



# METRO TECHNOLOGY CENTERS

Annual Safety and Security Report 2022

# Metro Technology Centers

## Annual Safety and Security Report 2022

### Table of Contents

|   |    |
|---|----|
| SUPERINTENDENT AND CEO LETTER .....   | 2  |
| INTRODUCTION.....   | 3  |
| NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT .....                            | 4  |
| CAMPUS SECURITY .....   | 4  |
| WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES.....                     | 4  |
| TIMELY WARNING AND EMERGENCY NOTIFICATIONS.....                                   | 4  |
| EMERGENCY RESPONSE AND EVACUATION PROCEDURES POLICY STATEMENT .....               | 5  |
| NOTIFICATION TO METRO TECHNOLOGY CENTERS COMMUNITY ABOUT AN IMMEDIATE THREAT..... | 5  |
| MEDICAL EMERGENCIES.....  | 5  |
| CAMPUS WIDE EMERGENCY RESPONSE.....   | 6  |
| CRIME PREVENTION .....  | 6  |
| PERSONAL SAFETY/SECURITY ESCORT.....  | 6  |
| MONITORING OFF CAMPUS CRIMINAL ACTIVITY .....                                     | 6  |
| SEX OFFENDER REGISTRY .....   | 7  |
| CRIME REPORTING.....  | 7  |
| CRIMES IN PROGRESS.....   | 7  |
| VOLUNTARY CONFIDENTIAL CRIME REPORTING.....                                       | 7  |
| REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS .....                         | 8  |
| DEFINITION OF TERMS FOR STATISTICAL CHARTS .....                                  | 8  |
| CRIME DEFINITIONS .....   | 9  |
| CRIME STATISTICS.....   | 12 |
| OBTAINING REPORTS .....   | 24 |
| ACCESS TO CAMPUS FACILITIES .....   | 24 |
| MAINTENANCE OF CAMPUS FACILITIES .....  | 25 |
| ALCOHOL AND DRUG POLICIES.....  | 25 |
| COMPLAINTS OF SEXUAL MISCONDUCT; SEXUAL ASSAULT/VIOLENCE AND STALKING .....       | 26 |
| INTERIM SAFETY MEASURES.....  | 27 |
| POLICIES AND PROCEDURES.....  | 28 |
| WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL<br>VIOLENCE.....                         | 28 |
| COMMUNITY RESOURCES FOR VICTIMS AND BYSTANDERS.....                               | 28 |
| MISSING STUDENT NOTIFICATION.....   | 31 |

Welcome to Metro Technology Centers where we prepare people for successful employment and life in a global society. Here, it is a team effort to provide quality programs and services for all students enabling them to engage in Oklahoma's workforce with confidence.



It is also a team effort to maintain a safe and secure environment for stakeholders and visitors. I am pleased to publish the 2022 Annual Safety and Security Report meeting all state and federal mandates. Included in this report are campus safety and security resources; emergency and evacuation policies and procedures; crime prevention policies; crime reporting and statistics.

I encourage you to review this resourceful report at your earliest convenience. Additionally, always be aware of your surroundings and report suspicious activity to the appropriate authorities. As a team, we can keep Metro Technology campuses safe and inviting.



Aaron Collins  
Superintendent and CEO

## **INTRODUCTION**

The Crime Awareness and Campus Security Act (CACSA and amendments) of 1990 were signed into law by President Bush on November 8, 1990. Amendments to CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) in memory of Lehigh University student, Jeanne Clery, who was raped and murdered in her dorm room in 1986. This federal legislation requires higher education facilities to collect campus crime statistics on specific crimes occurring on campuses; report steps taken to establish a reliable system to warn students of immediate and/or continuing threats to their safety; how to report criminal acts; the authority of campus security or police department; drug and alcohol policies; sex offense and offender policies and if applicable an annual fire safety report. On March 7, 2013, the Campus Sexual Violence Elimination Act was passed as part of the Violence Against Women Reauthorization Act (VAWA) amending the Jeanne Clery Act reporting responsibilities.

The report contains information on crimes and incidents occurring during the previous calendar year. This information is published on [www.metrotech.edu](http://www.metrotech.edu) each year.

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex, gender, gender expression or identity, sexual orientation, age, veteran status, religion, pregnancy, or genetic information or disability in its programs, services, activities and employment.

## **NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT**

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Act,” requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed to all current students and employees. Distribution to current students is achieved through the current students access to D2L. All prospective and current students, prospective and current employees can access this report by going to [www.metrotech.edu](http://www.metrotech.edu). The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by Metro Technology Centers, Director of Environmental Safety and Regulatory Affairs, Melanie C. Stinnett.

Copies of this report may be obtained by visiting [www.metrotech.edu](http://www.metrotech.edu). A printed copy of this report can also be obtained in person by contacting Ms. Melanie C. Stinnett, Metro Technology Centers, 1700 Springlake Drive, Oklahoma City, OK 73111 or by email at [melanie.stinnett@metrotech.edu](mailto:melanie.stinnett@metrotech.edu).

## **CAMPUS SECURITY**

Metro Technology Centers’ campuses are patrolled by CLEET-licensed private security guards during hours of operation. The primary district security base station and dispatch center is located in the Metro Technology Centers, Economic Development Center, 1700 Springlake Drive, Oklahoma City, Oklahoma.

Satellite security guard desks are located at the South Bryant Campus, 4901 South Bryant, Oklahoma City, OK and the Aviation Center at 5600 South MacArthur, Oklahoma City. Private security guards patrolling Metro Technology Centers’ property do not have arrest powers beyond that of a citizen; however, private security guards may detain persons suspected of criminal activity on campus property until police arrive to the campus. Security may be summoned by pressing the Security button on campus phones or by dialing 405-595-4044 during district business hours.

## **WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES**

Metro Technology Centers’ campuses are located within the jurisdiction of the City of Oklahoma City Police Department (OKCPD). Our district maintains an on-going working relationship with the OKCPD. OKCPD can be contacted at any time from any campus phone by pressing 911.

## **TIMELY WARNING AND EMERGENCY NOTIFICATIONS**

To help prevent crimes or serious incidents Metro Technology Centers, the Office of the Superintendent as well as the Metro Technology Centers District Emergency Operations Center Team or Site Emergency Response Team(s) issue timely warnings and/or emergency notifications to notify Metro Technology Centers’ community about crimes or other serious incidents in and around the campuses. If a situation arises that in the judgment of the Superintendent, Emergency Operations Center Director or Site Emergency Response Team Leader(s), constitutes an on-going or continuing threat, a campus-wide warning will be issued. The warnings may be issued via voice broadcasts over the campus telephone system, automated calls/texts and emails through SchoolMessenger, or postings on [www.metrotech.edu](http://www.metrotech.edu) or a combination thereof per Metro Technology Centers Board of Education Policy BP-2025 Communication.

The purpose of emergency notifications is to provide immediate notification to the Metro Technology Centers community upon confirmation of a significant emergency to or dangerous situation occurring on campus that involves an immediate threat to the health or safety of employees. Timely warnings are required for all crimes that occur on campus that are reported to Metro Technology Centers staff, security or to the Oklahoma City Police Department. Anyone with information warranting a timely warning should report

the circumstances to security at 405-595-4044 immediately. Emergency notifications may be issued by the above means as well as by announcement on local television and radio stations, such as in the case of inclement weather causing cancellation of classes, in accordance with Metro Technology Centers Board of Education Policy BP-5005 Emergency Closings.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES POLICY STATEMENT**

Metro Technology Centers is compliant with the National Incident Management System (NIMS) and follows the Incident Command System (ICS) when responding to emergencies. Detailed functional protocols and incident specific procedures are maintained in the Emergency Operations Plan (the Plan), which is provided to the local emergency response agencies (EMS, Fire, Police) annually per Metro Technology Centers Board of Education Policy BP-5008 Crisis Management Plan.

In compliance with Oklahoma state law the Plan is reviewed annually, at a minimum, by the Metro Technology Centers, Director of Environmental Safety and Regulatory Affairs and revised as deemed necessary.

Metro Technology Centers' site-specific Emergency Procedures posters are displayed in all classrooms, common areas and assembly areas at each campus site. In compliance with Metro Technology Centers Board of Education Policy BP-5022 Emergency Preparedness Drills, security and emergency drills are conducted regularly throughout the year to test timely warning systems, emergency notifications systems and emergency procedures and practices. All drills are documented in writing and reported to the Oklahoma Office of Homeland Security, Oklahoma School Security Institute (OSSI).

### **NOTIFICATION TO METRO TECHNOLOGY CENTERS COMMUNITY ABOUT AN IMMEDIATE THREAT**

If the Metro Technology Centers District Emergency Operations Center Team confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Metro Technology Centers community, all or some of the systems described above will be used to communicate the threat to the district or individual campus site if the threat is limited to a particular building or segment of the campus.

### **MEDICAL EMERGENCIES**

To prepare for medical emergencies on campus, including injuries to students, Metro Technology Centers Board of Education has established Board of Education Policy BP-10024 Student Injuries or Illnesses. Additionally, Metro Technology Centers has instituted a First Responder program under the Plan so that each campus building/site is staffed with security guards and employees trained in first aid, cardio pulmonary resuscitation (CPR) and use of automated external defibrillators (AEDs). First Responders are prepared to render aid until emergency medical professionals/911 arrives. Metro Technology Centers' staff will not administer medication or perform medical treatments on any student, minor or adult.

Metro Technology Centers does not have student health services or provide for hospital services on campuses. Students are responsible for their own accident and health insurance. Metro Technology Centers does not carry health insurance on students.

## **CAMPUS WIDE EMERGENCY RESPONSE**

Metro Technology Centers Board of Education has instituted BP-5008 Crisis Management Plan, as required by the Higher Education Opportunities Act of 2008, to establish emergency response procedures for Metro Technology Centers. This policy applies to all students and employees of Metro Technology Centers. Detailed functional protocols and incident specific procedures are outlined within the Emergency Operations Plan. Information for staff and students as well as visitors to Metro Technology Centers campuses is provided on the Emergency Procedures posters displayed at all sites.

## **CRIME PREVENTION**

Metro Technology Centers Board of Education has instituted several policies specific to the prevention of crime on campus. These policies include, but are not limited to:

- BP-5019 Possession of Dangerous Weapons or Firearms
- BP-5023 Building Security and Access Control
- BP-5030 Use of Security Cameras
- BP-3009 Use of Security Codes

Students are informed about crime prevention in a variety of ways including new student orientation meetings, classroom posters from the Oklahoma School Security Institute and security briefings at the request of Site Emergency Response Team leader(s). Students also complete required online training in recognizing and preventing sexual harassment and bullying prevention in addition to other topics related to protections under Title IX.

In an effort to protect students, staff and visitors to Metro Technology Centers all campuses are patrolled by CLEET-licensed private security guards during hours of operation. The primary district security base station and dispatch center is located in the Metro Technology Centers, Economic Development Center building at 1700 Springlake Drive, Oklahoma City. Satellite security guard desks are located at the South Bryant Campus, 4901 South Bryant, Oklahoma City and the Aviation Center, 5600 South MacArthur, Oklahoma City. Security guards can be summoned for help by pressing the Security button on campus phones. All campus buildings are equipped with security and access control systems that are monitored 24 hours per day, 7 days per week. Security cameras are located throughout each campus and are monitored/recorded.

## **PERSONAL SAFETY/SECURITY ESCORT**

Metro Technology Centers encourages all students, staff and visitors to remain aware of their surroundings while on campus and report suspicious activity to campus security immediately.

Metro Technology Centers takes pride in providing a secure, accessible and welcoming environment. Security guards at all campuses are available, upon request, to escort students, staff and visitors to their car(s) parked on campus property should the need arise. Security may be reached by calling 405-595-4044 or by pressing the Security button on campus phones.

## **MONITORING OFF CAMPUS CRIMINAL ACTIVITY**

At this time, Metro Technology Centers does not have off-campus student organization/ locations or student housing. Hence, Metro Technology Centers does not actively monitor criminal activity involving students off campus. However, if such information is brought to the attention of the Metro Technology Centers administration then appropriate action will be taken in accordance with Oklahoma state law and the Metro Technology Centers Board of Education policies.

## SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information (provided by a state) concerning registered sex offenders may be obtained.

Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher education at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time) or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher education.

To access sex offender location information maintained by the City of Oklahoma City Police Department, Sex Offender Registry go to <http://www.icrimewatch.net>.

## CRIME REPORTING

All employees, students and visitors at Metro Technology Centers are encouraged to promptly report all criminal activity or suspected criminal activity on campus to security by pressing the Security button on campus phones, or calling the security dispatch desk during business hours at 405-595-4044. Calls to the OKCPD can be made by pressing 911 (from campus phones).

Additional phone numbers to report crimes on campus are noted on the site- specific Emergency Procedures posters displayed throughout campus buildings. An official report will be made with copies available to the victim after a completed investigation. In all instances, crimes committed on campus will be promptly reported to the Oklahoma City Police Department. Any individual on Metro Technology Centers campuses may report threats to students or school staff directly to the Oklahoma School Security Institute (OSSI) Tipline by calling 1-855-337-8300 (toll free) or 405-810-1158 or on the internet at [www.Tipline.ok.gov](http://www.Tipline.ok.gov). The Tipline is monitored 24/7 by the OSSI.

## CRIMES IN PROGRESS

Prompt reporting of criminal activity to Security or 911 enables a quick response, a timely warning, and a safer campus for everyone. In the event of a crime in progress, these steps should be followed:

- **Call for help:** Press the Security button on campus phones or dial 911.
- **Obtain a description:** Attempt to obtain a description of the offender(s), including gender, age, hair, clothing and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to Security or the police.
- **Preserve the crime scene:** Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

## VOLUNTARY CONFIDENTIAL CRIME REPORTING

Currently, Metro Technology Centers does not have a means for receiving the reporting of crimes confidentially. Students, staff or visitors wishing to report an incident to law enforcement confidentially may call the Oklahoma City Police Department's, "Crime Stoppers Hotline" at 405-235-7300 or by calling the Oklahoma School Security Institute (OSSI) Tipline at 1-855-337-8300 (toll free) or 405-810-1158.



## REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

Metro Technology Centers prepares the Annual Safety and Security report in compliance with the Jeanne Clery Act. Included in this report are crimes reported to the Oklahoma City Police Department and Metro Technology Centers Campus Security Authorities. Crime statistics are collected by compiling data from crimes reported on campus and classified according to the Clery Act. The tables within this report showing crime data and statistics comply with the Clery Act. In 2020, due to the Coronavirus pandemic campuses were minimally occupied by students as instructional delivery was provided by virtual and blended means. Crimes that may have been reported to law enforcement agencies by students engaging in virtual learning platforms off campus may not be part of the crime statistics for Metro Technology Centers. The crime and arrest statistics reported are those that occurred within the boundaries of the Metro Technology Centers campuses. Good faith efforts made to collect crime statistics from local law enforcement are made on an annual basis. Those statistics obtained will be combined with campus statistics. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Oklahoma City Police Department. The following statistical data is also available at <http://ope.gov/security/index.aspx>.

## DEFINITION OF TERMS FOR STATISTICAL CHARTS

The charts setting forth statistical data on reported crimes include the following terms.

- **Campus:** Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in the direct support of, or related to, its educational purpose.
- **Clery Geography:** Buildings and property that is part of the institution's campus; the institution's non campus buildings and property; and public property within or immediately adjacent to and accessible from the campus.
- **Res.:** Those buildings and parking lots designated as Residence Halls and University Apartments area. **Metro Technology Centers does not operate student residence halls.**
- **Other:** Any non-res area on campus.
- **Non-Campus Building or Property:** Buildings or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution. Metro Technology Centers leased properties that are used in support of our educational purpose and used by students fall into this category.
- **Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street or other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

## CRIME DEFINITIONS

The following definitions are those used in the Clery Act and resources including the National Incident-Based Reporting System and the Uniform Crime Reporting System of the United States Department of Justice's Federal Bureau of Investigation, as applicable.

***Aggravated Assault:*** An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

***Arson:*** Any willful or malicious attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another. Only fires determined to have been willfully or maliciously set are classified as arson.

***Burglary:*** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

***Criminal Homicide:*** The willful (negligent or non-negligent) killing of one human being by another.

***Dating Violence:*** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

***Domestic Violence:*** Domestic violence is a felony or misdemeanor crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or
- 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 Oklahoma.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

***Drug Law Violations:*** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

***Hate Crimes:*** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race,

religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Larceny:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, picking pockets, purse snatching, thefts from motor vehicles including parts and accessories, bicycle and computer thefts.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle by someone other than the registered owner.

**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.

**Sex offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

**Rape** means 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** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

**Stalking** refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**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.

**Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

**Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. Metro Technology Centers' policy prohibits possessing, using or storing firearms, explosives or dangerous chemicals on district property or in the course of any district activity.

Handguns are allowed in locked vehicles only with a concealed carry permit as authorized by law.

## CRIME STATISTICS

### Springlake Campus

#### Criminal Offenses - On campus

| Criminal offense  | Total occurrences On campus |      |      |
|---|-----------------------------|------|------|
|   | 2019                        | 2020 | 2021 |
| a. <u>Murder/Non-negligent manslaughter</u>                               | 0                           | 0    | 0    |
| b. <u>Manslaughter by Negligence</u>                                      | 0                           | 0    | 0    |
| c. <u>Rape</u>  | 0                           | 0    | 0    |
| d. <u>Fondling</u>  | 0                           | 0    | 0    |
| e. <u>Incest</u>  | 0                           | 0    | 0    |
| f. <u>Statutory rape</u>  | 0                           | 0    | 0    |
| g. <u>Robbery</u>   | 0                           | 0    | 0    |
| h. <u>Aggravated assault</u>  | 0                           | 0    | 0    |
| i. <u>Burglary</u>  | 0                           | 0    | 0    |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | 0                           | 0    | 0    |
| k. <u>Arson</u>   | 0                           | 0    | 0    |

#### Criminal Offenses - Public Property

| Criminal offense                            | Total occurrences on Public Property |      |      |
|---|--------------------------------------|------|------|
|   | 2019                                 | 2020 | 2021 |
| a. <u>Murder/Non-negligent manslaughter</u> | 0                                    | 0    | 0    |
| b. <u>Manslaughter by Negligence</u>        | 0                                    | 0    | 0    |
| c. <u>Rape</u>                              | 0                                    | 0    | 0    |
| d. <u>Fondling</u>                          | 0                                    | 0    | 0    |
| e. <u>Incest</u>                            | 0                                    | 0    | 0    |
| f. <u>Statutory rape</u>                    | 0                                    | 0    | 0    |

|   |   |                                |                                |
|---|---|--------------------------------|--------------------------------|
| g. <u>Robbery</u>   | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| h. <u>Aggravated assault</u>  | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u>  | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u>   | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |

There were 0 Hate Crimes reported in 2019, 2020 and 2021.

### VAWA Offenses - On Campus

| Crime                       | Total occurrences On Campus |                                |                                |
|-----------------------------|-----------------------------|--------------------------------|--------------------------------|
|                             | 2019                        | 2020                           | 2021                           |
| a. <u>Domestic violence</u> | 0                           | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Dating violence</u>   | 0                           | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Stalking</u>          | 0                           | <input type="text" value="0"/> | <input type="text" value="0"/> |

### VAWA Offenses - Noncampus

| Crime                       | Total occurrences in or on Noncampus buildings or property |                                |                                |
|-----------------------------|--|--------------------------------|--------------------------------|
|                             | 2019   | 2020                           | 2021                           |
| a. <u>Domestic violence</u> | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Dating violence</u>   | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Stalking</u>          | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |

### VAWA Offenses - Public Property

| Crime                       | Total occurrences on Public Property |                                |                                |
|-----------------------------|--------------------------------------|--------------------------------|--------------------------------|
|                             | 2019                                 | 2020                           | 2021                           |
| a. <u>Domestic violence</u> | 0                                    | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Dating violence</u>   | 0                                    | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Stalking</u>          | 0                                    | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Arrests - On campus

| Crime   | Number of Arrests |                                |                                |
|---|-------------------|--------------------------------|--------------------------------|
|   | 2019              | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Arrests - Noncampus

| Crime   | Number of Arrests |                                |                                |
|---|-------------------|--------------------------------|--------------------------------|
|   | 2019              | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Arrests - Public Property

| Crime   | Number of Arrests |                                |                                |
|---|-------------------|--------------------------------|--------------------------------|
|   | 2019              | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |

## Disciplinary Actions - On Campus

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2019   | 2020 | 2021 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

## Disciplinary Actions - Noncampus

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2019   | 2020 | 2021 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

## Disciplinary Actions - Public Property

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2019   | 2020 | 2021 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

## Unfounded Crimes

**If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.**

|                                  | Number |      |      |
|----------------------------------|--------|------|------|
|                                  | 2019   | 2020 | 2021 |
| a. <u>Total unfounded crimes</u> | 0      | 0    | 0    |



## CRIME STATISTICS

### Aviation Career Campus

#### Criminal Offenses - On campus

| Criminal offense  | Total occurrences On campus |      |      |
|---|-----------------------------|------|------|
|   | 2019                        | 2020 | 2021 |
| a. <u>Murder/Non-negligent manslaughter</u>                               | 0                           | 0    | 0    |
| b. <u>Manslaughter by Negligence</u>                                      | 0                           | 0    | 0    |
| c. <u>Rape</u>  | 0                           | 0    | 0    |
| d. <u>Fondling</u>  | 0                           | 0    | 0    |
| e. <u>Incest</u>  | 0                           | 0    | 0    |
| f. <u>Statutory rape</u>  | 0                           | 0    | 0    |
| g. <u>Robbery</u>   | 0                           | 0    | 0    |
| h. <u>Aggravated assault</u>  | 0                           | 0    | 0    |
| i. <u>Burglary</u>  | 0                           | 0    | 0    |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | 0                           | 0    | 0    |
| k. <u>Arson</u>   | 0                           | 0    | 0    |

#### Criminal Offenses - Public Property

| Criminal offense                            | Total occurrences on Public Property |      |      |
|---|--------------------------------------|------|------|
|   | 2019                                 | 2020 | 2021 |
| a. <u>Murder/Non-negligent manslaughter</u> | 0                                    | 0    | 0    |
| b. <u>Manslaughter by Negligence</u>        | 0                                    | 0    | 0    |
| c. <u>Rape</u>                              | 0                                    | 0    | 0    |
| d. <u>Fondling</u>                          | 0                                    | 0    | 0    |
| e. <u>Incest</u>                            | 0                                    | 0    | 0    |
| f. <u>Statutory rape</u>                    | 0                                    | 0    | 0    |

|   |   |   |   |
|---|---|---|---|
| g. <u>Robbery</u>   | 0 | 0 | 0 |
| h. <u>Aggravated assault</u>  | 0 | 0 | 0 |
| i. <u>Burglary</u>  | 0 | 0 | 0 |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | 0 | 0 | 0 |
| k. <u>Arson</u>   | 0 | 0 | 0 |

There were 0 Hate Crimes reported in 2019, 2020 and 2021.

### VAWA Offenses - On Campus

| Crime                       | Total occurrences On Campus |      |      |
|-----------------------------|-----------------------------|------|------|
|                             | 2019                        | 2020 | 2021 |
| a. <u>Domestic violence</u> | 0                           | 0    | 0    |
| b. <u>Dating violence</u>   | 0                           | 0    | 0    |
| c. <u>Stalking</u>          | 0                           | 0    | 0    |

### VAWA Offenses - Public Property

| Crime                       | Total occurrences on Public Property |      |      |
|-----------------------------|--------------------------------------|------|------|
|                             | 2019                                 | 2020 | 2021 |
| a. <u>Domestic violence</u> | 0                                    | 0    | 0    |
| b. <u>Dating violence</u>   | 0                                    | 0    | 0    |
| c. <u>Stalking</u>          | 0                                    | 0    | 0    |

### Arrests - On campus

| Crime   | Number of Arrests |                                |                                |
|---|-------------------|--------------------------------|--------------------------------|
|   | 2019              | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Arrests - Public Property

| Crime   | Number of Arrests |                                |                                |
|---|-------------------|--------------------------------|--------------------------------|
|   | 2019              | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Disciplinary Actions - On Campus

| Crime   | Number of persons referred for Disciplinary Action |                                |                                |
|---|--|--------------------------------|--------------------------------|
|   | 2019   | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |

## Disciplinary Actions - Public Property

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2019   | 2020 | 2021 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

## Unfounded Crimes

**If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.**

|                                  | Number |      |      |
|----------------------------------|--------|------|------|
|                                  | 2019   | 2020 | 2021 |
| a. <u>Total unfounded crimes</u> | 0      | 0    | 0    |

## CRIME STATISTICS

### South Bryant Campus

#### Criminal Offenses - On campus

| Criminal offense  | Total occurrences On campus |      |      |
|---|-----------------------------|------|------|
|   | 2019                        | 2020 | 2021 |
| a. <u>Murder/Non-negligent manslaughter</u>                               | 0                           | 0    | 0    |
| b. <u>Manslaughter by Negligence</u>                                      | 0                           | 0    | 0    |
| c. <u>Rape</u>  | 0                           | 0    | 0    |
| d. <u>Fondling</u>  | 0                           | 0    | 0    |
| e. <u>Incest</u>  | 0                           | 0    | 0    |
| f. <u>Statutory rape</u>  | 0                           | 0    | 0    |
| g. <u>Robbery</u>   | 0                           | 0    | 0    |
| h. <u>Aggravated assault</u>  | 0                           | 0    | 0    |
| i. <u>Burglary</u>  | 0                           | 1    | 0    |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | 0                           | 0    | 0    |
| k. <u>Arson</u>   | 0                           | 0    | 0    |

#### Criminal Offenses - Public Property

| Criminal offense                            | Total occurrences on Public Property |      |      |
|---|--------------------------------------|------|------|
|   | 2019                                 | 2020 | 2021 |
| a. <u>Murder/Non-negligent manslaughter</u> | 0                                    | 0    | 0    |
| b. <u>Manslaughter by Negligence</u>        | 0                                    | 0    | 0    |
| c. <u>Rape</u>                              | 0                                    | 0    | 0    |
| d. <u>Fondling</u>                          | 0                                    | 0    | 0    |
| e. <u>Incest</u>                            | 0                                    | 0    | 0    |
| f. <u>Statutory rape</u>                    | 0                                    | 0    | 0    |
| g. <u>Robbery</u>                           | 0                                    | 0    | 0    |

|   |   |                                |                                |
|---|---|--------------------------------|--------------------------------|
| h. <u>Aggravated assault</u>  | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| i. <u>Burglary</u>  | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| k. <u>Arson</u>   | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> |

There were 0 Hate Crimes reported in 2019, 2020 and 2021.

### VAWA Offenses - On Campus

| Crime                       | Total occurrences On Campus |                                |                                |
|-----------------------------|-----------------------------|--------------------------------|--------------------------------|
|                             | 2019                        | 2020                           | 2021                           |
| a. <u>Domestic violence</u> | 0                           | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Dating violence</u>   | 0                           | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Stalking</u>          | 0                           | <input type="text" value="0"/> | <input type="text" value="0"/> |

### VAWA Offenses - Public Property

| Crime                       | Total occurrences on Public Property |                                |                                |
|-----------------------------|--------------------------------------|--------------------------------|--------------------------------|
|                             | 2019                                 | 2020                           | 2021                           |
| a. <u>Domestic violence</u> | 0                                    | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Dating violence</u>   | 0                                    | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Stalking</u>          | 0                                    | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Arrests - On campus

| Crime   | Number of Arrests |                                |                                |
|---|-------------------|--------------------------------|--------------------------------|
|   | 2019              | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Arrests - Public Property

| Crime   | Number of Arrests |                                |                                |
|---|-------------------|--------------------------------|--------------------------------|
|   | 2019              | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0                 | <input type="text" value="0"/> | <input type="text" value="0"/> |

### Disciplinary Actions - On Campus

| Crime   | Number of persons referred for Disciplinary Action |                                |                                |
|---|--|--------------------------------|--------------------------------|
|   | 2019   | 2020                           | 2021                           |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| b. <u>Drug abuse violations</u>               | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |
| c. <u>Liquor law violations</u>               | 0  | <input type="text" value="0"/> | <input type="text" value="0"/> |

## Disciplinary Actions - Public Property

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2019   | 2020 | 2021 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

## Unfounded Crimes

**If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.**

|                                  | Number |      |      |
|----------------------------------|--------|------|------|
|                                  | 2019   | 2020 | 2021 |
| a. <u>Total unfounded crimes</u> | 0      | 0    | 0    |



## **OBTAINING REPORTS**

Requests for incident reports concerning incidents on campus (or traffic crash reports for crashes on campus property) by persons involved generally will be processed when the investigation is completed. Metro Technology Centers' faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.

Metro Technology Centers is committed to complying with its obligations under the Freedom of Information Act (F.O.I.A.) without undue delay, but realizes that under certain circumstances the release of records may have an impact on victims, witnesses and the integrity of investigations. If an investigation is ongoing and still open, a request for any related Metro Technology Centers incident report may be denied and information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy.

## **ACCESS TO CAMPUS FACILITIES**

The Metro Technology Centers campuses are open Monday through Thursday, 7:30 a.m. to 10:00 p.m., and Friday, 7:30 a.m. To 4:30 p.m. according to the Board of Education-approved calendar. Metro Technology Centers reserves the right to change operating hours and access to campus facilities in the event of an emergency. Such events may include but are not limited to temporary closures due to inclement/severe weather, loss of power or other conditions that present an unsafe environment to students, staff or visitors. Access to campus facilities and buildings is addressed by Metro Technology Centers Board of Education polices BP-5023 Building Security and Access Control and BP-3009 Use of Security Codes.

Visitors to the instructional buildings on Springlake Campus, South Bryant Campus or Aviation Center are required to check in at the front desk; front office staff and administrators will ask for a photo identification from anyone requesting contact with high school students. Metro Technology Centers Board of Education Policy BP-10013 Student Release From A Center During Class Time, applies to student release/check out.

To provide for the security of the buildings and facilities, enable the completion of maintenance and other special projects, conserve energy and minimize risks to Metro Technology Centers, the presence of students, staff and visitors inside the campus buildings is prohibited during non-operational hours.

During non-operational hours all buildings are secured by the security guards. Access during non-operational hours is by key/access card and use of security access codes by the security guards only. Some staff members have authorization to utilize a key/access card issued by the Environmental Safety and Regulatory Affairs Department. These employees must notify the security guard supervisor(s) of their need to enter the building(s) during non-operational hours. All others must gain non-operational hour access through direct contact with the security supervisor(s) and only with the authorization of the Superintendent or Superintendent's designee.

Contractors needing access to buildings during non-operational hours must have pre-approved authorization from the appropriate Metro Technology Centers' administrator(s). Security guards will not allow any unauthorized access to contractors. Contractors conducting authorized work within the campus building(s), during non-operational hours, will notify the security guard(s) on duty at the completion of their work and when they leave the building. Security guards will document all non-operational hour access provided to staff and contractors.

## **MAINTENANCE OF CAMPUS FACILITIES**

Buildings and grounds are maintained in a manner that minimizes hazardous conditions. Metro Technology Centers Board of Education Policy BP-5009 governs the maintenance of buildings and grounds. Security guards regularly patrol and report malfunctioning lights and other unsafe physical conditions to campus staff for correction. Students, staff and visitors are helpful when they report equipment problems or maintenance issues to security guards by pressing the Security button on campus phones or by dialing 405-595-4044.

## **ALCOHOL AND DRUG POLICIES**

*Portions of the Metro Technology Centers Student Handbook are duplicated in this report in regard to alcohol, drugs and student conduct.*

Metro Technology Centers seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, staff and visitors. These participants are expected to know and follow the applicable State laws and all Metro Technology Centers Board of Education policies. Metro Technology Centers Board of Education policies BP-7031 Drug-Free and Alcohol-Free Workplace and BP-10007 Drug-Free and Alcohol-Free School exist to protect students, staff and visitors on our campuses.

Standards of Conduct at Metro Technology Centers are set forth in writing in order to give students general notice of prohibited conduct. These policies should be read and interpreted broadly. They are not designed to identify or define all possible types of prohibited conduct in exhaustive terms. Academic misconduct includes: Illegal use, possession, cultivation, manufacture, sale or distribution of any state or federally controlled drug or substance; consumption, possession, sale or serving of alcoholic beverages on campus and in any buildings or at district functions.

Students are expected to know and abide by all applicable laws regarding alcoholic beverages and illegal drugs. Students and staff found to be in violation of these policies are subject to disciplinary action and potentially to criminal prosecution. For full details regarding disciplinary action related to student misconduct refer to Metro Technology Centers Board of Education policy BP-10006 Suspension/Dismissal of Students.

## **COMPLAINTS OF SEXUAL MISCONDUCT; SEXUAL ASSAULT/VIOLENCE AND STALKING**

*The following information is provided to meet the spirit, intent and requirements of Public Law 102-235 and its amendments to the Student Right-To-Know and Campus Security Act of 1990, and the 2013 Campus Sexual Violence Elimination Act, passed as part of the Violence Against Women Reauthorization Act (VAWA) amending the Jeanne Clery Act reporting requirements.*

Sexual misconduct includes but is not limited to unwelcome sexual contact or acts which involve intimidation, coercion, the implied use or threat of force, use of intoxicants to substantially impair the victim's ability to give effective consent, engaging in such acts when there is reasonable cause to believe the other person is in a mental state which renders him/her incapable of understanding the nature of the contact, or where the victim is a minor; indecent exposure and voyeurism. Stalking and sexual harassment are also examples of prohibited conduct.

All forms of sexual misconduct, including sexual violence, should be reported, no matter the severity. Metro Technology Centers' primary concern is safety; therefore, individuals should not be deterred from reporting even if the use of alcohol or other drugs were involved.

Metro Technology Centers encourages victims of sexual misconduct, including sexual violence, to talk to someone about what happened so they can receive support and the school can respond appropriately. It is important to be aware of the different advocates victims can contact for assistance following an incident. Each individual may have different responsibilities regarding confidentiality, depending on their position.

At Metro Technology Centers no school employee can guarantee complete confidentiality, unless specifically provided by law. Schools must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community.

To discuss your options for filing a complaint, see the Title IX Coordinator's contact information included in this report. You may wish to proceed to file a complaint by completing and submitting via the online [complaint form](#). To make a confidential report of sexual assault or other form of sexual misconduct, please visit the resources page located at [www.metrotech.edu/title-ix-resources](http://www.metrotech.edu/title-ix-resources).

## INTERIM SAFETY MEASURES

Metro Technology Centers' priority is to make victims feel safe in their environment. Many times, students may need support in various aspects of their lives after a traumatic experience. Our Compliance Team and the Title IX Coordinator can put in place interim measures for student victims of sexual harassment and sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place; students should simply reach out to a member of the Compliance Team or the Title IX coordinator in order to receive assistance. During the process of instating any interim measures, Metro Technology Centers will maintain confidentiality to the fullest extent possible. Read below to learn more about possible interim measures you may be able to obtain.

- *Assistance in Reporting:* Compliance Officers can assist in filing a complaint with the Title IX Coordinator or Human Resource Office against the student(s) who caused harm.
- *No Contact Order:* Title IX Coordinator along with safety officials can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as prohibit others from making contact on their behalf.
- *Emergency Protective Order:* The Title IX Coordinator can assist victims in filing for an Emergency Protective Order with the OKCPD. A court-ordered petition that prohibits contact between the complainant and respondent will then be filed.
- *Safety Measures:* Metro Technology Centers' safety officials can coordinate any reasonable arrangements that are necessary for ongoing safety. This includes transportation arrangements or providing an escort.
- *Academic Arrangements:* The Title IX Coordinator will work with your Metro Technology Centers site administrators to assist in adjusting academic schedules as well as assist in providing access to academic support services.

Further information or assistance may be obtained in the Title IX Coordinator's office in the District Center, or by calling 405-595-4418, or email to [gerald.scott@metrotech.ed](mailto:gerald.scott@metrotech.ed).

## **POLICIES AND PROCEDURES**

Metro Technology Centers Board of Education Policy BP-5026 Student Complaints of Discrimination, Harassment and or Retaliation applies to any high school or adult student of Metro Technology Centers. Any student who may be subjected to discrimination, harassment or retaliation or who witnesses such actions is encouraged to report such alleged actions immediately per the procedures outlined within the policy.

Metro Technology Centers Board of Education Policy BP-5027 Employee Complaints of Discrimination, Harassment and or Retaliation and Metro Technology Centers Board of Education Policy BP-5028, Stakeholder Complaints of Discrimination, Harassment and/or Retaliation contain the procedures for those who work for or visit Metro Technology Centers.

All policies and procedures referenced herein may be accessed as follows:

- 1) The Metro Technology Centers Student Handbook
- 2) [www.metrotech.edu/About-Metro-Tech/Administration/Board-Policies](http://www.metrotech.edu/About-Metro-Tech/Administration/Board-Policies)
- 3) D2L (accessible by all Metro Technology Centers Students)
- 4) KALMS (Metro Technology Centers' internal website)

## **WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL VIOLENCE**

If you are not safe and need immediate help, call the police. If the incident happened on campus, press the Security button on campus phones, or press 911. If the incident occurred elsewhere in Oklahoma City, call 911.

Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the Rape Crisis Center at 405-943-7273 to get advice and discuss options for how to proceed. The Rape Crisis Line is also equipped to provide guidance over the telephone in Spanish.

Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence.

Go to the Emergency Room of the nearest hospital to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. It is important to receive medical attention, whether or not you plan to report the crime to police.

## **COMMUNITY RESOURCES FOR VICTIMS AND BYSTANDERS**

Under state law, some individuals can assure the confidentiality of the victim. This includes counselors, health care providers, spiritual/religious counselors, and certified victims' advocates. In general, however, Metro Technology Centers' employees cannot guarantee complete confidentiality, unless specifically provided by state law. Metro Technology Centers must balance the needs of the individual victim with its obligation to protect the safety and well-being of the community at large. The following resources are available within the community:

***Counseling Resources- Confidential Reporting Options***

Variety Care Health  
4023 NW 10th  
405-632-6688

YWCA – Oklahoma City  
2460 NW 39th Street  
405-948-1770  
24-hour Crisis Line: 1-800-522-7233

Women’s Resource Center, Norman, OK  
Rape Hotline: 405-701-5660

Women’s Service & Family Resource Center  
121 N Evans Ave  
El Reno, OK  
405-262-4455

Chickasha Women’s Service & Family Resource Center  
Chickasha, OK  
405-222-1818

Shawnee Project Safe  
313 N. Union Ave.  
405-273-9953  
"Rape Hotline: 800-821-9953"

***Other Local Services Available To Victims - Non-Confidential Reporting Options***

Oklahoma City Police Department  
700 Colcord Drive  
  
Oklahoma City  
405-297-1000

Metro Technology Centers, Title IX Coordinator

District Center

405-595-4418

[gerald.scott@metrotech.edu](mailto:gerald.scott@metrotech.edu)

Metro Technology Centers, Human Resources Department

District Center

405-424-6411

### *Medical Services*

As previously mentioned, it's important to have a thorough medical examination after a sexual assault even if the victim does not have any apparent physical injuries. Medical providers can treat injuries and test for sexually transmitted infections.

Integris Baptist Medical Center

3300 NW Expressway

405-949-3011

[www.integrisok.com](http://www.integrisok.com)

OU Medical Center

N.E. 13th Street

405-949-3011

[www.oumedicine.com](http://www.oumedicine.com)

Mercy Hospital Oklahoma

4300 W. Memorial Road

405-749-7099

[www.mercy.net](http://www.mercy.net)

St. Anthony Hospital

1001 N. Lee Ave

405-272-7000

[www.saintsok.com](http://www.saintsok.com)

## **MISSING STUDENT NOTIFICATION**

Metro Technology Centers does not provide student residential housing. Any report of a missing student will be immediately referred to the Oklahoma City Police Department (OKCPD). Metro Technology Centers will assist the OKCPD when possible in their investigations.