CAMPUS SECURITY
And YOU

Trustworthy & Dependable
ABOUT SPARTAN COLLEGE

Spartan College of Aeronautics and Technology operates three campuses with more than 247,000 square feet of training facilities, classrooms and administrative space located in Tulsa, a metropolitan city with a population exceeding half-a-million people. As a part of the larger community, the college shares many of the same interests and problems, including concern about crime - a national problem that affects us all.

To prevent criminal incidents from occurring, The Spartan College of Aeronautics and Technology Department of Campus Security works with other college departments as well as outside law enforcement agencies to ensure that members of the campus community and their possessions are protected as well as possible. Ultimately, each member of the community is responsible for his or her security.

The Spartan College of Aeronautics and Technology Department of Campus Security is committed to providing our campus community the highest level of professionalism that can be expected of a law enforcement unit.

CAMPUS SECURITY

The college’s Department of Campus Security is located at the Main Campus, 8820 E. Pine Street. The department has an authorized full-time staff of armed security officers, who are OK CLEET (Council of Law Enforcement Education and Training) certified.

Campus Security Officers conduct foot and vehicle patrols of the North Campus, Main Campus and Residence Hall. The department works closely with the Tulsa Police Department, Tulsa Sheriff’s Department and other federal, state & local law enforcement agencies to ensure awareness of incidents that may occur on or off campus.

Spartan encourages the prompt reporting of any incident that compromises the safety, health or rights of the campus community. The Department of Campus Security is the primary responder for all campus incidents and works cooperatively with local law enforcement agencies, the Office of Human Resources and the Sr. Vice President of Education when investigating criminal behavior, violations of College policies and/or violations of the student code of conduct. Spartan college also recognizes the importance of maintaining confidentiality. Victims or witnesses may choose to report on a voluntary and confidential basis to the Human Resources Department, Director of Campus Security or their Department Head. The Department of Campus Security has setup a “silent witness” via email at security@spartan.edu. Using this email link, a person who witnesses an incident or criminal behavior, may report anonymously to the Department of Campus Security.

AUTHORITY

The Department of Campus Security derives it’s authority from Oklahoma State statute § 59-1750. The primary mission of officers shall be the protection of people and property on Spartan’s campus. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on College property. As defined by statute, “campus” shall include all real property, buildings and improvements within the state of Oklahoma that are owned, leased or rented by Spartan.

Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. Spartan Security officers shall have jurisdiction over all parts and aspects of the Spartan campus and any other area as authorized by law. Spartan Security officers will call the appropriate law enforcement agency for crimes committed on campus, at their discretion.

The Department of Campus Security will continue to investigate utilizing established investigative procedures. The Department of Campus Security will also coordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good faith practice.

ACCESS POLICY

During business hours, Monday through Friday, 8:00am through 11:30pm, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities are by key and security code, if issued. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Example, the Dispatching on the Flight Campus. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.
Emergencies may necessitate changes or alterations to any posted schedules.

WEAPONS

Firearms and dangerous weapons of any kind are not permitted on campus or at the Residence Hall. Intentional use or possession of firearms or other dangerous weapons by students is strictly forbidden, and violation can result in disciplinary action. This is to include, but not limited to, the possession or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on campus. Exceptions to this policy are police and those who have been called to assist or to perform law enforcement duties on campus, police and peace officers in their official on-duty capacities and in the performance of their duties.

FIRE SAFETY

The City of Tulsa Fire Marshall is involved in plan review and inspection of every new and remodeled project that occurs on the Spartan Campus. Spartan College regularly conducts inspections of every existing facility on campus to eliminate any potential fire hazards and ensuring that the fire and life-safety system located in those buildings are functioning properly.

The City of Tulsa Fire Department is responsible for responding to any fires on campus and for determining their cause and origin.

Each year Spartan conducts fire drills to help Employees, Staff and Students familiarize themselves with these procedures.

CAMPUS SAFETY

Information on safety and security is provided to all incoming students and employees at orientation. Copies of this report may be obtained at the Spartan College Campus Security Office located at 8820 E. Pine Street, Bldg. 2. All prospective employees may obtain a copy from the Personnel Department.

The Physical Plant Department maintains the college buildings and grounds with a concern for safety and security. Furthermore, the campus is routinely inspected to ensure that all lights are functioning.

They inspect campus facilities regularly and respond to reports of potential safety and security hazards such as broken windows and locks. The grounds staff makes sure the campus is well lit.

GENERAL PROCEDURES FOR REPORTING A CRIME, MISSING PERSON OR AN EMERGENCY

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Department of Campus Security or a member of the Spartan Campus Safety Authority in a timely manner. Missing Person: upon determining that an individual has been missing for a period of 24 hours, the Director of Campus Security will make a report with local law enforcement.

Main Campus

To report a crime, missing person or an emergency on any campus, dial 9-1-1. To report a non-emergency, security or public safety related matter, call the Campus Security Office at (918)836-6886 ext. 275. You may also make a report in person to the office of:

    Director, Campus Security
    Building 2, Campus Security Office,
    8820 E. Pine Street, Tulsa, OK 74115

North Campus

Call the AMT Office at (918)836-6886 ext. 368. You may also make a report in person to the office of:

    Vice President N/C Operations
    Building 8, AMT Training Office,
    7304 E. Apache Street, Tulsa, OK 74115
Flight Campus
Call the Flight Office at (918)836-6886 ext. 379. You may also make a report in person to the office of:

Chief Flight Instructor
Administration Building,
123 West Cessna Drive, Tulsa, OK 74132

Spartan Residence Hall
Call the Security Office at (918)240-3699. You may also make a report in person to the office of:

S.R.H. Security Manager
Bldg. 1310 Unit 101
1310 N. 89th E. Ave, Tulsa, OK 74115

All incident reports are forwarded to the Department of Campus Security office for review and referred for potential action to the appropriate Department Director. Campus Security Officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the appropriate Department Director.

Crimes should be reported to the Department of Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

EMERGENCY RESPONSE/EVACUATION
Emergency Procedures are posted in all classrooms.

EMERGENCY COMMUNICATION SYSTEM
Spartan College of Aeronautics and Technology has an emergency communications system that allows Spartan to contact students, faculty and staff within minutes by telephone, email and text messaging when an emergency exists. It is our belief that continuous and rapid notification is one of the best protections available for members of our campus community. Situations can change rapidly and in unexpected ways. The ability to communicate up-to-date information is very important and helps prevent panic fueled by rumors or misinformation.

TIMELY WARNING POLICY
Spartan College of Aeronautics and Technology is responsible for issuing timely warnings in compliance with the Jeanne Clery Act.

The decision to issue a timely warning shall be decided on a case-by-case basis, in compliance with the Act, and by considering all available facts. The timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

In the event that a situation arises that requires issuance of a warning, these warnings are provided to keep the campus community informed about safety and security matters on an ongoing basis and/or in an effort to prevent similar crimes from occurring.

Timely warnings usually are addressed for the following classifications: arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, sex crimes.

Timely warnings also may be issued for other crimes as deemed necessary. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

Spartan College will notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. Warnings will only be withheld if they would compromise efforts to contain emergency.

When a determination has been made that a timely warning should be issued, Spartan College will inform the campus community by taking all appropriate steps to ensure timely notification of the campus community.

These steps may include media notifications, printing the warnings in a bulletin, issuing a campus wide email notice, or activating the campus emergency notification system.
Such warning(s) may include, but are not limited to, the following information: type of crime, date, time and location of the crime, as well as available suspect information.

MISSING STUDENT POLICY

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Spartan Security to actively investigate any report of a missing student who is enrolled at the College and resides in on-campus housing. Each resident will be notified of the missing students’ policy and procedures in the event that they are reported missing.

Each resident upon checking into their assigned room is requested to identify the name and contact number of the individual(s) that is to be contacted in case of an emergency, including in the event of the resident being reported missing for a period of no more than 24 hours.

For any resident under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by Department of Campus Security and College staff.

If a member of the College community has reason to believe that a student is missing, all efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, contacting the Department of Campus Security, locating the resident’s vehicle, and calling cell phone number. If upon investigation by Department of Campus Security, the resident is determined missing for at least 24 hours, the Sr. Vice President of Education will contact the resident’s designated emergency contact (custodial parent or legal guardian, if under the age of 18) or the student has failed to designate an emergency contact.

COMMUNITY RESPONSIBILITY

The cooperation and involvement of members of the community in a campus safety program is absolutely necessary. We all can assume responsibility for our own personal safety and the security of our belongings by following the simple, common sense precautions below:

- Lock room doors when unoccupied.
- Do not leave purses, wallets, credit cards, or identification cards (including campus ID and drivers license) unattended.
- Record serial numbers, when available, and store them separately.
- Lock vehicles at all times, and remove valuable items.
- Report any unusual activity, suspicious individuals, or malfunctioning equipment to staff and/or security.
- In the event of a weather alert, act responsibly and take cover as needed.
- Observe all campus rules and regulations.

IDENTIFICATION CARDS

All students, faculty and staff must have an ID badge issued by the College. All students, faculty and staff must wear their Spartan badge when they are on Spartan property or at Spartan events. This card should not be loaned to anyone for any reason. The card cannot be used for identification except by the person to whom it was specifically issued.

Anyone who fails or refuses to show his or her Spartan badge upon request will be asked to leave the campus. While this requirement may seem restrictive, it is designed to best serve the needs of all members of the campus community.

ALCOHOL & DRUGS

Spartan College of Aeronautics and Technology does not tolerate illicit drug use, including the use of synthetic drugs and/or alcohol abuse on campus or in connection with College functions by any person regardless of age. State law regulates the possession, use and/or sale of alcoholic beverages and illegal drugs. Spartan has articulated a policy on alcohol and drug use on campus.

In keeping with college policy respecting the rights of students as adult citizens, students are legally responsible and liable for the consequences of their actions. Status as a college student does not make students exempt from otherwise applicable laws.
DRUG-FREE AWARENESS

The Drug-Free Schools and Communities Act of 1989, Codified as Part 86 of EDGAR (34 CFR Part 86), require institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Spartan College of Aeronautics and Technology prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any college activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

THE CLERY ACT REPORTING REQUIREMENTS

The Jeanne Clery Disclosure of Campus Security Policy and Camps Crime Statistics Act is a federal law requiring all institutions of higher education receiving federal financial assistance under the programs authorized under Title IV of the Higher Education Act of 1965 to disclose certain timely and annual information about campus crime and security policies.

The Clery Act, was named in memory of a Lehigh University freshman who was assaulted and murdered in her residence hall room in 1986, specifically requires that colleges and universities have in place and disclose certain policies, practices and procedures.

This report is distributed to all students and employees as well as prospective student and employees.

The full text of this report is located in the Department of Campus Security. This report is prepared in cooperation with the local law enforcement agencies surrounding our Main Campus, North Campus, Flight Campus and the Spartan Residence Hall.

Upon request, a paper copy of this report can be made available by contacting:

Department of Campus Security
Spartan College of Aeronautics
8820 E. Pine Street
Tulsa, OK 74115

MEGAN'S LAW

To find information concerning registered sex offenders, go to the Tulsa County Sheriff’s web site: www.tcsso.org. or the Tulsa Police Department’s web site: www.tulsapolice.org.

TITLE 18 POLICY

In the event a crime of violence or a non-forcible sex offense was conducted by a student attending Spartan College of Aeronautics and Technology; and that crime of violence or a non-forcible sex offense was conducted on property controlled by the College, the College will upon receiving a written request, disclose to the alleged victim a report on the results of any disciplinary proceeding conducted by the College against the student who is the alleged perpetrator of such crime or offense or a non-forcible sex offense.

If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined as any unwanted or unsolicited sexual gesture, physical contact or statement which, when viewed from the prospective of a reasonable person similarly situated, is offensive, threatening, humiliating, or interferes with a person’s ability to perform his or her job, education pursuit, or participation in campus life.

Spartan College expects participants in this community to support an employment, educational, co-curricular, social and living environment in which all participants are free from unlawful or otherwise inappropriate conduct on any basis, actual or perceived.

The College expects all such participants will treat each other respectfully and refrain from any conduct which is unsolicited, unwelcome and inappropriate, in any form and by any means. Spartan guarantees that credible accusations of inappropriate conduct under this policy will be investigated promptly, thoroughly and fairly.
SEXUAL ASSAULT

In the event a student or employee is sexually assaulted, the victim should do the following:

• Call Campus Security and/or the Tulsa Police Department for assistance and to report the incident. Reporting does not require prosecution. Campus authorities are available to assist with reporting procedures.

• Get medical attention.

• Avoid bathing, douching, changing clothes, or any other activity that might destroy evidence of the assault.

• Seek emotional support from friends, relatives, and counselors. Counseling is available 24/7 through “Call Rape.” by calling 744-RAPE or contacting Domestic Violence Intervention Services, Inc. 918-585-3163.

Normally, when a sexual assault is reported, Tulsa police contact Call Rape on behalf of the victim. A representative comes to the examination room to provide support and assist with victim/family counseling and victim compensation.

Call Rape maintains a 24-hour crisis line, 744-RAPE. Rape examinations generally are paid for by the Tulsa Police Department if made within 24 hours.

Academic schedule and housing changes will be made if reasonably available. Student victims should contact the dean to arrange academic schedule changes. The housing office will provide emergency housing if living arrangements must be changed.

Any student or employee who wishes to file a disciplinary complaint may do so according to established procedures. Regardless of whether law enforcement or criminal justice authorities choose to prosecute an act involving a College student or employee, disciplinary action may be imposed through a campus disciplinary proceeding. During such a disciplinary proceeding, the accuser and the accused are entitled to the same opportunities to have others present.

Disciplinary sanctions may be imposed on students or employees who commit a sexual offense on campus or in connection with College-sponsored activities. Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from the College or termination of College employment. The accuser and the accused will be informed of the outcome of any disciplinary proceedings brought alleging sexual misconduct.

For education/awareness of rape and date rape visit the Domestic Violence Intervention Services, Inc. web site: www.dvis.org.
Specifications for On-Campus Housing Facility Fire Systems

Spartan Residence Hall

Fire Safety Control System: Wet Hydraulic-System

Location of Sprinklers: Common Areas - Rooms

Alarm Types: Smoke Detectors

Listed below is a chart outlining the fire statistics for 2013 at Spartan College of Aeronautics and Technology:

<table>
<thead>
<tr>
<th>Location</th>
<th>Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Approx. Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>North Campus</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Flight Campus</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
</tbody>
</table>

On Campus Fire Drills

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Announced / Unannounced</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Campus</td>
<td>July 17, 2013</td>
<td>Unannounced</td>
</tr>
<tr>
<td>North Campus</td>
<td>July 18, 2013</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Flight Campus</td>
<td>July 18, 2013</td>
<td>Unannounced</td>
</tr>
<tr>
<td>Spartan Residence Hall</td>
<td></td>
<td>—</td>
</tr>
</tbody>
</table>
The following information relating to crime statistics is provided by Spartan College of Aeronautics and Technology to prospective students, matriculating students and employees. Crime statistics for the most recent three-year period, which reflect the on-campus incidents reported to the Department of Campus Security, College Administrators and the Tulsa Police Department, are reported below.*

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>On-Campus**</th>
<th>Spartan Residence Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (forcible)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sex Offenses (non-forcible)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Hate Crimes (Prejudice)

| Race                               | 0     | 0    | 0    | 0    | 0    | 0    |
| Gender                             | 0     | 0    | 0    | 0    | 0    | 0    |
| Religion                           | 0     | 0    | 0    | 0    | 0    | 0    |
| Sex orientation                    | 0     | 0    | 0    | 0    | 0    | 0    |
| Ethnicity                          | 0     | 0    | 0    | 0    | 0    | 0    |
| Disability                         | 0     | 0    | 0    | 0    | 0    | 0    |

Number of Arrests

| Liquor Law                         | 0     | 0    | 0    | 0    | 0    | 0    |
| Drug Law                           | 0     | 0    | 0    | 0    | 0    | 0    |
| Illegal Weapons                    | 0     | 0    | 0    | 0    | 0    | 0    |

Number of Disciplinary Referrals

| Liquor Law                         | 3     | 0    | 0    | 3    | 0    | 0    |
| Drug Law                           | 6     | 7    | 0    | 6    | 1    | 0    |
| Illegal Weapons                    | 0     | 0    | 0    | 0    | 0    | 0    |

*These statistics are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act.

** On-Campus includes the Main Campus, North Campus, Flight Campus and Spartan Residence Hall.

For each incident reported at the Spartan Residence Hall, the incident is also counted as an “On-Campus” reportable incident.