



FAMILY OF FAITH
CHRISTIAN UNIVERSITY

Family of Faith Christian University

**Annual Security Report
and
Annual Fire Safety Report**

October 1, 2021

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Introduction

As a Title IV institution, Family of Faith Christian University annually reports statistics about campus safety. This report includes the reporting of security policy and crime statistics as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the new safety reporting requirements required by the Higher Education Act (HEA) as amended by the Higher Education Opportunity Act (HEOA). This report also includes the on campus fire statistics, information on Substance Abuse Treatment Facilities, and the Oklahoma Underage Drinking Laws.

Policy for Reporting the Annual Disclosure of Crime and Fire

The Provost will annually prepare the Crime Statistic report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located in the office of the Vice President for Student Affairs (VPSA) or the Provost. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus. Campus crime, arrest and referral statistics include those reported to the designated campus officials (including but not limited to the president, the administrative cabinet, and faculty members) and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and are not required by law. Furthermore, each crime will be evaluated so it can be determined whether that crime should be classified and reported as a hate crime. Family of Faith Christian University also reports on campus fire statistics in conjunction with this annual report.

Each year, a memorandum that provides the means to access this report is made to all enrolled students. Faculty and staff receive similar notification. Copies of the report may also be obtained in the office of the Provost or by calling (405) 695-5533 ext 203. A copy is available upon request of all prospective employees and prospective students.

How to Report Crime or Emergencies

Emergency Notifications and Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the college administrators constitutes an ongoing or continuing threat, a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus, a campus wide "timely warning" will be issued. The administration will, without delay, determine the content of the notification and initiate the timely warning system, unless the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The warning will be issued through the college e-mail system and via text-messaging to students, faculty, and staff. Depending on the particular circumstances of the situation especially in all situations that could pose an immediate threat to the community and individuals, the president may also post a notice in the gathering areas of the campus (student lounge, administrative offices, library, and main doors of each building and dormitory) providing the college community with more immediate notification.

Anyone with information warranting a timely warning should report the circumstances to one of the following individuals:

- Main college phone number = 405-695-5533
- Vice-President of Student Affairs, Dara Gilliam = 405-695-5533 ext 204
- Vice-President of Academic Affairs, Bonnie Carrera Martin = 405-695-5533 ext 205
- Director of Spiritual Life, Daniel Matthews = 405-973-5792
- Provost, Elaine Phillips = 405-695-5533 ext 203
- College President = Sam Matthews = 405-596-9256
- The main building (church and school) phone number = 405-273-5331
- Any faculty member.

Reporting of Criminal Offenses

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around the dormitories should be reported to a faculty member, an administrator, or to the police. To report a crime, contact any college administrator at 405-695-5533. (Article VI, Section 5.3, *Policies and Procedures Manual*) FFCU Administrators on campus include the following

President	Provost	VP Academic Affairs
VP Student Affairs	VP Finance & Operations	

Limited Voluntary Confidential Reporting & Voluntary Confidential Reporting

The administration encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the administration cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to campus administrators, as identified below.

FFCU encourages accurate and prompt reporting of all crimes to the appropriate police agency when the victim elects to or is unable to make such a report. If someone is the victim of a crime and does not want to pursue action within the college or the criminal justice system, he or she may still want to consider making a confidential report. With his or her permission, the college administration can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. With such information, FFCU can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

(Article VI, Section 5.4, *Policies and Procedures Manual*)

Encouraging Accurate and Prompt Crime Reporting

Any person should call the Main Campus Telephone Number (405) 695-5533 in order to report a crime an emergency, or a non-emergency security or public safety related matter. If the incident involves a medical emergency, you should first call 9-1-1 and then call the staff member. If the event happens outside of working hours, please contact the ^{nearest} administrator:

- Sam Matthews (405-596-9256)
- Daniel Matthews (405-973-5792)
- John or Elaine Phillips, (405-273-3586)

All FFCU incident reports are forwarded to the VP of Student Affairs office for review. If assistance is required from the local police department or county sheriff, the staff member will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene will offer the victim the necessary services. Crimes should be reported to the administration to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Contact information signs will be posted in key places such as the college building and dormitories. These signs should include the contact information listed above.

(Article VI, Section 5.7, *Policies and Procedures Manual*)

Monitoring of Criminal Activity Off Campus

Family of Faith Christian University does not have any off-campus student activities that require monitoring. (Article VI, Section 5.10, *Policies and Procedures Manual*)

On Campus Security

Security Access Policy

The main building is used the Family of Faith Christian School, FFCU and others from Family of Faith ministries. To protect all students, the main building on campus remains locked during business hours. FFCU student and staff are given key codes for the main door. These codes are not to be shared with anyone outside of the college.

Dormitories are secured by the residents. Each resident is issued a key and must attend orientation each semester. Over extended breaks, the doors of all dormitories will be secured around the clock. (Article VI, Section 5.5, *Policies and Procedures Manual*)

Campus Law Enforcement

FFCU staff members have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. Administrators and staff members do not possess arrest power. Criminal incidents are referred to the county sheriff. FFCU maintains a working relationship with the Pottawatomie County authorities and the Meeker police. Crime victims and witnesses are strongly encouraged to immediately report the crime to a staff member so the appropriate police agency can be contacted. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. (Article VI, Section 5.6, *Policies and Procedures Manual*)

Statement Addressing Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics.

Security Awareness Programs

During student and dormitory resident orientation in August and January, all students, faculty and staff members are informed of campus security issues including procedures, practices, and awareness of personal responsibility for their own security and the security of others. This includes distributing the door codes for the main building and reviewing the protocols for these codes.

When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus and through e-mail and text messages.

Students are reminded throughout the year about steps to take to build safety and wellness into their lives. (Article VI, Section 5.9, *Policies and Procedures Manual*)

Emergency Response and Evacuation Procedures

Students and staff will always cooperate with Family of Faith Christian School and will follow their policies for fire drills and disaster drills. FFCU has additional policies for regarding contagious viruses, communicable diseases, and emergency response and evacuation procedures for the student dormitories.

On Campus Fire Drill: The fire drill signal is three short buzzes followed by one long blast. When this signal is heard students walk quickly in a single line, without talking, to the designated area outside the building. If the fire occurs in a building other than the main facility, the instructor should immediately notify the administration so the fire department can be notified.

On Campus Tornado Drill: If a tornado warning is issued, students in the main building will be notified via the intercom. Teachers will instruct students as to the proper designated area. Students are to proceed to the downstairs hallway or other designated area. Students are to sit on the floor facing the inner walls with legs crossed, bending forward with hands over heads.

On Campus Bomb Threat: If there is a bomb threat, an announcement will be made on the intercom. The teacher will instruct students to remain calm. The teacher will collect grade book, student list, and cell phone, if available and evacuate the building, immediately. The teacher will direct students to east side of the end of Kinville Road.

On Campus Hostage, Sniper, Drive-By Shooting Drill Instructions: An announcement will be made on the intercom. Classroom doors will be locked and students may evacuate when instructed to do so.

On Campus Intruder Drill: An intercom announcement will be made. The teacher will immediately lock the door(s) for which they are responsible and will instruct students to position themselves under desks, tables, etc. Teacher and students will evacuate upon instruction. Students and teachers will wait for an *all-clear* signal before resuming class.

On Campus Communicable, Infectious, or Contagious Virus or Disease:

For illness involving a student in campus housing, the Family of Faith Christian University Administrative Cabinet (President, Provost, Vice President of Academic Affairs, Vice President of Student Affairs, and Director of Spiritual Life) shall be expeditiously notified of all incidents of communicable disease (verified or suspected) by a student or attending physician or the faculty member that has been alerted to such. The Dorm Advisor will immediately notify one or all of the administrative cabinet members if any student living in college housing develops signs or symptoms suggestive of one of the communicable diseases.

FFCU recognizes students' medical diagnoses are considered confidential information between the student and their medical professionals. In dealing with contagious diseases on campus, students should observe the following:

- a. Students are responsible for their health and for seeking medical attention when injured or ill.
- b. Students are encouraged to refrain from self-diagnosis and to seek professional medical attention.
- c. Students diagnosed with a communicable disease are to request their physician to immediately notify the FFCU Administrative Cabinet or the President of the confirmed diagnosis.

Note: If a student is confirmed as having a communicable disease, the attending physician is expected to notify the local Department of Health as required by law. A person of the Administrative Cabinet may also notify the Department of Health.

Note: No person who has a communicable disease or is a carrier of a communicable disease shall be denied the use of FFCU facilities or services when there has been a physician's documentation that there is no significant risk of transmission of the disease to others. The student may attend classes and activities if documentation has been obtained from the physician stating that there is no significant risk of transmission of the disease to others.

- d. Students are responsible for contacting their instructors if they will be missing several classes due to an extended or communicable illness.
- e. The FFCU Administrative Cabinet members shall review the diagnosis and other documents provided by the student's attending physician and advise the faculty of recommended protocols to protect the campus community and urge concerned individuals to be medically evaluated and monitor the development of additional cases.
- f. FFCU Administrative Cabinet members will notify the Family of Faith School principal and the Family of Faith pastor of any cases of communicable diseases and recommended protocols in order to keep the school and church authorities aware of developments and steps to ensure the safety of their peoples.
- g. The precautions shall remain in effect until all ill students have returned to class, or the FFCU Administrative Cabinet indicates otherwise.
- h. All students are to be reminded that medical information is extremely sensitive and confidential and should discourage discussions of colleagues' medical conditions.
- i. Students who become ill, who may miss class, or have to separate from the college shall refer to the *FFCU Policy and Procedures Manual, Article IV, Section 10.2.0*.

Note: If a person applies to the college and has a known communicable disease or is a carrier of a communicable disease the Administrative Cabinet and the President will request a written document from the enrollee's attending physician as to if there would be a risk to the college community if this person is admitted to the college. And after discussing the documentation an answer will be given to the enrollee as to if they will be able to officially enroll or not.

Campus Notification - If it becomes necessary FFCU will use the Timely Warning Notification System to alert all faculty, staff, and students of the nature of the disease, precautions and preventions and follow up care.

Pandemic Threat, Mass Illness - Pandemic and epidemic diseases are often publicized via news media by public health officials based on information submitted by hospitals and physicians. The earliest warnings of a local threat should be expected from the state and city health departments to the President or Administrative Cabinet who will be expected to:

- a. Brief the faculty and staff members immediately after the FFCU Administrative Cabinet has assessed the situation. Share draft messages on the situation and proposed communications venues with the college students and the church, and school appointed officials.
- b. Advise the campus community about symptoms, preventive measures, recommended medical protocols and possible treatments (provided by the local Health Department) via the college's Timely Warning Notification System and other communication avenues.
- c. The Administrative Cabinet shall provide evaluations to concerned students with suspected symptoms and to employees as time and resources permit.
- d. Recommend employees confer with their respective family doctors if symptoms develop.
- e. Notify city and state health officials of confirmed cases.
- f. Arrange for students to be hospitalized (out of state or international students only) or appropriately separate student(s) from other dormitory occupants until the illness is resolved.
- g. After assessing the situation and deciding on a continued course of action; there may be suspension of classes, social and athletic events as deemed necessary.
- h. Update the campus community of new developments via the Timely Warning Notification System.
- i. The FFCU Administrative Cabinet should consider a survey of FFCU audiences in the aftermath for feedback on the emergency operations and communications processes, as outlined in the Emergency Response and Evacuation Procedures.

Student Housing Emergency Drills:

- a. Fire: The fire drill signal is the sound of the smoke detector sounding. When this signal is heard, residents should make sure all other residents are alerted and evacuate to the designated areas.
- b. Tornado Drill: In the event of severe weather approaching, students will be contacted via text-message to remain alert and weather-aware. Students should tune into local television stations for up-to-date information. If a siren is heard residents are to make their way to the designated areas which include adjacent homes and/or tornado shelters.

UNDER NO CIRCUMSTANCES SHOULD ANY STUDENT REMAIN IN A MOBILE HOME DURING SEVERE WEATHER!!! Mobile homes are not safe to take shelter in or under

during severe weather. Even the weakest tornado can damage a mobile home and threaten a life. Mobile homes are not made to withstand the winds of a tornado or damaging winds from a storm. Students should take shelter in nearby homes when the severe weather watch is issued. Do not wait for the severe weather warning to be issued because it may be too late to get somewhere safe.

- c. FFCU will test the emergency response and evacuation procedure annually and make public the documentation of these exercises with the date and time as well as if it was announced or unannounced. These reports can be accessed in the administrative offices and are updated annually.

Drug-Free and Alcohol Free Campus Policy

Family of Faith Christian University seeks to assure the health and well-being of all students and employees. Therefore, it has been, and shall continue to be, the policy of Family of Faith Christian University to prohibit the illegal use, possession, sale, delivery, and/or manufacture of drugs, or the possession, use, or sale of alcohol by any student, minor or otherwise, or employee of the College.

Family of Faith Christian University employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the college campus, at off-campus facilities owned or controlled by the college or as part of college sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter.

Legal Sanctions under Local, State, and Federal Law

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver or sell, controlled substances. FFCU shall take all actions necessary and consistent with state and federal law and applicable college policy, to eliminate illegal drugs and alcohol from the college community. FFCU will enforce all Oklahoma state laws dealing with purchase, possession, and consumption of alcohol by minors. (see attachment) (Article V, Section 7.2, *Policies and Procedures Manual*)

Health risks associated with use of illicit drugs and/or abuse of alcohol

Every drug, including alcohol, is a potential poison, which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is, whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lysergic acid diethyl amide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months, and even years after drug use has stopped.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of psychological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly, or in certain combinations, may cause death. (Article V, Section 7.2, *Policies and Procedures Manual*)

Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs

Family of Faith Christian University provides confidential counseling to students on drug and alcohol-related problems. This service is furnished at no cost to the students. Referral services are also provided for professional counseling, treatment, and rehabilitation programs that are available. The cost of these professional services is the responsibility of the individual concerned or his/her insurance carrier. (Article V, Section 7.2, *Policies and Procedures Manual*)

Drug and Alcohol-Abuse Education Programs

Information on drug and alcohol abuse education programs can be found in the Vice President of Student Affairs office (VPSA). The Vice President of Student Affairs will refer them if necessary. (Article V, Section 7.2, *Policies and Procedures Manual*)

Penalties and Sanctions

Appropriate action shall be taken in all cases in which students are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy.

Students: Any alleged violation of the Act as implemented by this policy by a student of the college shall be reported to the Vice President of Student Affairs or the Director of Spiritual Life. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

- a. Recommendation for professional counseling
- b. Warning/Reprimand
- c. Probation
- d. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
- e. Suspension
- f. Expulsion
- g. Referral for prosecution
- h. Other appropriate disciplinary action.
- i. Any related state mandated consequences

A criminal conviction for any drug offense may result in the student's losing his/her financial assistance related to any Title IV programs. Therefore, a student's ability to obtain financial assistance upon returning to the university after completion of a suspension may be impacted.

Employees: Any alleged violation of the Act as implemented by this policy by an employee of the college shall be reported to the College President, Provost or the Vice President of Academic Affairs. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

- a. Recommendation for professional counseling
- b. Warning/Reprimand
- c. Probation
- d. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
- e. Suspension from work duties due to breach of contract.
- f. Referral for prosecution
- g. Other appropriate disciplinary action.
- h. Any related state mandated consequences

(Article V, Section 7.2, *Policies and Procedures Manual*)

Statement of use, possession, distribution or cultivation of marijuana

Family of Faith Christian University receives federal funds and is required to comply with the Federal Drug-Free Schools and Communities Act which mandates the implementation of drug prevention programs and prohibits the use of illegal drugs on campus or at University-sponsored events and activities. FFCU must also comply with the Federal Drug-Free Workplace Act, which describes the drug-free polices required at workplaces with certain federal contracts. Finally, FFCU must comply with the Federal Controlled Substances Act, which criminalizes the growth and use of marijuana.

Despite the passage of Oklahoma State Question 788 (2019), FFCU will adhere to federal law prohibiting the use, possession, distribution or cultivation of marijuana for any reason on its campus or at events authorized or supervised by FFCU. With the evolving state law permitting marijuana use for medical reasons, it is important for students and employees to know they cannot consume, smoke or possess marijuana on campus even though they may have a card or prescription permitting them to do so.

Review of Policy Effectiveness & Distribution of Policy

The Administrative Cabinet will review the effectiveness of this policy and of the disciplinary actions at least bi-annually. The policy and sanctions will be distributed annually to employees and students of the college. (Article V, Section 7.2, *Policies and Procedures Manual*)

Under-age Drinking Laws in Oklahoma

Underage Possession of Alcohol - Possession is prohibited WITH THE FOLLOWING EXCEPTION(S): private location.

Underage Consumption of Alcohol - Consumption is not explicitly prohibited.

Internal Possession by Minors - Internal possession is not explicitly prohibited

Underage Purchase of Alcohol - Purchase is prohibited, but youth MAY PURCHASE for law enforcement purposes.

Furnishing Alcohol to Minors - Furnishing is prohibited with NO EXCEPTIONS.

Minimum Ages for On-Premises Servers and Bartenders - Beer, Wine and Spirits: 18 for servers and 21 for bartenders

Minimum Ages for Off-Premises Sellers - Beer, Wine and Spirits : 21 years

False Identification for Obtaining Alcohol –

Provision(s) targeting minors: Use of a false ID to obtain alcohol is a criminal offense. No driver's license suspension procedure.

Provision(s) targeting retailers: Licenses for drivers under age 21 are easily distinguishable from those for drivers age 21 and older. No statutory affirmative defense - statutes do not provide an affirmative defense related to retailer's belief that the minor was 21 years of age or older.

Blood Alcohol Concentration (BAC) Limits: Youth (Underage Operators of Noncommercial Motor Vehicles) - BAC limit: 0.00 - any detectable alcohol in the blood is *per se* (conclusive) evidence of a violation. Applies to drivers under age 21.

Retail Sales: Keg Registration

Keg definition: not less than 4 gallons

Prohibited: destroying the label on a keg - max. fine/jail: \$500 / 6 months

Purchaser information collected: purchaser's name and address verified by a government-issued ID

Warning information to purchaser: passive – no purchaser action required

Deposit: not required

Provisions do not specifically address disposable kegs

Use/Lose: Driving Privileges

Underage possession leads to driver's license suspension, revocation, or denial.

Use/lose penalties apply to minors under age 18

Authority to impose driver's license sanction: mandatory

Length of suspension/revocation: 180 days

Underage Drinking: Prohibitions Against Hosting Underage Drinking Parties

Social host law is not specifically limited to underage drinking parties.

Possession or consumption by underage guest triggers violation.

Property type(s) covered by liability law: Residence, Outdoor, Other

Host must have actual knowledge of the occurrence

Exception(s): Resident

Accessed on September 9, 2021 at <https://alcoholpolicy.niaaa.nih.gov/underage-drinking/state-profiles/oklahoma/88>

Substance Abuse Treatment Facilities

H Chandler & Associates; 316 North Broadway, Suite G; Shawnee, OK; (405) 481-7442

Services Provided: Substance abuse treatment
Type of Care: Outpatient
Special Programs/Groups: Adolescents
Forms of Payment Accepted: Self-payment, cash, tribal funds
Special Language Services: ASL or other assistance for hearing impaired

Citizen Potawatomi Nation Health; 2307 S Gordon Cooper Drive; Shawnee, OK; (405) 273-5236

Primary Focus: Mix of mental health and substance abuse services
Services Provided: Substance abuse treatment
Type of Care: Outpatient
Special Programs/Groups: mental/substance abuse disorders, criminal justice
Forms of Payment Accepted: Medicaid, Medicare, State financed, Private, Military insurance/VA
Payment Assistance: Payment assistance (Check with facility for details)

Gateway to Prevention and Recovery; www.gatewaytoprevention.org

1010 East 45th Street; Shawnee, OK; (405) 273-1170 -

Primary Focus: Substance abuse treatment services
Services Provided: Substance abuse treatment
Type of Care: Outpatient
Special Programs/Groups: Adolescents & adults, mental & substance abuse, Criminal justice
Forms of Payment Accepted: Self payment, Medicaid, Private health insurance
Payment Assistance: Sliding fee scale (fee is based on income and other factors)
Special Language Services: ASL or other assistance for hearing impaired

Red Rock Behavioral Health Svcs; www.red-rock.com; 101 N Union, Shawnee, OK; 405-275-7100;

Primary Focus: Crisis, adult, children's and military family services
Services Provided: Outpatient substance use, court services
Type of Care: Outpatient
Forms of Payment Accepted: SoonerCare, Medicare, private insurance.
Payment Assistance: Sliding fee scale (fee is based on income and other factors)

Kickapoo Tribe Oklahoma; 105365 S Hwy 102, McLoud, OK; (405) 964-2081

Primary Focus: Mix of mental health and substance abuse services
Services Provided: Substance abuse treatment
Type of Care: Outpatient
Special Programs/Groups: Women, Men, Criminal justice clients
Forms of Payment Accepted: Medicaid, Medicare, Private health insurance
Special Language Services: ASL or other assistance for hearing impaired

Seminole Nation of OK 630 North Main; Seminole, OK; (405) 382-2743

Primary Focus: Substance abuse treatment services
Services Provided: Substance abuse treatment
Type of Care: Outpatient
Special Programs/Groups: Adolescents, Women, Men, Criminal justice clients
Payment Assistance: Payment assistance (Check with facility for details)

OK Families First; www.offibhs.org; 300 E Seminole St; Seminole, OK; 405-382-5438; 800-275-6776

Primary Focus: Mix of mental health and substance abuse services
Services Provided: Foster care, Substance abuse, outpatient mental health treatment
Type of Care: Outpatient
Special Programs/Groups: Adolescents & adults, mental & substance abuse, Criminal justice
Forms of Payment Accepted: Self payment, Medicaid, BlueCross/BlueShield

Tri City Youth & Family Center; tricityyfc.org; 14625 NE 23rd St, Choctaw, OK; (405) 390-8131

Primary Focus: Substance abuse treatment for children and adolescents
Services Provided: Substance abuse treatment
Type of Care: Outpatient
Special Programs/Groups: Criminal justice clients
Forms of Payment Accepted: Federal funding, Medicaid, cash, state health insurance

Policies regarding Sex Offenses & Offenders

Policy

It is FFCU's policy to provide students and employees with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. FFCU prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. College administrators and supervisors are responsible for assuring that effective measures are taken to implement this policy's procedures.

Any person who has been accused of sexual harassment pursuant to the terms of this policy, who retaliates against his or her accuser in any manner, shall be charged with violating this policy. Any member of this college community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge, expulsion, or probation.

Family of Faith Christian University is committed to maintaining high standards of professional ethics in which individuals do not abuse their personal authority in interpersonal relationships. Actions and/or words that are regarded as sexual harassment will not be condoned on or off campus. It is a violation of this policy for any member of the FFCU community to seek gain, advancement, or consideration in return for sexual favors, or to make any intentionally false accusations of sexual harassment. It is a violation of this policy for any member of the college to engage in verbal or physical sexual harassment.

Definitions

1. **"Consent"** (in reference to sexual activity) effective consent is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force, or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability, or incapacitation due to the use of drugs or alcohol.
2. **"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 a relationship shall be determined based on consideration of the following factors:
 - a. The length of relationship;
 - b. The type of relationship;
 - c. 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. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

3. **"Domestic violence"** is crime of violence committed by the following:
 - a. current or former spouse or intimate partner of the victim;
 - b. person with whom the victim shares a child in common;
 - c. person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;
 - d. person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma;
 - e. 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 threat of actions that influence another person. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

4. **"Member of the college community"** means student or employee, or an alumnus or volunteer involved in any college-sponsored activity.
5. **"Sexual Assault"** - an offense that meets the definition of rape, fondling, incest, or statutory rape:

- a. Rape – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the other person;
 - b. Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the other person, including instances where the other person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;
 - c. Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
 - d. Statutory Rape – sexual intercourse with a person who is under the statutory age of consent.
6. **“Sexual harassment”** - conduct on the basis of sex that satisfies one or more of the following
- a. A person acting on behalf FFCU in a position of authority conditioning the provision of any aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct (quid pro quo);
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university’s education program or activity;
 - c. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment;
 - d. Sexual assault as defined herein;
 - e. Dating violence as defined herein;
 - f. Domestic violence as defined herein; or
 - g. Stalking as defined herein.
7. **“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 their safety or the safety of others or suffer substantial emotional distress.
- a. 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.
 - b. Reasonable person means a person under similar circumstances and with similar identities to the victim.
 - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Educational Programs and Bystander Support

The VP Student Affairs will discuss at periodic dormitory meetings the issues regarding safety and protection from dating violence, domestic violence, sexual assault, and stalking.

FFCU utilizes Shawnee's Project Safe for education and information regarding sexual assault, domestic and dating violence, and stalking. In addition to educational materials, Project Safe also offers physical examinations, a shelter, court advocates, and other assistance for victims of sexual assault. Project Safe is located at 313 N. Union Street. Their office hours are Monday through Friday, 9 AM to 5 PM. The phone number for Project Safe is 405-273-9953. Their 24-hour hotline is 1-800-821-9953. Project Safe also has a Lincoln County office open MWF 9AM-12PM, TR 9AM-5PM. Further information may also be found through RAINN (Rape, Abuse, & Incest National Network; <https://www.rainn.org/>).

Bystanders play a critical role in the prevention of sexual, gender-based and intimate partner violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have choose to intervene, speak up, or do something about it. FFCU wants to promote a culture of community accountability, a caring community where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you or someone else is in immediate danger, immediately dial 9-1-1. Below is a list of some ways to be an active bystander.

- Talk directly to the person who may be in trouble.

- Watch out for your friends and fellow students/employees.
- Confront individuals or call the authorities when you observe them trying to take advantage of an incapacitated individual.
- Create a distraction to give the person at risk a chance to get to a safe place.
- It can be intimidating to approach a situation alone. Enlist another person to support you.
- Speak up when someone discusses plans to take sexual advantage of another person.
- If someone confides in you that they were the victim of sexual or gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, or retaliation, encourage them to report the incident to an administrator or local law enforcement.

FFCU will provide all necessary programs and support for its students to remain safe, reduce risk, act when needed and feel empowered. As well as obeying laws required of institutions of higher education that participate in Title IV funding programs, FFCU wants its students and staff to understand and feel supported in legal and personal decisions regarding sexual offenses, sex offenders, dating and domestic violence, stalking and other issues. Literature on these and related subjects is available in the office of the Vice President of Student Affairs (VPSA).

FFCU utilizes Shawnee's Project Safe for education and information regarding sexual assault, domestic and dating violence, and stalking. In addition to educational materials, Project Safe also offers physical examinations, a shelter, court advocates, and other assistance for victims of sexual assault. Project Safe is located at 313 N. Union Street. Their office hours are Monday through Friday, 9 AM to 5 PM. The phone number for Project Safe is 405-273-9953. Their 24 hour hotline is 1-800-821-9953. Project Safe also has a Lincoln County office open MWF 9AM-12PM, TR 9AM-5PM.

Procedures to be followed when a sex offense occurs

If you are a victim of a sexual assault (rape, acquaintance rape, or other forcible or non-forcible sexual offense) at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Victims should retain all clothing worn during the attack and should not shower or use the restroom, and should not disturb the scene of the attack if at all possible.

The administration strongly advocates that a victim of sexual assault reports the incident in a timely manner, as time is a critical factor for evidence collection and preservation. An assault should be reported directly to an administrator or a faculty member. Students should remember that reports can be made confidentially. For immediate help, phone one of the following numbers:

- Elaine Phillips, Provost – 405-695-5533 ext 203
- Bonnie Carrera-Martin – 405-695-5533 ext 205
- Dara Gilliam – 405-695-5533 ext 204

It is important that evidence is preserved which may assist in proving that the offense occurred. A campus representative will accompany the victim to Project Safe in order to obtain a forensic examination. This does not require the filing of a police report, but it will preserve evidence in case the victim decides to file a police report at a later date.

FFCU encourages accurate and prompt reporting of all crimes to the appropriate policy agency when the victim elects to, or is unable to, make such a report. If the victim feels unable to make such a report but desires to do so, FFCU will comply with a student's request for assistance in notifying authorities and will even file a report on the victim's behalf.

The administration will do everything it can to assist students in filing a protective order, securing emergency shelter, securing advocacy, and receiving counseling.

Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will (1) ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; (2) provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam), and (3) assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The administrators will abide by all federal and state laws regarding the reporting of sexual offenses. This is especially applicable if the victim is a minor.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and college's disciplinary committee, or only the latter. A college representative will guide and support the victim through the available options and support the victim in his or her decision.

- In order to file for an investigation through the local law enforcement agencies, contact the Pottawatomie County Police (405) 273-1727.
- FFCU does not issue protective orders. In order to file for a protective order, contact Project Safe 405-273-9953.
- In order to pursue on campus disciplinary action, contact the Vice President of Student Affairs, Dara Gilliam – 405-695-5533 ext 204.
- FFCU will, protect the confidentiality of victims and other parties, including completing reports without identifying information about the victim and keeping confidential any accommodations or protective measures provided to the victim.
- Both the accuser and the accused are entitled to have others present during the disciplinary meeting. Both parties will also be informed of the committee's decision. Sanctions may include one or a combination of the following:
 - a. Recommendation for professional counseling
 - b. Warning/Reprimand
 - c. Probation
 - d. Mandatory participation in, and satisfactory completion of a sex offender rehabilitation program
 - e. Suspension
 - f. Expulsion
 - g. Referral for prosecution
 - h. Other appropriate disciplinary action.
 - i. Any related state mandated consequences

(This statement does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).)

- The victim will be informed of the various counseling options available from the college, through Family of Faith Church, and through Project Safe.
- Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Policies regarding Sex Offenders

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

Current students, existing employees, prospective students and prospective employees can obtain public information on registered sex offenders by accessing the website of the Oklahoma Department of Corrections at <https://sors.doc.state.ok.us/>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Missing Person Notification

- FFCU takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Family of Faith student(s) living in college-owned, on-campus housing, who, based on the facts and circumstances known to the College, are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.
- Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to the Vice President of Student Affairs or another administrator. Every report made to the campus will be followed up with an immediate investigation.
- At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Family of Faith. This emergency information will be kept in the College Office and will only be accessible to authorized college officials and law enforcement officers in furtherance of a missing person investigation. This emergency information will be updated annually or as needed.
- In conjunction with this policy, all dorm residents are provided with a list of the titles and names of persons to which they should report a missing student.
- Furthermore, each student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. This information is included in the Student Emergency Contact form which is updated at each orientation.
- The official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (if known by the reporter).
- The official receiving the report will contact an administrator in order to update them on the situation and to receive additional consultation. The Vice President of Student Affairs will ascertain if/when other members of the Cabinet need to be contacted.
- Upon notification from any entity that a student may be missing, Family of Faith may use any or all of the following resources to assist in locating the student.
 - a. Call and text the student's cell phone and call any other numbers on record.
 - b. Go to the student's dorm room,
 - c. Talk to the student's dorm mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current photo of the student from the college database.
 - e. Send the student an email and/or text.
 - f. Check all possible locations mentioned.
 - g. Contact or call any other on-campus or off-campus friends or contacts that are made known.
 - h. Checking a student's social networking sites.
 - i. Ascertain the student's car make, model, color, and license plate number. A member of staff will also check Family of Faith parking lot for the presence of the student's vehicle.
 - j. The administration may seek to obtain email logs in order to determine the last log in and/or access of the Family of Faith Christian University network.
- The college must contact the parent or guardian of any student less than 18 years of age.
- The college will contact local law enforcement in the event that a student is missing and will assist by collecting and documenting any information (as above).

The *Policy and Procedures Manual* also includes the Student Safety Notification page and the Emergency Contact Form mentioned above. (Article VI, Section 5.11, *Policies and Procedures Manual*)

Arrests

	On Campus			On-campus Student Housing Facilities			On Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Types of possession:									
Weapons: Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Disciplinary Violations

	On Campus			On-campus Student Housing Facilities			On Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Types of possession:									
Weapons: Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Unfounded Crimes

2018: No unfounded crimes

2019: No unfounded crimes

2020: No unfounded crimes

Fire Safety Report 2021

Student Housing Fire Safety Practices and Standards

- a. The fire safety system in the on campus student housing includes the following:
 - 1) Smoke detectors placed in each bedroom, hallway, central living area and kitchen.
 - 2) Batteries are checked and changed regularly and as needed.
 - 3) A fire extinguisher is present in each kitchen.
 - 4) Student housing evacuation procedures are posted and reviewed at dorm meetings.
 - 5) Fire drills are held two times each year.

- b. The following policies are reviewed each semester at dorm meetings:
 - 1) Students are allowed to use portable electrical appliances according to their manufacturing directions only.
 - 2) NO smoking or open flames are allowed in student housing.
 - 3) Student evacuation procedures including evacuating the building, alerting others, calling 911, addresses, meeting places, and re-entry requirements.
 - 4) If someone suspects a fire, the Vice President of Student Affairs, the Vice President of Academic Affairs, the Provost, President and Dorm advisor should be notified.

- c. FFCU will collect and report fire statistics for each on-campus student housing facility. These will be included in their annual fire safety report and will be reported in the Department of Education's web-based data collection system. It should be remembered that arson is a Clery reportable crime, thus any fire that is determined to be arson must be reported both as a fire statistic and as a crime statistic.
 - 1) Fire statistics will include the following the number of fires, the cause of each fire, the number of deaths related to each fire, the number of injuries related to the fire that resulted in treatment at a medical facility, and the value of property damage related to the fire.
 - 2) The annual Fire Safety report will be due at the same time as the Annual Security report. The Provost is responsible for this report. The report must contain the following:
 - a) The statistics listed above,
 - b) A description of the fire safety system for each on-campus student housing facility,
 - c) The number of fire drills held the previous calendar year,
 - d) The policies on portable electrical appliances, smoking, and open flames in student housing facilities,
 - e) Procedures for student housing evacuation,
 - f) Policies for fire safety education and training programs for students, faculty, and staff.
 - g) A list of the title of each person to which individuals should report that a fire has occurred.
 - h) Plans for future improvement in fire safety, if determined necessary by the institution.
 - i) Information on how to directly access the report.

- d. The Fire Log can be kept together with the crime log or separately.
 - 1) Fires should be recorded by the date they were reported. For each fire, include the nature of the fire, the date the fire occurred, the time of day the fire occurred, and the general location.
 - 2) The fire log for the most recent 60-day period must be open to public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection.The fire log must be kept for three years following the publication of the last annual report to which it applies. (Article VI, Section 3.0, *Policies and Procedures Manual*)

On Campus Fire Drill: The fire drill signal is three short buzzes followed by one long blast. When this signal is heard students walk quickly in a single line, without talking, to the designated area outside the building. If the fire occurs in a building other than the main facility, the instructor should immediately notify the administration so the fire department can be notified.

Student Housing Fire Drill:

- a. Fire: The fire drill signal is the sound of the smoke detector sounding. When this signal is heard, residents should make sure all other residents are alerted and evacuate to the designated areas.
- b. FFCU will test the emergency response and evacuation procedure annually and make public the documentation of these exercises with the date and time as well as if it was announced or unannounced. These reports can be accessed in the administrative offices and are updated annually.

Fire Statistics for Student Housing

6 Hillside Circle, Shawnee, OK 74804
2019: No fires

Fire Drills

There were 4 fire drills held in the women's dormitory in the 2020 calendar year. Drills were held on the following dates:

Spring 2020	Fall 2020
2/12/2020	9/18/20
3/25/2020	11/20/20

Plans for Future Improvements in Fire Safety

Due to the low number of students on campus, the policies have been updated. Also, the Vice-President of Student Affairs will be updating and posting information regarding contact and reporting information.