

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act



Clery Annex
University of Oklahoma

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1.0 Policy Statement. The University of Oklahoma (OU) is required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to provide certain information to the public with respect to campus crime. This policy codifies OU's policy and procedures concerning the Clery Act.

2.0 Scope. The policy applies to all employees, students and guests of OU.

3.0 Requirements. Under the Clery Act (20 U.S.C. 1092(f)), OU is required to:

3.1 Collect, classify and count crime reports and crime statistics;

3.2 Request crime statistics from local law enforcement;

3.3 Collect crime reports from campus security authorities;

3.4 Issue campus alerts including Timely Warnings and emergency communications;

3.5 Have emergency notification and evacuation procedures;

3.6 Publish an annual security report in compliance with 20 U.S.C. 1092(f);

3.7 Disseminate annual security report to all employees and current students and make available to prospective employees and prospective students on request;

3.8 Submit crime statistics to the Department of Education;

3.9 Maintain a campus police daily crime log;

3.10 Establish missing student notification procedures;

3.11 Maintain a campus fire log;

3.12 Publish an annual fire safety report containing policy statements and fire statistics associated with each on-campus residential housing facility; and

3.13 Submit fire statistics to the Department of Education.

4.0 Annual Security Report. Each year, each of the designated OU campuses will publish an annual security report. The Emergency Preparedness Manager will manage committees that create and update these reports.

5.0 Crime Statistics. Clery Act requires disclosure of reported offenses under the following four general categories of crime statistics:

5.1 Criminal offenses.

5.1.1 Criminal homicide including murder, non-negligent manslaughter and negligent manslaughter;

5.1.2 Sex offenses including forcible and non-forcible sex offenses;

5.1.3 Robbery;

5.1.4 Aggravated assault;

5.1.5 Burglary;

5.1.6 Motor vehicle theft;

- 5.1.7 Arson; and
- 5.1.8 Arrests for liquor law violations, drug law violations and illegal weapons possession. These statistics will be maintained only when a violation of law has occurred.
- 5.2 Hate Crimes. Any of the offenses listed in 5.1 and any incidents of Larceny-Theft, Simple Assault, Intimidation or Destruction/Damage/Vandalism of Property that were motivated by bias, as determined by the appropriate Campus Security Authority.
- 5.3 Arrests and referrals for disciplinary action for carrying/possessing weapons, drug abuse violations and liquor law violations. These statistics will be maintained only when a violation of law has occurred.
- 5.4 Domestic violence, dating violence, and stalking incidents that were reported to campus security authorities or local police agencies.

6.0 Property Definitions.

- 6.1 Campus Property includes any building or property that: 1) is owned or controlled by the institution, 2) is within the same reasonably contiguous geographic area and 3) is used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Campus Property also includes any building or property that: 1) is within or reasonably contiguous to such building or property above, 2) is owned by the institution but controlled by another person, 3) is frequently used by students and 4) supports institutional purposes.
- 6.2 Non-campus Property includes any building or property owned or controlled by a student organization that is officially recognized by the institution. Non-campus Property also includes any building or property 1) owned or controlled by the institution that 2) is used in direct support of, or in relation to the institution's educational purposes, 3) is frequently used by students, and 4) is not within the same reasonably contiguous geographic area of the institution.
- 6.3 Public Property includes all thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

7.0 Crime Definitions.

- 7.1 Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- 7.2** Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property of another.
- 7.3** Burglary is the unlawful entry of a structure to commit a felony or a theft.
- 7.4** Forcible Sex Offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible sex offenses include:
 - 7.4.1** Forcible rape
 - 7.4.2** Forcible sodomy
 - 7.4.3** Sexual assault with an object
 - 7.4.4** Forcible fondling
- 7.5** Gross Negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.
- 7.6** Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Under the Clery Act the following bias categories are included:
 - 7.6.1** Race
 - 7.6.2** Gender
 - 7.6.3** Religion
 - 7.6.4** Sexual orientation
 - 7.6.5** Ethnicity
 - 7.6.6** National origin
 - 7.6.7** Disability
 - 7.6.8** Gender identity
- 7.7** Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.
- 7.8** Murder and Non-negligent Manslaughter is the willful (non-negligent) killing of one human being by another including any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.
- 7.9** Negligent Manslaughter is the killing of another person through gross negligence.
- 7.10** Non-forcible sex offenses are any unlawful, non-forcible sexual intercourse. Non-forcible sex offenses include:
 - 7.10.1** Incest
 - 7.10.2** Statutory rape
- 7.11** Robbery is 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.

8.0 Additional Definitions.

- 8.1** Campus Security Authority (CSA) is a person who is responsible for accepting information about, and further reporting, alleged criminal activity within the campus community. OU's Campus Security Authorities include OU Police Department (OUPD) and/or campus security and many OU officials such as student housing officials, student conduct officers, coaches and assistant coaches, athletics directors, student organization advisors and individuals responsible for campus judicial proceedings. Campus Security Authorities on OU campuses include those positions listed on Attachment A.
- 8.2** Fire is any instance of open flame or other burning in an uncontrolled manner or in a place not intended to contain the burning.
- 8.3** Fire Drill is the supervised practice of a mandatory evacuation of a building for a fire.
- 8.4** Sex Discrimination is any conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment, education, or institutional benefits, on the basis of sex. Sex Discrimination may include acts of verbal, nonverbal, or physical aggression, or intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.¹
- 8.5** 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, where such behavior may not otherwise constitute one of the other sexual misconduct offenses.²
- 8.6** Sexual Harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender that is so severe, pervasive and objectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional or employment access, benefits, activities or opportunities.³
- 8.7** Sexual Violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual Violence and Assault includes rape, sexual assault, sexual battery, sexual misconduct and sexual coercion.⁴

¹ This definition is cross referenced in the University of Oklahoma Sexual Misconduct, Discrimination, and Harassment Policy (effective September 27, 2013).

² *Id.*

³ *Id.*

⁴ *Id.*

9.0 Campus Security Authority Responsibilities. Campus Security Authorities (CSAs) have an obligation to report to OUPD allegations of Clery Act crimes that the CSA concludes to be made in good faith. These reports should be made to OUPD/Security, and may also be reported to other local law enforcement with jurisdiction. Crimes may be reported confidentially to CSAs for inclusion in the annual security report.

9.1 CSA Program Coordinator. OU designates its Emergency Preparedness Manager (EPM) as the individual to coordinate and oversee the CSA program. As the program coordinator, the EPM:

9.1.1 Maintains an up-to-date list of all persons serving in positions identified as CSAs;

9.1.2 Ensures all CSAs understand their positions have been identified as a CSA;

9.1.3 Ensures all job descriptions for positions identified as a CSA include the responsibilities of a CSA; and

9.1.4 Implements a training program for CSA designees.

9.2 Campus Security Authority Categories. The Clery Act regulations (34 C.F.R. § 668.46) identify four groups of individuals and organizations associated with an institution to be Campus Security Authorities:

9.2.1 A campus police department or a campus security department of an institution;

9.2.2 Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department;

9.2.3 Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and

9.2.4 An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Campus Security Authorities on OU campuses include those positions listed on Attachment A.

- 10.0 Timely Warnings.** The Clery Act requires issuance of a timely warning for a Clery crime (identified in paragraph 6.0) that is reported to OUPD or another CSA and which OU believes poses an ongoing threat to students, employees or their property (“Timely Warning”). OU is not required to provide Timely Warnings for non-Clery crimes or for crimes reported to a pastoral or professional counselor.
- 10.1** Determination of Ongoing or Continuing Threat. In the event that a Clery crime is reported to OUPD or other CSA, those parties will work in consultation with the President, Executive Vice President or designee to determine whether the incident constitutes an ongoing or continuing threat warranting a Timely Warning. The decision to issue a Timely Warning shall be made in compliance with the Clery Act, on a case-by-case basis, considering all available information, including the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.
- 10.2** Timely Warning Procedure. Timely Warnings must be sent promptly and in a manner to assist individuals in protecting themselves and preventing similar crimes. The Clery Act and the Department of Education mandate that universities direct Timely Warnings to the *entire campus community*, even if the crime report is confined to a small area on or near campus. In the event that an immediate threat to the campus community is confirmed, OU will, without delay, and taking into account the safety of the community, determine the content of the Timely Warning and initiate the emergency notification system. When a determination has been made that a Timely Warning is appropriate, OUPD will take all appropriate steps to ensure timely notification of the campus community including:
- 10.2.1** OUPD develop a draft Timely Warning text;
 - 10.2.2** OUPD provides draft Timely Warning to the President, Executive Vice President and the Vice President for Public Affairs for approval and EPM.
 - 10.2.3** OU distributes approved Timely Warning to campus community;
- 10.3** Method for Distribution of Timely Warnings. The primary method of distribution for Timely Warnings will be a campus-wide text message that may include a hyperlink to additional detailed information. Depending on the circumstances, one or more of the following additional methods of communication may be used to notify students, faculty and staff to achieve distribution required by Clery Act:
- 10.3.1** Using the Emergency Communication System. The Emergency Communication System (ECS) allows the University to contact students, faculty and staff via social media and designated text message, telephone, and e-mail numbers and/or addresses when an emergency exists.
 - 10.3.2** Issuing a campus-wide e-mail
 - 10.3.3** Sending a campus-wide telephone call
 - 10.3.4** Posting a Timely Warning bulletin on OU website
 - 10.3.5** Printing a Timely Warning in the OU student newspaper

- 10.3.6 Distributing campus-wide flyers and/or other paper postings
- 10.3.7 Contacting the local media for immediate distribution
- 10.3.8 Outdoor public address system
- 10.4 Timely Warning Content. A Timely Warning must include information that promotes safety and allows members of the campus to take protective action. Specifically and to the extent known, the warning includes the following information:
 - 10.4.1 A succinct statement of the incident and type of crime, including date, time, and location of crime;
 - 10.4.2 Physical description of suspect (if known);
 - 10.4.3 Possible connection to previous incidents, if applicable;
 - 10.4.4 Composite drawing of suspect, if applicable;
 - 10.4.5 Date and time the Timely Warning was released; and
 - 10.4.6 Other relevant and important information.

11.0 Emergency Notifications. OU has a responsibility for notifying the campus community upon confirmation of a significant emergency or dangerous situation involving a threat to the health or safety of students or employees occurring on the campus (“Emergency Notification”). The Higher Education Opportunity Act (HEOA) requires that OU must have, disclose, follow and test its emergency response and evacuation procedures, and immediately issue Emergency Notifications for any significant threat.

11.1 Examples of Emergency Notifications. Examples of significant emergencies or dangerous situations that may require issuance of an emergency notification may include, but are not limited to:

- 11.1.1 Outbreak of a communicable disease
- 11.1.2 Approaching tornado or other extreme weather condition
- 11.1.3 Earthquake
- 11.1.4 Terrorist incident
- 11.1.5 Bomb threat
- 11.1.6 Explosion
- 11.1.7 Armed intruder or active shooter on campus
- 11.1.8 Civil unrest or rioting

11.2 Emergency Notification Targeting. In contrast to the Timely Warning, which must be directed to the entire campus community, OU may confine an emergency notification to groups or individuals who are deemed to need the information. The information must be accurate, complete and understandable and the method of communication consistent with OU’s published policies. Notifications may only be withheld if, in the professional judgment of responsible authorities, the emergency notification would compromise efforts to contain, respond to, or mitigate the emergency or assist a victim.

- 11.3** Emergency Notification Procedure. In the event that an immediate threat to the campus community is confirmed, OUPD may, without delay, and taking into account the safety of the community, determine the content of the emergency notification and initiate the emergency notification system. Specifically, the following steps will be taken:
- 11.3.1** In instances when a clearly verified imminent threat to campus exists, OUPD is responsible for initiating the emergency notification system (e.g. by issuing prepared text messages warning of severe weather, an armed intruder, etc.).
 - 11.3.2** In instances where reliable information supports the potential for significant harm to the campus community, the EPM, in consultation with OUPD and the President, Executive Vice President or General Counsel implement the emergency notification system:
 - 11.3.2.1** OUPD, EPM, President, Executive Vice President or General Counsel determine the content of the emergency notification;
 - 11.3.2.2** OUPD or EPM coordinates with other members of the Emergency Response Team to determine the appropriate segment or segments of the campus community to receive the emergency notifications;
 - 11.3.2.3** OUPD or EPM coordinates the distribution of the approved emergency notifications to the appropriate segment(s) of the campus community.
- 11.4** Method for Distribution of Emergency Notification. The primary method of distribution for emergency notifications will be text messages. Depending on the circumstances, one or more of the following methods of communication are also available for notifying students, faculty and staff to achieve distribution deemed appropriate by OU and required by the Clery Act:
- 11.4.1** Emergency Communication System
 - 11.4.2** Posting an Emergency Notifications bulletin on the OU website
 - 11.4.3** Contacting the local media for immediate distribution
 - 11.4.4** Outdoor public address system
- 11.5** Notification of Entire Campus. The entire campus community is notified when there is the potential that a large segment of the OU community is affected by a situation, or when a situation threatens the operation of the campus as a whole. The Emergency Response Team will continually assess the situation and additional segments of the campus community may be notified if a situation warrants expanded notification. When appropriate, OU's Vice President for Public Affairs will manage disseminating emergency information to the larger local community via local media.

12.0 Emergency Operations Plan. The Emergency Operations Plan includes information concerning emergency response organization, response teams, severe weather guidelines, shelter-in-place and evacuation. Terms in this section are cross referenced in the University of Oklahoma Emergency Operations Plan (effective Nov. 3, 2014). Departments are responsible for developing emergency response plans for areas of responsibility. OU conducts emergency response exercises no less than once a 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 Management Response Committee, 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, local or federal agencies may also be involved in the response and utilization of OU's Emergency Operations Center.

13.0 Fire Safety.

13.1 OU Fire Marshal. The OU Fire Marshal is responsible for:

13.1.1 Maintaining a fire log of all reported fires occurring in on-campus residential life facilities;

13.1.2 Reviewing plans and inspecting all new and remodeled projects occurring on OU campus as well as inspecting all existing facilities on campus to eliminate any potential fire hazards and ensure that the fire and life-safety systems are functioning properly;

13.1.3 Investigating fires occurring on campus and determining the origin and cause;

13.1.4 Providing educational classes to faculty, staff and students on the use of fire extinguishers, elimination of hazards and what to do in case of a fire emergency; and

13.1.5 Acting as a liaison between OU and the local fire department on matters relating to fire safety and preparedness on campus.

13.2 Building-specific Evacuation Plans. Building-specific evacuation plans are in place for every building on campus, including residential life buildings. An evacuation drill is coordinated by OU Fire Marshal with assistance from OU Emergency Preparedness Manager within the first two weeks of each semester for all residential life facilities on campus. Students learn the location of the emergency exits and emergency assembly areas. OU does not announce in advance the drill to residents. Evacuation drills are monitored by OU Fire Marshal, OU Emergency Preparedness Manager and OU Housing and Food staff to evaluate egress and behavioral

patterns. After Action Reports are prepared and improvement 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. Housing and Food staff members are trained in these procedures. Directions for evacuating and sheltering-in-place are posted in strategic locations throughout the residential life facilities and academic buildings.

13.3 Residential Life Facilities Evacuation Procedures for Fires. Detailed evacuation procedures are on file with the Emergency Preparedness Manager. Upon the sounding of the residential life building alarms:

13.3.1 Move quickly and quietly to the exit for your area and proceed to the designated assembly area to wait further instructions;

13.3.2 Wear a coat and shoes; carry a towel in case of smoke. Make sure to take keys and OU ID;

13.3.3 If not in room when alarm sounds do not go back to room; proceed to the nearest exit and proceed to the designated assembly area;

13.3.4 Do not use elevators.

13.4 Fire Prevention Policies. Inspections of residential life rooms are primarily designed to find and eliminate safety violations. Inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguisher and other life safety systems. Each room will be examined for the presence of prohibited items that include:

13.4.1 Fireworks or explosives;

13.4.2 Unauthorized appliances, candles or incendiary devices;

13.4.3 Smoking;

13.4.4 Incense burning;

13.4.5 Open flame devices such as lanterns, candles, potpourri pots or warmers using votives or canned fuel.

13.5 Fire Reporting. Report all fires to OUPD by dialing 911 from a campus land line or 405-325-1911.

14.0 **Missing Student Notification Policy.** The missing student notification policy only applies to students residing in on-campus residential life housing. The policy does not apply to students living in any non-campus student housing.

14.1 Confidential Contact. Students residing in on-campus residential life housing are asked to designate a confidential contact person whom OU should contact if the student is later declared missing.

14.2 Resident Advisor Responsibility. A student may be suspected of being missing if his or her Resident Advisor (RA) on two consecutive weekly occupancy reports cannot contact the student. In this case, the RA contacts the Center Coordinator

who takes steps to determine if the student has used OU services such as meals, door access or labs during the preceding week and attempts to contact the missing student through e-mail, cellular phone number on record.

14.3 Reporting a Missing Student. To report a suspected missing student who resides in on-campus housing contact the Housing Office or OUPD. If OU cannot contact the student or verify that the student has used campus services, Housing and Food Services classifies the student as missing and immediately does the following:

14.3.1 Submit an official missing person's report to OUPD. Upon official notification from Housing and Food Services, OUPD conducts an investigation and if it is determined the student has been missing for more than 24 hours takes the following actions:

14.3.1.1 OUPD contacts the designated confidential emergency contact person. If the student is under 18 years of age OUPD immediately contacts the custodial parent or legal guardian of the student;

14.3.1.2 Housing and Food contacts the office of Vice President for Student Affairs;

14.3.1.3 Within 24 hours of receiving a report of a missing student from Housing and Food Services OUPD notifies other law enforcement of the report as required.

15.0 Security Policy. The University of Oklahoma Police Department (OUPD) provides law enforcement services on the Norman campus. Officers of OUPD are commissioned and sworn peace officers as authorized by state law, and have full law enforcement authority and powers. Non-commissioned uniformed employees provide patrols in various sections of campus. OUPD is on duty 24 hours daily and year-round. Additional uniformed student employees supplement police patrols in on-campus residential life housing areas during selected hours. OUPD maintains a working relationship with Norman Police Department and other law enforcement agencies, coordinating response to emergencies occurring in student-group facilities near but off campus and communicating regularly to maximize the effectiveness of patrols. **Note: not all of OUPD Community Service Officers are students.**

15.1 Reporting crimes. Anyone who is the victim of or observes a crime should contact the OUPD at 911 from any on-campus telephone, dialing 405-325-1911 or by using the Code Blue telephones located across the Norman campus. OUPD will follow up on any report of crime that includes sufficient detail to conduct an investigation. All crimes should be reported to enable OUPD to best utilize their resources. Crimes may also be reported to:

15.1.1 Vice President for Student Affairs;

15.1.2 Director of Counseling Services;

15.1.3 Director of Housing and Food;

- 15.1.4** Director of Student Conduct.
- 15.2** Off-campus Crimes. Report off-campus crimes to the local law enforcement agencies with jurisdiction. While OUPD's jurisdiction does not extend to premises of off-campus student organizations, OUPD will assist other law enforcement agencies through information sharing, cooperation and coordination with the investigating agency upon request. OUPD, Student Affairs personnel and Norman Police Department personnel meet regularly to share information and redefine lines of communication.
- 15.3** Limited Voluntary Confidential Reporting. 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 as identified in Attachment A.
- 15.4** Campus Professional Counselors. A Campus Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. When acting as a Campus Professional Counselor the individual is not considered to be a Campus Security Authority and is not required to report crimes for inclusion into the annual disclosure of crime statistics. Campus Professional Counselors are encouraged 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.
- 15.5** Provision of Disciplinary Hearing Results to Alleged Victim. OU will, upon request, disclose to the alleged victim of a crime of violence the results of any disciplinary hearing conducted by OU against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, OU will, upon request, provide the results of the disciplinary hearing to the victim's next of kin.
- 15.6** Crime Prevention and Security Awareness. OUPD employs a full-time crime prevention officer who develops and disseminates information aimed at creating a campus community aware of crime risks and enabling the campus community to reduce or eliminate risks and to deter or avoid crime. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for personal security and the security of others. Ongoing programs include but are not limited to:
- 15.6.1** New Student Orientation;
 - 15.6.2** New Employee Orientation;
 - 15.6.3** Operation Identification;
 - 15.6.4** Bicycle Registration;
 - 15.6.5** Campus-wide Outdoor Emergency Telephone Network;

- 15.6.6** Sooner Safety Week;
- 15.6.7** Safe Walk;
- 15.6.8** Safe Ride.
- 15.7** Written requests to Local Law Enforcement Agencies. OUPD makes a written request to all local law enforcement agencies with jurisdiction in OU's Clery geography. The written request is made on an annual basis and requests information on Clery crime statistics for inclusion in OU's annual security report.
- 15.8** Daily Crime Log. OUPD maintains and makes available a daily crime log. Entries are made to the daily crime log within two business days of the reporting of the information to OUPD. Information in the crime log may be exempted from disclosure to the extent allowed by law or if the disclosure would jeopardize the confidentiality of the victim. Information may be withheld from the daily crime log if there is clear and convincing evidence that the release of information would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.
- 15.9** Daily Crime Log Components. The daily crime log includes:
 - 15.9.1** The date the crime was reported;
 - 15.9.2** The date and time the crime occurred;
 - 15.9.3** The nature of the crime;
 - 15.9.4** The general location of the crime; and
 - 15.9.5** The disposition of the complaint, if known.

16.0 Security and Access.

- 16.1** ID Cards and Keys. Keys to OU property belong to the university and may not be duplicated. Students are responsible for carrying their room keys and OU ID cards at all times. Students should immediately report a lost or stolen key or a lost or stolen OU ID card to the Resident Advisor. Temporary replacement keys and/or OU ID card are issued for 48 hours. At the end of 48 hours if items remain missing the lock to the student's room is replaced at a charge of \$50.00. Replacement OU ID cards are available at Sooner Card office located in Oklahoma Memorial Union at a charge of \$20.00. OU Facilities Management's Campus Lost and Found is the central repository for items lost or found on OU Norman campus. Campus Lost and Found can be contacted at 405-325-6953. Lost property can also be turned in to Campus Lost and Found.
- 16.2** Residential Life Access. First-floor security doors in Adams, Couch and Walker Centers are locked from 10:00 PM to 7:00 AM daily. All first-floor doors in Cate Center and Headington Hall are locked 24 hours a day.
- 16.3** Campus Building Access. Instructional and administrative facilities are generally open to the public year-round during business hours. For access to campus facilities

after business hours contact OUPD. OUPD does not authorize access without the approval of the department or a person with legitimate control of the facility.

17.0 Alcoholic Beverages, Illegal Drugs and Underage Drinking. OU is committed to preventing the illegal use of alcohol and drugs by students and employees on OU premises or as part of university-sponsored activities.⁵ Violation of this policy can result in required 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 OU. The possession and consumption of alcohol by anyone under 21 years of age is illegal.

17.1 This policy:

17.1.1 Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions;

17.1.2 Acknowledges that convictions become a part of an individual's criminal record and may prohibit career and professional opportunities;

17.1.3 Requires an employee to notify supervisor in writing of a criminal conviction for drug- or alcohol-related offenses occurring in the workplace no later than five (5) calendar days following the conviction;

17.1.4 Recognizes that health risks generally associated with alcohol and drug abuse can result in a variety of physical and psychological problems;

17.1.5 Provides for employee and student access to the university's drug and alcohol abuse counseling and training programs;

17.1.6 Forbids an employee from performing sensitive safety functions while a prohibited drug is in employee's system;

17.1.7 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;

17.1.8 Requires that all students and employees abide by the terms of this policy as a condition of initial and continued enrollment and/or employment;

17.1.9 Provides for annual distribution of the alcohol and drug abuse policy to staff, faculty and students.

17.2 Prevention Programs. OU has developed programs to provide services related to the use of illegal drug use and abuse of alcohol. Additional information about the availability of programs can be obtained from Goddard Health Services. These programs include, but may not be limited to:

17.2.1 Employee Assistance Program;

17.2.2 Counseling Services;

⁵ Regents' Policy Manual for the University of Oklahoma Section 3.1.11.

- 17.2.3 Licensed Alcohol and Drug Counselors;
- 17.2.4 Alcohol Education Program for Sanctioned Students;
- 17.2.5 Alcohol Counseling Group;
- 17.2.6 Social Norms Prevention Approach;
- 17.2.7 Alcohol Education Program for First-Year Students;
- 17.2.8 Online Alcohol Education Training.

18.0 Sexual Misconduct, Harassment and Discrimination Policy.

- 18.1 Policy. OU is committed to creating and maintaining a community where all persons can work and learn together in an atmosphere free from all forms of harassment, exploitation or intimidation.⁶ OU condemns discrimination based on gender, gender identity/expression, sexual orientation, sexual harassment, sexual assault, dating/domestic violence, stalking and sexual misconduct. Any such activity committed by a member of the OU community may subject the individual to sanctions as well as civil and criminal penalties.
- 18.2 Sexual Misconduct Offenses. Sexual Misconduct offenses include, but are not limited to sexual harassment/discrimination, non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), sexual coercion, sexual exploitation and dating/domestic violence/stalking. This section is cross referenced in the University of Oklahoma Sexual Misconduct, Discrimination, and Harassment Policy (effective September 27, 2013).
- 18.3 Reporting Sexual Misconduct. With limited exceptions, University faculty and staff must report conduct that could constitute sexual harassment/sex discrimination/sexual misconduct as defined under this policy. Additionally, all other members of the OU community may report such conduct. Supervisors, managers and other designated employees are responsible for taking all appropriate action to prevent sexual assault, discrimination and harassment, to correct it when it occurs and to promptly report it to the Sexual Misconduct Officer in the Institutional Equity and Title IX Office or other appropriate university official. Failure to do so may result in disciplinary action up to and including termination.
- 18.4 OU Advocates (OU Advocates). OU Advocates provides support, advocacy and a coordinated response to faculty, staff and students of OU who are victims of sexual assault. OU Advocates are university staff members available to OU students, staff and faculty who experience sexual assault/misconduct, relationship violence or stalking. Members assist with advocacy within medical and legal communities, connect victims with counseling services and other psychological supports and provide referrals for additional services.

⁶ University of Oklahoma Sexual Misconduct, Discrimination, and Harassment Policy (effective September 27, 2013)

- 18.5** Retaliation. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual assault, discrimination or harassment will be treated as a separate and distinct violation of university policy.
- 18.6** Appropriate Disciplinary Action and the Right to Know the Outcome. Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion. Both the accuser and accused are entitled to the same opportunities to have others present during any disciplinary proceedings. Both the accuser and the accused must be informed of the outcome of any university disciplinary proceedings.
- 18.7** Complaint Procedures. Complaints alleging a violation of sexual misconduct, discrimination or harassment are handled in accordance with the Grievance Procedure through the Institutional Equity Office under the Sexual Misconduct, Discrimination and Harassment Policy. In addition to notifying OU's Institutional Equity Office, victims of sexual assault may notify OUPD or local law enforcement authorities. Upon request and reasonable availability, the Institutional Equity Office may assist a victim of an alleged sexual misconduct offense with modifications to University housing situation, academic schedule, OU employment schedules, issuance of no contact orders, and referrals to other resources and counseling.

19.0 Prevention of and Response to Sex Offenses.

- 19.1** Sexual Assault Programs and Services. In an effort to provide an environment conducive to the advancement of its educational, research and public service missions, OU provides the following sexual assault programs, services, and responses to sexual assault:
- 19.1.1** Educational programs to enhance awareness of sexual assault and misconduct and the conditions that foster this offense on OU campuses;
 - 19.1.2** Programs designed to educate OU community on prevention of sexual assault and misconduct;
 - 19.1.3** Services to survivors that occur on institutional property or survivors who are affiliated with OU.
 - 19.1.4** OUPD provides emergency response for survivors immediately following assault;
 - 19.1.5** OUPD provides law enforcement and investigative services, as applicable;
 - 19.1.6** OUPD pursues, in most cases, prosecution of the perpetrators pursuant to the preference of survivors;
 - 19.1.7** OUPD conducts sexual assault and misconduct prevention programs for students, faculty and staff;

- 19.1.8** OUPD offers, on request by OU-affiliated groups, sexual assault awareness and rape self-defense classes;
- 19.1.9** Student Affairs provides support and counseling services to sexual assault and misconduct survivors;
- 19.1.10** Student Affairs and the Institutional Equity Office inform survivors of and provides access to institutional disciplinary resources for prosecution of the perpetrator(s);
- 19.1.11** Student Affairs facilitates the provision of advocates or other support to survivors as long as the survivors desire;
- 19.1.12** Student Affairs conducts education programs to enhance awareness of sexual assault and misconduct on campus;
- 19.1.13** Student Affairs coordinates their respective efforts in education and prevention programs and services and active bystander intervention;
- 19.1.14** Institutional Equity and Title IX Office offers training on active bystander intervention, 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.

Attachment A

The following individuals are designated as Campus Security Authorities (CSAs):

OUPD

Chief of Police
All Sworn Police Officers
All Campus Security Officers
All Communication Officers

Athletics Department

Director of Athletics
Executive Associate Athletics Director
Sr. Associate Athletics Director for Student Life
Sr. Associate Athletics Director for External Operations
Executive Director of Athletics Compliance
Associate Athletics Director of Internal Operations
Associate Athletics Director for Event Management
Director of Operations, Headington Hall
Assistant Directors of Athletic Programs
Head Coaches for Athletic Teams
Assistant Coaches for Athletic Teams
Special Event ticket-takers
Special Event gate security

Colleges

Academic/Faculty Advisors
Commanding Officers of Military Studies

Disability Resource Center

Director of the Disability Resource Center
Associate Directors of the Disability Resource Center

Division of Public Affairs

Vice President for Public Affairs

Division of Student Affairs

Vice President for Student Affairs and Dean of Students

Other non-OUPD Public Safety Officer 1 positions at OU (Fred Jones Art Museum Security, Sam Noble Museum of Natural History security, Bizzell Library Security and Research Park Security?)

Associate Vice President for Student Affairs
Coordinator for Special Events
Director of Leadership Development
Advisor for the Union Programming Board
Coordinator of the Volunteer Center
Director of Career Services
Assistant Directors of Career Services
Director of Residential Life
Assistant Directors of Residential Life
Residential Life Coordinators
Residence Halls Resident Directors
Residence Halls Residence Assistants
Director of Fitness and Recreation
Assistant Directors of Fitness and Recreation
Director of the Student Union
Assistant Directors of the Student Union
Director of Student Life
Assistant Directors of Student Life
Director of University Counseling Services
Director of Student Conduct
Director of Health Services
Advisors for Registered Student Organizations

Music Department

Director of Bands
Associate Directors of Bands

Additional

Director of Housing and Food Services
Director of Community Relations, Housing & Food
Director of Women's Outreach Center
Director of Student Media
Title IX Coordinator
Education Abroad-International Studies
Site Trip Coordinators
Safewalk and Saferide staff