



# ANNUAL SECURITY REPORT 2025

Spartan College – Oklahoma

## Contents

I. Introduction .....	3
II. Policies Concerning Campus Law Enforcement Authority of Campus Security Personnel .....	3
III. Policies on Reporting a Crime or Emergency .....	4
IV. Educational Programs Related to Security Awareness and Prevention of Criminal Activity .....	7
V. Building Security .....	8
VI. Timely Warnings .....	8
VII. Emergency Response and Evacuation Procedures .....	9
A. Building Closures.....	10
B. Building Lock-Downs.....	10
C. Building Evacuations .....	11
VIII. Missing Persons Procedures .....	11
IX. Sex Offense Policy, Procedures and Programs .....	12
JURISDICTION: .....	12
DEFINITIONS: .....	12
POLICY: .....	16
Non-Emergency Dispatch by Campus Location: .....	17
RESPONSIBILITIES: .....	21
RECORDKEEPING:.....	22
Available Victim Services .....	23
X. Counseling and Services .....	23
XI. Drug and Alcohol Policy .....	23
XII. Crime Statistics .....	25
A. Annual Campus Crime Statistics .....	28
XIII. FIRE SAFETY .....	33
XIV. SPECIFICATIONS FOR ON-CAMPUS HOUSING FACILITY FIRE SYSTEMS .....	33

## Spartan College Annual Security Report

### I. Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. It provides students and employees of Spartan College with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

This report is prepared by the Campus Director/President in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notifications. Hard copies of the report may also be obtained at no cost by contacting Spartan College-Student Support Department.

#### **Spartan College – Tulsa**

Student Services – Main Campus

8820 East Pine Street

Tulsa, OK 74132

online at: <https://www.spartan.edu/Tulsa/>

Spartan College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

### II. Policies Concerning Campus Law Enforcement Authority of Campus Security Personnel

The College does have on campus security, the security personnel at the College will work closely with the Tulsa Police Department, Tulsa Sheriff's Department, and other state, federal, or local law enforcement agencies. The security staff are armed officers that are Oklahoma CLEET (Council of Law Enforcement Education and Training) certified. Campus Officers are authorized to detain, make arrests, and take into custody, persons guilty of unlawful conduct or trespassing within property owned or leased by Spartan College (Oklahoma State statute §59-1750.2). Students, employees and visitors of the College, whether victims or witnesses of crimes, are encouraged to voluntarily, promptly and accurately report all criminal activity to the designated Campus Security Authorities (as listed below), in the event that a Campus Security Authority is not available, to any other College employee.

The College does not have an on campus police department. The college does not have any written memoranda of understanding (MOU) or any other written agreement with law enforcement agencies to assist in investigation of alleged criminal offenses. Students, employees and visitors of the College, whether victims or witnesses of crimes, are encouraged to voluntarily, promptly and accurately report all criminal activity to the designated Campus Security Authorities (as listed below), in the event that a Campus Security Authority is not available, to any other College employee.

The following individuals are designated Campus Security Authorities (CSA):

<b>Name</b>	<b>Title/Position</b>	<b>Contact Information</b>
Kari Pahno	Campus President	Office Phone #: 918-831-5234
Beau Schrader (Flight Campus)	VP of Flight Operations / Chief Pilot	Office Phone #: 918-831-5387
Shalana Palermo - Tech	Dean of Student Affairs	Office Phone # 918-831-5211
Alessia Cummings - Flight	Dean of Student Affairs	Office Phone #: 918-831-5221
Damon Bowling	Dean of Campus Operations	Office Phone#:918-831-5388
Amy Moore	Dean of Academic Affairs & Operations	Office Phone #: 918-831-5313
Campus Security (Main/North/Flight Campus)	Campus Security Manager	Office Phone #: 918-240-3699
Campus Security (Residence Hall)	Campus Security Manager	Office Phone #: 918-240-3699

Any person who witnesses an incident or criminal behavior, may report anonymously to the Campus Security Department. To report incident, use the "silent witness" email; [security@spartan.edu](mailto:security@spartan.edu).

Campus Security Authorities are responsible for not only responding in the event of a crime or emergency, but also for looking for opportunities to deter and/or prevent crime. In an effort to improve safety on campus and to make the community aware of prevention services and reduce the incidents of crime, campus security personnel may also provide the campus community with the following services:

- Respond to police, fire, and emergency medical personnel
- Investigate incident reports and suspicious activities
- Prepare follow-up reports and document activities and results
- Assist victims of crime by providing resources and referrals
- Make recommendations in cases of disciplinary action
- Monitor campus for signs of intrusion, robbery, vandalism, and safety hazards
- Comply with federal, state, and local regulations regarding the release of information
- Assist with sick/injured
- Provide security consultation to students and staff
- Present crime awareness and prevention program information
- Inform campus community of imminent danger
- Enforce regulatory standards for student safety and campus security

Additionally, upon written request, Spartan College, will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by this institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **III. Policies on Reporting a Crime or Emergency**

All criminal actions, accidents, injuries, or other emergencies occurring on campus must be immediately reported as follows:

- Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling **911** from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred. After making the 911 call, also make a report to one of the campus security authorities identified above.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of the College staff will assist a student in making the report to the police.
- Anonymous incident reports can also be made to the Campus Security Authorities or the College's Ethics hotline (Lighthouse Services) online at [www.lighthouse-services.com/spartan](http://www.lighthouse-services.com/spartan) or by calling **844-960-0004** (English speaking students/staff) or **800-216-1288** (Spanish speaking students/staff).
- Any incident that is associated to Sexual Harassment, Dating Violence, Domestic Violence, Stalking, and Retaliation will follow the established guidelines set within the campus Title IX Policy and Procedures. Including investigating and responding to complaints, availability of supportive measures and the campus disciplinary actions, see <https://www.spartan.edu/tulsa/consumer-information>.

Any victim of a crime who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority or through the College's incident reporting system (Lighthouse Services). Although confidentiality cannot be guaranteed in every case, to the extent possible every effort will be made to preserve confidentiality. With the victim's permission, that official can then file a report of the details of the incident without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The College does not have any policies or procedures that encourage pastoral counselors; if and when they deem it appropriate, to inform the individuals that they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the crime statistics contained in this Report.

The College has no officially recognized student organizations with off-campus locations. However, if criminal activity occurs while students are attending school sponsored events or training off campus, the reporting procedures are the same as those stated above.

Any student or employee who is the victim of stalking or has a restraining order against another individual (whether or not that individual is also a student or member of the campus community) is highly encouraged to notify a campus security authority of the threat and to provide a copy of the restraining order so that it may be enforced, if necessary.

The College is committed to preserve evidence and records, including electronic documents that are relevant to a pending or potential claim or action.

#### **Crime Reports (Incidence Reports)- Procedure**

- The Campus Director/President will oversee the Campus Security Authorities (CSA's).
- All CSA's will be required to gather, report, and provide information on any crimes reported throughout the year.

- All crime report information must be submitted to the Campus Direct/President or appointed authority (follow timely warning and/or emergency notification protocols).

*CSA's who don't have crimes to report can be asked to document this in writing. This could be as simple as writing a statement that reads, "From \_\_\_\_\_ to \_\_\_\_\_ I was not aware of, and did not receive, any reports of criminal incidents, arrests or disciplinary actions for Clery Act crimes."*

- CSAs must indicate if they do not have any crimes to report(s) for the specific timetable requested period.
- Recommendation; update the job descriptions of individuals at your institution who are designated as a CSA. Make this designation an official part of their job description so that they know what's required of them.
- If applicable, forward copies of the crime reports to your campus security department.
- All crime report information must be entered within the campus daily crime log.
- Keep documentation of all crime reports.

### **Reporting Dating Violence, Domestic Violence, Sexual Assault or Stalking - Procedure**

If a sexual assault occurs, the most important step is to get to a safe place, safety is our number one concern.

Any incident that is associated with any of the above subjects, the campus will follow the established guidelines set within the campus Title IX Policy and Procedures. This will include investigating and responding to complaints, availability of supportive measures and the campus disciplinary actions.

It is important for the victim to preserve all evidence, doing this may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

After an incident of sexual assault, dating violence, domestic violence, or stalking the victim should consider seeking help from law enforcement and/or medical attention as soon as possible. The student should report to the local Medical Center or another nearby care facility. Evidence may be collected even if you choose not to make a report to law enforcement and the evidence can be kept with a case identification number separate from the name of the victim.

If physical injuries, take photos and date stamp the photos.

Additional actions, do not;

- Bathe, or
- Douche, or
- Smoke, or
- Change clothing, or
- Clean the bed/linen/area of assault
- Save any of the following;
  - text messages, instant messages, or other social networking.
  - Communications
  - Pictures
  - Logs or other copies of documents.

Any victim that does not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with Campus Security or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

The victim, student, or employee will have the option to notify law enforcement authorities about the offense, the option to be assisted by campus authorities in notifying law enforcement, and they have option to decline any notify to such authorities. The institution will provide appropriate and specific contact information for the authorities,

Reporting an incident may vary by jurisdiction. Submit your report sooner than later, as you wait the details are not as clear. You will need to write down your recollection of the incident and note as many details as possible. Focus on the facts, date, time and location. Do not write down what you think might have happened, only the facts.

Any student or employee who has an order of protection, no-contact order, restraining order or similar order issued by a civil, criminal or tribal court should bring it to the attention of the Title IX Coordinator or applicable campus Deputy Title IX Coordinator and provide a copy of the order so that appropriate campus security authorities may be aware of its existence and help ensure its enforcement.

The Institution may employ one of these measures that may include the following:

- Orders of protection, including no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or by the institution;
- Transportation assistance or security escorts;
- Modifications to academic requirements or class schedules
- Changes in living or working accommodations

#### **IV. Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

Spartan College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. A description of those programs and their frequency of presentation follows:

- The College sponsors at least one annual safety, security awareness and crime prevention event. These safety events are intended to enhance the campus community's awareness of their responsibility for their own safety and the safety of others. Similarly, the security awareness and crime prevention events focus on educating the campus community on security and crime prevention measures. Visit Student Support for information about upcoming safety, security awareness and crime prevention programs.
- Security and safety procedures are discussed with new and continuing students and staff within each individual department of the school at the beginning of term. This includes encouraging students to be alert to security situations and to assist the school in preventing crimes from occurring through awareness and communication. Students are highly encouraged to develop and present their own crime prevention programs to other students and staff.

- Employees and students are informed about the prevention of crimes through written communication from school management, via campus postings, email distribution, or internet posting.

## **V. Building Security**

The campus facilities are accessible to members of the campus community and visitors during normal business hours Monday through Friday, and for special events over the weekend. Access during non-business hours must be coordinated through the office of Student Support. Exterior doors are locked and secured each evening by designated campus staff. Buildings are secured according to evening and weekend hour class times.

Residential housing is limited to campus residential students and campus staff only.

Spartan College has installed CCTV units on campus in the effort to further detect and enforce campus safety and security measures. Although students and staff are hereby notified that these surveillance cameras will be operational in public spaces on our campus, you are also assured that Spartan College follows the Department of Homeland Security guidelines for the prohibition of sharing of these files with third parties, and will periodically destroy non-evidentiary film on a basis consistent with these guidelines.

Students and employees are asked to be alert and to not circumvent security measures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to non-students and do not leave them unattended
- Do not give access codes to anyone that does not belong to the campus community

Keys to the offices, laboratories, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies stated in the Policies and Procedures Manual regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, rendering inoperable or abusing any fire prevention or detection equipment is prohibited. Violation of these policies may lead to disciplinary action, up to and including termination and the filing of charges with law enforcement authorities.

All individuals entering the building, who are not current students or staff, must check in with the front desk receptionist. Employee and student identification cards may be used to verify the identity of persons suspected to be in the building without permission.

Security also is a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are well lighted and that egress lighting is working in hallways and stairwells.

All campus security and safety protocols and procedures will be applied to the campus and residential housing.

## **VI. Timely Warnings**

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Campus Director/President or other designated College official constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. Examples would be a rash of motor vehicle thefts or sexual assaults in the area that merit a warning because they present a continuing threat to the campus community. This warning will be communicated to students and employees by phone, text or email to the student’s and/or employee Spartan email account.

Anyone with information warranting a timely warning should immediately report the circumstances to Campus Director/President or Campus Academic Dean.

## **VII. Emergency Response and Evacuation Procedures**

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, or armed intruders. Spartan College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response. Students, staff and visitors are encouraged to notify the Campus Director/President and Campus Academic Dean of any situation that poses such a threat.

The Campus Director/President and Campus Academic Dean will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the College’s response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed, the College community, or appropriate segments of it, will be notified. The Campus Director/President in collaboration with other appropriate personnel, will determine who should be notified and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Campus Director/President will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:

- Mass Communication System: The College has a mass emergency communication system that can send messages to all faculty, staff and students. The Rave Mobile Safety system allows Spartan College administration or emergency response personnel the ability to send all students, staff and faculty time-sensitive information about unforeseen events and emergencies using voice, email and text messaging. This system will be used to broadcast pertinent information and provide details on appropriate response.
- Emergency Signage: Emergency signage may be placed by designated College officials along the campus perimeter and throughout the campus to alert students, faculty and staff to campus evacuations, closures, partial closures or testing of emergency communications. The signs include flat screen monitors or laminated signs located throughout the campus.

The Campus Director/President works with local law enforcement to notify the surrounding communities of situations that pose a threat or danger to the larger community.

Spartan College tests its emergency response and evacuation procedures at least once a year. Also, at various times the Emergency Management Team will meet to train and test and evaluate the College's emergency response plan. The Campus Director/President maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College's emergency response and evacuation procedures.

## **A. Building Closures**

Closure of campus facilities during periods of inclement weather, power outage, or other emergencies will be determined by the Campus Director/President or his/her designee. The decision to close will only be made under those extreme conditions which pose an immediate health/safety hazard to members of the campus community.

The options for closure are:

- Closed for the day and evening
- Close at a time determined by the Campus Director/President or Academic Dean

Weather-related closure decisions will be made as early as possible to permit adequate communication to all affected parties. Authorized individuals will notify the media to publicize the closure.

General notification and mass communication of the campus closure will be conducted via phone messages, text, email and/or voice alert notices.

## **B. Building Lock-Downs**

In the event of imminent danger if members of the campus community were to leave the safety of the facility they are in, the following procedures will be implemented:

- Campus security authorities determining that there are precautionary reasons to order a lock-down will give the command via verbal and text phone messaging.
- Campus facilities staff will lock exterior entrances. Students and staff are to remain in the classrooms. Students and staff that were in common areas should proceed to the closest classroom. Each faculty member will make certain that their classroom remains secure, with classroom doors closed and lights turned off.
- No one should allow access to the building once it has been secured, as this will compromise the safety of those inside.
- All individuals should stay away from doors and windows, stay quiet, and keep movement to a minimum.
- Building occupants are free to leave the location they were in ONLY when faculty, police and/or facilities staff has given the "all-clear" signal.

## C. Building Evacuations

Some emergency situations require building occupants to exit the building to ensure their safety. In the event an evacuation is ordered, the following procedures will be followed:

- Students and staff should shut off any equipment they are working on and if possible, unplug electrical connections from outlets.
- Staff and students should proceed to the nearest exit, making sure they have collected their belongings, as they may not be allowed back into the building once it has been evacuated.
- Faculty/staff in each classroom will ensure that any individuals that need special assistance are aided in safely exiting the building.
- Faculty and staff will proceed with students to the outside assembly area, and shall account for all of the occupants of the classroom there.
- Staff and students should wait in the assembly area for further instructions from the campus security authorities.

## VIII. Missing Persons Procedures

Although Spartan College does not provide residential housing, the safety and well-being of our students is important to us. If you have concerns about the suspicious absence of a fellow student, please contact Campus Security Authority (See sections II, designated Campus Security Authorities [CSA]) or Student Services personnel. We will attempt to contact the student, and if unsuccessful we will then follow local guidelines in filing a Missing Person's Report.

### Procedures

Any suspicion or concern that a student is missing, must be immediately referred to Campus Student Services, the Campus Security Department, CSA, or the local law enforcement.

- The Campus Director/President or the Campus Security Authority/Department or the local law enforcement agency, will attempt to contact the student. If no contact is made an "Official Determination" that the student is missing will be established.
- On-campus students living in campus housing (at this time the campus does not have on campus housing), the campus must address within 24 hours of determination ("a student living in on-campus housing has been missing for 24 hours").
- Determine if the student has registered a contact person(s), campus will notify him/her within 24 hours after it's been officially determined that the student is missing.

*Note: Multiple contacts, the campus can determine the order of contact. If the first person contacted confirms that the student is not missing, the institution must contact each additional contact person in turn, unless the student in question is contacted by the institution or contacts the institution.*

- Document all successful and unsuccessful attempts to each of the students registered contact(s).
  - Any student under 18 years of age who are not legally independent of their parents. If it's determined that the student has been missing for 24 hours, the institution must contact (in no required order) the custodial parent or guardian within 24 hours.
  - Any student above the age of 18 or is an emancipated minor, regardless of whether the student has identified a contact person. The campus will inform the local law enforcement agency that the student is missing within 24 hours.

*Note: Student contact information; will be stored within the Campus Records Department. The contact list will include any emergency contacts, individuals, organizations, or employers that should be contacted if the student is determined to be missing. The option to update this list should be revised annually regardless if they chose to register a contact this from the prior year. Contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.*

- The campus will issue a statement and notification to the community that a student has been determined to be missing.

## **IX. Sex Offense Policy, Procedures and Programs**

Spartan College of Aeronautics and Technology (“Spartan” or the “College”) is committed to equal educational and employment opportunities and to the elimination of all forms of Sex Discrimination, including Sex-Based Harassment, and Retaliation. This Policy addresses the types of conduct which are prohibited by Spartan in order to maintain its longstanding commitment to a campus environment free from these types of misconduct.

Tulsa Campus

<https://www.spartan.edu/tulsa/consumer-information/>

### **JURISDICTION:**

**Persons:** This policy applies to all Spartan Students, applicants for admission, employees, applicants for employment, affiliates, guests, College Community Members and others who are subject to the jurisdiction and authority of the College to impose Disciplinary Sanctions with respect to matters of Sex Discrimination, Sex-Based Harassment and Retaliation.

**Conduct:** The College has jurisdiction and authority to investigate and impose disciplinary sanctions for:

- Sex Discrimination that occurs within the United States when the Respondent is a Student, or is eligible to return as a Student, or an employee of the College, that is alleged to have occurred on and after August 1, 2024. Complaints received at any time by the College concerning conduct that is alleged to have occurred prior to August 1, 2024 are covered under a prior version of this policy, available from the Title IX Coordinator upon request.
- Sex-Based Harassment, even when some of the conduct occurred outside of the College’s Education Program or Activity or outside of the United States when 1) the effects of the conduct limit or deny access to the College’s education program, activities, 2) the conduct would constitute a violation of law, or 3) the conduct is otherwise prohibited by this Policy, regardless of the status of the Complainant.

### **DEFINITIONS:**

**Advisor:** A person selected by a Party or assigned by the College to aid a Party in any proceeding under this Policy, including accompanying the Party to all meetings, interviews, hearings, appeals and other proceedings.

**Complainant:** A person who is alleged to have been subjected to conduct that could constitute

a violation of this policy at a time when that individual was a Student or employee of the College, or who was participating or attempting to participate in Spartan's Education Program or Activity.

*Complaint:* An oral or written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged Discrimination or Protected Class Harassment.

*Confidential Employee:* A College employee whose communications are privileged or confidential under applicable federal or state law, or who has otherwise been designated by the College as a Confidential Employee for the purpose of providing services to persons related to Sex Discrimination, with respect to information received while the employee is functioning within the scope of their duties to which the privilege or confidentiality applies. Examples of Confidential Employees include mental health counselors and medical treatment providers if available through Spartan.

*Consent:* Clear, knowing, and voluntary words or actions that give permission for specific sexual activity. Consent cannot be given by a person who lacks capacity because of their age or temporary or permanent physical or mental condition. Consent must exist at all times during sexual activity and can be withdrawn at any time by words or actions.

*Decisionmaker:* The individual responsible for reviewing the investigation report and rendering a decision on whether the Respondent is responsible for violating this Policy. This may be either the Title IX Coordinator or designee, for matters relating to allegations of policy violations where the Respondent is an employee, or the Associate Director of Student Conduct & Community Standards where the Respondent is a Student.

*Education Program(s) or Activity(ies):* Any academic, extracurricular, research, occupational training, athletic, or other education program or activity operated by the College, including activities that occur in a building owned or controlled by a student organization that is officially recognized by the College.

*Grievance Procedures:* Those procedures adopted and published by the College implementing and effectuating this policy.

*Intimate Partner Violence:* Collectively refers to Dating Violence, Domestic Violence, or Stalking, defined as follows:

- *Dating Violence* means an act or threatened act of violence upon a person who has been in a social relationship of a romantic or intimate nature with the victim. Whether there was a romantic or intimate relationship will be gauged by the length of the relationship, the type of relationship, and frequency of interaction between the persons involved in the relationship. Dating Violence does not include acts covered under the definition of Domestic Violence.
- *Domestic Violence* means committing a felony or misdemeanor crime under the law of the jurisdiction where it occurred, by a person who:
  - Is a current or former spouse or intimate partner of the victim under the domestic violence laws of Colorado, or a person similarly situated to a spouse of the victim.
  - Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner.
  - Shares a child in common with the victim.
  - Commits acts against a youth or adult victim who is protected from those acts

under the applicable domestic violence laws of the state in which the Spartan campus is located and the acts occurred.

- *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress; or directly or indirectly through another person, or by electronic means, knowingly making a credible threat to another person and, in connection with the threat, repeatedly following, approaching, contacting, placing under surveillance, or communicating with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship.

*Investigator:* An individual assigned by the Title IX Coordinator to investigate the matters contained in the report or Complaint that has been brought to the attention of the Responsible Administrator, unless the Responsible Administrator has determined that the matter should be dismissed without an investigation.

*Party or Parties:* A Complainant and/or Respondent.

*Respondent:* A person accused of engaging in conduct prohibited by this policy.

*Responsible Administrator:* The Title IX Coordinator, a Deputy Title IX Coordinator or their respective designee who is responsible for administering this policy and the related Grievance Procedures in a particular case.

*Retaliation:* Intimidation, threats, coercion, or discrimination against a person by the College, its Student, employee, or authorized agent, for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because that person reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or other actions taken by the College under this policy or opposed a discriminatory practice.

*Sex Discrimination:* Treating someone differently based on their sex-based characteristics or perceived characteristics in matters of admissions, employment, or Education Programs or Activities of the College, including discrimination based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity or expression. Sex Discrimination includes Sex-Based Harassment and Sexual Misconduct as further described in this policy.

*Sex-Based Harassment* is a form of Sex Discrimination that includes harassment on the basis of a person's sex including, but not limited to:

- *Quid Pro Quo Harassment:* An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under an Education Program or Activity of the College, explicitly or impliedly conditioning the provision of such an aid,

benefit, or service on a person's participation in unwelcome sexual conduct; or

- *Hostile Environment Harassment:* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a College Education Program or Activity.

*Sexual Assault:* Non-consensual sexual contact, and any offense classified as a forcible or

nonforcible sex offense under the [uniform crime reporting system of the Federal Bureau of Investigation](#), which include forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape.

*Sexual Exploitation:* Conduct involving a Respondent taking, or attempting to take, non-consensual or abusive sexual advantage of a Complainant including, but not limited to:

- Producing, distributing, receiving, or possessing illegal pornography involving the Complainant, regardless of whether the illegal pornography is physical or digital;
- Engaging in sexual voyeurism or knowingly allowing another individual to engage in sexual voyeurism of the Complainant, either in person or through electronic means;
- Producing, creating, distributing, intentionally receiving, or possessing pictures/videos of a sexual nature, or otherwise creating a record or recording of a sexual nature, involving the Complainant without the Complainant's Consent;
- Benefiting, promoting, or earning money from the prostitution of the Complainant; or
- Intentionally exposing one's genitals in non-consensual circumstances involving the Complainant, or inducing another to do so.

*Sexual Misconduct:* Collectively refers to Intimate Partner Violence, Sexual Assault, and/or Sexual Exploitation.

*Student:* A person who has gained admission to the College.

*Supportive Measures:* Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent, to:

- Restore or preserve that Party's access to the College's Education Program or Activity, including measures that are designed to protect the safety of the Parties or the College's educational environment; or
- Provide support during the College's Grievance Procedures or during the informal resolution process described in the Grievance Procedures.

*Title IX:* Title IX of the Education Amendments Act of 1972, 20 U.S.C. §§ 1681-1688, and related regulations codified in 34 C.F.R. Part 106.

*Title IX Coordinator:* A non-confidential employee of the College who is responsible for coordinating the College's efforts to comply with its obligations under Title IX. The Title IX Coordinator may be assisted by one or more Deputy Title IX Coordinators appointed by the College.

*College Community Member:* Students, faculty, staff, and other employees and volunteers, affiliates, guests of the College, and certain third parties (where provided by law or contract) including, but not limited to, College agents, contractors, consultants, grantees, subcontractors, and their employees, who participate or seek to participate in the College's Education Programs and Activities.

**POLICY:**

1. The College prohibits all forms of unlawful Sex Discrimination, Sex or Retaliation. The College will not tolerate such behavior, and will respond fully, fairly, promptly, and equitably to all Complaints it receives.
2. In the limited circumstances in which Title IX permits different treatment or separation on the basis of sex, the College and those acting on its behalf must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, i.e., harm that is so slight or insignificant that it does not merit attention by the College. It is presumed that adopting a policy or engaging in a practice that prevents a person from participating in an Education Program or Activity consistent with the person's gender identity subjects a person to more than de minimis harm.
3. **Obligation to Report Sex Discrimination:**
  - a. Reports Sex Discrimination, including Sex-Based Harassment, or Retaliation should be made to the Title IX Coordinator (or designee).
  - b. All Spartan employees have an obligation to respond in some way to a report of a policy violation of which they become aware, subject to the specific obligations explained below.
    - i. An employee who is not a Confidential Employee who has knowledge of conduct that reasonably may constitute a violation of this policy must notify the Title IX Coordinator promptly.
    - ii. A Confidential Employee of the College is not required to notify the Title IX Coordinator after having knowledge of Sex Discrimination, but must provide information to anyone who informs them of the alleged conduct about their status as confidential for purposes of Title IX, how to contact the Title IX Coordinator, how to make a Complaint, and how the Title IX Coordinator can help.
    - iii. Notwithstanding the above, a person who has personally been subject to conduct that reasonably may constitute Sex Discrimination is not required to report information about that conduct if they do not wish to.

4. **How to Make a Report:**

At any time, any person may report an incident of Sex Discrimination, Sex-Based Harassment, Sexual Misconduct or Retaliation to the Title IX Coordinator or a Deputy Title IX Coordinator in person, by telephone or email as follows:

**Title IX Coordinator**

- **Liz Skidmore | Director of Internal Compliance Audits**  
Title IX Coordinator  
[TitleIXreporting@spartan.edu](mailto:TitleIXreporting@spartan.edu)  
312-766-9125

**Deputy Title IX Coordinator(s)**

<b>Broomfield</b>	<b>Riverside</b>	<b>Inglewood</b>	<b>Tulsa Flight</b>	<b>Tulsa Main</b>
Deborah Graham	Yvonne Gudino	Moises Olavarrieta	Benjamin Wilson	Cindy Bear
Student Services Manager Deputy Title IX Coordinator	Director of Student Services Deputy Title IX Coordinator	Student Services Manager Deputy Title IX Coordinator	Student Services Manager Deputy Title IX Coordinator	Student Services Manager Deputy Title IX Coordinator
10851 W. 120th Avenue	4130 Mennes Ave Bldg #36	8911 Aviation Boulevard	123 Cessna Drive	8820 E. Pine Street
Broomfield, CO 80021	Riverside, CA 92509	Inglewood, CA 90301	Tulsa, OK 74132	Tulsa, OK 74115
(303) 410-2414	(310) 579-9423	(310) 579-9454	(918) 831-5219	(918) 831-5225
Deborah.Graham@spartan.edu	Yvonne.Gudino@spartan.edu	Moises.Olavarrieta@spartan.edu	Benjamin.Wilson@spartan.edu	Cindy.Bear@spartan.edu

**Investigator**

- Jodi Elston | Associate Director, Human Resources  
Title IX Investigator**  
 Spartan Education Group, LLC.  
 Spartan College of Aeronautics and Technology  
 8820 E. Pine Street, Tulsa, OK 74115  
 Phone: (918) 831-5233

**Law Enforcement:**

Reports of Sexual Misconduct (Sexual Assault, Sexual Exploitation, and Intimate Partner Violence) and any other potential crime may also be reported to local law enforcement:

**For all Emergencies: 911**

**Non-Emergency Dispatch by Campus Location:**

Broomfield, CO – (303) 438-6400  
Riverside, CA - (951) 354-2007

Inglewood, CA – (310) 412-8771  
Tulsa, OK – (918) 596-9222

5. **Pregnancy:**

Whether or not a Complaint is made under this policy, when a Student (or a Student's parent or other legal representative) informs a College employee of the Student's pregnancy or related conditions, the employee must provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent Sex Discrimination and ensure the Student's equal access to the College's Education Programs or Activities.

6. In addition to the reporting obligations explained in this policy, all individuals who believe they have experienced any incident that is potentially subject to this policy,

and all members of the College Community who may be aware of such incidents, are encouraged to promptly report the incident to the OIE.

7. For every report received, the College will review the circumstances of the reported conduct to determine whether the College has jurisdiction over the Parties involved, and take steps within its control to eliminate, prevent, and address the reported conduct. The College will respond promptly and effectively to all reports received, assess all available information, and, where appropriate, offer the Parties information regarding resources and Supportive Measures.
8. Grievance Procedures:  

The College will provide a fair and equitable process in all matters alleged under this Policy and will adopt Grievance Procedures to implement this policy. The Grievance Procedures will address the steps in the adjudication process from the receipt of the Complaint through the final decision on any appeal that may be filed. In all Grievance Procedures, this Policy will apply, including the Definitions above.
9. Making a Complaint:
  - a. A Complaint of any alleged violation of this policy may be made by a Complainant or a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant.
  - b. For Sex Discrimination, including Sex-Based Harassment, a Complaint may also be made by the Title IX Coordinator, who may bring a Complaint against a Respondent in the absence or withdrawal of a Complaint by a Complainant, if the Title IX Coordinator determines that the conduct alleged presents an imminent and serious threat to the health or safety of any person, or prevents the College from ensuring equal access on the basis of sex to its Education Program or Activity.
  - c. For Sex Discrimination other than Sex-Based Harassment, a Complaint may also be made by any student or employee, or any person who was participating or attempting to participate in an Education Program or Activity at the time of the alleged Sex Discrimination.
  - d. All Complaints should be made to the Title IX Coordinator. A form for submitting a Complaint is provided (insert web-based form link or, if none, email and contact info).
10. After the Responsible Administrator receives notice of a Complaint or the Title IX Coordinator initiates a Complaint, the appropriate official must take steps to address reasonable concerns about the Complainant's safety or the safety of others, including by providing Emergency Measures and/or Supportive Measures. The appropriate official will then initiate an investigation into the matters alleged in the Complaint under the Grievance Procedures.
11. Dismissal of the Complaint:
  - a. The Responsible Administrator may dismiss a Complaint, or any allegations in the Complaint, under certain circumstances as provided in the Grievance Procedures.

- b. The decision to dismiss a Complaint may be appealed as provided under Appeals, below.

12. Informal Resolution: In lieu of the formal Grievance Procedures, the Parties may elect to participate in an informal resolution process offered by the College in appropriate cases. Informal resolution is not available when it would conflict with any applicable law or when the Title IX Coordinator determines it is inappropriate based on the allegations. Steps in the informal resolution process are outlined in the Grievance Procedures.

13. Emergency Removal:

- a. After receiving the Complaint or any information that a violation of this policy may have occurred, the Responsible Administrator will conduct an individualized safety

and risk analysis to determine whether an imminent and serious threat to the health or safety of a Complainant or any Student, employee, or other person is present. If it is determined that such a threat exists, the College may take emergency action to address the threat, including, but not limited to, removing the Respondent from all Education Programs and Activities, excluding them from campus, and/or referring the matter to law enforcement for further action.

- b. If a decision is made to remove the Respondent, the College will provide the Respondent with notice and an opportunity to challenge the action immediately following the removal. If the Respondent is an employee of the College, emergency removal may include placing them on administrative leave pursuant to applicable leave policies and procedures.

14. Supportive Measures:

- a. The College will offer and coordinate Supportive Measures as reasonably available and appropriate for the Complainant and/or Respondent to restore or preserve that person's access to the College's Education Program or Activity or provide support

during any Title IX Grievance Procedures, including an informal resolution process.

- b. Either Party may seek a reversal or modification of a Supportive Measure applicable to them by contacting the Title IX Coordinator at any time while the Supportive Measure is in place or within five College business days after the decision to provide, deny, modify or terminate a Supportive Measure.
- c. See the Grievance Procedures for more information about Supportive Measures.

15. Investigations:

- a. All investigations will be conducted by the College in a manner that is adequate, reliable and impartial. The burden is on the College, not on the Parties, to conduct an investigation that gathers sufficient evidence to determine whether the alleged policy violation occurred.
- b. Investigations and all Grievance Procedures will be conducted with reasonable promptness. Specific timeframes may be contained in the Grievance Procedures. Timeframes may reasonably be extended on a case-by-case basis for good cause with notice to the Parties of the reason for the delay.

Unreasonable or abusive requests for extensions will not be granted.

16. Hearings:

Hearings shall be conducted by a Decisionmaker in accordance with the Grievance Procedures. The Decisionmaker must:

- a. Review the investigation report, conduct a hearing and make a determination as to Respondent's responsibility for violating this policy.
- b. Provide the decision, in writing, delivered either directly or through the Title IX Coordinator (or designee) to the Parties. As may be applicable, the decision may also be provided to other College officials if relevant to any additional action that may become necessary or advisable under College policies or procedures following the decision.
- c. Inform the Parties of their rights to appeal the decision.
- d. If the Decisionmaker finds the Respondent has violated the Title IX Policy or any other policy of the College, determine appropriate sanctions.

17. Confidentiality: The College will take reasonable steps to avoid disclosure of any personally identifiable information of the Parties or any person involved in a proceeding under this policy. Such information shall only be disclosed when:

- a. The person at issue in the information gives prior, written consent to the disclosure;
- b. The information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person;
- c. The disclosure is necessary to carry out this policy and the Grievance Procedures or otherwise address conduct that reasonably may constitute a violation of this policy;
- d. The disclosure is required by law or court order; or
- e. The disclosure is necessary to address any other College policy violation or employment matter.

18. Nothing in this policy is intended to supplant, delay, or interfere with any criminal or civil action in a court of law concerning the conduct alleged in a Complaint; nor shall the filing of any such action necessarily terminate, delay, or interfere with the College's response under this policy.

19. It is a violation of this policy to knowingly make false statements or knowingly submit false information during an investigation or Grievance Procedure. A finding of no violation of the policy does not in and of itself constitute evidence of anyone having made a false statement.

20. Retaliation:

- a. Retaliation against a Complainant, Respondent, or any person involved in the investigation will not be tolerated. Those found to have Retaliated

against any individual will be disciplined according to the applicable disciplinary procedures based on their status at the College.

- b. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy or participating in the Procedures under this policy.
- c. Depending upon the facts, examples of conduct that may be retaliation may include, but are not limited to demotion, denial of raise, termination, threats, harassment, and intimidation.

21. Sanctions

- a. Sanctions will be determined with reference to the Respondent's status at the College and applicable handbooks, policies or procedures including but not limited to the College Catalog and employment policies.
- b. The range of possible sanctions may be found in the Grievance Procedures.

22. Appeals

- a. Either Party may appeal dismissal of a Complaint for Sex Discrimination, or of the final determination in any complaint, as to whether any policy violation occurred. The bases for an appeal of a dismissal or decision are limited to:
  - i. Procedural irregularity that would change the outcome;
  - ii. New evidence that would change the outcome and that was not reasonably available when the determination of whether sex-based harassment occurred or dismissal was made; and
  - iii. The Title IX Coordinator, Investigator, or Decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
- b. See the Grievance Procedures for more information on appeals.

**RESPONSIBILITIES:**

- 1. The Title IX Coordinator must:
  - a. Oversee the College's compliance with Title IX, including this policy, procedures, education and prevention efforts.
  - b. Monitor the College's Education Program and Activity to identify barriers to reporting information that reasonably may constitute Sex Discrimination under Title IX.
  - c. Coordinate education and training of all employees, with specific training as to Title IX and its procedures for those involved in the Title IX process, as further described in the Grievance Procedures.
  - d. Coordinate education and training to College Community Members on when employees must notify the Title IX Coordinator about conduct that reasonably may constitute Sex Discrimination under Title IX, and how Students can seek

- confidential assistance or make a Complaint of Sex Discrimination.
- e. Notify College Community Members of how to contact Spartan's Confidential Employees, if applicable.
  - f. Oversee compliance with this policy and applicable procedures.
2. The Responsible Administrator must:
- a. Upon being notified of conduct that reasonably may constitute Sex Discrimination under Title IX:
    - i. Treat the Complainant and Respondent equitably.
    - ii. Offer and coordinate Supportive Measures, as appropriate, for the Complainant. If the College has initiated Grievance Procedures or offered an informal resolution process to the Respondent, the Title IX Coordinator must also offer and coordinate Supportive Measures, as appropriate, for the respondent. (§ 106.44(f)(1)(ii)).
    - iii. Notify the Complainant, or if the Complainant is unknown, the individual who reported the conduct, of the Title IX Grievance Procedures and the informal resolution process, if available and appropriate.
    - iv. If a Complaint is made, notify the Respondent of the Title IX Grievance Procedures and the informal resolution process, if available and appropriate.
    - v. Regardless of whether a Complaint is initiated, take appropriate, prompt and effective steps to ensure that Sex Discrimination does not continue or recur within the College's Education program or Activity, in addition to providing remedies to an individual Complainant.
    - vi. Diligently follow the Title IX Grievance Procedures to their conclusion.

**RECORDKEEPING:**

The College will maintain records of Complaints and procedures under this Policy for a period of seven years.

**Sex Offender Registration Program**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to provide notice of each institution of higher education in the state at which the persons is employed or enrolled or carrying on a vocation.

In this state, sex offender information may be obtained at the following site:

<https://oklahoma.staterecords.org/sexoffender>

## Available Victim Services

<b>Local:</b>	<b>Phone</b>	<b>Website</b>
Oklahoma Department of Mental Health Victim Services	405-248-9200 800-522-7233	<a href="https://ok.gov/odmhsas/">https://ok.gov/odmhsas/</a> <a href="https://oklahoma.gov/oag/about/divisions/victim-advocacy-and-services-unit.html">https://oklahoma.gov/oag/about/divisions/victim-advocacy-and-services-unit.html</a>
Department of Human Services	405-522-5050	<a href="http://www.okdhs.org/services/dd/Pages/default.aspx">http://www.okdhs.org/services/dd/Pages/default.aspx</a>
<b>National:</b>		
Rape, Abuse and Incest National Network (RAINN)	800-656-4673	<a href="http://www.rainn.org">www.rainn.org</a>
National Sexual Violence Resource Center	877-739-3895	<a href="http://www.nsvrc.org">www.nsvrc.org</a>

## X. Counseling and Services

Within the campus and community. The institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims.

### Local Services:

Department of Human Services- Oklahoma Tulsa County (Court Services)	<a href="http://www.okdhs.org/services/dd/Pages/default.aspx">http://www.okdhs.org/services/dd/Pages/default.aspx</a> <a href="http://tulsacountydistrictcourt.org/">http://tulsacountydistrictcourt.org/</a>
Oklahoma District Court US Immigration – Oklahoma City Field	<a href="http://www.oscn.net/v4/">http://www.oscn.net/v4/</a> <a href="https://www.uscis.gov/about-us/find-a-uscis-office/field-offices/">https://www.uscis.gov/about-us/find-a-uscis-office/field-offices/</a>
Substance Abuse & Mental Health Services Administration Mental Health Association Oklahoma	<a href="https://www.samhsa.gov/mental-health">https://www.samhsa.gov/mental-health</a> <a href="https://mhaok.org/">https://mhaok.org/</a>

### Additional Services:

See Section - IX, C

## XI. Drug and Alcohol Policy

It is the policy of Spartan College to provide a positive environment that is conducive to learning and that promotes pride, respect, and teamwork. Alcohol and drug use negatively impact the ability of the campus community to meet these objectives. Therefore, Spartan College explicitly prohibits the use, sale, dispensing, possession or manufacture of alcohol or any controlled substance on school premises or while conducting school business or at a school activity off its premises. This prohibition applies to all employees and students, and also covers the improper use of all legal or prescription drugs that impair one's ability to perform safely and properly.

A student may be subject to drug and alcohol screening for cause while attending Spartan. Cause may be established through personal observation or reports of the following symptoms or behaviors by a student:

- Observed using alcohol or drugs
- Observed with drug paraphernalia
- Odor of Alcohol
- Odor of marijuana
- Admitted using alcohol or drugs
- Is lethargic
- Dilated or constricted pupils
- Eyes are bloodshot
- Red, glassy eyes
- Unable to focus
- Incoherent Speech
- Slurred speech
- Unable to balance or hold onto items or equipment
- Lack of coordination
- Swaying
- Weaving or stumbling
- Fumbling or dropping items
- Fighting or hostile behaviors
- Other specific, articulable behaviors that would cause a reasonable person to suspect a student is impaired in violation of this policy

Each campus reserves the right to conduct random testing.

The College may notify the parents of students under the age of 21 who commit any drug or alcohol offense.

### Sanctions

The sanctions range from warnings and substance abuse awareness programs for minor offenses to dismissal and/or referral to civil authorities for major and/or multiple offenses. Notifications of such violations may include local law enforcement agencies.

Students may be required to complete a series of follow-up screenings. A failed screening may result in the student being suspended and subject to further disciplinary action up to and including expulsion.

As with any disciplinary action, the student has the right to appeal the action based on guidelines within this catalog.

The College also enforces federal, state and local laws regarding the use, sale, distribution, or manufacture of alcohol or any controlled substance, including the laws relating to underage drinking. Violators are subject to College disciplinary action as well as criminal prosecution that can lead to fines or imprisonment.

Detailed information about the physical effects of alcohol and drugs, penalties for convictions, and substance abuse prevention education programs, is available in the Student Support department

### **Services (Local / National):**

- Alcoholics Anonymous - <http://www.aa.org>
- BeTobaccoFree.HHS.gov <https://therealcost.betobaccofree.hhs.gov>
- Substance Abuse & Mental Health Services Administration – 800-662-HELP (4357)  
<https://www.samhsa.gov/about-us/who-we-are/offices-centers/csac>
  
- Narcotics Anonymous – <http://www.na.org>
- NIDA – (301) 443-6441 <https://www.nida.nih.gov>
- SAMHSA's Treatment Locator - (800) 662-HELP (4357) <http://findtreatment.samhsa.gov>
- American Family Physician Associates <http://www.aafp.org>
- U.S. Department of Health and Human Services <https://www.hhs.gov>
- Recovered - <http://www.recovered.org>

## **XII. Crime Statistics**

The Clery Act requires institutions of higher education to disclose crime statistics covering the previous three years on four general categories of crimes. The first category is primary criminal offenses (murder and non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson). Prior to recent amendments to the Clery Act, sex offenses were classified as sex offenses-forcible and sex offenses non-forcible. Therefore, the chart that follows will show these categories and their relevant data for 2017 and will show data for the offenses in the new category for 2018, 2019, and 2020. For the non-applicable years for each category, the chart will show an N/A.

The second category is hate crimes (any of the previous offenses and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by bias); the third category encompasses the crimes of dating violence, domestic violence, and stalking; and the fourth category includes arrests and referrals for disciplinary action for weapons, drug and liquor law violations.

The definitions of these offenses follow FBI guidelines or statutory definitions and are as follows:

*Criminal homicide--Murder and non-negligent homicide:* The willful (non-negligent) killing of one human being by another.

*Criminal homicide--Negligent manslaughter:* The killing of another person through gross negligence.

*Sex offenses--forcible:* Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

*Rape:* The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

*Fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim.

*Sex offenses—non-forcible:* unlawful, non-forcible sexual intercourse.

*Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory rape:* Sexual intercourse with a person who is under the statutory age of consent.

*Robbery:* The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

*Aggravated assault:* An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

*Burglary:* The unlawful entry of a structure to commit a felony or a theft.

*Motor vehicle theft:* *The theft or attempted theft of a motor vehicle.*

*Arson:* Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

The second category, hate crimes, involve those crimes motivated by the following biases: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. As noted, hate crimes include those defined above that were motivated by one or more of these biases. They also include a second category as follows:

*Larceny-theft:* The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

*Simple assault:* An unlawful physical attack by one person upon another where the offender neither displays a weapon nor the victim suffers obvious severe or aggravated bodily injury, such as apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

*Intimidation:* Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

*Destruction/damage/vandalism of property:* Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

The third category of crimes consists of domestic violence, dating violence and stalking. The requirement to collect data on these offenses became effective in 2014. Therefore, that will be the only year for which data is entered in the chart below. For the two preceding years, the data will reflect N/A. These terms are defined as follows:

*Domestic violence:* Violent misdemeanor and felony offenses committed by a current or former spouse or intimate partner of the victim, a person who is or has cohabitated with the victim as a spouse of intimate partner, by a person with whom the victim shares a child in common, by a person similarly situated to a spouse under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

*Dating violence:* Violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such a relationship shall be determined based on the reporting party's statement and with consideration of the length and type of the relationship and the frequency of interaction between the persons involved in the relationship.

*Stalking*: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress. For purposes of this crime, the following additional definitions apply:

- "Course of conduct" means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

The fourth category of crime statistics disclosed related to arrests and referrals for disciplinary action for violations of law relating to weapons, drugs or liquor. For this purpose, the following definitions apply:

*Arrest*: A person processed by arrest, citation or summons.

*Referral for disciplinary action*: The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**A. Annual Campus Crime Statistics**

The statistical summary of the above crimes for this campus over the past three calendar years follows.

**Campus location:**

**Spartan College – Tulsa**

Tech Main - 8820 East Pine Street, Tulsa, OK 74115  
 North Main - 7304 East Apache Street, Tulsa, OK 74115  
 Res Hall Main – 1310 N. 89<sup>th</sup> E Avenue, Tulsa, OK 74115  
 866-657-4054 (Toll Free)  
 918-836-6886

**Spartan College – Tulsa:**

Total Crimes Reported For:	On-Campus (*)			Campus Housing (+)			Non-Campus Buildings			Public Property			Total		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
<b>Offense Types:</b>															
Criminal homicide - Murder or Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal homicide - Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	3	0	1	0	0	0	0	0	0	0	0	0	3	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests:</b>															
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals:</b>															
Weapons Possession	0	2	0	0	1	0	0	0	0	0	0	0	0	3	0
Drug Law	0	1	2	0	1	2	0	0	0	0	0	0	0	2	4
Liquor Law	0	0	2	0	0	2	0	0	0	0	0	0	0	0	4

1Prior to recent amendments to the Clery Act, sex offenses were classified as sex offenses-forcible and sex offenses-non forcible. The above chart shows these categories and their relevant data for 2017 and will show data for offenses in the new category for 2019, 2020 and 2021. N/A is used in those years where the classification categories were non-applicable.

\* On-Campus includes the Main Campus, North Campus, Flight Campus and Spartan Residence Hall (Campus Housing).

+ On-Campus Housing (Residence Hall), subset of the On-Campus Totals

**Hate Crimes – Tulsa:**

Total Crimes Reported For: Offense Types:	On-Campus (*)		
	2022	2023	2024
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0

Gender Identity	0	0	0
Disability	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0

**Unfounded Crimes – Tulsa:**

	Year		
	2022	2023	2024
Total Unfounded Crimes	0	0	0

**Campus location:**

**Spartan College – Tulsa Flight (No “On Campus” student housing)**

123 Cessna Drive  
Tulsa, OK 74132  
866-657-4054 (Toll Free)  
918-836-6886

**Spartan College – Tulsa Flight:**

Total Crimes Reported For:	On-Campus (*)			Campus Housing (+)			Non-Campus Buildings			Public Property			Total		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Offense Types:															
Criminal homicide - Murder or Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal homicide - Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Fondling <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape <sup>1</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests:</b>															
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals:</b>															
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<sup>1</sup>Prior to recent amendments to the Clery Act, sex offenses were classified as sex offenses-forcible and sex offenses-non forcible. The above chart shows these categories and their relevant data for 2017 and will show data for offenses in the new category for 2019, 2020 and 2021. N/A is used in those years where the classification categories were non-applicable.

\* On-Campus includes the Main Campus, North Campus, Flight Campus and Spartan Residence Hall (Campus Housing).

+ On-Campus Housing (Residence Hall), subset of the On-Campus Totals

**Hate Crimes – Tulsa Flight:**

<b>Total Crimes Reported For:</b>	<b>On-Campus (*)</b>		
<b>Offense Types:</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Gender	0	0	0
Gender Identity	0	0	0
Disability	0	0	0
Ethnicity	0	0	0
National Origin	0	0	0

\* On-Campus includes the Main Campus, North Campus, Flight Campus and Spartan Residence Hall (Campus Housing).

**Unfounded Crimes – Tulsa Flight:**

	<b>Year</b>		
	<b>2022</b>	<b>2023</b>	<b>2024</b>
Total Unfounded Crimes	0	0	0

**XIII. FIRE SAFETY**

The local Fire Marshall and the designated CSA's are 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 local 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.

All occurrences, criminal actions, accidents, injuries, or other emergencies occurring on campus must be immediately reported to a designated Campus Security Authorities (CSA); See Section - II, for a list of CSA's.

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

Location	Fires (#)	Cause of Fire	Injuries (#)	Deaths (#)	Approx. Property (\$)
Main / North Campus (2022,2023,2024)	0	-	0	0	-
Flight Campus (2022,2023,2024)	0	-	0	0	-
Residence Hall (2022,2023,2024)	2	Firework debris	0	0	-

**Fire Drills Held (Date and Time);**

- o January 5, 2024 – Main – 9:30 am
- o February 22, 2024 – Main – 2:30 pm – North – 3:00 pm
- o February 23, 2024 – Flight – 1:00pm
- o October 10, 2024 – Mail – 9:30 am
- o December 5, 2024 - Flight – 2:00 pm

**XIV. SPECIFICATIONS FOR ON-CAMPUS HOUSING FACILITY FIRE SYSTEMS**

- Fire Safety Control System - Wet Hydraulic - System
- Location of Sprinklers - Common Areas – Bedrooms
- Alarm Types - Smoke Detectors

**USE OF TOBACCO**

Smoking, or other use of tobacco, (including smokeless tobacco and electronic cigarettes) are NOT permitted in any Spartan building. Smoking is not permitted within fifty feet of aircraft parked outside the lab buildings.

**ALARMS AND EVACUATIONS**

When the fire alarm sounds, all residents will evacuate the building via the nearest exit and assemble in the North Parking Lot a safe distance from the buildings and out of the way of any emergency equipment.

No space heaters or open flames devices are allowed.