



American Institute of Medical Technology

Campus Security Report & Policy

2018

## **Purpose**

American Institute of Medical Technology is strongly committed to crime prevention. AIMT considers the personal physical safety of its students, faculty and staff necessary for a successful learning environment. The campus, like all other communities are not immune to crime. Similarly, students, faculty and staff are members of AIMT community and citizens of the state in which they reside. Therefore, they are expected to obey not only the laws of their state but also the rules and regulations of the institute.

## **Safety**

Members of AIMT community are encouraged to take personal responsibility for their conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on campus. The cooperation and involvement of students, faculty and staff in campus safety is essential to minimize criminal activity. AIMT affirms the notion that a well-informed campus community helps create a safety conscious public. Pursuant to federal law in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act, 20 U.S.C § 1092(f), as amended (the "Clery Act"). This policy includes the new requirements imposed by the Violence Against Women Reauthorization Act (VAWA), effective March 7, 2014, under the Campus Sexual Violence Act (SaVE Act) provision, section 304.

AIMT will publish and distribute annually the crime statistics for the most current academic year and the three preceding academic years. Information regarding campus safety and security is available to all new employees upon hire and to student at orientation.

## **Campus Policies & Procedures**

AIMT will enforce all state and federal laws include those pertaining to sexual harassment and the drug-free workplace act. State legislation specifically prohibits sexual harassment in employment and education. Sexual harassment is a form of illegal discrimination which is defined as "unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature which has the effect of denying equal educational or employment opportunities."

Student's rights are protected under Title IV. It states "no person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Students, faculty and staff who feel they have been subjected to sexual harassment should report this to the Title IV Committee, Campus President Marcus Horn and the Title IV Coordinator Karen Spurgeon.

AIMT will enforce all laws regarding the possession, use, and sale of alcoholic beverages, controlled substances and weapons. Use of alcoholic beverages on campus is prohibited. Illegal drugs, firearms, and dangerous weapons of any type are not permitted on campus. Students and or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion, or discharge, and shall be subject to criminal prosecution.

Suspicious activity, potential criminal actions, and other emergencies on campus can be reported by any student, faculty member, or employee to the Campus President or Property Manager. Upon receipt the

police are dispatched immediately to the scene if needed, and will make arrests if necessary. An incident report will be prepared by an assigned representative.

Paradigm Realty maintains the campus and grounds with concern for safety and security. Paradigm Realty's security guards inspect campus facilities regularly, promptly making repairs affecting safety and security, and respond immediately to report of potential safety and security hazards, such as compromised windows and doors.

## **Weapons Policy**

### *Purpose*

AIMT weapons policy is to ensure the safety of the students, faculty, staff, and visitors to the campuses. The possession, storage or use of firearms, explosives or weapons of any type, is not permitted on campus. AIMT is committed to an environment where employees, students and visitors are at zero risk of involvement in workplace violence.

### *Prohibition*

Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately, and will be subject to discipline up to and including termination for employees or expulsion for students. Any person violating this policy may be subject to arrest or criminal prosecution.

### *Employee Reporting Responsibility*

An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others in physical harm. Reports should be made to the Campus President. This policy shall not prohibit notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

### Definitions

**Firearm:** Any device that shoots a bullet, pellet, flare, tranquilizer, spear, dart, paintball or other projective, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

**Weapon:** Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, or throwing stars. 2) any object that could be reasonably construed as a weapon. 3) any object legally controlled as a weapon or treated as a weapon under the laws of the State of Oklahoma.

**Explosives:** Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packaging that an ignition by fire, friction,

concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but not limited to, firecrackers, black powder, dynamite as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

### **Emergency Response & Evacuation Procedures**

Through the administration the students will be advised of any danger and what actions need to be taken to protect themselves from any immediate threat to their health and safety. Additionally a designated representative will notify local law enforcement to act in conjunction with administration to maintain order, isolate any areas if needed and control and insure containment of any dangerous situations.

Upon confirmation of a significant emergency or dangerous situation, Administration will contact the students by using different methods, our current methods are:

#### *Notification of Local Authorities*

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance service will be advised by administration, or front desk personnel of the nature and scope of the emergency (911). The Campus President Marcus Horn or property manager Paradigm Realty will advise emergency personnel of location, any street closings, long-term functions or construction which may change routing and access strategies. The procedure for disseminating emergency information to the larger community will be through phone calls, emails or social media sites to emergency response groups, releases to radio and newspaper, if applicable will be accomplished through the Camps President.

#### *Statement of Intention*

It is the intention of AIMT to notify without delay the appropriate contact people and/or the appropriate authorities in the event that an emergency situation has arisen, which, by delaying notification, would worsen the situation and put a greater number of individuals in peril. It is AIMT's intention to initiate a notification system that will advise in an appropriate and timely manner the community that would be affected by the emergency, as determined by an ongoing assessment of the emergency. Selected administrators and faculty personnel will be called on to make a determination about the nature of the emergency and in situations where the Tulsa community may be at risk, the Sheriff's Department and Police Department will be called to make a determination on specific courses of action.

#### *Procedures for Disseminating Emergency Information*

From the office of the Campus President, in conjunction with applicable administration, the dissemination of the emergency situation will be sent by email/text and/or personal contact to the newspaper, radio station, Police and Fire Departments.

### *Organization In-House Testing of Evacuation Procedures*

Fire drills are performed periodically by the Engineering Department of Paradigm Realty. This drill situation will be announced to all the academic and administrative personnel via fire paging system. When the fire alarm system sounds employees, students and visitors will evacuate the building. **Do not use the elevator.** Employees, students and visitors will meet outside in the designated area:

Front Desk, offices, classrooms	south entrance
Library, Student break room	south entrance
Scanning lab and Faculty break room	south entrance

Upon evacuation of the building, do not leave, as you must be accounted for, instructors are responsible to account for their students. The property manager or the Tulsa Fire Department will notify employees and students when the building is safe to enter. The Campus President or property manager should be notified of any employees or students requiring special assistance to evacuate the building.

The property manager will work with police to clear the area, to aid in the evacuation of the necessary buildings; to assist fire departments responding to mutual aid call, and to assist in finding the nearest fire hydrants; control foot and automotive traffic; assist in establishing a Command and Coordination Center on campus; and assist by any means necessary.

### *Crime Reporting*

Student's faculty and staff are urged to report all criminal acts and safety hazards. During normal class/working hours, reports can be made by calling the front desk at 918-496-0800. After normal hours a report can be filed by leaving a detailed message on the school answering system. In the event of immediate threat or danger, the appropriate civil emergency responders can be reached by calling 911. In every instance the Campus President and the property manager should be notified as soon as possible to facilitate proper reporting.

Non-emergency situations will be investigated within 24 business hours from when the situation is reported.

The Campus President will transmit via email to the entire student body a crime alert if reports indicate an immediate danger or a trend is developing in a particular crime category.

### **Security & Access to Campus Facilities**

AIMT is protected by several security measures that include a card access system (after hours, holidays and weekends), video surveillance equipment and third party security guards operated by Paradigm Realty within the main entrances of the building.

Video surveillance for security purposes will be conducted in a professional, ethical and legal manner.

Video surveillance of public area for security purposes will be conducted in a manner consistent with all existing policies, including the Sexual Harassment Policy. The procedure for video surveillance prohibits surveillance based on the characteristics and classification contained in the Non-Discrimination Policy (e.g. race, gender, national origin, disability, etc).

Each camera is in public view to reduce any concern about privacy and to increase the deterrence factor we believe that controlling access to AIMT and monitoring strategic campus areas deters unwelcome intrusions and creates a better climate of safety.

### **Crime Prevention**

Cooperation between AIMT faculty and staff and students is necessary in the prevention of crime. All individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Crime prevention largely depends on following sound safety practices as well as recognizing and immediately reporting all suspicious or criminal activity. Crime prevention and awareness is everyone's responsibility. Lighting and locks represent the first line strategy to preventing crime. All faculty and staff are urged to lock their workspace when left unattended. Although Paradigm Realty conducts daily evaluations of lighting, faculty, staff and students are encouraged to report faulty lighting.

Paradigm Realty employs security guards through a third party service to patrol the campus grounds.

### **Personal Safety**

Part of crime prevention is individual safety consciousness and awareness of personal environment. AIMT suggests the following crime prevention measures, which can contribute to the safety and security of the AIMT faculty, staff and students.

- Keep your office door locked when you leave for any length of time. Offices that contain money must be locked each time they leave the office. Keep handbags or other valuable items locked in your desk or file cabinets.
- Keep your keys safe. Do not lend your keys to anyone. Do not leave your keys lying around your work place. If your key is lost or stolen report it to the front desk immediately.
- Every guest must stop at the front desk before being allowed in the classrooms or lab.

### *Guard Yourself*

- At night, travel in well-lighted areas and in pairs if possible, avoiding short cuts.
- Walk assertively, without day-dreaming, and be alert to your surroundings.
- Have your keys in your hand before leaving the building. Get into your vehicle quickly and lock your doors immediately. Caution: if you see someone loitering around your vehicle, leave and call for assistance before approaching.
- Keep building doors locked after 5 pm. Do not prop outside building doors open.
- On the street police advise saying "NO" to requests for money from strangers and avoid confrontation by not saying or doing anything to provoke further conversation.
- If you feel threatened, try to avoid the danger by getting away from it quickly.
- If threatened, scream loudly for help, "Call the police!"

### *Guard your belongings*

- Engrave your name on valuables such as iPods, calculators and private computer equipment
- Password protect your cell phone – initiate phone tracking system.
- Keep all personal property with you at all times or locked away.

- Make sure your purse is closed or your wallet does not protrude from your pocket.
- Police advise that if you must carry a large amount of cash, separate it from your purse or wallet and carry it in an inside or hidden pocket.

#### *Guard your vehicle*

- Lock your car and close all windows and sun roof.
- Take and keep your car keys with you at all times. Never hide a second set of keys in your vehicle. Thieves know all the hiding places.
- Do not leave valuable items in your car, including personal items and school related material such as textbooks or laptops.
- Leave items of high monetary value at home.
- Never leave your car running while unattended, even if you will only be gone for a minute.

#### *General Safety Tips*

- Report harassing/obscene/ or frequent hang-up calls.
- Fire alarms are not an unusual occurrence on campus but you must evacuate the building upon the sounding of the alarm. Treat any alarm as an actual fire. If you are the cause of the alarm, locate the responding personnel outside the building and relay the information to them.
- Watch for suspicious behavior. Contact the front desk, Campus President or Paradigm Realty if you see or hear suspicious or strange vehicles or people, screaming, shattering glass, or loud, unusual noises.
- Be aware and alert. You can prevent criminal opportunity. Take responsibility for your own protections and that of your neighbors.

If you have any information about a crime or you know who is responsible, contact the Campus President Marcus Horn or the Campus Safety Administrator Angela Teague at 918-496-0800. Your information will be documented and your name will be kept confidential if at all possible.

#### *Counseling*

Informational counseling, literature, material and referral services are available to students about crime preventions, campus security, alcohol/drug abuse and many other matters. Please contact the Admissions Director or Director of Education at 918-496-0800 for more information.

### **Alcohol & Drugs**

#### *Alcohol Awareness*

AIMT prohibits the use or possession of alcohol on campus property and expects members of AIMT to abide by federal, state and local regulations concerning the possession and use, purchase, and distribution of alcohol. AIMT's Drug and Alcohol Policy, local, state and federal laws prohibit the unlawful manufacture, sale, distribution, dispensing, possession, or use of alcohol or illegal drugs or the unauthorized use of prescription drugs. Oklahoma state law prohibits anyone under the age of 21 from possessing alcohol if they intend to consume it. It is illegal to sell or give away alcoholic beverages to a person who is, actually or apparently, under 21 or intoxicated. The law makes no distinction between consumption in public versus private areas. AIMT does not protect students (who are regarded as

adults), faculty, or staff from these laws. Because intoxication implies consumption, violator's on campus may be referred to the Campus President office for disciplinary actions. Violators may also be referred for disciplinary actions if their intoxication generates disorder, creates a disturbance, damages property or presents a danger to themselves and/or others. Furthermore, AIMT expects all actions to be respectful of the rights of others and to contribute to an environment conducive to education and personal growth.

### *Illegal Drugs*

AIMT is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug Free Workplace Act, will not tolerate the unlawful possession and use of drugs on its premises. Members of AIMT charged with violations of the standards of conduct are subject to disciplinary action through the established disciplinary procedures of AIMT. When violations are determined to have occurred, AIMT will impose disciplinary sanctions on students and employees consistent with local, state, and federal law. Common examples of controlled substances, as defined by law include cocaine, marijuana, amphetamines, methamphetamines, LSD, and other hallucinations. Federal law makes the distribution of drugs to persons under age 21 punishable by twice the normal penalty with a mandatory prison sentence. If death or serious injury results from use of the substance, the prison sentence could be lengthened. Possession of drugs without valid authorization is illegal. Under federal and state laws, penalties for possession, manufacture, or distribution are greater for second and subsequent convictions.

Current students convicted of drug possession under state and federal laws are ineligible for federal student grants and loans for five years following the first conviction, ten years after the second, and permanently after the third conviction. Current employees convicted of drug possession will be terminated. In general, narcotic, addictive, and drugs with greater potential for abuse carry higher penalties. The sale or possession of drug paraphernalia is illegal. For more information, please refer to the Student/Employee Drug & Alcohol Testing Policy.

### **Sexual Harassment/Assault Policy**

Sexual misconduct of any form is a violation of a person's rights, dignity and integrity. An act of sexual misconduct represents a fundamental failure by an individual to recognize and respect the intrinsic worth and dignity of another. Acts of sexual misconduct are harmful and illegal and will not be tolerated at AIMT. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of AIMT and are against policy. In addition to defining sexual harassment and the forms of sexual misconduct that violate the standards of AIMT, this policy will also:

- Identify resources and support for all students, faculty and staff of AIMT;
- Identify the Title IX Coordinator, Administrators and their roles;
- Provide information about where a student or employee can obtain support or access resources in a confidential manner;
- Provide information about how to make a report on-campus or off-campus; and,
- Provide information about how to report against AIMT will be investigated, evaluated and resolved

### *Notice of Non-Discrimination*

AIMT recognizes that harassment related to an individual's sex, sexual orientation, gender identity or gender expression can occur in conjunction with misconduct related to an individual's race, color, ethnicity, national origin, religion, age, or disability. Targeting individuals on the basis of these characteristics is also a violation of AIMT standards. Under these circumstances, AIMT will coordinate the investigation and resolution efforts to address harassment related to the targeted individual's sex, sexual orientation, gender identity or gender expression together with the conduct related to the targeted individual's race, color, ethnicity, national origin, religion, age, or disability.

### *Prohibited Conduct & Definitions*

AIMT prohibits all sexual misconduct. Sexual misconduct is a broad term that includes but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, bullying and cyber-bullying, aiding or facilitation the commission of violation, and retaliation. AIMT also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex- stereotyping, even if those acts do not involve conduct of a sexual nature.

### Definition of Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request of sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to or rejection of a such conduct is made, either explicitly, a term or condition of an individual's employment, evaluation of academic work or participation in social or extracurricular activities;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic or social environment. The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.
- A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

### *Forms of Prohibited Sexual Harassment*

The following list outlines a few of the many kinds of behavior that fit within the definition of sexual harassment. These behaviors include, but are not limited to:

- Unwanted or inappropriate sexual innuendo, propositions, sexual attention or suggestive comments and gestures; humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality or gender; insults and threats based on sex or gender; and other oral, written or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome;

- Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; the circulations, display, or creation of e-mails or Web sites of a sexual nature.
- Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body;
- Undue and unwanted attention, such as repeated inappropriate flirting, inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexually oriented gestures;
- Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances;
- Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity/expression, or sexual orientation;
- Use of a position of power or authority to (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (2) promise rewards in return for sexual favors;
- Sexual assault;
- Any pictures or other content sent electronically through a company computer/iPad that is sexual in nature.

#### Definition of Sexual offenses

**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.

**Forcible Rape:** 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.

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, 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 or physical incapacity.

**Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses – Non-Forcible:** Unlawful, non-forcible sexual intercourse.

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

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### *Sexual Consent*

Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a “NO”; a clear “Yes”, verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are urged to seek consent in verbal form.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to come sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

### **Violence Against Women Reauthorization Act**

Violence Against Women Reauthorization Act of 2012 (VAWA) Intimate Partner Violence Policy requires expanded reporting for incidents of sexual assault, dating violence, domestic violence, and stalking incidents that are reported to campus administration or local police agencies. The Campus SaVE Act (Campus Sexual Violence Elimination Act) amends the Clery act to include intimate partner violence. The term “intimate partner violence” is defined to mean any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. It would include sexual violence, dating violence, domestic violence and stalking.

### *Dating Violence*

The term “dating violence” means violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship

### *Domestic Violence*

The term “domestic violence” includes felony or misdemeanor crime of violence committed by –

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common

- a person who is cohabitating with or has cohabitated with the victim as a spouse
- a person similarly situated to a spouse of the victim
- under the domestic or family violence laws of the jurisdiction receiving grant monies
- 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 jurisdiction

### *Stalking*

The term “stalking” means engaging 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

If you have any questions about AIMT’s procedures for dealing with rape, sexual assault, domestic violence, dating violence, or stalking, you should consult your instructor, the Campus President or Title IV Coordinator. Such a discussion will be strictly confidential unless you request otherwise.

All proceeding will include a prompt, fair, and impartial process from the initial investigation to the final result/outcome. The proceedings will be conducted by Administration who is equipped to investigate issues related to dating violence, domestic violence, sexual assault, and stalking. Every effort will be conducted in a manner that protects the safety of victims and promotes accountability.

### *Training*

In addition to local resources, the Campus President, Director of Education and the program Directors will provide in-service training on, sexual assault, staying safe, and bystander intervention to students and employees throughout the year. Guest speakers from the Tulsa Police Department and other community resources may be utilized as needed to promote awareness and provide the necessary information needed to keep our students, staff and faculty safe while on campus.

### *Reporting Options*

AIMT recognizes that a student or employee may choose to report sexual misconduct to any trusted employee of AIMT. For example, a student may choose to confide in an instructor or department head, all of whom are considered “responsible employees” who must report the incident under this policy. An employee may choose to confide in a supervisor, also considered a “responsible employee”.

Under this policy, any employee who receives a report of sexual misconduct must share the report with the Title IV Coordinator, Karen Spurgeon or assigned Administration specifically charged with investigating and responding to allegations of sexual misconduct.

### *Initial Assessment*

AIMT will address all reports of sexual misconduct. The elected Administration, will oversee the review process. In every report of sexual misconduct, AIMT will make an initial assessment of any risk of harm

to individuals or campus staff and will take steps necessary to address those risks. AIMT's responsibility to review and respond to all allegations of misconduct exists regardless of whether that review culminates in additional investigation and exists independently of the criminal justice process.

### *Investigation*

The Campus President and the administration may determine if an investigation of the report of sexual misconduct should be conducted. This determination is based on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or AIMT by not proceeding, and the nature of the allegation.

Administration will coordinate the gathering of information from the Complainant, the Respondent, and any other individuals who may have information relevant to the determination. In gathering such information, Administration will comply with applicable laws and policies. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect.

### *Request for Confidentiality*

Where AIMT has received a report of sexual misconduct, but the Complainant requests that his/her identity remain confidential or not pursue an investigation, Administration must balance this request in the context of its responsibility to provide a safe and non-discriminatory environment for all students, faculty and staff. All responsible steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to investigate may be limited by the request. Under these circumstances, Administration will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment, any potential threats to community safety, the respective ages and positions of the Complainant and the Respondent, whether there have been other harassment complaints against the Respondent, and the Respondent's right to receive information under applicable law. At all times, AIMT will seek to respect the request of the Complainant, and where it cannot do so, AIMT will consult with the Complainant and keep him/her/them informed about the chosen course of action.

### *Time Frame for Resolution*

The investigation and resolution of all reports will generally be completed within 60 to 90 days. Extenuating circumstances including the complexity and severity of a complaint may arise that require the complaint process to extend beyond 60 to 90 days. In general, a Complainant and Respondent can expect to receive periodic updates as to the status of the review or investigation.

### *Registered Sex Offenders*

Upon release from prison, individuals convicted of sex crimes are required to register with law enforcement agencies. The Oklahoma Department of Corrections (DOC) is responsible for registering and monitoring offenders convicted of certain sex and/or violent crimes in the state of Oklahoma. For contact information access website: [sors.doc.state.ok.us](http://sors.doc.state.ok.us)

### *Bystander Intervention*

Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. **Be an intervener.** Intervention by third parties is often the key to stopping violence and sexual assaults against anyone.

AIMT expects all individuals to take reasonable and prudent actions to prevent or stop an act of misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Those who chose to exercise this positive moral obligation will be supported by AIMT and protected from retaliation.

### *Role of the Campus Security Authority*

The Campus President has appointed Angela Teague, Admissions Director to serve as the Campus Security Administrator. In her role Mrs. Teague will oversee the review, investigation and resolution process for reports of sexual misconduct. The Administrator will work in conjunction with the Campus President, Mr. Marcus Horn. Each is knowledgeable with AIMT's sexual harassment policies and procedures. The Administrator and Campus President may be contacted by telephone, e-mail or in person as needed.

### *Resources*

Resources include the recommendation of services offered by the following institutions:

- Al-Anon 1-888-425-2666
- American Council on Alcoholism 1-800-527-5344
- National Council on Alcoholism 1-800 NCA-Call (622-2255)
- National Institute on Drug Abuse Hotline 1-800-662-HELP (662-4357)
- Communication Services for the Deaf 1-800-252-1017 (TTY) 1-866-845-7445 (voice)
- Oklahoma Coalition Against Domestic Violence & Sexual Assault (M-F 9-5) Referrals 405-524-0700

### **Campus Crime Report**

AIMT's Crime Report is published and distributed each year in compliance with the Department of Education's Jeanne Cleary Disclosure Campus Crime Report of Campus Security Policy and Campus Crime Statistics Act [20 USC 1092 (f)]. This report is made available to all students, faculty and staff. The report can be found on [www.aimt.edu](http://www.aimt.edu)

### Crime Reporting Definitions

**Murder and Non-negligent Manslaughter** – as a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime.

**Negligent Manslaughter** – the killing of another person through gross negligence. This offense does not include "vehicular manslaughter which is reported as All Other Offenses.

**Sex Offenses / Forcible** – acts of unlawful, non-forcible sexual intercourse, and include incest and statutory rape.

**Hate Crimes** – a crime usually violent, motivated by prejudice or intolerance toward a member of a gender, racial, religious, or social group.

**Domestic Violence** – includes asserted violence misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating Violence** – means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** – means 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.

**Robbery** – the taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person, or persons, by force or threat of force or violence and/or putting the victim in fear of immediate harm.

**Aggravated Assault** – an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Burglary** – the unlawful entry into a building or other structure with intent to commit a felony or theft.

**Arson** – to unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Motor Vehicle Theft** - the taking or attempting to take a motor vehicle. A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails.

**Liquor Law Violations** – the violations of laws or ordinances prohibiting the manufacture, sale purchase, transportation, possession, or use of alcoholic beverages.

**Drug Law Violations** – the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, and importation of any controlled drug or narcotic substance.

**Weapon Law Violations** – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, possession, transportation, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

### **Definitions of Categories**

For purposes of reporting the statistics with the crimes described below, an institution of high education shall distinguish, by means of separate categories, any criminal offenses that occur.

- **On Campus:** Any building or property owned by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students and those that support institutional purposes such as a food or retail vendor.
  
- **Non Campus:** Includes any building (or property) owned or controlled by student organizations recognized by the school; and any building or property owned or controlled by the school, that is not within the same reasonable contiguous area.
  
- **Public Property:** Public property is defined as the area that is within the same reasonably contiguous geographic area of the school; or is adjacent to a facility owned or controlled by the school, and the facility is used by the school in a manner related to the institution's educational purpose.

The campus security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or any property owned or controlled by this institution which is used for activities related to the educational purposes of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institutions crime statistics for the period outlined below for **ON CAMPUS** crimes

	2014	2015	2016
<b>Criminal Homicide</b>			
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>VAWA Sexual Offenses</b>			
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Robbery/Drug/Weapons</b>			
Arson	0	0	0
Drug & Liquor Violations	0	0	0
Weapons Possession	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Theft/Larson	0	0	0
Vehicle Theft	0	0	0
Arrests	0	0	0
Vandalism	0	0	0
Alcohol	0	0	0
<b>Hate Crimes</b>			
Race	0	0	0
National Origin	0	0	0
Gender Identity	0	0	0