identify the location of sex offenders, the following website exists for such purposes:

http://docapp8.doc.state.ok.us/servlet/page?_pageid=190&_dad=portal30&_schema=PORTAL30

This registry can be searched by county and lists all registered sex offenders, their reported addresses, and other pertinent information.

11. Crimes on GPTC Campuses (Lawton)

Offense	2006	2007	2008
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	1	1
Burglary	2	1	1
Motor Theft	0	0	0
Arson	0	0	0
Manslaughter	0	0	0
Statistics on Arrests	2006	2007	2008
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Violation	0	0	0

Frederick Campus

Offense	2006	2007	2008
Murder	0	0	0
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglary	2	0	0
Motor Theft	0	0	0
Arson	0	0	0
Manslaughter	0	0	0
Statistics on Arrests	2006	2007	2008
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Violation	0	0	0

12. Distribution of Campus Crime Report

Students will be notified via classroom e-mail that the Campus Crime Report is available on the Great Plains Technology Center website located at <http://www.gptech.org/about/campuscrime.pdf>. Additionally, copies will be available in display stands throughout both campuses.