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Welcome to the University of Oklahoma. As members of the university community, each of us assumes the obligation of compliance with all university policies and campus regulations. I am therefore pleased to announce that two university publications, the 2014-2015 Student Rights and Responsibilities Code and Sooner Safety and Fire Report 2014, now are available online.

The Student Code and other university policies are available online at [http://studentconduct.ou.edu](http://studentconduct.ou.edu). Printed copies are available at the Office of Student Conduct.

The University of Oklahoma has been taking increased measures for preventing and responding to potentially violent situations on campus. This year’s Sooner Safety and Fire Report contains a wealth of useful information regarding those measures, ranging from how to take advantage of such services as SafeRide, SafeWalk, Operation ID and the Sexual Misconduct Office (for reports of sexual misconduct) to how to report a campus crime. Each campus also has a Behavior Intervention Team (BIT) and a Threat Assessment Review Committee (TARC) to analyze reports of community members in crisis or exhibiting unusual or dangerous behavior.

I encourage you to review the report and to contact us if you have any questions. Designed to keep all members of the university community informed about safety and security resources on campus and in Norman, the Sooner Safety and Fire Report includes policies pertaining to the university community as well as information about educational programs on such topics as safety, substance abuse and sexual misconduct – including harassment and assault. It also contains crime and university violation statistics compiled by the OU Police Department, Norman Police Department, Division of Student Affairs and Department of Athletics. It is available online at:

- [www.ou.edu/safety.pdf](http://www.ou.edu/safety.pdf)
- [http://studentconduct.ou.edu](http://studentconduct.ou.edu)

Copies can be printed upon request at:
- Bizzell Memorial Library
- Student Life (Oklahoma Memorial Union)
- Division of Public Affairs (Whitehand Hall)
- University Vice President for Student Affairs (Oklahoma Memorial Union)
- Housing and Food Services (Walker Center)
- Student Conduct (Walker Center)
- Office of Human Resources (Nuclear Engineering Laboratory)
- OUPD
- Facilities Management Complex
- Student Government Association (Conoco Student Leadership Center, OMU)
- Visitor Center (Jacobson Hall)


I encourage you to review this publication at your earliest convenience. If you have any questions contact Student Conduct at (405) 325-1540 or studentconduct@ou.edu. Please feel free to also contact the Office of Student Affairs with any questions or concerns at (405) 325-3161 or studentaffairs@ou.edu.

Clarke Stroud
University Vice President for Student Affairs and Dean of Students
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092 (f), as amended (the “Clery Act”) is a federal law requiring all institutions of higher education receiving federal financial assistance under the programs authorized under Title IV of the Higher Education Act of 1965 to disclose certain timely and annual information about campus crime and security policies. The Clery Act, named in memory of a Lehigh University freshman who was assaulted and murdered in her residence hall room in 1986, specifically requires that colleges and universities have in place and disclose the following policies, practices and procedures:

• Policies regarding procedures and facilities for students and others to report criminal actions or other emergencies on campus and regarding the university’s response to such reports
• Policy concerning security of and access to campus facilities, including residences, and security considerations used in the maintenance of campus facilities
• Campus law enforcement policies, including enforcement authority, and policies encouraging accurate and prompt reporting of crimes
• Description of the type and frequency of programs designed to inform students and employees about campus security procedures and crime prevention procedures and practices to encourage students and employees to be responsible for their own security and the security of others
• Annual reporting of statistics concerning the occurrence on campus, in or on non-campus buildings or property and on public property, the following criminal offenses: murder, forcible or nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession, and crimes in which the victim is intentionally selected because of ethnicity, disability, national origin, or gender identity
• Policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations recognized by the university that are engaged in by university students, including student organizations with off-campus housing facilities

• Policy regarding possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws
• Policy regarding possession, use and sale of illegal drugs and enforcement of federal and state drug laws
• Description of drug and alcohol abuse education programs
• Campus sexual assault programs and procedures to prevent sex offenses
• Where information concerning registered sex offenders may be obtained
• Information regarding emergency response and evacuation procedures
• Policy regarding missing student notification procedures

The University of Oklahoma divisions, departments and offices that share responsibility for developing and implementing these policies, practices and procedures include the University of Oklahoma Police Department, Division of Student Affairs, Disability Resource Center, Housing and Food Services, Division of Public Affairs, Department of Athletics, Facilities Management, Institutional Equity and Title IX Office and Office of Legal Counsel.

This report is distributed in compliance with the Clery Act to all students and employees as well as prospective students and employees. It can be viewed on the following websites:

www.ou.edu/safety.pdf
http://studentconduct.ou.edu

Upon request, a paper copy of this report can be made available by contacting the Division of Student Affairs, Room 265 Oklahoma Memorial Union, 900 Asp Ave, Norman, OK 73019-0454, (405) 325-3161.
**Clery Act Criminal Offense Definitions**

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft or other personal property of another.

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

**Burglary:** The unlawful entry of a structure to commit a felony or theft.

**Forcible rape:** The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

**Sexual assault with an object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body by another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible fondling:** The touching of the private parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

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

**Statutory rape:** Non-forcible sexual intercourse with a person who is under the age of consent (in Oklahoma, the age of consent is 16).

**Murder and non-negligent manslaughter:** The willful killing of one human being by another.

**Negligent manslaughter:** The killing of another person through gross negligence.

**Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

**Simple assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction, damage, or vandalism of property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Motor vehicle theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Specifically excluded from this category are motorboats, construction equipment, airplanes, and farming equipment.

**Hate crimes:** A criminal offense committed against a person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim. Beginning March 7, 2014, in accordance with the Violence Against Women Act, the categories of national origin and gender identity have been added to hate crimes reportable under the Clery Act.
**Weapons law violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug law violations:** The violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor law violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing or possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

**Violence Against Women Act**

In accordance with the Violence Against Women Act, statistics on domestic violence, dating violence, and stalking are reportable under the Clery Act. Upcoming federal regulations will further define these terms, but the following definitions are used in good faith compliance with applicable laws:

**Domestic violence:** A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress.
Crime Statistics

University of Oklahoma, Norman Campus – Clery Act Statistical Summary

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Data sources include the OU Police Department, the Norman Police Department, OU Division of Student Affairs, OU Department of Housing and Food Services, and the OU Athletics Department.

<table>
<thead>
<tr>
<th>Total Crimes Reported For:</th>
<th>University of Oklahoma, Norman Campus</th>
<th>Non-Campus Building or Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>11</td>
<td>13</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>20</td>
<td>29</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>10</td>
<td>1</td>
<td>11</td>
</tr>
</tbody>
</table>

Number of Arrests/Referrals for Selected Offenses

<table>
<thead>
<tr>
<th>(includes attempts)</th>
<th>University of Oklahoma, Norman Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>Arrest</td>
<td>14</td>
<td>107</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Referral</td>
<td>359</td>
<td>386</td>
<td>201</td>
</tr>
<tr>
<td>Drug Law Violation</td>
<td>Arrest</td>
<td>19</td>
<td>44</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Referral</td>
<td>54</td>
<td>85</td>
<td>29</td>
</tr>
<tr>
<td>Weapons Law Violations</td>
<td>Arrest</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Referral</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

HATE CRIMES

2011: No hate crimes were reported.
2012: No hate crimes were reported.
2013: One on-campus simple assault characterized by religious bias was reported.

Stalking, Dating Violence and Domestic Violence Crimes

The University of Oklahoma is including these statistics for incidents of domestic violence, dating violence, and stalking for 2013 in a good faith effort to comply with recent Violence Against Women Act (VAWA) amendments. For purposes of this report, dating violence and domestic violence statistics are combined. These statistics may not be complete.

<table>
<thead>
<tr>
<th>Number of Incidents for Selected Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Oklahoma, Norman Campus</td>
</tr>
<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Res.</td>
</tr>
<tr>
<td>Stalking</td>
</tr>
<tr>
<td>Dating Violence</td>
</tr>
<tr>
<td>Domestic Violence</td>
</tr>
</tbody>
</table>

*Non-Campus locations include, but are not limited to, the following: Internal Audit office (Norman, Okla.), Barbell Field Camp (Canon City, Colo.), Oklahoma Biological Station (Kingston, Okla.), Collections office (Norman, Okla.), Real Estate office (Norman, Okla.), and officially recognized fraternity and sorority houses.
OUPD’s chief law enforcement officer manages, directs and controls the police department. The operations division provides preventive patrols and responds to emergencies throughout the year on a 24-hour-a-day basis. The operations division also includes an investigative unit and a crime prevention unit. Requests for services are assigned and response is made on a priority basis, with emergencies receiving immediate full attention. All other requests for services or assistance receive attention as soon as possible, based on the apparent or reported urgency of the circumstances.

Upon receipt of a criminal complaint or report of an emergency, confidential or otherwise, an officer interviews all available witnesses to obtain information about the incident. An organizational incident report must be filed by the end of the watch period. This report must include the date, time, place, subject, victim and witnesses, if any. All reports of criminal activity are thoroughly investigated. When the results of the investigation lead to the identification of a suspect, the report is filed with the Cleveland County District Attorney’s Office or City Attorney’s Office for criminal prosecution.

The OUPD Policy and Procedure Manual contains specific written policies regarding emergency responses and reporting procedures. When a student is involved in an incident, the information reports are forwarded to the appropriate university disciplinary authority. Incidents occurring on Housing and Food Services property are forwarded to that division’s director of Residence Life. All other incident reports are forwarded to Student Conduct for action under the Student Rights and Responsibilities Code. Student Conduct may involve other staff members as necessary, such as sorority and fraternity advisers, the associate athletics director for academic affairs, and the international student adviser. If a situation involves the safety and welfare of the university community, the vice president for Student Affairs or other appropriate persons in authority may take the immediate administrative or disciplinary action deemed necessary.

OUPD actively encourages accurate and prompt reporting of all campus crimes through its emergency response system, Campus CrimeStoppers and other educational and informational programs. All reports are investigated to the fullest extent possible. OUPD will assist any person wishing to report crimes in other jurisdictions by referring the individual to the appropriate reporting or investigating agency.

Campus professional counselors, when acting as such, are not considered to be campus security authorities 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 procedure to report crimes on a voluntary basis to OUPD for inclusion into the annual crime statistics.

Statistics for the university’s annual security report are gathered from many sources, including the OU Police Department, Norman Police Department, Division of Student Affairs, Housing and Food Services, the Department of Athletics and campus security authorities.
## Annual Fire Incident Reports for 2011-2013

<table>
<thead>
<tr>
<th>Residence, Hall/Apartment</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Fires</td>
<td>Cause of Fire</td>
<td>Number of Fires</td>
</tr>
<tr>
<td>Adams Center 340-348 W. First St.</td>
<td>0</td>
<td>N/A</td>
<td>1 on 10/20/12</td>
</tr>
<tr>
<td>Cate Center #2 316-322 Cate Center Dr.</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Cate Center #3 324-330 Cate Center Dr.</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Cate Honors 1300 Asp Ave.</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Couch Center 1524 Asp Ave.</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Headington Hall 100 E. Lindsey St. (Occupied as of Aug. 2013)</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Jefferson 1251 S. Jenkins Ave. (This facility is no longer occupied as of Aug. 2014)</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Jones 1207 S. Jenkins Ave. (This facility is no longer occupied as of Aug. 2014)</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Kraetli 200’s Apts. 201-212 Wadsack A-H</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Kraetli 300’s Apts. 301-315 Wadsack A-H</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Kraetli 400’s Apts. 401-409 Wadsack A-H</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Phi Kappa Psi Fraternity (university owned bldg.) 720 Elm</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Sigma Alpha Epsilon Fraternity (university owned bldg.) 730 S. College</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Traditions East Apts. 2500 Asp Ave. A-H</td>
<td>2 on 8/3/11</td>
<td>2 independent dumpster fires - intentionally set</td>
<td>0</td>
</tr>
<tr>
<td>Traditions West Apts. 2730 Chatauqua Ave. J-Q</td>
<td>0</td>
<td>N/A</td>
<td>1 on 4/25/12</td>
</tr>
<tr>
<td>Walker Center 1400 Asp Ave.</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Walker Center 1400 Asp Ave.</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Wilkinson 1225 S. Jenkins Ave. (This facility is no longer occupied as of Aug. 2014)</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
</tr>
</tbody>
</table>
## Specifications for On-Campus Housing Facility Fire Systems

<table>
<thead>
<tr>
<th>Residence Hall/Apt.</th>
<th>Fire Safety Control System</th>
<th>Location of Sprinklers</th>
<th>Alarm types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams Center</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Cate Center #1</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Cate Center #2</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Cate Center #3</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Cate Honors</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Couch Center</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Jefferson</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Jones</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Kraettli</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Living room, kitchen, bedrooms, landings</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Traditions East</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, kitchens, bedrooms, landings</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Traditions West</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, kitchens, bedrooms, landings</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Walker Center</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
<tr>
<td>Wilkinson</td>
<td>Simplex-Grinnel Reports to OUPD</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms</td>
<td>Heat and smoke activated. Pull station. Audio/Visual</td>
</tr>
</tbody>
</table>

## Number of Housing Fire Drills Conducted Each Year

- **Adams**: Two fire drills per year (beginning of fall & spring semesters)
- **Cate Center #1**: Two fire drills per year (beginning of fall & spring semesters)
- **Cate Center #2**: Two fire drills per year (beginning of fall & spring semesters)
- **Cate Center #3**: Two fire drills per year (beginning of fall & spring semesters)
- **Cate Honors**: Two fire drills per year (beginning of fall & spring semesters)
- **Couch Center**: Two fire drills per year (beginning of fall & spring semesters)
- **Jefferson**: Two fire drills per year (beginning of fall & spring semesters)
- **Jones**: Two fire drills per year (beginning of fall & spring semesters)
- **Walker Center**: Two fire drills per year (beginning of fall & spring semesters)
The university Fire Marshal’s Office is located in the Department of Risk Management. The university Fire Marshal is involved in plan review and inspections of every new and remodeled project that occurs on the Norman campus. In addition, this office inspects every existing facility on campus to eliminate any potential fire hazards and ensure that the fire and life-safety systems located in those buildings are functioning properly. The university Fire Marshal also is responsible for the investigation of fires that occur on campus to determine the origin and cause. The university Fire Marshal also provides classes to educate university employees on how to use fire extinguishers, eliminate hazards, and what to do in case of a fire emergency. The Fire Marshal also acts as a liaison between the university and the local fire department on any matters relevant to fire safety and preparedness on campus. Persons can contact the university Fire Marshal’s Office for any general fire safety questions, perceived hazards or requests for services at (405) 325-2983.

Campus Fire Safety Month:
Annually, during the month of September, the university Fire Marshal’s Office works in conjunction with University Housing and the OU Police Department to provide learning opportunities for faculty, staff and students. Individuals take part in a number of fire safety training programs all across campus, fire drills are conducted for all University Housing facilities, and fire safety tips are sent via social media throughout the month.

Mandatory Fire Drills:
The University Fire Marshal’s Office coordinates, monitors and evaluates mandatory fire drills within the first two weeks of occupancy in each residence hall.

Residence Staff Training:
Specialized training is provided at the beginning of the fall and spring semesters to instruct residence hall staff on fire extinguisher usage, evacuation procedures, activating the fire alarm system, identifying fire and life safety hazards and tampering with fire safety equipment.

Evacuation Procedures for Fires and Other Emergencies:
Whenever the fire alarm sounds, you and all other occupants in the residence halls must meet at the emergency evacuation safe location designated by your RA. In the case of an actual fire or other emergency, you will be moved to a designated alternate shelter area until you are notified it is safe to return to your building and room. As you leave your room, close your door. Students who do not vacate the building during the sounding of the alarm will be subject to disciplinary action.

Upon the sounding of the alarm:
1. Move quickly and quietly to the exit for your area. In an orderly fashion, go to the designated waiting area for further instructions.
2. Wear a coat and shoes. Carry a towel in case of smoke. Keep these items easily accessible for emergency use. Bring along your keys and ID.
3. If you are away from your room when the alarm sounds, proceed to the nearest exit without returning to your room.
4. Do not use elevators. Use stairways only.

Fire Prevention Policies:
• Fireworks or explosives are prohibited.
• Unauthorized appliances, candles or incendiary devices are prohibited.
• Smoking in the residence halls is prohibited.
• Incense burning is prohibited.
• Open flame devices such as lanterns, candles, potpourri pots or warmers using votives or canned fuel are strictly prohibited in the residence halls.

Combustibles:
If you use combustibles in decorating your room, such as fabrics, cardboard or similar materials, please ensure the items are flame-proof. Purchase only UL- or FM-approved material marked “flameproof” or “flame retardant.”

Reporting:
All fires should be reported to OUPD by dialing 911 from a campus land line or (405) 325-1911.
Housing Access and Security

Housing and Food Services and the Sooner Housing Center distribute a Community Living Handbook to all residents. This handbook addresses security and safety issues, visitation hours, restroom security, keys, emergency evacuation procedures, severe weather and medical situations.

Keys are the property of the university and may not be duplicated. Each student is responsible for carrying his or her room key and OU ID card at all times. A student should immediately report a missing key or ID card, whether it be lost, stolen or misplaced, to the resident adviser. A temporary replacement key and/or temporary ID card will be issued for 48 hours. If, at the end of the 48 hours, the student is unable to locate the original key, the lock to the room will be recombined at a charge to the student of $50. If a student is unable to locate his or her ID card, the student must replace the ID at a replacement charge of $20 at the Sooner Card office located in Oklahoma Memorial Union.

First-floor security doors in Adams, Couch and Walker centers are locked by 10 p.m. every day and opened at 7 a.m. In Cate Center and Sooner Housing Center, all first-floor doors are locked 24 hours a day. Propping open security doors will result in disciplinary action. Non-community members visiting the residence halls are to be informed of the exact location of visitor restrooms.

Missing Student Notification Policy

Students living in University Housing will be asked to designate a confidential contact person whom the university should contact if the university declares the student missing. The student will designate this person by accessing his or her OU-IT Emergency Contact information site.

A person may be suspected of being missing if his or her Resident Adviser on two consecutive weekly occupancy reports cannot contact the student. In this case, the Resident Adviser will contact the Center Coordinator, who will take steps to determine if the student has used university services (meals, door access, labs, etc.) during the last week and will attempt to contact the missing student through the e-mail address and cell phone number on record.

To report a suspected missing student who lives in University Housing, contact the Housing Office or OUPD. If the university cannot contact the student or verify that the student is using campus services, Housing and Food Services will classify the student as missing and immediately do the following:

- Submit an official missing person’s report to OUPD.
- Upon official notification from Housing and Food Services, OUPD will conduct an investigation and if it determines the student has been missing for more than 24 hours, the following steps will be taken:
  - OUPD will contact the designated confidential emergency contact person. If the student is under 18 years of age, OUPD will immediately contact the custodial parent or legal guardian of the student.
  - Housing and Food Services will contact the office of Vice President for Student Affairs.
  - Within 24 hours of receiving a report of a missing student from Housing and Food Services, OUPD will notify local law enforcement of the report.

Lost and Found

The OU Facilities Management’s Campus Lost and Found is the central repository for items lost or found on the OU Norman campus. Attempts are made to re-unite lost items with their rightful owners, but each year, hundreds of unclaimed items are sold at auction. Items lost in campus buildings may be kept by staff there for several days. For items that have been lost several days and not located by staff in the building, check with the Campus Lost and Found at 325-6953.

Check with staff in the building AND with Campus Lost and Found immediately if the lost item is of high value or involves the loss of university keys.

For property FOUND on campus, contact 325-6953 to determine where to turn in the found property.

Operation ID

An item that can be easily identified is less likely to be stolen; if it is, the chances of recovery are much greater. OUPD sponsors Operation ID, a program that helps community members properly label such expensive belongings as bicycles, electronic equipment, tools and large jewelry items.

Electric engravers are available at the SafeWalk Office located in Cate Main for marking valuables. All items of value should be marked with the owner’s driver’s license number. For example OK001002000, OK representing the state of issue and then the nine-digit number. This serves as a visual warning to potential criminals.

A list of all marked items should be put in a safe place so that, in the event of a theft, the items taken can be easily identified. For more information please contact Sgt. Jacob Hall at 325-2864 or by e-mail at oupd@ou.edu.
Many offices within Facilities Management directly or indirectly provide support that enhances security throughout the campus. Facilities Management is responsible for the operation, maintenance and repair of buildings and associated mechanical equipment on the Norman campus.

**Security Equipment, Facility Maintenance and Repair**

Facilities Management will assist departments interested in installing additional security equipment by recommending appropriate systems that can be remotely monitored via OUPD equipment. Facilities Management is responsible for day-to-day maintenance and repair of all campus facilities, including residence halls. Its duties include routine and preventive maintenance and may consist of repairing window glass, frames and hardware, room and building entrance doors, and stairway, hallway and entry lights.

Requests for emergency repairs in Housing and Food Service facilities are to be directed to Housing Maintenance and Repair (325-4421). All other requests are to be directed to Facilities Management Customer Service (325-3060). Requests will be relayed immediately by radio to service personnel.

The Facilities Management Lock Shop issues keys for buildings, offices, classrooms, storerooms and laboratories. Keys may not be duplicated outside of the university. Lost keys should be reported to Facilities Management Customer Service at 325-3060 so that, if necessary, locks can be changed.

**Police Department**

Instructional and administrative facilities are generally open to the public year-round during business hours. OUPD is called upon to allow access to some campus facilities when they are closed to the public. The standard for allowing access in these circumstances is contained in the OUPD Policy and Procedure Manual. OUPD does not authorize access without the approval of the department or a person with legitimate control of the facility.

Police department efforts directed toward security for facilities are undertaken by full and part-time Community Service Officers (CSOs), uniformed student personnel trained to perform specific functions that do not require the presence of a commissioned police officer. Radio contact with OUPD provide CSOs direct communication with police officers.

An OUPD crime prevention specialist is available to address departmental, group or other on-campus security information needs, including assistance in developing departmental security planning and programming and, upon request, risk or security analyses of specific facilities, operations or areas.

OUPD also serves as the central alarm and monitoring station for the Norman campus. All electronic security systems (fire, burglar, robbery and other alarms) terminate at the dispatcher’s position. An OUPD member is assigned to evaluate the need for electronic security systems and to help plan them.

Police officers and CSOs report any observed damage to security hardware, non-operational lights or other potential facility maintenance security problems to Facilities Management Work Control for repair.
OUPD, the Division of Student Affairs, Housing and Food Services, Department of Athletics, Office of Human Resources’ Training and Development Division, and Institutional Equity and Title IX Office participate in a number of programs to encourage personal safety and security.

**Sooner Safety Week (Sept. 9-13):** The goal of Sooner Safety Week, held each fall across campus, is to teach students about campus safety. Through fun, interactive programs, SSW provides information ranging from how to be aware of one’s surroundings to dangers of texting while driving. Events include Beer Goggles and Trikes, Mocktails and Karaoke, and a fire demonstration.

**Rape Awareness Week (Sept. 29-Oct. 3):** Rape Awareness Week, this year scheduled Sept. 29 through Oct. 3, is sponsored by the Women’s Outreach Center. During this week, the WOC provides door hangers featuring sexual assault prevention tips and sexual assault resource information for residence hall room doors. Information about stepping in to help others at risk for sexual assault also is shared through campus outreach and a marketing campaign.

**One Sooner Training:** This two-hour, active bystander training enlists student leaders to use their influence, popularity and credibility to end sexual assault and other forms of sexual misconduct on campus. Through informal peer-to-peer conversations participants learn to correct rape myths, speak up in risky situations, educate friends about protective behaviors, and share resources that are available on campus.

**Step In, Speak Out Sexual Assault Prevention Program:** This one-hour workshop presented by OU peer educators provides information on rape myths, consent, risk reduction and bystander intervention. Step In, Speak Out is provided to all new Greek members and offered through Gateway to College Learning as well as to other student groups.

Online Sexual Misconduct Awareness Training: This is a mandatory sexual misconduct awareness training program for all students prior to their enrollment in a course. Additionally, all faculty and staff are required to take an interactive web-based training and quiz, discussing the University’s gender discrimination, sexual harassment, and sexual misconduct policy and gender-based issues. Refer to onpoint.ou.edu for the quiz, and www.ou.edu/eco for the policies.

**SafeRide:** This program provides safe, free taxi transportation to OU students anywhere within the Norman city limits – no questions asked. Each voucher will provide free transportation during the weekend on Thursday, Friday and Saturday evenings from 10 p.m. to 3 a.m. For more information, please visit the SafeRide website at www.saferide.ou.edu.

**SafeWalk:** This free service utilizes resident advisers, screened and approved by OUPD, to accompany members of the university community anywhere on campus. Staff are readily identifiable by special shirts, coats or badges. SafeWalk is available from 8 p.m. to 2 a.m. seven days a week. Call 325-WALK.

**Police Notebook:** OUPD’s award-winning Internet site maintains material on a multitude of crime prevention and personal safety issues. One of this year’s focuses will be online bicycle registration, which makes recovery of stolen bikes quicker and easier. The site is located at www.ou.edu/oupd/

These programs are offered at least once each academic year; many are offered once each semester. For more information, contact the Student Affairs Vice President’s Office at (405) 325-3161.

See page 36 for Substance Abuse Education Programs.
In the event of a significant emergency or dangerous situation, the university will send an alert message via its emergency communication system. This system allows OU to contact students, faculty and staff within minutes by telephone, e-mail and text messaging when an emergency exists. It is our belief that continuous and rapid notification is one of the best protections available for members of our community. Situations can change rapidly and in unexpected ways.

The success of the system depends upon accurate and current contact information being supplied and updated by students, faculty and staff. With this system, phone numbers and email addresses of the OU community members are automatically uploaded for receipt of voice messages, e-mails and text messages. Students, faculty and staff may add additional contact numbers, including parents’ or other family member’s e-mail address and cell phone numbers. Any contact information provided will be kept secure and be used only for emergency notification purposes. This information can be entered and updated online at https://account.ou.edu.

The OU Emergency Communication System is but one part of the emergency notification procedures in place at OU. Additionally, if there is ever an emergency on any of OU’s campuses, anyone can visit the OU home page at www.ou.edu. The university will provide regular updates on the home page as information becomes available. OU will continue to use mass e-mail as back-up notification as well.

Also, OU has periodic joint exercises and training programs between the Norman Police Department and the OU Police Department that include highly trained rapid response teams.

Help OU Reach You by Updating Your Emergency Contact Information

OU students, faculty and staff who have a registered cell phone number will automatically receive text messages. As this is typically the primary initial source used by the university to contact members of the OU community during times of a significant emergency or dangerous situation, the university highly recommends that a cell phone number be registered. The emergency contact number will be used by OU’s automated “Emergency Communication System” to alert you in the event of a campus emergency.

To update your emergency contact information, go to http://account.ou.edu and log in using your OUNetID and password. Ensure your cell phone number is listed in the cell phone contact box. To receive text alerts, please enter your cell number in the “Receive Text Messages” field. Alternate contact numbers also can be listed. Then go to the bottom of the screen, save, and click.
OUPD Information

OUPD and Local Law Enforcement

OUPD’s authority to act upon any property of the institution, regardless of where it is situated, is conveyed by the commission granted each officer by the Board of Regents of the university under the authority of the Oklahoma Campus Security Act, 74 O.S. §§ 360.15 et seq., as amended. Officers are empowered to act within the incorporated limits of the City of Norman (a municipal corporation chartered under state law) by the Law Enforcement Services Agreement entered into by the Board of Regents of the university and the City Council of the City of Norman effective Oct. 12, 1993.

In the event an OUPD officer observes circumstances at any off-campus Norman location in which failure to take immediate action would result in injury to or death of the officer or another, the OUPD officer may take that action necessary to effect control pending the arrival of Norman Police Department personnel. On-duty members of OUPD may assist members of any law enforcement agency within the incorporated limits of the City of Norman or at any location where an emergency exists. OUPD officers may engage in routine traffic enforcement efforts on all streets owned and maintained by OU and on all Norman city streets adjacent to campus. OUPD officers conduct routine traffic operations, enforcing the ordinances of the City of Norman and the laws of the State of Oklahoma. In an ongoing investigation, OUPD officers may pursue leads at off-campus locations within the incorporated limits of the City of Norman, or other locations where prior coordination and approval is obtained. OUPD members certified by the Council on Law Enforcement Education and Training (CLEET) have all powers, liabilities and immunities established by law for police officers.

OUPD Crime Prevention Programs

OUPD has a full-time crime prevention officer who develops and disseminates educational information to members of the university community regarding crime risks and prevention. Programs include a campuswide outdoor emergency telephone network, Operation ID (which allows for the identification of personal property) and bicycle registration. OUPD offers crime awareness programs to new students each fall and to student groups throughout the year and provides brochures on a number of crime prevention topics, including sexual assault and malicious telephone calls. The department co-sponsors SafeWalk and works closely with the Division of Student Affairs to develop and deliver additional programming as needs are identified. To keep the university community informed of crime on the Norman campus, summaries of crimes reported to OUPD are published in the student newspaper, The Oklahoma Daily. OUPD also participates in the FBI’s Uniform Crime Report (UCR) program through the Oklahoma State Bureau of Investigation. The annual UCR is available in most public libraries. For more information or to schedule a program, please contact Lt. Jacob Hall at 325-2864 or by e-mail at oupd@ou.edu.

Contacting OUPD

All emergencies should be reported immediately by calling 911. It is not necessary to dial an “8,” even from on-campus phones. Dialing 911 from campus land lines will automatically reach OUPD. Dialing 911 from any other phones, including cellular phones, will likely go to the Norman Police Department. You may wish to program the entire OUPD phone number, (405) 325-1911, into your cellular phone as a one-touch service. The blue emergency phones on campus will connect you to a dispatcher. These phones also can be used to request vehicle assistance or campus directions.

OUPD officers are assigned to the university’s three housing centers through a program called “Adopt-a-Cop.” Officers interact with residents through periodic meals and meetings and also can be contacted by students on Facebook. Students also are welcome to contact an OUPD officer in person at the department’s Cate Center satellite office, 338 Cate Center Dr., between the hours of noon and 8 p.m. any day during the academic year. For non-emergencies and business matters, call 325-2864 or e-mail oupd@ou.edu.

OUPD Web Page

“Police Notebook,” OUPD’s website at www.ou.edu/oupd/, provides information on:

- Crime prevention
- Personal safety
- Sex offender registration
- First aid and health
- Drugs and alcohol
- Internet safety
- Child safety
- Vehicle safety
- Fire safety
- Timely Warnings
- Tornado and severe weather information
- Online bicycle registration
- Emergency Communication System
**Emergencies**

OUPD is responsible for coordinating and providing emergency and public safety services to the Norman campus. Its principal functions are:

- Law enforcement and related services
- Coordination of security for institutional facilities and assets
- Emergency medical assistance on a first-aid level

The university has designated a single number, 911, to be used from any campus telephone for reporting all emergencies. Trained communication officers monitor this number 24 hours a day, 365 days a year. Adhesive decals displaying the emergency number are available for all campus telephones.

Emergency telephones at outdoor locations around the campus provide a readily accessible means for directly contacting the OUPD dispatcher. Each emergency telephone is identified with a blue sign reading “EMERGENCY” and a blue light. These telephones may be used to request service or obtain other information and assistance as needed. No coin or dialing is necessary.

**Non-Emergencies**

OUPD provides all law enforcement services, including the investigation of criminal offenses and traffic collisions occurring on university property, and handles official reports relating to those incidents. To report a crime in progress or a crime that just occurred, call the emergency number (911). To report a criminal incident after the fact in which no one was injured, the suspect has left the area, there does not appear to be any physical evidence, and there are no other circumstances that would necessitate the immediate presence of a police officer, call the police department’s non-emergency number (325-2864). While appointments with officers to make reports are always subject to an emergency or higher priority call, every effort is made to take the report in a manner most convenient to the victim. Crimes also can be reported to the following offices: Vice President for Student Affairs, Oklahoma Memorial Union (325-3161); Director of Counseling Services, Goddard Health Center (325-2700); Director of Office of Human Resources, Nuclear Engineering Lab (325-4310); Director of Housing and Food Services, Walker Center (325-2511); Director of Student Conduct, Walker Center (325-1540); University Title IX Coordinator, Walker Center, (325-3549); Director, College of International Studies, Wallace Old Science Hall, (325-1622).

In addition, crimes may be reported to any Campus Security Authority. A Campus Security Authority is any official of OU who has significant responsibility for students and campus activities. The law requires that all crimes reported to any Campus Security Authority be included in OU’s statistics and evaluated relative to its timely warning policy. Professional mental health counselors are excluded from this requirement; however, OU encourages mental health professionals to inform the person being counseled of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual report.

To report crimes off campus, contact the local police department. For those crimes that occur in Norman, the Norman Police Department can be reached at 321-1444.

**Monitoring Off-Campus Crime**

University police learn of off-campus crimes from other local agencies when those agencies request assistance or when they routinely pass on information that may be of mutual interest. OUPD, members of the Division of Student Affairs (university vice president for Student Affairs, Director of Student Conduct, sorority and fraternity advisers) and members of the Norman Police Department meet to share information and redefine lines of communication. Because OUPD’s jurisdiction does not extend to the premises of off-campus student organizations, its role in investigations of such criminal activity is limited to information sharing, cooperation and coordination with the investigating agency upon request.
The University of Oklahoma Police Department (OUPD) provides law enforcement services on the Norman campus. Anyone who is the victim of or observes a crime should contact the Police Department at 911 from any on-campus telephone. A follow-up will be conducted of any reported crime for which sufficient information is provided to enable officers to carry out an investigation. All crimes should be reported to enable the police to best utilize their resources. OUPD encourages anyone who is the victim or witness to any crime to promptly report it to OUPD. Police reports are public records and cannot be held in confidence. However, confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other OU Campus Security Authorities.

OUPD officers are commissioned and sworn peace officers as authorized by state law, and have full law enforcement authority and powers. Additional non-commissioned uniformed employees (CSOs) provide patrols in various sections of campus, including residential housing, Traditions Square complexes, the academic area, and various locations on the Research Campus. University police officers are on duty 24 hours daily year-round. Additional uniformed student employees supplement police patrols in resident student housing areas during selected hours.

OUPD has a full-time crime prevention officer whose function is to develop and disseminate information to make members of the campus community aware of crime risks and enable them to reduce or eliminate risks and to deter or avoid crime. Among ongoing programs are “Operation Identification,” bicycle registration and a campuswide outdoor emergency telephone network. Crime awareness programming is provided for new students each fall and upon request to students or student groups throughout the year. OUPD also provides brochures on a number of prevention topics, including Operation ID, malicious telephone calls and sexual assault. OUPD co-sponsors the volunteer student escort service and is a participant in the Advocates for Sexual Assault Awareness, a community coalition. OUPD works closely with the Division of Student Affairs to develop and deliver new and additional programming as needs are identified.

Campus professional counselors, when acting as such, are not considered to be a campus security authority and are not required 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 procedure to report crimes on a voluntary basis to the OUPD for inclusion into the annual crime statistics.

Norman campus facilities normally are open for access during conventional business hours. Security hours for academic facilities are established by the budget unit which controls them; all residence halls have established security hours.

OUPD maintains an excellent working relationship with the Norman Police Department, which routinely informs OUPD of crimes occurring off-campus that involve or may be of concern to students. OUPD and NPD officers coordinate response to emergencies occurring in student-group facilities near but off campus, and communicate regularly to maximize the effectiveness of patrols.

Possession, use and sale of alcoholic beverages and illegal drugs are regulated by state law. The university has articulated a policy on prevention of alcohol abuse and drug use on campus and in the workplace (see pages 35 and 36). This and other policies are disseminated in the Student Handbook and the Faculty and Staff Handbooks.

This annual security report is prepared in compliance with 20 USC 1092 (f), the Clery Act, which is disseminated to all employees and current students and is available to employees and prospective students on request. To keep the university community informed of crime on the Norman campus, the Division of Student Affairs prints summaries of crimes reported to OUPD in the Campus Bulletin Board, which is published on Mondays as a supplemental feature of The Oklahoma Daily.

In addition, OUPD participates in the FBI’s Uniform Crime Report program through the Oklahoma State Bureau of Investigation. The annual UCR Report (Crime in America) is available in most public libraries.
Timely Warnings and Emergency Notifications

Anyone with information warranting a Timely Warning or Emergency Notification or anyone activating the university’s emergency communications system should report the circumstances to OUPD immediately. The university will issue warnings or notifications as appropriate to keep the campus community informed about safety and security matters on an ongoing basis and to prevent similar crimes from occurring. The decision to issue a Timely Warning or Emergency Notification shall be decided on a case-by-case basis in compliance with the Clery Act and considering all available facts. The timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

**Timely Warnings:**
Timely Warnings are issued for crimes to persons or property listed on page 5, including arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery and sex offenses. Timely Warnings also may be issued for other crimes as deemed necessary. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

**Emergency Notifications:**
The University of Oklahoma will immediately issue an Emergency Notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. Warnings may only be withheld if they would compromise efforts to contain the emergency. Confirmation of an emergency means that OUPD and other university officials, as appropriate, will gather and analyze reported facts to verify that a legitimate emergency or dangerous situation exists.

**Procedure:**
When a determination has been made that a Timely Warning or Emergency Notification is appropriate, the University of Oklahoma Police Department will take all appropriate steps to ensure timely notification of the campus community including immediately contacting the Vice President for Public Affairs or his/her designee to allow for appropriate media distribution. Options for notifying students, faculty and staff include the university’s Emergency Communication System. Additional methods of distribution may include, as appropriate:

1. contacting the local media for immediate distribution;
2. issuing a campuswide timely warning or emergency notification via email, voice mail, text message and/or outdoor emergency alert system;
3. printing the Timely Warning in the university’s student newspaper; and/or
4. posting a Timely Warning bulletin on the OUPD website, www.ou.edu/oupd/.

Such warning(s) and notifications may include, but are not limited to, the following information: type of crime, date, time and location of crime as well as available suspect information.

OU communicates timely warnings and emergency communications through a variety of modalities across campus, including outdoor public address systems, email, text messages and phone calls. Students and staff automatically receive emails and are given several reminders throughout the year to sign up for the emergency text message system. The mass notification system is tested at the beginning of each semester.

Building-specific evacuation plans are in place for every building on campus, including residential buildings. An evacuation drill is coordinated by the OU Fire Marshal and OU Emergency Management each semester for all residential facilities on campus. Students learn the locations of the emergency exits and emergency assembly areas. OU does not announce the drill to residents in advance. Evacuation drills are monitored by OU Fire Marshal, OU Emergency Management and OU Housing and Food Services staff to evaluate egress and behavioral patterns. After-action reports are prepared and improvements strategies are developed for any deficiencies. Students receive information about evacuation and shelter-in-place procedures during floor meetings and other educational sessions held throughout the year such as Sooner Safety Week. OU Housing and Food Services staff members are trained in these procedures as well and directions for evacuating and sheltering in place are posted in strategic locations throughout the residential facilities and academic buildings.

**Emergency Response Plan:**
OU’s Emergency Response Plan includes information concerning emergency response organization, response teams, shelter-in-place and evacuation guidelines. Departments are responsible for developing contingency plans for areas of responsibility. OU conducts emergency response exercises each year, including table top exercises, field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency capabilities of the campus. OU Executive Policy Group, Emergency Response Team, and OUPD supervisors and officers have received training in Incident Command and the National Incident Management System. When an incident occurs on campus that causes an immediate threat, the first responders to the scene, including OUPD, Norman Fire Department, Norman Police Department and Emergency Medical Services, work together in Unified Command to manage the incident. Depending on the incident type and level of activation, other OU departments and/or local or federal agencies also may be involved in the response and utilization of OU’s Emergency Operations Center.

**Minors on Campus:**
The university campus and community provides a variety of opportunities for minors to be on our campus, in our facilities or accessing activities or programs. The university has created a best practice guidance for the university community and trains faculty, staff and students on these topics. The best practice guidance may be found online at www.ou.edu/risk.
Security is Everybody’s Business

The campus community works together to make the university a safer place. As part of that effort, OUPD occasionally utilizes “Timely Warnings” or “Crime Alert” bulletins. The OU Crime Alert website can be accessed at www.ou.edu/oupd/timely.htm.

Members of the campus community can request services or repairs and report hazards, ranging from problems with outdoor lighting to fire safety issues and parking feedback, with forms accessed at www.ou.edu/oupd/formmenu.htm and sent to the appropriate campus departments.

All members of the university community and visitors are encouraged to contact OUPD at 325-1911 if they witness any person or object of a suspicious nature.

Online Cyberstalking

National surveys indicate that there is a tremendous increase in cyberstalking incidents among college women. Cyberstalking is threatening or harassing behavior directed at another using the Internet or other forms of online and computer communications. Victims can be targeted through chat rooms, message boards, discussion forums and social networking sites. This type of harassment is a misuse of OU computing resources and a violation of the Student Code. Where incidents are based on gender, it also is a violation of the university’s Sexual Misconduct Policy. Victims should consider filing a report of any harassing behavior with OUPD.

Harassng and Obscene Phone Calls

Anyone can be the victim of harassing, annoying, obscene or threatening telephone calls. Although such calls do not usually constitute a threat to personal safety, on-campus residents should contact OUPD and off-campus residents should contact the Norman Police Department upon receipt of a telephone call of questionable intent or origin. They can usually help you stop the calls.

SafeWalk and SafeRide

325-WALK and 325-RIDE

SafeWalk is a free service that utilizes Resident Advisers screened and approved by OUPD to accompany members of the university community anywhere on campus. Staff members are readily identifiable by special shirts, coats or badges. SafeWalk is available from 8 p.m. to 2 a.m. seven days a week. Call 325-WALK.

SafeRide is a program that provides safe, free taxi transportation to OU students anywhere within the Norman city limits — no questions asked. Each voucher will provide free transportation during that weekend on Thursday, Friday and Saturday evenings from 10 p.m. to 3 a.m. For more information, please visit the SafeRide website at www.saferide.ou.edu.

Bicycles

OUPD strongly recommends that owners of bikes lock them every time that they are unattended using a high-quality lock.

OUPD and the Norman Police Department sponsor a bicycle registration program available to any bicycle owner who keeps or uses a bicycle on the OU campus or elsewhere in Norman.

Bicycle registration is free and is required for any bicycle operated on the University campus. If a serial number cannot be located on your bike, then you can bring your bike to the Safe Walk Office in Cate Main or to OUPD and an OAN (owner-applied-number) can be stamped into the metal frame of your bike for identifying purposes.

Owner and bicycle information is recorded and maintained in a computer database and a tamper-resistant numbered registration sticker is affixed to the registered bicycle frame. Registration is required by municipal ordinance and university housing policy. For more information please contact Lt. Jacob Hall at 325-2864 or by e-mail at oupd@ou.edu.

Outside storage lockers are available at Adams, Couch and Walker centers and can provide additional protection for bicycles. For information on locker rental, contact Housing and Food Services at 325-2511.
Safety and Security Tips

On Campus:
• Never walk alone at night. Call a friend or 325-WALK for an escort.
• Always be aware of your surroundings. Walk purposefully and make eye contact with strangers.
• In parking lots, have keys ready when you approach your car to make your entry easier.
• After dark, try to park in a well-lit area close to your destination.
• Always lock car doors and roll up windows. Keep valuables out of sight or in the trunk.
• If you feel threatened, immediately go to an open building where there are other people or to one of the “blue light” emergency phones around campus.
• Never leave personal items unattended or unlocked.
• Emergency 911 telephone calls on cellular telephones will not be answered by OUPD but will be directed to a 911 Call Center. In most cases, this will be the City of Norman 911 Center, but it may be another location. For faster assistance, please advise the officer who answers the telephone that your emergency is occurring on the OU Norman campus and you will be forwarded to the OUPD Communications Center.

At Home:
• Always lock apartment and residence hall room doors, even when you are there. Take keys with you, even when stepping out for “just a second.”
• If you live in an area with locked doors, such as a residence hall, do not let strangers in without a key. This protects both you and your neighbors.
• Keep windows locked.
• Don’t lend out your keys or leave them lying around. Detach house keys from the main ring when having vehicles serviced.
• Utilize peepholes or safety chains. Don’t open doors without verifying the identity of the person on the other side.
• Don’t keep expensive jewelry, collectibles or large amounts of cash at home.
• Don’t advertise your absence, especially on your answering machine or any social networking sites. Put only a basic message on your machine identifying the phone number and requesting that callers leave a message.

In Social Situations:
• When dating someone you don’t know well, ask people you trust about your date.
• Socialize in groups so that you’re not alone with just one person. There really is safety in numbers.
• Drive yourself and carry extra money in case you need to get home alone.
• If you feel uncomfortable, there’s probably a reason. It’s better to do something you may consider rude than to remain in a dangerous situation.
• Remember that alcohol impairs both your decision-making processes and the ability to communicate.
• Keep all drinking glasses, bottles or other open containers in sight at all times. When accepting a drink of some kind, make sure that you open the container yourself and be aware that ice cubes could contain harmful substances as well.
• If you drink, DO NOT drive. Call SafeRide, 325-Ride, to get home safely.

ICEdot Emergency ID Service

Through the ICEdot membership system [icedot.org/site/the-university-of-oklahoma/], students, faculty and staff can register information they want a medic to know in case of an emergency, including allergies, prescribed medications, chronic conditions and emergency contacts. The information is contained in the member’s ICEdot card or keychain fob.
Guard Your Privacy on Social Networking Sites:
• Don’t give out information simply because it is requested.

• Giving out birthdates, full names, addresses, phone numbers, Social Security numbers, bank or credit card accounts and other personally identifiable information can lead to identity theft and cyberstalking.

• Select gender-neutral usernames.

• Protect your passwords.

• Be cautious about posting pictures of yourself, as stalkers sometimes can become obsessed by photos or images.

• Versions of online information can be archived, so once you post information, deleting it does not ensure that it is no longer available online.

• Be cautious about arranging personal meetings with new online acquaintances.

• Only post information that you are comfortable having others see, including parents, potential employers, instructors, etc.

• Trust your instincts.

Avoid Identity Theft:
Identity theft is the nation’s fastest-growing crime. If you become a victim of identity theft, it can take years to restore your credit and clear your name. The University of Oklahoma takes precautions to protect the identities of its faculty, staff and students, but here are a few “Do’s” and “Don’ts” to help keep you even safer:

DO: Only enter your sensitive personal information (Social Security number, credit card numbers, date of birth) on trusted sites.

DO: Immediately contact your credit card company about charges on your credit card that you didn’t make.

DO: Find out why your card is unexpectedly denied.

DO: Shred receipts, bills and other documents that might have personal information written on them.

DO: Obtain a copy of your credit report periodically. Active accounts that you do not recognize could indicate fraudulent activity.

If you suspect your identity has been stolen, DO:

• File a report with OUPD and obtain a copy of this report or the report number.

• Notify one of the three credit reporting agencies to put in place a fraud alert.

• File a report with the Federal Trade Commission (www.ftc.gov/bcp/edu/microsites/idtheft/ or 1-877-IDTHEFT).

DON’T: Share your passwords with anyone, even family and close friends.

DON’T: Ignore calls from creditors about charges. This could be the first sign that your identity has been stolen.

DON’T: Reply to e-mails that request personal information. These messages are called phishing messages, and they are a common tool of identity thieves.

DON’T: Leave paperwork that contains personal information lying around for others to see and steal.
Sexual Assault Programs and Services

As part of the university’s effort to provide an environment conducive to the advancement of its educational, research and public service missions, it provides the following sexual assault programs and services:

• Educational programs to enhance awareness of sexual assault and misconduct and the conditions that foster this offense on university campuses.
• Programs designed to educate the university community on prevention of sexual assault and misconduct.
• Services to survivors that occur on institutional property or survivors who are affiliated with the university.

To safeguard the rights and interests of the survivors, the university pursues sanctions against perpetrators of sexual assault and misconduct as follows:

**OUPD** (i) provides emergency response for survivors immediately following assault, (ii) provides law enforcement and investigative services, as applicable, (iii) pursues prosecution of the perpetrators pursuant to the preference of survivors and (iv) conducts sexual assault and misconduct prevention programs for students, faculty and staff.

**The Division of Student Affairs** (i) provides support and counseling services to sexual assault and misconduct survivors, (ii) informs survivors of and provides access to institutional disciplinary resources for prosecution of the perpetrator(s), (iii) facilitates the provision of advocates or other support to survivors as long as the survivors desire and (iv) conducts education programs to enhance awareness of sexual assault and misconduct on campus.

**OUPD and the Division of Student Affairs** coordinate their respective efforts in education and prevention programs and services.

**OUPD** offers, on request by OU-affiliated groups, sexual assault awareness and rape self-defense classes.

**The Institutional Equity and Title IX Office** offers training on gender discrimination, including sexual assault, misconduct, dating/domestic violence, stalking, gender discrimination and sexual harassment, and conducts administrative investigations into violations of the Sexual Misconduct Discrimination and Harassment Policy.

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**DID YOU KNOW?**

OUPD can tailor a sexual assault prevention program to a group’s needs and interests. For more information or to schedule a session, call Lt. Jacob Hall at 325-2864 or e-mail oupd@ou.edu
**OUPD Response**

OUPD officers are responsible for ensuring that every victim or witness of a crime involving sexual assault or domestic abuse is informed about the medical treatment, counseling and monetary compensation available to them. OUPD will refer the student requesting university sexual assault charges to the Sexual Misconduct Officer and students requesting domestic abuse charges to Student Conduct. As preservation of evidence is vital to pursuit of the perpetrator and proof of criminal sexual assault, all crimes involving sexual or domestic assault should be immediately reported by calling 911. At a minimum, OUPD will provide victims with the following information:

- onpoint.ou.edu
- Sexual Misconduct Office telephone number
- State Department of Mental Health telephone number
  - Student Conduct telephone number
  - Number Nyne Crisis Center telephone number
  - Women’s Resource Center of Norman telephone number and information sheet
  - Domestic abuse, dating violence, stalking, rape or forcible sodomy rights information sheet
  - Rights of victim of domestic/dating abuse information sheet

Every victim of a crime has the right to be informed about how his or her case will be handled by OUPD, which will:

- Provide the case number assigned to the victim’s case, if requested
- Explain the processing of a criminal case
- Provide guidance on how to obtain information about the processing of the case
- Provide the non-emergency OUPD telephone number to enable a victim to request information about the status of his or her case

**OUPD Advocates**

The purpose of OU Advocates is to provide support, advocacy and a coordinated response to members of the University of Oklahoma community who experience sexual assault, relationship violence, stalking or gender-based harassment.

OU Advocates are university staff members and can assist with advocacy within medical and legal communities, connect victims with counseling services and other psychological supports, and provide referrals for additional services.

OU Advocates are available by calling (405) 615-0013 or through the OU Women’s Outreach Center, 247 OMU, and (405) 325-4929. onpoint.ou.edu.

**Sex Offender Registration**

Students or employees who are required to register as sex offenders or violent offenders must promptly register in person with OUPD, in addition to registering with any other required authorities. According to the Sex Offenders Registration Act and the Mary Rippy Violent Crime Offenders Registration Act, 57 O.S. §§ 581-599.1, failure to promptly register is a felony. The Oklahoma Department of Corrections provides a sex offender registry for public viewing at the following web address: http://docapp8.doc.state.ok.us and the national registry at nsopw.gov/en-us/registry. Information on federal prisons can be viewed at http://www.bop.gov. Please remember that only offenders convicted after November 1999 will be included in the sex offender registries. For more information, contact OUPD in person or at 325-2864.

**Women’s Outreach Center**

The Women’s Outreach Center (www.ou.edu/womensoc) was created to provide educational and support services addressing issues that affect women’s lives. It provides information on sexual assault awareness, facilitates sexual assault prevention and educational programming, and provides referrals to campus and off-campus resources. Specific programs include Rape Awareness Week in the fall and Sexual Assault Awareness Month in April. Programs and activities include the White Ribbon Campaign; Take Back the Night; Step In, Speak Out; and other outreach about sexual assault. For more information, call (405) 325-4929.
Note: In compliance with federal law, the disclosures below reference legal terms such as “rape,” “sexual assault,” “stalking,” “domestic violence,” etc. The University of Oklahoma’s disciplinary process does not enforce criminal law. Thus, university policies use terms such as “sexual misconduct,” “non-consensual sexual intercourse,” “non-consensual sexual contact,” “sexual exploitation,” and “sexual harassment” that overlap significantly with legal definitions, but are policy-based not criminal in nature. Additionally, domestic violence, dating violence, and stalking can also be violations of the university’s Sexual Misconduct Policy, when motivated in whole or in part by the sex or gender of the alleged reporting party. University policy regarding sexual misconduct is located at: http://www.ou.edu/content/eoo/policies.html.

As noted, and as defined by the university’s Sexual Misconduct, Discrimination, and Harassment Policy, the university prohibits rape, acquaintance rape, sexual assault, sexual misconduct, sexual harassment, stalking, dating violence, domestic violence, and other gender-based discrimination. Sexually violent acts, termed sexual misconduct by the university, are violations of the university’s Sexual Misconduct, Discrimination, and Harassment Policy as well as its Student Code, Faculty, and Staff Handbooks, and may also be considered crimes. In an effort to reduce the risk of sexually violent acts such as sexual assault occurring among its students and employees, the university provides awareness and prevention programming.

University Education and Programming

Annually, the university offers programming to educate and help prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation as well as through mandatory online training throughout the semester. These programs and others offered throughout the year include strong messages regarding awareness and primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policy on sexual misconduct as well as Oklahoma’s definitions for domestic violence, dating violence, sexual assault, stalking, and consent in relation to sexual activity.

Bystander intervention is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals, and how to avoid potential attacks and do so without applying victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to faculty, staff and students. These include posters, newspaper advertisements, stakes, banners, T-shirts, shopping bags, magnets, brochures, flyers, information tables at campus-wide events, and video messages at sporting events.

OU provides One Sooner Can Make a Difference active bystander training and Sooner Ally training, both for students, faculty and staff; Step IN Speak OUT peer education training; and alcohol awareness training for incoming freshmen. Other efforts include e-mails, guest speakers and such events as Take Back the Night, the Red Flag Campaign, Safe Break, the White Ribbon Campaign, D8ME campaign for healthy relationships, Domestic Violence Awareness Month, Sexual Assault Awareness Month, Rape Awareness Week, and Stalking Awareness Month. See also, notonourcampus.ou.edu and www.ou.edu/womensoc.
Consequences for Sexual Misconduct Policy Violations

In the event that a sexual assault, sexual misconduct, act of stalking, dating violence, domestic violence, gender-based crimes or violence does occur, the university takes the matter very seriously. The university employs interim protection measures such as interim suspension and/or no contact orders in any case where a student’s/employee’s behavior represents a risk of violence, threat, pattern, or predation. A student/employee who is found to have committed sexual assault, sexual misconduct on or off campus is subject to immediate suspension or dismissal/termination. If a student/employee is accused of sexual assault/misconduct, other gender-based violence or crimes of rape, sexual assault, sexual harassment, stalking, dating or domestic violence, s/he is subject to action in accordance with the Sexual Misconduct, Discrimination, and Harassment Policy as well as the Student Code of Conduct and Procedures located at: http://studentconduct.ou.edu and Staff Handbook. These sanctions for students can include:

1. **Verbal Warning:** A verbal notice that the behavior was inappropriate.

2. **Written Warning:** A written statement that the behavior was inappropriate, which will remain on the student’s university disciplinary record for a specified period of time or until the student meets certain conditions.

3. **Disciplinary Probation:** A written statement that the behavior was inappropriate and should subsequent violations occur, the university will take more serious conduct action up to and including suspension or expulsion. This can include exclusion from university-affiliated entities, including student organization activities for a period of time or until the student meets certain conditions. Disciplinary probation will remain on the student’s disciplinary record for a specified period of time or until the student meets specified conditions.

4. **Educational Sanctions:** A specific number of hours of community service, completion of a reflection or research paper, attending a class, program or lecture, attending counseling, or other actions (including being placed “not in good standing” which can have negative impacts on ability to obtain scholarships, leadership roles in student organizations, study abroad opportunities and graduate colleges).

5. **Restitution:** Repayment for damages or misappropriation of property. This may include monetary compensation or other related service(s), such as cleaning or restoration.

6. **Administrative Fee:** Administrative fees for educational programs and presentations as well as policy related administrative costs, which are assessed directly to the student’s bursar account. A financial stop may be placed on the student’s record if the student fails to pay the administrative fee by the due date. This stop may prevent the student from registering for future terms or adding or dropping courses.

7. **University-Owned Housing Reassignment or Termination:** Reassignment to another university-owned housing unit, exclusion from certain university-owned properties or termination of the student’s housing agreement.

8. **Administrative Trespass:** Denial of access to all or a portion of campus, except for limited periods and specific activities with the permission of the appropriate university official, as designated by the university Vice President for Student Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate university official or the campus police may take action.

9. **Suspension:** Exclusion from the university and all campuses governed by the Board of Regents of the University of Oklahoma for a specific period of time or until the student meets certain conditions, following which the student may be permitted to re-enroll or apply for readmission to the university, as applicable.

10. **Expulsion:** Exclusion from the university and all campuses governed by the Board of Regents of the University of Oklahoma for an indefinite period of time, a record of which remains on file permanently.

11. **Restriction or Denial of University Services:** Restricted from use or denial of specified university services or property, including participation in university or university-affiliated activities.

12. **Delayed Conferral of Degree:** Delay of issuance of a student’s diploma for a specified period of time or until the student meets certain conditions.

Sanctions for employees can range from verbal/written reprimands, on- or off-campus counseling/training, community service, administrative leave with or without pay, removal of supervisory or other roles/duties, conduct agreements, other sanctions as deemed appropriate, or termination. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion, or termination of employment.
Information for Reporting Parties of Sexual Assault/Misconduct

A student/employee wishing to officially report such an incident may do so by contacting the Title IX or Sexual Misconduct Officers at (405) 325-2215. Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating or domestic violence is encouraged to report it immediately. Reporting parties are not required to report an incident to law enforcement or campus authorities, but campus authorities will assist reporting parties who wish to do so. A student/employee wishing to officially report such an incident to campus authorities (rather than local law enforcement) may do so by contacting OUPD (405) 325-2864.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, let OUPD (405) 325-1911 know if you are on campus or call 911 if you are off campus.

2. Consider securing immediate professional support to assist you in the crisis (e.g. counseling, victim advocacy, medical services, etc.).

3. Call the OU Advocates (405) 615-0013 (Kathy Moxley, Director), or visit the Women’s Outreach Center on the first floor of the Oklahoma Memorial Union if you are on campus during regular business hours, or Goddard Health Center 620 Elm Ave., Norman, Oklahoma (405) 325-2911 (Scott Miller, Director).

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The local rape crisis center will arrange for a specific forensic medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description,), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify OUPD (405-325-2864) or the campus Title IX Coordinator/Sexual Misconduct Officer (405-325-2215) so that those orders can be observed on campus.

5. Even after the immediate crisis has passed, consider seeking support from the OU Advocates (405) 615-0013 or the Norman Rape Crisis Center (405) 701-5660.

6. To report the incident administratively, or if you need assistance with university-related concerns, such as no-contact orders or other protective measures, contact the Title IX Officer, Laura Palk, or the Sexual Misconduct Officer, Kathleen Smith, both at (405) 325-2215, Walker Center Room 220W.

7. The OU Advocates (405) 615-0013 will also assist with any needed advocacy for students/employees who wish to obtain protective or restraining orders from local authorities. The university is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, access to counseling services, scheduling, and other support and resources as needed.
University Policy Regarding Sexual Misconduct and Oklahoma Legal Definitions for Sexual Assault

Rape is generally defined as forced sexual intercourse. It may also include situations where the reporting party is incapable of giving consent due to incapacitation by means of a disability or alcohol or other drugs. Many rapes are committed by someone the reporting party knows, such as a date, friend or acquaintance.

The university defines the following as sexual misconduct prohibited by policy. See www.ou.edu/eoo Sexual Misconduct, Discrimination and Harassment Policy.

Sexual Violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual misconduct and sexual coercion.

1. Non-Consensual Sexual Intercourse is defined as any sexual intercourse or penetration of the anal, oral, vaginal, or genital opening of the victim, including sexual intercourse or penetration by any part of a person’s body or by the use of an object, however slight, by one person to another without consent or against the victim’s will. This definition includes rape and sexual assault, sexual misconduct and sexual coercion.

2. Non-Consensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim’s intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim’s body using the perpetrator’s genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.

3. Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone’s will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.

4. Sexual Exploitation occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Non-consensual video or audio-taping of any form of sexual activity;
2. Going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch you having consensual sex without your partner’s knowledge or consent);
3. Sexually-based stalking or bullying;
4. Engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
5. Knowingly transmitting a sexually transmitted disease or illness to another;
6. Exposing one’s genitals in a non-consensual circumstance, or inducing another to expose his or her genitals;
7. Prostituting another person;
8. Other forms of invasion of sexual privacy.

In addition to university policy, rape is considered a crime under Oklahoma law. Oklahoma Penal Code, §21-1111 defines rape as:

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse...
under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;

7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or

8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

In addition to the university’s definition for administrative purposes, the Oklahoma Penal Code, §21-1114A, also provides that there is a lack of consent in criminal rape cases where:

1. rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age; or

2. rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or

3. rape accomplished where the reporting party is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit; or

4. rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused; or

5. rape accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime; or

6. rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or

7. rape by instrumentation committed upon a person under fourteen (14) years of age.

Under Oklahoma law and university policy, there are other forms of sexual assault. Besides rape, other sexual offenses include the following:

- Sodomy (forced anal intercourse)
- Oral copulation (forced oral-genital contact)
- Rape by a foreign object (forced penetration by a foreign object, including a finger)
- Sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal)

Under Title 21, Section 1123 (b) of the Oklahoma Statutes, the definition of sexual battery is:

B. No person shall commit sexual battery on any other person. “Sexual battery” shall mean the intentional touching, mauling or feeling of the body or private parts of any person sixteen (16) years of age or older, in a lewd and lascivious manner and without the consent of that person or when committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state.

Reporting parties are reminded that they may seek either, both, or neither law enforcement and University investigations and intervention where a member of the university community commits the violation regardless of where the incident occurs, and/or where the incident occurs at an event or facility owned or controlled by the university.
Definition of Intimate Partner Violence under University Policy and Oklahoma Law

In addition to sexual violence and misconduct, the University’s policy prohibits intimate partner violence also known as dating or domestic violence. An administrative policy violation may exist where an individual in a dating or intimate relationship (as determined by examining factors surrounding the relationship) commits acts of violence against a member of the University community. See www.ou.edu/eoo Sexual Misconduct, Discrimination and Harassment Policy.

Additionally, under Oklahoma Penal Code §21-644, domestic and dating violence is defined as any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

Definition of Stalking under University Policy and Oklahoma Law

University policy prohibits stalking from an administrative perspective. It is defined as repetitive and/or menacing pursuit, following, harassment, and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community regardless of whether it is done in person or electronically. See www.ou.edu/eoo Sexual Misconduct, Discrimination and Harassment Policy.

For Oklahoma criminal law purposes, Oklahoma Penal Code §21-1173, defines stalking as:

Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and

2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Potential Sanctions Regarding Intimate Partner Violence and Stalking and Administrative Assistance

To preserve evidence to assist in administrative or legal investigations, please obtain medical assistance and reports where appropriate, observe the recommendations for sexual assault noted above, and retain all documentation, e-mails, voice mail messages, etc., demonstrating the activity. Please contact the OU Advocates, who can assist you with safety plans, obtaining reporting party’s protective orders, University mutual no-contact orders, referrals to available resources, and law enforcement assistance: (405) 615-0013.

For offenses including domestic violence, dating violence, and stalking, the university’s administrative sanctions range from warnings through to expulsion/termination as described above. Serious and violent incidents, and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.

University’s Policy on Sexual Harassment

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. University policy prohibits sexual harassment. All members of the university community, especially officers, faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free from sexual harassment. For the purposes of this policy, sexual harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual’s gender or that is sexual in nature and is so severe, pervasive, or persistent, objectively and subjectively offensive, that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities, or the conditioning/denial of benefits or privileges based upon another’s agreement or refusal to submit to sexual advances. Students, employees, and visitors who
are subject to, or who witness unwelcome conduct of a sexual nature, are encouraged to report the incident(s). See www.ou.edu/eoo Sexual Misconduct, Discrimination and Harassment Policy.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member or staff member should be brought to the immediate attention of the Institutional Equity and Title IX Officer, Laura Palk (405) 325-2215, or Bobby Mason, Equal Opportunity Officer and Associate Title IX Officer (405) 325-3546. Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of Kathleen Smith, Sexual Misconduct Officer, or the Institutional Equity and Title IX Officer, Laura Palk (405) 325-2215. The university will investigate such claims promptly and thoroughly. If, for any reason, a student/employee wishes to complain or inquire about sexual harassment, but feels it would be inappropriate to raise such issues with the Title IX or Sexual Misconduct Officer, the student/employee may inquire or complain to any department chair or any officer of the university at the level of vice president or above, and such inquiries or complaints will receive a prompt and thorough investigation through the appropriate office.

Potential Sanctions for Sexual Harassment

If harassment is established, the university will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from the university for repeated or serious violations as described above.
University Procedures for Addressing Policy Violations: Sexual Misconduct, Dating/Domestic Violence, Stalking, Sexual Harassment, and Other Acts of Sex or Gender Discrimination

For offenses including sexual misconduct or other gender-based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion/termination as described previously. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.

Procedurally, when the University receives a report of sexual misconduct, sexual assault, gender-based violence, stalking, dating violence and/or domestic violence, sexual harassment, or other gender-based discrimination the campus Title IX Officer (405) 325-2215, is notified. If the reporting party wishes to access local community agencies and/or law enforcement for support, the University will assist the reporting party in making these contacts. The Title IX Officer or her designee will offer interim or long term measures such as opportunities for academic accommodations, changes in housing for the reporting party or the responding student/employee, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the reporting party so desires, he/she will be connected with a counselor on or off campus, as well as an on or off campus victim’s advocate. No reporting party is required to take advantage of these services and resources, but the university provides them in the hope of offering help and support without condition or qualification.

A summary of rights, options, support and procedures is provided to all reporting parties regardless of whether they are students, employees, guests or visitors. The reporting party will be connected with a counselor on or off campus, should he/she wish.

When the reporting party chooses, or the university believes it is necessary, the Title IX Officer will cause a prompt, fair and impartial investigation to be initiated, which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon an accused individual. Procedures detailing the investigation and resolution processes of the university can be found online here: http://www.ou.edu/content/eoo/policies.html

The Title IX Officer is ultimately responsible to assure in all cases that the behavior is brought to an end, the university acts to reasonably prevent its recurrence and the effects on the reporting party and the community are remedied. The Title IX Officer in conjunction with other offices, including Student Conduct and Student Affairs, Legal Counsel, and Human Resources, is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination covered by Title IX. Training will help those decision-makers associated with the process to protect the safety of reporting parties and to promote accountability for those who commit offenses.

The investigation and records of the resolution conducted by the university are maintained confidentially. Information is shared internally between administrators who need to know. Where information must be shared to permit the investigation to move forward, the reporting party will be informed. Privacy of the records specific to the investigation is maintained in accordance with Oklahoma law and the federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Jeanne Clery Act (Clery Act) will not release the names of reporting parties or information that could easily lead to a reporting party’s identification. Additionally, the university maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

In any complaint of sexual assault, sexual misconduct, stalking, dating violence, domestic violence, or other gender-based discrimination covered under Title IX, the reporting party and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications.

All parties will be informed of the university’s appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.
Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the university is providing a link to the Oklahoma State Sex Offender Registry. All sex offenders are required to register in the State of Oklahoma and to provide notice of each institution of higher education in Oklahoma at which the person is employed, carries a vocation or is a student. See: http://docapp8.doc.state.ok.us

In addition to the above notice to the State of Oklahoma, all sex offenders are required to deliver written notice of their status as a sex offender to the university’s campus police department (OUPD) no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the university. Such notification may be disseminated by the university to, and for the safety and well-being of, the university community, and may be considered by the university for enrollment and discipline purposes. Failure to comply with these requirements may result in disciplinary sanctions up to and including suspension, expulsion, dismissal, or termination.

Information Relevant to the Arezzo, Italy Campus

The information contained within this report is equally applicable to the Arezzo, Italy, campus. The same policies and procedures regarding Sexual Misconduct, Discrimination and Harassment apply. If a student, faculty, or staff member wishes to file a complaint about a policy violation while in Arezzo, they should contact Charlotte DuClaux: 338-941-4915, or contact the Sexual Misconduct Office directly at 001-405-325-2215 (Kathleen Smith, Sexual Misconduct Officer, or Laura Palk, the Institutional Equity and Title IX Officer). Investigations will be conducted in the same manner as noted in the Sexual Misconduct, Discrimination and Harassment Policy found online at www.ou.edu/eoo; however, additional assistance from university staff located in Arezzo or the use of Skype-type services may be utilized to conduct the investigation.

Where an immediate concern for the Arezzo campus is noted because of a complaint involving a faculty or staff member, the accused individual may be immediately removed from the campus pending the investigation. Where the complaint involves an accused student, the Student Code Policies and Procedures permit the Arezzo Program Director with approval of the Vice President for Student Affairs to remove the accused student from the campus pending the investigation. See www.judicial.ou.edu under the tab “Direct Administrative Action Procedures Applicable for Study Abroad Programs.”

In addition to the education and programming individuals receive on the Norman campus noted above, individuals traveling to Arezzo, Italy, as either faculty, staff, or students receive specific study abroad orientation trainings on how the policies apply to them abroad, and what to do should they become a victim while abroad.

The OU Advocates provide 24/7 assistance for reporting parties and may be contacted at: 001-405-615-0013. Additionally, Arezzo Student Affairs can provide support and assistance while in Arezzo, Italy: Charlotte DuClaux: 338-941-4915. Local law enforcement services may be contacted by calling: 39-0575-4001.

The United States Embassy in Italy has detailed information on best practices with respect to seeking medical and legal assistance (including how to report a crime, what to expect if you seek medical attention or law enforcement assistance as well as a list of English speaking doctors) if you are a victim of a crime in Italy. Please see: http://italy.usembassy.gov/acs/emergency/emergency-crime.html for more information.

Local laws concerning whether certain actions are considered crimes in Italy differ from the definitions for the same crimes in the state of Oklahoma.

For example, rape is defined as sexual violence: “Whoever by force or by threat or by abuse of authority, forces another person to make or submit to sexual acts shall be punished with imprisonment from 5 to 10 years.”

Consent is defined as “the age at which a person is considered capable of giving informed consent to behavior governed by law, and in particular sexual relations.”

Stalking is considered “repeated conduct, threats or harassment of someone so as to cause a severe and continual state of anxiety or fear, or give rise to a well-founded fear for the safety of self or a close relative or person bound by the same loving relationship or to compel the same to alter their lifestyle habits.”

Domestic violence is considered “abusive behavior by one or both partners in an intimate relationship of the couple, such as marriage and cohabitation. It manifests itself in many forms, such as sexual abuse, physical assault, threats of assault, intimidation, control, stalking, psychological violence, neglect, economic deprivation.”

For more information on how to file a report and for other resources, see http://italy.usembassy.gov/acs/emergency/emergency-crime.html.
Outreach Programs

The Women’s Resource Center

The Women’s Resource Center (WRC) of Norman provides access to safe shelter, a 24-hour crisis intervention hotline, victims’ advocacy, a Rape Response Advocate, and forensic medical sexual assault exams provided by a Sexual Assault Nurse Examiner (SANE) at the Rape Crisis Center. WRC does not refuse service based on inability to pay.

Step In, Speak Out

This one-hour peer education session is designed to offer men and women insights into the causes and reality of sexual assault, with an emphasis on bystander intervention. Students learn how to help survivors of sexual assault, discuss consent and risk-reduction strategies, and learn ways to step in and speak out when they see sexual assault risk behavior about to occur. Step In is tailored to men, women and co-ed groups and is offered to student groups, classes and organizations on campus.

Room Changes: Emergency

In the event of an emergency situation such as a sexual assault, the university may respond by making living arrangements changes. Each situation will be addressed on a case-by-case basis and decisions will be made in the best interest of all students involved. Additionally, every effort will be made to accommodate student requests for changes in academic schedules.

Number Nyne

Number Nyne (325-NYNE), a crisis hotline founded at OU in the 1960s, is available to anyone who wants to talk about personal problems of any nature. While school is in session, Number Nyne is open seven days a week from 8 p.m. to 4 a.m. (8 p.m. to midnight during the summer), operating entirely over the telephone with total confidentiality and anonymity. Number Nyne also provides services to those in crisis situations or in need of information about or referrals to community services. The staff of Number Nyne is extensively trained to assist people in situations including depression, suicide, rape and problems with drugs or alcohol.

Women’s Resource Center

The Women’s Resource Center (WRC) of Norman provides access to safe shelter, a 24-hour crisis intervention hotline, victims’ advocacy, a Rape Response Advocate, and forensic medical sexual assault exams provided by a Sexual Assault Nurse Examiner (SANE) at the Rape Crisis Center. WRC does not refuse service based on inability to pay.
The University of Oklahoma has adopted a policy aimed at preventing the illegal use of alcohol and drugs by university students and employees on university premises or as part of university-sponsored activities. The university considers a violation of this policy to be a major offense that can result in a requirement for participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action, up to and including termination from employment and suspension or expulsion from the university.

The policy:

- Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions
- Acknowledges that convictions become a part of an individual’s criminal record and may prohibit career and professional opportunities
- Requires an employee to notify his or her supervisor in writing of a criminal conviction for drug- or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction
- Recognizes that health risks generally associated with alcohol and drug abuse can result in a variety of physical and psychological problems
- Provides for employee and student access to the university’s drug and alcohol abuse counseling and training programs
- Forbids an employee from performing sensitive safety functions while a prohibited drug is in his or her system
- Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test
- Requires that all students and employees abide by the terms of the policy as a condition of initial and continued enrollment and/or employment
- Provides for annual distribution of the alcohol and drug abuse policy to staff, faculty and students

DID YOU KNOW?

The Student Rights and Responsibilities Code and Procedure is online.

All members of the university community can access the entire University of Oklahoma Student Code at

http://studentconduct.ou.edu
Employee Assistance Program: This program provides professional and confidential help to faculty, staff and their family members dealing with a variety of problems, including drug and alcohol abuse. It includes an assessment of the problem and the best avenues for assistance and provides employee counseling and training programs on the dangers of drug and alcohol abuse.

Counseling Services: Individual and group counseling services are available at the University Counseling Center and the Counseling Psychology Clinic.

Licensed Alcohol and Drug Counselor: The university employs a licensed alcohol and drug counselor to assist in student counseling and program development.

Alcohol Education Program for Sanctioned Students: This program incorporates personalized feedback and motivational interviewing techniques to reduce high-risk drinking behavior and alcohol-related harm. Through this program students are encouraged to make responsible decisions related to alcohol and negative consequences associated with alcohol misuse, and to examine what steps have been/are being taken to reduce harm. This program integrates components shown by research to be effective.

Sooner Safety Week (Sept. 9-13): The goal of Sooner Safety Week, held each fall across campus, is to teach students about campus safety. Through fun, interactive programs, SSW provides information ranging from how to be aware of one’s surroundings to the dangers of texting while driving. Events include Beer Goggles and Trikes, Mocktails and Karaoke, and a fire demonstration.

Alcohol Counseling Group: This is a counseling program to provide specific support and intervention for at-risk students or for those who have been found to have difficulties with alcohol.

Alcohol Education Program for First-Year Students: This program consists of interactive group discussions led by Peer Educators who provide facts about alcohol and its use on the OU campus, coupled with commonly experienced real-world scenarios, during which students are asked to talk about their decisions and the decisions of their peers. It aims to reduce high-risk binge-drinking among college freshmen, decrease the number of alcohol-related incidents and change the perception of the campus culture among freshmen.

Online Alcohol Education: This is a mandatory alcohol awareness program for all incoming undergraduate students 22 years of age and younger. It is an interactive website about prevention issues, alcohol education and university alcohol policies. Refer to ou.edu/ucc/cap for more information and to onpoint.ou.edu to access the online education session.

For more information about the availability of these programs, call Goddard Health Services at 325-4611 or the Comprehensive Alcohol Program at 325-2255.
The university recognizes its responsibility as an educational and public service institution to promote a healthful and productive work environment. This responsibility demands implementation of programs and services that facilitate that effort. The university is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The university program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on university property, or as part of any university-sponsored activities. It shall be Board of Regents’ policy that:

• All students and employees shall abide by the terms of this policy as a condition of initial and continued enrollment/employment.

• The illegal use of drugs and alcohol is in direct violation of local, state and federal laws as well as university policies governing faculty, staff and student conduct. This policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs or controlled substances in the workplace, on university premises, or as a part of any university-sponsored activities.

• Violating this policy shall be a major offense which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the university. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

• Violating applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, administrative fee, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual’s criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state and federal sanctions can be obtained through the offices of Student Affairs and Human Resources.

• An employee shall notify his or her supervisor in writing of a criminal conviction for drug- or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.

• The university shall establish and maintain Employee Assistance Programs and Student Counseling Services for counseling and training programs to inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.

• An employee shall not perform safety-sensitive functions while a prohibited drug is in his or her system.

• The university may require drug testing of safety sensitive employees (as defined by federal law) prior to employment, when there is reasonable cause, after an accident, on a random basis, and before allowing an employee or student to return to duty after refusing to take a drug test or after not passing a drug test.

• The university shall annually distribute this policy to all staff, faculty and students.

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The appropriate Senior Vice President and Provost or Executive Officer is responsible for notifying federal funding agencies within 10 calendar days whenever an employee is convicted of a drug-related crime that occurred in the workplace. Decisions under this policy are subject to the grievance procedures stated elsewhere in the Board of Regents’ policy.
Enrollment in the university creates special obligations beyond those attendant upon membership in general society. In addition to the requirement of compliance with all applicable laws and regulations, the student assumes the obligation to comply with all applicable university and college regulations.

It is the responsibility of all students who are potential parties or witnesses to an alleged violation of the code to participate in the conduct process. Students have a duty to cooperate and discuss the incident with appropriate university officials, adhere to stated deadlines, attend scheduled meetings, provide documentation as requested and participate in all proceedings. Failure to meet these duties may result in a decision being made without the benefit of the student’s participation, or may result in a student being charged with failing to comply with the direction of a university official. The Student Rights and Responsibilities Code can be found at http://studenthandbook.ou.edu, and includes a description of Prohibited Conduct and the Student Conduct Procedures.

### Citation Schedule

<table>
<thead>
<tr>
<th>Prohibited Conduct</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitation/Unauthorized Entry</td>
<td>$15.00</td>
<td>$30.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
<tr>
<td>Littering</td>
<td>$15.00</td>
<td>$30.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
<tr>
<td>Removal of Furniture/Fixtures</td>
<td>$30.00</td>
<td>$60.00</td>
<td>Fine up to $90.00 or disciplinary process</td>
</tr>
<tr>
<td>Open Flame Devices, Combustibles or Hazardous Chemicals</td>
<td>$15.00</td>
<td>$30.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
<tr>
<td>Pets</td>
<td>$15.00</td>
<td>$30.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
<tr>
<td>Propping Open Security Doors</td>
<td>$50.00</td>
<td>Disciplinary process</td>
<td></td>
</tr>
<tr>
<td>Noise</td>
<td>$15.00</td>
<td>$30.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
<tr>
<td>Failure to Comply with Lawful Directions of Institution Officials Acting in Performance of Their Duties</td>
<td>$15.00</td>
<td>$30.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
<tr>
<td>Violation of Published Residence Hall or Apartment Rules</td>
<td>$15.00</td>
<td>$30.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
<tr>
<td>Misuse of Institutional Property</td>
<td>$30.00</td>
<td>$60.00</td>
<td>Fine up to $90.00 or disciplinary process</td>
</tr>
<tr>
<td>Defacement of University Property</td>
<td>$30.00</td>
<td>$60.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
<tr>
<td>Violation of Posted Library Food, Tobacco and Beverage Regulations</td>
<td>$15.00</td>
<td>$30.00</td>
<td>Fine up to $45.00 or disciplinary process</td>
</tr>
</tbody>
</table>
Sanctions

The following sanctions may be imposed upon students or student groups by the appropriate disciplinary board or administrative official:

**Verbal Warning:** A verbal notice that the behavior was inappropriate.

**Written Warning:** A written statement that the behavior was inappropriate, which will remain on the student’s university disciplinary record for a specified period of time or until the student meets certain conditions.

**Disciplinary Probation:** A written statement that the behavior was inappropriate and, should subsequent violations occur, the university will take more serious conduct action up to and including suspension or expulsion. This can include exclusion from university affiliated entities, including student organization activities, for a period of time or until the student meets certain conditions. Disciplinary probation will remain on the student’s disciplinary record for a specified period of time or until the student meets specified conditions.

**Educational Sanctions:** A specific number of hours of community service, completion of a reflection or research paper, attending a class, program or lecture, attending counseling, or other actions.

**Restitution:** Repayment for damages or misappropriation of property. This may include monetary compensation or other related service(s), such as cleaning or restoration.

**Administrative Fee:** Administrative fees for educational programs and presentations as well as policy related administrative costs, which are assessed directly to the student’s bursar account. A financial stop may be placed on the student’s record if the student fails to pay the administrative fee by the due date. This stop may prevent the student from registering for future terms or adding or dropping courses.

**University-Owned Housing Reassignment or Termination:** Reassignment to another university-owned housing unit, exclusion from certain university-owned properties or termination of the student’s housing agreement.

**Administrative Trespass:** Denial of access to all or a portion of campus, except for limited periods and specific activities with the permission of the appropriate university official, as designated by the University Vice President for Student Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate university official or the campus police may take action.

**Suspension:** Exclusion from the university and all campuses governed by the Board of Regents of the University of Oklahoma for a specific period of time or until the student meets certain conditions, following which the student may be permitted to re-enroll or apply for readmission to the university, as applicable.

**Expulsion:** Exclusion from the university and all campuses governed by the Board of Regents of the University of Oklahoma for an indefinite period of time, a record of which remains on file permanently.

**Restriction or Denial of University Services:** Restricted from use or denial of specified university services, including participation in university activities.

**Delayed Conferral of Degree:** Delay of issuance of a student’s diploma for a specified period of time or until the student meets certain conditions.

**Strike:** The university’s official recognition of a student’s or organization’s violation of the University of Oklahoma’s Norman Campus Alcohol Policy.
Disability, Discrimination and Equal Opportunity

Disability – General Statement

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by the University of Oklahoma. Accommodations on the basis of disability are available by contacting:

Disability Resource Center
Room 166, Goddard Center
(405) 325-3852, TDD
(405) 325-4173
http://www.ou.edu/drc/home.html

Non-Discrimination Policy

The university has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member or student, including those on temporary or part-time status, who believes that he or she has been discriminated against because of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability or status as a veteran, may file a complaint pursuant to www.ou.edu/eoo.html To contact the Office of Equal Opportunity/Title IX Officer:

Norman Campus and Norman-based Tulsa Programs
Room 102, Evans Hall
(405) 325-3546 V/TDD

Health Sciences Center Campus and HSC-based Tulsa Programs
755 Research Parkway, Building 4, Suite 429
Oklahoma City, OK 73104
(405) 271-2110 V/TDD

Equal Opportunity Policy

This university, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity/expression discrimination, pregnancy discrimination, domestic/dating violence, stalking, genetic information, age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.
Security and Access

The OU in Arezzo Study Center is located on a one-way road in the historic center of Arezzo. Entry to the building is through a main door that is closed and locked with a key during the late evening and night. Residents of the building and OU in Arezzo faculty and staff have a key to this main door of the building. The key to the Study Center dedicated entrance door is given to permanent staff, the Faculty in Residence and professors teaching courses for a specific period. There is a secondary building entrance door that has an automatic locking device that can be opened only by inserting a digital code on the pin pad. The code for this door’s pin pad is issued to all residents of the building, OU in Arezzo faculty and staff and current OU in Arezzo students.

There is an additional secondary entrance door to the building. It is a glass and iron decorative structure that is always locked. The door is intended as an “exit-only door” and cannot be opened from the main hallway of the building. The key to this door is kept in the lock on the inside for emergency exiting purposes for OU in Arezzo students, staff and visitors, as well as residents of the building.

Two video cameras connected to an intercom system enables staff members to see and speak with whomever is at the main entry door and the secondary entry door to the building. The office manager of the Study Center is in charge of answering the doors and admitting visitors. All students, staff, faculty and guests are asked to register their arrival and departure to and from the OUA Study Center via a “sign-in sheet” located near the main entrance to the OUA Study Center.

University student apartments are not part of the OU in Arezzo campus. These locations are considered non-campus locations for Clery reporting.

Missing Student Notification Policy

In addition to registering a general emergency contact, students residing in OU in Arezzo housing facilities have the option to identify confidentially an individual to be contacted by the OU in Arezzo Director of Student Affairs in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, OU in Arezzo Director of Student Affairs will notify that individual no later than 24 hours after the student is determined to be missing. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. To report a suspected missing student, contact the OU in Arezzo Director of Student Affairs. If the university cannot contact the student, the Director of Student Affairs will classify the student as missing and immediately submit an official missing person’s report to Arezzo law enforcement officials. An investigation will be conducted and if the student has been missing for more than 24 hours, the OU in Arezzo Director of Student Affairs will contact the designated confidential emergency contact person and the office of Vice President for Student Affairs on the Norman campus.
Reporting Crime and Suspicious Activity

Emergencies
All students, faculty, staff and visitors are encouraged to report all crimes to the Arezzo police in a timely manner. When you need immediate police, fire or medical response, you can dial 112, 115 or 118. Remember that police cannot be everywhere at once. They must depend on individuals in the community to assist them in crime prevention by reporting crimes and suspicious activities.

Police Emergencies 112
Fire Emergencies 115
Medical Emergencies 118

Non-Emergencies
The Arezzo police headquarters, called the “Questura di Arezzo,” is located at Via Filippo Lippi, 52100 Arezzo, Italy. It provides all law enforcement services, including the investigation of criminal offenses and traffic collisions occurring on and off university property, and handles official reports relating to those incidents. To report a crime in progress or a crime that just occurred, call the emergency number (112). To report a criminal incident after the fact in which no one was injured, the suspect has left the area, there does not appear to be any physical evidence, and there are no other circumstances that would necessitate the immediate presence of a police officer, call the police department's non-emergency number (39-0575-4001).

Timely Warnings and Emergency Notifications
Anyone with information warranting a Timely Warning, Emergency Notification or activating the university's emergency communications system should report the circumstances to the OU in Arezzo Director of Student Affairs immediately. The university will issue warnings or notifications as appropriate to keep the campus community informed about safety and security matters on an ongoing basis and to prevent similar crimes from occurring. The decision to issue a Timely Warning or Emergency Notification shall be decided on a case-by-case basis in compliance with the Clery Act and considering all available facts. The timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Timely Warnings:
Timely Warnings are issued for crimes to persons or property, including arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery and sex offenses. Timely Warnings also may be issued for other crimes as deemed necessary. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

Emergency Notifications:
The University of Oklahoma will immediately issue an Emergency Notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. Warnings may only be withheld if they would compromise efforts to contain the emergency. Confirmation of an emergency means that university officials working with local law enforcement, as appropriate, will gather and analyze reported facts to verify that a legitimate emergency or dangerous situation exists.

Procedure:
When a determination has been made that a Timely Warning or Emergency Notification is appropriate, the OU in Arezzo Director of Student Affairs will take all appropriate steps to ensure timely notification of the campus community including immediately contacting the Vice President for Student Affairs and Dean of Students or his/her designee. Options for notifying students, faculty and staff include the university’s Emergency Communication System. Additional methods of distribution may include, as appropriate: (1) contacting the local media for immediate distribution; and/or (2) issuing a campus wide timely warning or emergency notification via e-mail, voice mail, and/or text message. Such warning(s) and notifications may include, but are not limited to, the following information: type of crime, date, time and location of crime as well as available suspect information.
Special Information for OU in Arezzo

Important Phone Numbers

**Arezzo Emergency Numbers**
- Police Emergencies: 112
- Fire Emergencies: 115
- Medical Emergencies: 118

**Arezzo Numbers**
- Arezzo Police Headquarters: 39-0575-4001
- OU in Arezzo Study Center: 39-0575-197-0209
- Charlotte Duclaux: 338-941-4915
- Director of Student Affairs in Italy
- Kirk Duclaux: 339-794-3201
- Director of Italian Programs in Italy
- Lucio Bianchi: 339-239-6125
- Student Services Coordinator
- Nancy Connally Johnson: 405-630-5392
- Director, International Logistics and Risk Management

**Other OU Numbers**
- OUPD Emergency: 001-405-325-1911
- OUPD Non-emergency: 001-405-325-2864
- Alcohol and Hazing Hotline: 001-405-325-5000
- Number Nyne Crisis Line: 001-405-325-6963
- University Counseling Center: 001-405-325-2700
- OU Advocates (24/7): 001-405-615-0013
- Sexual Misconduct Officer: 001-405-325-2215
- Student Conduct: 001-405-325-1540
- OU Counseling Psychology Clinic: 001-405-325-2914
- OU Women's Outreach Center: 001-405-325-4929
- Education Abroad Office: 001-405-325-1693

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**OU in Arezzo — Clery Act Statistical Summary**

The University of Oklahoma has determined that OU in Arezzo meets the definition of a separate campus as of Jan. 1, 2013. For purposes of this report, the term “campus” is defined only as set forth in the Clery Act and The Handbook for Campus Safety and Security Reporting (“Handbook”). See Handbook, p. 17. The Higher Learning Commission has determined OU in Arezzo to be an out-of-U.S. course location and not a campus for accreditation purposes.

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Reported For:</th>
<th>OU in Arezzo</th>
</tr>
</thead>
<tbody>
<tr>
<td>(includes attempts)</td>
<td>2013</td>
<td></td>
</tr>
<tr>
<td>Murder</td>
<td>Res.</td>
<td>Total</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Number of Arrests/Referrals for Selected Offenses |
|-----------------------------------------------|---------------|--------------|
| Offense Type                                 | Reported For: | OU in Arezzo |
| (includes attempts)                          | 2013          |              |
| Liquor Law Violations                        | Res. | Total |
| Arrest                                       | 0   | 0    |
| Referral                                     | 0   | 0    |
| Drug Law Violation                           | 0   | 0    |
| Arrest                                       | 0   | 0    |
| Referral                                     | 0   | 0    |
| Weapons Law Violations                       | 0   | 0    |
| Arrest                                       | 0   | 0    |
| Referral                                     | 0   | 0    |

**Stalking, Dating Violence and Domestic Violence Crimes**

The University of Oklahoma is including these statistics for incidents of domestic violence, dating violence, and stalking for 2013 in a good-faith effort to comply with recent Violence Against Women Act (VAWA) amendments. These statistics may not be complete.

| Number of Incidents for Selected Offenses |
|------------------------------------------|---------------|--------------|
| Offense Type                             | Reported For: | OU in Arezzo |
| 2013                                     | Res. | Total |
| Stalking                                 | 0   | 0    |
| Dating Violence                          | 0   | 0    |
| Domestic Violence                        | 0   | 0    |

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**Table of Contents**
The UNIVERSITY of OKLAHOMA

RESEARCH CAMPUS

or link to maps.ou.edu

DIRECTIONS FROM I-35

Take Main Street Downtown exit, east. Follow Main Street for 2.2 miles to University Blvd. Turn right (south) on University Blvd. Go through Boyd Street (first stop light) and into the Parrington (North) Oval of the University of Oklahoma. There are several visitor parking spaces on the Parrington (North) Oval, denoted on the map by the yellow areas. In order to park on campus, you must obtain a Visitor Parking Permit inside Jacobsen Hall (Visitor Center). Your license tag number will be required to issue the parking permit.
Important Phone Numbers

Keep these numbers handy in case you need assistance. An expanded list is available at www.ou.edu/oupd/emerphon.htm

Police
For all emergencies, on or off campus, dial 911 or pick up a blue emergency phone

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUPD non-emergency</td>
<td>(405) 325-2864 or (405) 325-1717</td>
</tr>
<tr>
<td>Campus CrimeStoppers</td>
<td>(405) 325-STOP/ (405) 325-7867</td>
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</tbody>
</table>

University Fire Marshal
University Fire Marshal’s Office | (405) 325-2983

Local numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norman Fire Department non-emergency</td>
<td>(405) 321-8696 or (405) 292-9780</td>
</tr>
<tr>
<td>Norman Police Department non-emergency</td>
<td>(405) 321-1600 or (405) 321-1444</td>
</tr>
<tr>
<td>Norman Emergency Medical Services (EMSStat)</td>
<td>(405) 360-1232</td>
</tr>
<tr>
<td>Norman Rape Crisis Center</td>
<td>(405) 701-5660</td>
</tr>
<tr>
<td>Cleveland County Sheriff’s Office</td>
<td>(405) 321-8600</td>
</tr>
</tbody>
</table>

Maintenance

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic area maintenance</td>
<td>(405) 325-3060</td>
</tr>
<tr>
<td>Emergency repairs</td>
<td>(405) 325-3060</td>
</tr>
<tr>
<td>Housing maintenance</td>
<td>(405) 325-4421</td>
</tr>
</tbody>
</table>

Help Line Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Hazing Hotline</td>
<td>325-5000</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>325-3852</td>
</tr>
<tr>
<td>Number Nyne Crisis Line</td>
<td>325-NYNE</td>
</tr>
<tr>
<td>OU Women’s Outreach Center</td>
<td>325-4929</td>
</tr>
<tr>
<td>University Counseling Center</td>
<td>325-2911</td>
</tr>
<tr>
<td>OU Counseling Psychology Clinic</td>
<td>325-2914</td>
</tr>
<tr>
<td>OU Advocates</td>
<td>615-0013</td>
</tr>
<tr>
<td>OUPD (Business/Info Line)</td>
<td>325-1717</td>
</tr>
<tr>
<td>OUPD (Non-Emergency Line)</td>
<td>325-2864</td>
</tr>
<tr>
<td>OUPD (Emergency and TDD Line)</td>
<td>325-1911</td>
</tr>
<tr>
<td>Rape Crisis Center</td>
<td>701-5660</td>
</tr>
<tr>
<td>Sexual Assault Hotline</td>
<td>701-5660</td>
</tr>
<tr>
<td>Sexual Misconduct Office</td>
<td>325-2215</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>325-3161</td>
</tr>
<tr>
<td>Women’s Resource Center</td>
<td>364-9424</td>
</tr>
<tr>
<td>Women’s Shelter for Battered Women</td>
<td>701-5540</td>
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</table>

Other OU numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>SafeRide</td>
<td>(405) 325-Ride</td>
</tr>
<tr>
<td>SafeWalk</td>
<td>(405) 325-Walk</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>(405) 325-1540</td>
</tr>
</tbody>
</table>

Emergency Communications System Web address:

http://account.ou.edu

Handbook References

This publication contains references to the University of Oklahoma’s Student Rights and Responsibilities Code and Procedure, Staff Handbook and Faculty Handbook and should not be accepted as full texts or construed as limiting responsibility to items listed here. Full texts are available. Student Code is available at http://studentconduct.ou.edu or by calling Student Conduct at (405) 325-1540 (voice) or (405) 325-4713 (TTY). The Student Handbook can be found at http://studenthandbook.ou.edu. The Staff Handbook can be found at http://hr.ou.edu/handbook/default.asp or by calling the Office of Human Resources at (405) 325-5599. The Faculty Handbook is available at www.ou.edu/provost/pronew/content/fhbmenu.html or by calling the Provost’s Office at (405) 325-3221.