JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY
AND CAMPUS CRIME STATISTICS ACT

Clery Annex 2017
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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:

- Collect, classify, and count crime reports and crime statistics;
- Request crime statistics from local law enforcement;
- Collect crime reports from campus security authorities;
- Issue campus alerts including Timely Warnings and emergency communications;
- Have emergency notification and evacuation procedures;
- Publish an annual security report in compliance with 20 U.S.C. 1092(f);
- Disseminate annual security report to all employees and current students and make available to prospective employees and prospective students on request;
- Submit crime statistics to the Department of Education;
- Maintain a campus police daily crime log;
- Establish missing student notification procedures;
- Maintain a campus fire log;
- Publish an annual fire safety report containing policy statements and fire statistics associated with each on-campus residential housing facility; and
- Submit fire statistics to the Department of Education.

4.0 **Annual Security Report.** Each year, the University of Oklahoma publishes an annual security report. The Emergency Preparedness Manager chairs the Clery Act Compliance Committee that creates and updates the annual security report.

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

5.1 **Criminal Offenses.**
- Criminal homicide including murder, non-negligent manslaughter, and negligent manslaughter;
- Sexual assault including rape, fondling, incest, and statutory rape;
• Robbery;
• Aggravated assault;
• Burglary;
• Motor vehicle theft; and
• Arson.

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:
- is owned or controlled by the University of Oklahoma,
- is within the same reasonably contiguous geographic area, and
- 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:
- is within or reasonably contiguous to such building or property above,
- is owned by the institution but controlled by another person,
- is frequently used by students, and
- 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 or registered with the institution.

Non-campus Property also includes any building or property that:
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 inflicting severe or aggravated bodily injury. This type of assault usually is accompanied using 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 Sexual Assault 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:

- Rape
- Fondling
- Incest
- Statutory Rape

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:

- Race
- Gender
- Religion
- Sexual orientation
- Ethnicity
- National origin
• Disability
• 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 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, based on 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

¹ This definition is cross referenced in the University of Oklahoma Sexual Misconduct, Discrimination, and Harassment Policy (effective March 8, 2017).
² Id.
8.6 Sexual Harassment is un-welcome 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.\textsuperscript{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.\textsuperscript{4}

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/CSAs, 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:

- Maintains an up-to-date list of all persons serving in positions identified as CSAs;
- Ensures all CSAs understand their positions have been identified as a CSA;
- Ensures all job descriptions for positions identified as a CSA include the responsibilities of a CSA; and
- 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:

- A campus police department or a campus security department of an institution;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department;
- 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

\textsuperscript{3} Id.\textsuperscript{4} Id.
• 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. The University will issue Timely Warnings 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 shall be made in compliance with the Clery Act, on a case-by-case basis, considering all available information. 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.

10.2 Timely Warning Procedure. Timely Warnings are 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. If an immediate threat to the campus community is confirmed, the University will, without delay and considering 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, the University will take all appropriate steps to ensure timely notification of the campus community including:

10.3 Drafting Timely Warning Text. OUPD and/or the Institutional Equity Office may consult with members of the Emergency Response Team in drafting the Timely Warning. The Emergency Response Team members include the Executive Vice President, Senior Vice President and General Counsel, Vice President for Student Affairs, Chief Information Officer, Senior Associate Vice President for Public Affairs, Assistant Vice President for Administration and Finance, Chief of Police, University Press Secretary, Director of Facilities Management, Emergency Preparedness Manager, and University Meteorologist;

10.3.1 Distributing the approved Timely Warning to campus community;
10.4 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:

- Using the Emergency Communication System. The Emergency Communication System (ECS) allows the University to contact students, faculty, staff, and registered visitors via social media and designated text message, telephone, desktop notification, and e-mail addresses when an emergency exists.
- Issuing a campus-wide e-mail;
- Sending a campus-wide telephone call;
- Posting a Timely Warning bulletin on OU website;
- Printing a Timely Warning in the OU student newspaper;
- Distributing campus-wide flyers and/or other paper postings;
- Contacting the local media for immediate distribution; and
- Making announcements over an outdoor public-address system.

10.5 Timely Warning Content. Timely warnings include information that promotes safety and allow members of the campus to take protective action. Specifically, and to the extent known, warnings include the following information:

- A succinct statement of the incident and type of crime, including date, time, and location of crime;
- Physical description of suspect (if known);
- Possible connection to previous incidents, if applicable;
- Composite drawing of suspect, if applicable;
- Date and time the timely warning was released; and
- Other relevant 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 Emergencies Requiring Notifications. Examples of significant emergencies or dangerous situations that may require issuance of an emergency notification may include, but are not limited to:

- Outbreak of a communicable disease;
- Approaching tornado or other extreme weather condition;
- Earthquake;
- Terrorist incident;
- Bomb threat;
- Explosion;
- Armed intruder or active shooter on or near campus; and
- 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 must be consistent with OU’s published policies. Notifications may be withheld only if, in the professional judgment of responsible authorities, the emergency notification would compromise efforts to contain, respond to, or mitigate the emergency or to assist a victim.

11.3 Emergency Notification Procedure. The Office of Public Affairs initiates the OU Alert system; for redundancy, OUPD and the Office of Emergency Preparedness serve as backup to the Office of Public Affairs. To expedite the notification process, pre-scripted and approved emergency messages have been drafted. These messages are posted with the OU Alert system, so they can be immediately accessed and dispatched. In the event of an emergency, the Office of Public Affairs quickly drafts and disseminates an appropriate emergency notification. The entire campus community is notified when there is the potential that a large segment of the OU community will be 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 will notify additional segments of the campus community if a situation warrants expanded notification. Procedure:
1. OUPD or other appropriate agencies respond to a reported emergency and assess the situation to confirm if there is an immediate threat to campus.

2. OUPD or other appropriate agencies evaluate if the threat is area-specific or campus-wide. OUPD will continue to monitor the threatened areas.

3. OUPD notifies the Office of the President, Executive Vice President, General Counsel and Office of Public Affairs. These offices will determine whether the threat affects a large or small segment of the campus community to determine if a targeted notification will be sent.

4. The Office of Public Affairs drafts or selects pre-scripted message.

5. The Office of Public Affairs activates the emergency communication system, OU Alert, to notify appropriate segments of the campus community.

6. OUPD coordinates with the Office of Public Affairs and provides updated information when available.

7. The Office of Public Affairs updates or communicates an “All Clear” as appropriate.

8. Notifications may only be withheld, if, in the professional judgement of responsible authorities, the emergency notification would compromise efforts to contain, respond to, or mitigate the emergency or assist a victim.

11.4 If an immediate threat (for example, armed intruder or imminent weather situations) to the OU community is confirmed, OUPD or the Office of Emergency Preparedness may, without delay, and considering the safety of the campus community, determine the content of the emergency communication and initiate the emergency notification system, OU Alert. In the event of an emergency notification sent by OUPD or the Office of Emergency Preparedness, the Office of Public Affairs is immediately notified and may assume responsibility for further communications.

11.5 Method for Distribution of Emergency Notification. After the initial emergency notification, continued or updated communications will take place on appropriate modalities, including OU Alert, campus email, public address system, desktop notification, social media, and through the local media (radio, television, and/or the OU website (ou.edu). Students, faculty, and staff are directed to monitor the website and local media for updated crisis information.

11.6 The OU Alert emergency notification system is tested three (3) times a year by sending a test message to the entire campus community. The tests are unannounced. One test per year is accompanied by publicizing:

- The date(s) and time(s) of the test;
• Whether it was announced or unannounced test;
• Description of the type of test held;
• How to update emergency alert contact information; and
• Refers users to the Office of Emergency Preparedness website, www.ou.edu/emergencypreparedness, for additional instructional information, training videos, and emergency response and evacuation procedures.

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 and updated August 31, 2015). 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 and 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:

• Maintaining a fire log of all reported fires occurring in on-campus residential life facilities;
• 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;
• Investigating fires occurring on campus and determining the origin and cause;
• 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
• 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. OU Fire Marshal coordinates an evacuation drill 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. OU Fire Marshal, OU Emergency Preparedness Manager and OU Housing and Food Services staff to evaluate egress and behavioral patterns, monitors evacuation drills. 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 Services 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:

- Move quickly and quietly to the exit for your area and proceed to the designated assembly area to wait further instructions;
- Wear a coat and shoes; carry a towel in case of smoke. Make sure to take keys and OU ID;
- 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; and
- 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 extinguishers, and other life safety systems. Each room will be examined for the presence of prohibited items that include:

- Fireworks or explosives;
- Unauthorized appliances, candles, or incendiary devices;
- Smoking;
- Incense burning; and
- Open flame devices such as lanterns, candles, potpourri pots or warmers using votives, and canned fuel.
13.5 Fire Reporting. Report all fires to OUPD by dialing 911 from a campus land line or 405-325-1911 from a non-campus phone.

14.0 Missing Student Notification Policy. The missing student notification policy applies only to students residing in University housing. This includes the residence halls, residential colleges, and university-owned apartments, including on-campus housing in Arezzo. The policy does not apply to students living in any non-campus student housing. For purposes of this policy, a student may be considered a “missing person” when he or she is absent from the University for more than 24 hours without any known reason.

14.1 Confidential Emergency Contact. Students residing in on-campus residential life housing are asked to designate a confidential emergency contact person whom OU should contact if the student is later declared missing. This information is only accessible to authorized campus officials and will only be disclosed to law enforcement personnel in furtherance of a missing person investigation. To designate a contact, the student must log in using their OUNEet ID (4x4) and password to OU-IT Emergency Contact Information page online at account.ou.edu. If a student is declared a missing person, this designee will be the primary contact.

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 and the cellular phone number on record.

A person also may be suspected of being missing if an inquiry about that individual comes to the Housing Office from a parent, legal guardian, law enforcement agency, or staff member who has been unable to contact the student or verify the student’s presence on campus.

14.3 Reporting a Missing Student. Failing to 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 report to OUPD. Upon official notification from Housing and Food Services, OUPD investigates and, if OUPD determines the student has been missing for more than 24 hours, it takes the following actions:
  - 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;
  - Housing and Food Services contacts the office of University Vice President for Student Affairs;
  - 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 appropriate.
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 responses to emergencies occurring in student-group facilities near but off campus and communicating regularly to maximize the effectiveness of patrols.

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, dial 405-325-1911 from an off-campus phone, or use the Code Blue telephones located across the Norman campus. OUPD will follow up on any report of crime that includes sufficient detail to investigate. All crimes should be reported to enable OUPD to best utilize their resources. Crimes may also be reported to:

- University Vice President for Student Affairs;
- Director of Counseling Services;
- Director of Housing and Food Services;
- Director of Student Conduct;
- Director of Human Resources;
- University Title IX Coordinator; and
- Director, College of International Studies.

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 as needed.

15.3 Limited Voluntary Confidential Reporting. OUPD encourages anyone who is the victim of or witness to any crime to promptly report the crime 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 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 written request to the Office of Student Conduct, disclose to the alleged victim of a crime of violence or non-forcible sex offenses the results of any disciplinary proceeding conducted by OU against an alleged perpetrator of such crime or offense. If the alleged victim is deceased because 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:

- New Student Orientation;
- New Employee Orientation;
- Operation Identification;
- Bicycle Registration;
- Campus-wide Outdoor Emergency Telephone Network;
- Sooner Safety Week;
- Safe Walk; and
- Safe Ride.

15.7 Written Requests to Local Law Enforcement Agencies. OUPD makes a written request to all local law enforcement agencies with jurisdiction that includes 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 generally made to the daily crime log within two business days of receipt of the report. Information in the crime log may be exempted from disclosure to the extent allowed by law or if the disclosure would jeopardize the victim’s right to privacy. 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:

- The date the crime was reported;
- The date and time the crime occurred;
- The nature of the crime;
- The general location of the crime; and
- 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 except by authorized University employees. Students are responsible for carrying their room keys and OU ID cards always. 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. Students will be charged for the replacement costs. 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, and Headington and Dunham Colleges are locked from 10:00 p.m. to 7:00 a.m. daily. All first-floor doors in Cate Center are locked 24 hours a day. Headington Hall first-floor security doors are locked Monday through Thursday at 8 p.m. and opened at 7 a.m. On weekends, Headington Hall first-floor security doors are locked from 1 p.m. Friday 9 a.m. until 4 p.m. Sunday.

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 access to 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:

- 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 the 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;

- 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 employee’s 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 being permitted to return 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 University’s alcohol and drug abuse policy as a condition of initial and continued enrollment and/or employment; and

- 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 drugs 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:

- Employee Assistance Program;

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\(^5\) Regents’ Policy Manual for the University of Oklahoma Section 3.1.11.
• Counseling Services;
• Licensed Alcohol and Drug Counselors;
• Alcohol Education Program for Sanctioned Students;
• Alcohol Counseling Group;
• Sooner Safety Week;
• Alcohol Education Program for First-Year Students; and
• 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. OU condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct, including but not limited to dating violence, domestic violence, and stalking. 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 sex discrimination (including sexual orientation, discrimination, and gender identity or gender expression discrimination), sexual harassment/discrimination, non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), dating violence, domestic violence, stalking, sexual exploitation, retaliation, and any attempts to commit the same. This section is cross referenced in the University of Oklahoma Sexual Misconduct, Discrimination, and Harassment Policy (March 8, 2017).

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 provides support, advocacy, and a coordinated response to faculty, staff, and students of OU who are victims of sexual assault,
relationship violence, stalking, or gender-based harassment. Members assist with advocacy within medical and legal communities, connect victims with counseling services and other psychological supports, and provide referrals for additional services.

18.5 Retaliation. Any attempt to penalize or retaliate against a person for, in good faith, filing a complaint or participating in the investigation of a complaint of sexual assault, discrimination, or harassment will be treated as a violation of University policy, separate and distinct from the sexual assault, discrimination, or harassment.

18.6 Appropriate Disciplinary Action and the Right to Know the Outcome. Appropriate disciplinary action for sexual assault, discrimination, or harassment 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, 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.

19.0 Sexual Assault Programs and Services. 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:

- Educational programs to enhance awareness of sexual assault and misconduct and the conditions that foster this offense on OU campuses;
- Programs designed to educate the OU community on prevention of sexual assault and misconduct;
- Services to survivors that occur on University property and to survivors who are affiliated with OU;
- Emergency response from OUPD for survivors immediately following assault;
- Law enforcement and investigative services of OUPD, as applicable;
• Pursuing through OUPD, in most cases, prosecution of the perpetrators pursuant to the preference of survivors;

• Sexual assault and misconduct prevention programs by OUPD for students, faculty, and staff;

• Upon request by OU-affiliated groups to OUPD, sexual assault awareness and rape self-defense classes;

• Support and counseling services through Student Affairs to sexual assault and misconduct survivors;

• Student Affairs and the Institutional Equity Office Notification from Student Affairs and/or the Institutional Equity Office to survivors of and provision of access to University disciplinary resources for prosecution of the perpetrator(s);

• Provision of advocates or other support to survivors if the survivors desire, facilitated by Student Affairs;

• Education programs to enhance awareness of sexual assault and misconduct on campus, conducted by Student Affairs;

• Coordinates of education and prevention programs and services and active bystander intervention among Student Affairs and the Institutional Equity and Title IX Office; and

• Training on active bystander intervention and gender discrimination including sexual assault, misconduct, dating/domestic violence, stalking, gender discrimination, and sexual harassment, as well as administrative investigations into violations of the Sexual Misconduct Discrimination and Harassment Policy, all through the Institutional Equity and Title IX Office.
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

**Division of Public Affairs**
- Vice President for Public Affairs

**Division of Student Affairs**
- Vice President for Student Affairs and Dean of Students
- 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

**Academic Affairs**
- Provost
- Associate Provosts

**Academic Colleges**
- Dean
- Associate Dean

**Department Chairs**
- Directors
- Academic/Faculty Advisors
- Commanding Officers of Military Studies

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

**Music Department**
- Director of Bands
- Associate Directors of Bands

**Admin and Finance**
- Budget Office Director
- Facilities Management Director
- Financial Services Assistant Vice President
- Golf Course Director
- Human Resources Director
- Parking and Transportation Director
- Purchasing Associate Vice President
Real Estate Director
Risk Management Director
Staff Senate Administrative Coordinator
Web Comm Associate Vice President
University Bookstore Director
Landscaping Director

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
Title IX Investigator
EOO
Building Security Staff
Education Abroad-International Studies
Site Trip Coordinators
Safewalk and Saferide staff
Faculty and staff accompanying students on Repeated Use Trips\(^1\) or Short-stay “Away” Trips\(^2\).
Administrative staff at off-campus locations.
Other non-OUPD Public Safety Officer 1 positions at OU (For example, Fred Jones Art Museum Security, Sam Noble Museum of Natural History security, Bizzell Library Security and Research Park Security

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1 Repeated use of a location for school-sponsored trips. If an institution sponsors students on an overnight trip every year and the students stay in the same hotel each year, the institution must include portions of the hotel in its non-campus geography.

2 Short-stay “away” trips. If an institution sponsors short-stay “away” trips of more than one night for its students, all locations used by students during the trip, controlled by the institution during the trip, and used to support educational purposes should be treated as non-campus property.