

## **Mission**

The Northeastern Oklahoma A&M College Campus Police Department supports NEO's corporate mission by viewing all students, faculty and staff as valued customers who deserve prompt, courteous, quality service.

## **Statement of Philosophy**

A Campus Police Officer's duty is to enforce NEO's rules and regulations as well as Federal, State and local laws. Officers play a key role in the quality of campus life. And maintain high visibility to deter the commission of crime; yet they function in a low-key, friendly and positive manner. Each officer's priority is to provide safety, security and an environment conducive to learning so that people who visit the College or who work or live on campus have the opportunity to do so in an environment free of harassing behavior of any kind.

## **Location**

An open door policy is maintained by the Campus Police Department and is easily accessible in the lower level of the Library-Administrative Building. Officers provide confidentiality and comfort for people who report crimes or want to discuss problems related to security or traffic. An officer is **always** available by cell phone at (918)533-1243.

## **Jurisdiction**

The jurisdiction of campus police officers includes the campus and pursuant to an agreement authorized by this act (*State Statute 74-360.17*), the highways, streets, roads, alleys, easements, and other public ways immediately adjacent to their campus and any other areas authorized by such agreement. Municipal ordinances, if authorized by an agreement with the municipality; and rules and regulations of the school or institution of higher education employing such campus police department. NEO Campus Police Department shall have the same authority as a municipal police department. Police Officers remain on duty 24 hours a day, seven days a week. However, regular business hours are from 8 a.m. to 4:30 p.m., Monday through Friday. You may contact an officer during business hours by calling (918)540-6300 or (918)540-6333. You may reach an officer by calling (918)533-1243 or (918)542-5585 24 hours a day. **IN THE EVENT OF AN EMERGENCY DIAL 911** Contact the Campus Police Department if you need assistance or in the case of theft, drug trafficking, disturbances, emergency care, infractions of campus policies and other incidents.

## **CRIME AND OFFENSE REPORTING PROCEDURES**

### **Reporting a crime**

Report all incidents to the Campus Police Department, the reporting helps provide safety for everyone. You are encouraged to promptly report an incident to the Campus Police by calling (918)540-6300 or (918)540-6333 during regular business hours. After 4:30 p.m., call (918)533-1243 or (918)542-5585. Confidentiality will be maintained. To report a crime in progress, a witness should contact the Campus Police Department immediately.

## **CALL IMMEDIATELY, DON'T HESITATE!**

To report a crime that has already occurred, the victim or witness should call the appropriate number and a police officer will designate a place to meet with the victim to gather information. An official report will be completed, copies made available to the victim and confidentiality maintained. All reports involve the completion of official forms as well as the collection and documentation of evidence. Statements will be taken from victims, suspects and witnesses. Copies are kept on file for a period of not more than five years.

### **Sexual assault and rape**

Rape is a violent sexual act committed against a person's will and is a violation of personal rights. You should be aware that most people imagine the typical rapist as a psychotic stranger lurking in an alley. However, many rapes are committed by seemingly "nice guys" whom you may know quite well. It could be anyone with whom you socialize; an acquaintance, classmate, co-worker, boss, family member or neighbor.

### **Remember, regardless of actions, rape is never the victims fault.**

Preserving evidence is critical after a sexual assault. Victims should be careful not to bathe, douche, wash clothing, urinate, defecate or tamper with other potential evidence on their person or in the area where the attack occurred. Your first inclination may be to do one or more of the above; however, you should resist the temptation because the evidence will be vital to criminal prosecution.

## **SUPPORT FOR THE RAPE VICTIM**

### **Role of housing**

Resident Directors and Resident Assistants are knowledgeable about available rape and sexual assault resources and able to help you. In addition, you may request assistance from the College administration in changing academic and/or living arrangements where a continued threat may be reasonably assumed.

### **Role of Counseling Service**

The psychological and emotional trauma following a sexual assault is often very painful. Possible symptoms of distress include: eating disorders, sleep disturbances, lack of trust, and feelings of guilt, depression, mood swings, and relationship and communication problems. If a victim suffers from these symptoms and counseling is required, referrals will be made.

### **Additional Support and Assistance**

It is normal to feel confusion, anger, guilt and other strong emotions after a sexual assault. If you need assistance beyond what NEO can provide, you may contact one or more of the following:

- A rape crisis center
- A women's counseling center
- A victim/witness program usually available through the court
- A mental health or community crisis center
- A social service agency

- A campus or school counselor
- A member of the clergy

**NOTE: NEO DOES NOT TOLERATE SEXUAL MISCONDUCT OF ANY KIND. For a review of this policy, please refer to page 29 of the Student Handbook located on NEO's website at [www.neoam.edu](http://www.neoam.edu).**

### **CRIME AND OFFENSE REPORTING PROCEDURES**

Criminal incidents of all types occur on college campuses and many institutions publish the nature of crimes that occur, the quantity and how they are investigated. NEO officials subscribe to this practice and keep the public informed about the Campus Police Department's active role in crime prevention and detection. The following is a list of violations/reports the Campus Police Department handles:

Aggravated Assault & Battery

Larceny

Alcohol Violation

Malicious Destruction of Property

Sexual Assault/Rape

Arson

Order to Leave Institution of Learning

Assault & Battery upon a Police Officer

Possession – Marijuana

Possession – Paraphernalia

Battery Profane, Abusive Language

Burglary I and II Degree

Burglary II from Vehicle

Burglary from Vending Machine Robbery – 1<sup>st</sup> Degree

Casualty Robbery 2<sup>nd</sup> Degree

Fraud Theft of Auto/Truck/Other

Harassing Phone Calls/Obscene

Violation of Protective Order

Threatening Weapons – Carrying on Person

The Campus Police Department Regularly shares information and/or reports with the Miami Police Department and other law enforcement agencies.

### **National Crime Statistic Reports**

Every day incidents from the previous day are summarized and made available to key NEO staff. Then each month, the number of incidents in each category of crime are tallied and filed for reporting to the Federal Bureau of Investigation and the United States Department of Education. The FBI publishes crime statistics in a yearly publication entitled, *Crime in the United States*, which includes these figures as well as statistics provided by other colleges across the nation.

### **Administration of College Discipline**

The College President delegates the responsibility of administering NEO's disciplinary system to the administrative officers. College disciplinary action is administered at the discretion of the College Disciplinary officer.

## **KEYS**

When a student checks into the dorms, they will be given a card verifying they are allowed to receive an entrance key to their room. The key card is taken to the Campus Police Department where personnel will issue the key to the student. Each student is responsible for his/her key.

### **What happens if I get locked out of my room?**

A resident must carry their room key with them at all times. However, when you are locked out of your dorm room to borrow a key you must come to the Campus Police Department between the hours of 8 a.m. thru 4:30 p.m. Monday thru Friday. Otherwise, an officer will assist opening your door. Be prepared to show your student identification card. You must carry your student identification card at all times when on campus. When an officer is called to open a door or a key is borrowed the following applies:

<b>Occurrence</b>	<b>Consequence</b>
<b>2<sup>nd</sup> lock out or borrowed key</b>	<b>verbal warning</b>
<b>3<sup>rd</sup> lock out or borrowed key</b>	<b>\$5.00</b>
<b>4<sup>th</sup> lock out or borrowed key</b>	<b>\$10.00</b>
<b>5<sup>th</sup> lock out or borrowed key</b>	<b>\$25.00</b>
<b>Lost or damaged key charge</b>	<b>\$50.00</b>

**An apartment key or dorm key that is duplicated (made at a department store) is not allowed. If you have, a duplicate key made there will be a charge of \$50. If you lose your key come to the Campus Police for a new key.**

### **Room Security**

The front desk entrance is the primary source of entry and exit at all residence halls. Resident Directors, Resident Assistants or student workers regularly monitor this entrance. However, instances of propped-open doors and raised windows have presented problems. Therefore, residents are strongly encouraged to take security precautions in hallways and rooms. The locking of a student's room door is the responsibility of the individual and doors should remain locked at all times for your safety.

Visitation hours are as follows:

Sunday through Thursday 6 p.m. to 11 p.m.

Friday 6 p.m. to midnight

Saturday 3 p.m. to midnight

### **Building Security**

It is NEO's policy to lock the doors of buildings not in use. However, if you are working or studying in a building after normal business hours, it is suggested that you lock individual office doors based upon the assumption that unrestricted access to the building is possible. Please be alert for the following.

## **Vandalism**

Destruction of property can interrupt learning and social activities. Report any instance of vandalism to school authorities immediately.

## **Theft**

- Make copies of credit cards and other valuables in your wallet.
- Engrave your valuables with important information such as a coded identification number.
- Record your valuables' serial numbers for further reference.
- Report all incidents and losses to the Campus Police Department.

Everyone deserves the right to use campus facilities and keeping quiet about school theft doesn't pay; it costs you. So please, report any theft of equipment or materials so that everyone may enjoy campus life.

## **PERSONAL SAFETY AND CRIME PREVENTION**

**Always be aware of your own personal safety. Tips to help you:**

### **Personal**

- Be cautious of strangers.
- If you feel threatened, move.
- Avoid getting into vulnerable no-exit places.
- Travel with a friend. There is safety in numbers.
- Always walk in well-lighted areas, especially at night.
- Always look alert and confident, avoid walking near bushes, and parked cars.
- Always be aware of where you may receive emergency help and your surroundings.
- If you are being followed, enter a store or other populated area or knock on someone's door for help.
- Do not share personal information, credit card numbers, telephone numbers, pin number, etc.
- Do not hesitate to call the Campus Police when confronted by unknown persons.
- Do not hesitate to contact the Campus Police Department for an escort.
- Do not accept a drink from a stranger.
- Always keep your drink with you.

### **Vehicle**

- When parking, remove valuables from plain view and lock your vehicle.
- Always lock your vehicle's doors, even if you are only leaving for a few minutes.

### **False Fire Alarms**

False fire alarms endanger everyone and increase the costs of fire protection. These safety devices are meant for emergency use only. A false alarm isn't a joke. It's a crime.

### **Student Identification Cards**

Your SMART CARD is made at the Campus Police Department during regular business hours. All students must have an ID (SMART CARD) and are required to have their picture

taken during registration. The Smart Card admits students to all home athletic contests free. If a student is unable to present a Smart Card, the student must pay the regular student admission price. The Student I.D. Card cost \$15. **Students must carry a Smart Card for identification purposes at all times while on campus. Carrying of your ID card is strictly enforced;** it is your responsibility to carry the card on campus at all times. If your card is broken or no longer working, an employee at the business office can advise you toward you next step. If you loss your student I.D. card you must get it replaced immediately.

## **CAMPUS POLICE DEPARTMENT TRAFFIC DIVISION**

### **General Information**

All City, State and NEO A&M College traffic regulations and rules governing the use of motor vehicles must be complied with on all parts of the College area and campus through all hours of the day and night.

### **Parking is a Privilege**

NEO A&M College considers the student's and faculty's use of motor vehicles in and about the college area as a convenience to those who operate the vehicle. Rules and regulations are established to ensure convenience for everyone. Therefore, the College holds all operators responsible for proper registration, use and operation of their vehicle on the College campus, which includes all properties whether owned, leased, rented or controlled by the College.

### **You're Responsibility**

Knowing the rules is your responsibility. Therefore, claims of failure to receive copies of tickets will not be honored because you are to know when you are in violation of rules at the time of the actual occurrence. Please read this booklet carefully and ask officers questions, if you have any doubts about rules and regulations.

### **Vehicle Registration**

The NEO Traffic Department is a subdivision of the NEO Police Department which has the authority to institute traffic control measures whenever necessary, with approval from the Office of Student Services. Advanced traffic control arrangements can be made at the Traffic Department. Any student operating a vehicle may park in any student parking lot provided the vehicle bears a current NEO parking decal. All student parking areas are interchangeable. Student parking areas are marked and a map is provided in the Public Information Guide. Students are urged to park in their own dorm area when possible. The big lot on the east side of the campus will always accommodate excess cars. Faculty parking decals will permit the use of all College parking except visitors' areas. Faculty employees are not to use visitors' parking areas. Faculty parking areas are marked on the map included in the Public Information Guide. Faculty/employee decals, under no circumstances, are to be issued to student assistants. Children of faculty/employees are to purchase a student decal if they have their own vehicle and are a NEO student. If such students drive their parent's car, the car is to be parked in student parking even though it has a faculty decal, unless the car is driven for the parents' use. Registration of motor vehicle, including motorcycles, is a part of the enrollment procedure. The parking permit fee is for the academic year and must be paid for at the Business Office. The Traffic Office is located in the NEO Police Department. If you have any questions or concerns about your vehicle registration come in and visit with the Traffic Officer or call (918)540-6300 during business hours.

### **Cost of decal**

Each fall semester a new decal is required for a student's vehicle.

<b>1<sup>st</sup> decal</b>	<b>\$15.00</b>
<b>2<sup>nd</sup> decal</b>	<b>no charge</b>
<b>All decals after the first two are</b>	<b>\$1.00</b>

It is a student's responsibility to remove a decal from a sold vehicle and notify the Campus Police that the transaction has taken place. Without notification of a sold vehicle, ticket charges will remain on the students account.

### **Paper tags**

As a courtesy, the Traffic Department will allow students to purchase a decal when a paper tag is on their vehicle. However, after 30 days of the decal purchase, if a permanent tag number is not provided to the Campus Police Department:

- 1<sup>st</sup> 30 days \$10.00 fine will be assessed**
- 2<sup>nd</sup> 60 days \$20.00 fine will be assessed**

Each 30 days thereafter, a nonrefundable fee of \$25.00 for policy violation until a tag number is provided in person to the Campus Police Department.

### **Parking Decals**

The parking decal must be affixed to the vehicle that the decal is registered to at the time of purchase. The parking decal will not be honored unless it is properly affixed to the vehicle or motorcycle. The decal must be completely stuck on with the decal adhesive. The decal must not be mutilated or covered with a substance to keep it off the glass.

### **Placement on the vehicle or motorcycle**

#### **Vehicles**

The decal must be placed inside of the vehicle on the lower right hand corner of the front windshield. The decal is required to be affixed to the windshield with the adhesive on the decal.

#### **Motorcycles**

The decal is attached to the front fork or the left side of the cycle. The decal is required to be affixed to the motorcycle with the adhesive on the decal.

#### **Handicapped Drivers**

The College parking requirement for this classification ordinarily means legally state identified handicapped. You must register your vehicle with the College Traffic Office. Handicapped students are requested to use marked areas whenever possible. If you need assistance, please call (918)540-6300.

#### **Speed Limit**

The speed limit on the NEO A&M campus is **15 miles per hour**.

## **Pedestrians**

Pedestrians shall at all times have the right of way.

## **Drivers Responsibilities**

NEO A&M College does not assume any responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on its campus or in impoundment. Every student, faculty and staff member enrolled at NEO A&M College who operates a motor vehicle on campus must properly display a parking decal before they are eligible for operating and parking privileges on campus. Ownership of vehicle is immaterial. Any truck larger than a standard size pick-up is allowed to park only in the Overflow Parking Lot. No van, truck or SUV is allowed to park in front of the Learning Resource Building.

**Warning: If you allow someone to borrow the vehicle registered to you and that vehicle is found in violation you are liable for any fines assess to that vehicle (inform your friends or parents of parking rules). Please notify the Campus Police of the change in vehicle.**

## **Violation of Traffic Regulations**

Traffic tickets will be issued and marked for multiple violations if applicable. Fines will be charged for each marked violation.

## **Violation of policy fines & administration charges**

Alcohol violation, 1<sup>st</sup> offense-- \$50 plus community service

2<sup>nd</sup> offense--\$50 plus disciplinary probation

3<sup>rd</sup> offense--removal from residence hall

Candle/Incense (possession or burning)--\$25

Cooking--\$25

Core/Lock change--\$50

Damage to public area--\$25 min. plus replacement

Damage equipment--\$25 min. plus replacement

Damaged dart boards/weight equipment--\$25

Drugs--Campus Police

Failure to carry student ID--\$25

Failure to comply--\$25

Failure to prepare room for pest spray--\$15

Hazing/harassment--VP for Student Affairs

Improper check-out--\$50 or forfeiture of housing deposit

Improper disposal of personal trash--\$25

Lock out--\$5/\$15/\$25

Lost room key--\$50

Misuse of fire extinguisher--\$100

Misuse of hall facilities--\$25

Pets (unauthorized)--\$25/removal

\*Fine can be assessed on regular basis until pet is removed  
Quiet hours/noise violation--\$10-\$25  
Room or hall change--\$10  
Room damage repair or replacement--housing director  
Trashing on hall or floor--\$25  
Unauthorized access--\$50/hall probation  
Unauthorized move--\$50  
Verbal abuse/profanity--\$25/counseling  
Violation of hall security--\$25/suspended visitation  
Weapons--Campus Police  
Water guns/water balloons--\$25

### **Keep in mind**

- Fines are paid at the Business Office from 8:00 a.m. until 4:00 p.m. Monday through Friday.
- Operators with an accumulation of five infractions may have their parking permits voided and vehicle usage as a student at NEO A&M will be subject to cancellation. Impoundment may result.
- Any student operating a motor vehicle on campus without a parking permit will be fined \$10.00 for each offense. Multiple tickets may be written for one offense.
- Driving in the excess of 15 miles per hour, wheel spinning (squealing tires) and driving in revolving circles will be considered reckless driving and will carry a \$25.00 fine.
- Driving motor vehicles on campus sidewalks and the campus mall is strictly prohibited. The fine is \$25.00.
- Motorcycles are not to be kept in dormitories. They are to be parked the same as cars. Since the parking permit carries the same privileges for all vehicles, they must be parked on the parking lots.
- A visitor is a person not enrolled in or employed by NEO A&M College.
- If you loan your car or it is taken without your consent, you and the person driving the vehicle are responsible for fines that may be incurred.
- Sales person, delivery persons, repair persons and visitors are exempt. They should identify the ticket when received and turn them into any campus office.
- Only one vehicle per student is allowed on campus. Fines will apply to extra vehicles. No junk vehicles allowed.
- Unidentified vehicles on the NEO campus are under trespassing violation, subject to impoundment and will be entered by officials by whatever means to try to determine the driver or owner's name. Family cars are charged to respective students if not identified by student.
- Broken-down, immobilized, or abandoned vehicles will be impounded without notice and disposed of if not claimed within one month after close of the school semester in which abandoned.
- You can receive multiple tickets for one offense. If there is a problem, you will need to address the problem within 24hrs of when the 1<sup>st</sup> ticket is written.
- A hard copy of your ticket is required to discuss the ticket.

## **IMPORTANT PHONE NUMBERS**

The Campus Police Department Officers are always available to assist members of the college community. Below is a list of the Police Department's telephone numbers and the number of other important emergency agencies:

### **Campus Police Department**

8:00 a.m. to 4:30 p.m.

(918)540-6373

(918)540-6333

(918)540-6300 /Traffic Division

After normal business hours/ Officer's cell phone (918)533-1243

### **Miami Police Department 911**

Non-emergency number (918)542-5585

**Ottawa County Sheriff's Dept.** (918)542-2806

**Fire Department** (918)542-5585

**Community Crisis Center hotline** (918)542-1001

Toll free number 1-800-400-0883