

OLC Safety and Security Policies

In compliance with the Clery Act, Oglala Lakota College (OLC) will publish an Annual Safety and Security Report containing crime statistics and campus security policies for the previous three years. OLC will submit crime statistics to the U.S. Department of Education (annual web-based data collection). Due to the dispersed nature of the Oglala Lakota College campus, the college does not maintain full time security personnel. However, the Rapid City instructional site has part-time security staff. Other security concerns are routed to Plant Management staff at the Piya Wiconi administrative center, except in an emergency.

Annual Report

An Annual Report will be written, which will contain:

- Disclosure of crime statistics for the past three years
- Campus safety- and security-related policy statements
- An annual fire safety report containing fire statistics and policy disclosures for on-campus housing facilities for the previous three years; and
- Missing student notification procedures that pertain to students residing in OLC housing facilities.

Disclosure of Crime Statistics

- a. The following crimes will be reported in the Annual Report:
 - (i) Criminal Offenses:
 - Criminal homicide, including: a) murder and non-negligent manslaughter, and b) negligent manslaughter;
 - Sex offenses including: a) forcible and b) non-forcible;
 - Robbery;
 - Aggravated assault;
 - Burglary;
 - Motor vehicle theft; and
 - Arson.
 - (ii) Hate Crimes:
 - Any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias. This includes bias based on race, religion, disability, sexual orientation, or ethnicity (Hate Crimes Data Collection Guidelines, U.S. Department of Justice, 1999).
 - (iii) Arrests and referrals for disciplinary action for weapons: carrying, possessing, etc.
 - (iv) Drug abuse violations and liquor law violations.
- b. How crime statistics are compiled and disseminated:
 - The OLC Registrar will compile crime statistics based on information obtained from OLC Plant Management at Piya Wiconi, Directors of all instructional sites, Dorm

Managers, Oglala Sioux Public Safety, Cheyenne River Public Safety, and Rapid City Police Department.

On October 1 of each year, OLC will publish an Annual Security Report which will include three years' worth of Clery crime statistics and safety- and security –related Policy and Procedures statements. The report will be distributed to enrolled students and employees in August of each year by e-mail, the OLC web site, and publications covering policies and procedures. New employees will be informed by their supervisor of safety and security policies and crime statistics in the personnel orientation (policy 62-400). All records associated with the Annual Security Report will be retained. Students shall be informed of the Report and Emergency Procedures during the student orientation, which is held at each Center every semester

Reporting Crimes

The first priority in the observance of any illegal activity is to report the situation to community law enforcement by calling 911. In case of immediate danger, ensure personal safety first. Interference in a situation should not be undertaken unless for self- protection.

A student who observes someone in the building or on College grounds carrying a weapon should call 911 and notify the Center Director or another Staff member.

A Crime Incident Report Form must be completed by the person reporting illegal activity. The Form may be obtained from each instructional site, the Receptionist at Piya Wiconi, or online at www.olc.edu. All completed reports must be submitted to the college President within two (2) business days.

Among other places, professional counseling by victims or witnesses or individuals who are impacted by adverse incidents is available through:

OLC Employee Assistance Program (EAP) Director at 605-455-6040

Mental Health personnel of hospitals, Pine Ridge 605-867- 5131

Kyle Clinic at 605-455-2451

Sioux San, Rapid City, 605-355-2500

Voluntary Confidential Reporting by Victims or Witnesses

If you are the victim of a crime and you don't want to pursue action within the college's disciplinary processes or through the criminal justice system, you have the option of making a confidential report. When you make a confidential report, the college agrees to keep your identity private, but is able to use information to provide for the future safety and security of the community. Reports filed in this manner are recorded without any identifying information in the statistics in the annual security report.

Students who would like more information about making a voluntary confidential report of a crime are encouraged to contact the EAP Director at 605-455-6040 for further information.

Emergency Notification/Timely Warning Advisory

A timely warning is provided to members of the college in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092 (f). The timely warning is a means of heightening safety awareness and to provide students and employees with a timely notification of crimes that are considered a serious or continuing threat to the campus community.

The Oglala Lakota College Emergency Response Team is responsible to keep the university community informed of any emergency situation. Members of the team are the President, Assistant to the President, the Vice President for Instruction, the Vice President for Business, Directors of the instructional sites, and the Director for Information Technology.

Depending on the nature of the situation, the Emergency Management Team will utilize any or all methods to issue emergency notices and/or security advisories to keep Oglala Lakota College informed of important safety and security information as it becomes available: The Emergency Management Team will inform the larger community of the emergency through the media spokesperson or designee.

Security of and Access to Campus Facilities

Community law enforcement regularly patrol the administrative campus and the District college centers. Emergencies at the centers are reported to and responded to by community law enforcement located in each District and in Rapid City. All incidents are documented for future reference.

The designated personnel at the instructional sites clear and lock buildings for the night. Keys to buildings and facilities are issued only to employees who are determined by the college to have a legitimate need for them. Those who are issued keys are prohibited from duplicating the keys or loaning them to anybody. If a key is lost or stolen, an immediate report should be made to the Vice President for Business at 605-455-6011.

Security Considerations in Maintenance of College Property

All equipment will be checked on a monthly basis and needed repairs are carried out promptly.

Dorm Policies and Procedures

For information on dorm policies and procedures, see OLC P/P Manual 85-050/1 and the “Safety in Dorms” section below. Annual fire drills will be performed at all dorms. Any fire needs to be reported to the Dorm Manager and in the annual report.

Campus Law Enforcement Authority

College officials and the directors of instructional sites work closely with community law enforcement.

OLC Students are required to cooperate with campus officials assigned to the campus and to college-sponsored events. Designated security personnel, the President, Vice Presidents, Athletic Director, Directors of the instructional sites, and Dorm Managers are authorized by the college to address security and safety concerns, illegal activity, and violations of college policy. These individuals are authorized by the college to enter and search student residences and other personal property belonging to the student. The college reserves the right to conduct its searches with law enforcement officials present.

While on duty, the Directors of instructional sites and the Director of Physical Plant at Piya Wiconi are authorized by the college to:

- Respond to and assist with all safety/security concerns and may request the assistance of law enforcement officials and other first responders as needed.
- Enter campus buildings, student and faculty residence halls, parking lots and grounds to monitor campus safety and security.
- Report any criminal or suspicious activity to law enforcement authorities and/or college officials, as well as report any policy violations for appropriate follow-up.
- Require any person on college property or at any college-sponsored event to show proper identification and make a determination for the college as to whether or not the individual has a legitimate reason for being present.
- The College officials and all directors of instructional sites have the authority to require any individual to vacate college property or leave a college-sponsored event. Anyone who does not cooperate will be reported to law enforcement officials for trespassing.
- Require any person on college property or at a college sponsored event to surrender any item considered to be contraband by college policy. The designated personnel or Director must give the surrendered item(s) to public safety officials for further investigation.

Type and Frequency of Programs to Inform Students and Employees about Campus Security Procedures and Practices

The following locations will be used to inform students and employees about campus security procedures and practices:

- Student Handbook;
- College Catalogue;
- Student/employee orientation;
- Emergency procedures posted at each center;
- Annual training sessions and drills; and
- OLC website.

Rules to Prevent Crime

Students and employees should employ the following precautions to prevent crimes:

a.) On-line Safety:

- Full name, address, phone number, social security number, date of birth, parent's name, parent's phone number and address, and savings or checking account numbers should never be disclosed.
- Beware of scams that try to elicit credit card or bank account information, or any other personal identification numbers.
- Remember, social networking sites, like Twitter, Facebook and MySpace, can be accessed by anyone.
- A student or employee will not post anything (pictures or blogs) that could be embarrassing to her/him.
- It is difficult to remove content from the web once it has been posted.

b.) Vehicle safety and safety in the parking lots:

- Texting on cell phones while driving is dangerous and prohibited.
- Going to and from campus parking lots alone after dark should be avoided.
- Staff at the instructional sites or dorm managers should be called for an escort.
- Parking in well-lighted locations as close as possible to your building increases safety.
- Car doors should always be locked and windows rolled up whenever possible.
- Valuables should not be stored in cars.
- Hitchhiking and picking up hitchhikers should never be undertaken.

c.) Personal safety while jogging or walking:

- Walking or jogging alone or walking on secluded routes should be avoided.
- Walkers or joggers should be alert to their surroundings and be clearly visible.
- If you suspect that you are being followed, run in a different direction, go to the other side of the street, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence, and keep your personal valuable items concealed and close to your body.

d.) Personal safety while socializing:

- Avoid being alone with people not known well to you.
- Do not accept an invitation to go alone to the residence, apartment, or room of someone you don't know well.
- Use the buddy-system, meaning you go out in a group and leave with all the member of the group.
- Stay sober!

e.) Safety in Dorms:

- Doors should not be propped open.
- Room/apartment doors should be locked when sleeping or napping.
- Keys should not be kept outside the room or student dorm. Keys should not bear owner's name or address.
- Blinds or curtains should be drawn after dark, and dressing should not occur in front of a window.
- Cash, checkbook, credit cards, and all valuables should be safeguarded. They should never be left unattended.
- All thefts, no matter how small, should be reported.

- Any suspicious activity in or around the Dorm should be reported to Managers, directors of instructional sites, or community law enforcement immediately.

f.) Oglala Lakota College does not recognize any off-campus locations of student organizations.

Alcohol and Drugs

This section lists the primary laws, along with the Tribal Code, and Oglala Lakota College policies, which apply to alcohol and drug crimes on the Oglala Lakota College campus.

The Federal Enclaves Act applies to crimes by non-Indians on the reservation, and has been interpreted to extend the General Laws of the United States to Indian perpetrators as well. Thus, all of the drug laws of the United States related to possession, use, sale, trafficking, and conspiring, among others, as codified in 21 U.S.C.801 et seq., apply to anyone violating those laws on the campus of Oglala Lakota College. Prosecution may be brought in tribal court, if a violation of the Oglala Sioux Law and Order Code occurs, or in federal court under the Federal Enclaves Act (18 U.S.C. 1152) and the drug laws of the United States, or both simultaneously. Oglala Lakota College's policy 62-120 Substance Abuse/Drug Free Work Environment also applies.

Alcohol crimes at the Federal level are described in 18 U.S.C. 1154 (Dispensing of Liquor in Indian Country), 18 U.S.C. 1155 (Intoxicators Dispensed on School Site), and 18 U.S.C. 1156 (Intoxicants possessed unlawfully). Possession and trafficking in liquor, including "bootlegging" may be prosecuted in federal court, or in tribal court, or both.

On the Rapid City campus, all South Dakota State alcohol and drug laws apply.

OLC Program on Drug or Alcohol Abuse Education and Prevention

The Oglala Lakota College Employee Assistance Program offers educational materials about substance abuse, as well as referrals for counseling and treatment services. Students may avail themselves of services under the Student Assistance Program (Policy 85-500). Students or employees who have concerns about their alcohol or substance use can meet with the EAP officer office located at the Piya Wiconi administrative center by calling 605-455-6040.

Missing Student Notification

A residential student is presumed missing if he/she hasn't been on campus for more than 24 hours after an expected arrival and their residence has been checked and the person isn't found. At any time, 911 can be contacted if there is suspicion of any kind, but once a student has been missing for 24 hours, 911 has to be contacted.

Any Oglala Lakota College employee who receives a report that a student is missing or hears information that a student may be missing has a duty to report that information to College officials and law enforcement.

The following information should be provided:

- The name and relationship of the person making the report.
- The date, time and location that the missing person was last seen.
- The general routine or habits of the suspected missing student; also include any recent changes in behavior or demeanor.
- The missing student's phone number, if known.
- Obtain a photo of the missing student.
- Obtain the student's car make, model and license plate number. Call the Director of Plant Management, 605-455-6057 and ask him/her to go through the parking lot looking for this vehicle.

Sexual Assault, Rape, or Unwanted Sexual Advances

Students who feel they have been a victim of a sex offense should contact the Police Department and /or health officials immediately in order to preserve evidence, as it may be necessary for the proof of sexual assault. The student may call 911 at any of the District Centers or 9-911 at Piya Wiconi, or contact a college official. Any student who feels they have been sexually assaulted, raped, or forced into a sexual act against their will may also contact the Student Services Director at Piya Wiconi administrative center at 605-455-6037.

Students who are accused of forcing another into a sexual act should be aware that the full force of disciplinary action will be followed, which could include expulsion from Oglala Lakota College.

The following website can be used to help identify registered sex offenders in your local neighborhood: <http://sor.sd.gov/notificationsignin.aspx>

AIDS and HIV Awareness

Oglala Lakota College will respond to complaints of discrimination or harassment against students or employees who are HIV positive or have AIDS through counseling and education, and through disciplinary measures if necessary. Unless medically justified, OLC will not require transfers or changes in working conditions because an employee has AIDS. Information about AIDS is available to students at Piya Wiconi administrative center and at each District Center. For more information please call:

AIDS Hot-Line-US Public Health Service - 1-800-342-7432
Hearing Impaired AIDS Hotline - 1-800-243-7889

FOR EMERGENCY DIAL 911
AT PIYA WICONI DIAL 9-911