

# Sooner Safety and Fire Report 2016



*The* UNIVERSITY *of* OKLAHOMA®

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# Welcome



**W**elcome 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 2016-2017 Student Rights and Responsibilities Code and the Sooner Safety and Fire Report 2016, now are available online.

The Student Code and other university policies are available online at [www.studenthandbook.ou.edu](http://www.studenthandbook.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) and [www.ou.edu/studentconduct.html](http://www.ou.edu/studentconduct.html)

Copies can be printed upon request at:

- Bizzell Memorial Library
- Student Life (*Oklahoma Memorial Union*)
- Office of Public Affairs (*Whiteband 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*)

The University of Oklahoma prepares the Sooner Safety and Fire Report 2016 to comply with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20 U.S.C. Section 1092 (f), as amended (“The Clery Act”)**.

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](mailto: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](mailto:studentaffairs@ou.edu).

A handwritten signature in black ink, appearing to read 'Clarke Stroud'.

Clarke Stroud  
University Vice President for Student Affairs  
and Dean of Students

# Clery Act Reporting Requirements

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 colleges and universities to 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
  - Policies 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
  - Descriptions 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 race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability
  - 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, Office of Public Affairs, Department of Athletics, Facilities Management, Institutional Equity and Title IX Office and Office of Legal Counsel.

Each year, an email notification is made to all enrolled students and all current employees that provides the website to access this report. Campus crime, arrest and referral statistics include those reported to the OUPD, designated campus officials and local law enforcement agencies. The full report can be viewed on the following websites:

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

[www.ou.edu/studentconduct.html](http://www.ou.edu/studentconduct.html)

Copies of the report also may be obtained by contacting:

Division of Student Affairs  
Oklahoma Memorial Union  
900 Asp Ave., Room 265  
Norman, OK 73019-0454  
(405) 325-3161

# Clery Act Criminal Offense Definitions

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

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Sexual Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. For **Clery Act** reporting, the following are types of Sexual Assaults:

**a. Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**b. Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

**d. Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. In Oklahoma, the age of consent is 16.

**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 a theft.

**Motor vehicle theft:** The theft or attempted theft of a motor vehicle.

**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.

**Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the **Clery Act**, bias includes race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. The following additional crimes are reportable under the **Clery Act** if they are Hate Crimes:

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

**b. 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.

**c. 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.

**d. 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.

**Drug Abuse Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Liquor Law Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

# Clery Act Criminal Offense Definitions

**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.

## Violence Against Women Act

In accordance with the Violence Against Women Act, statistics on dating violence, domestic violence, and stalking are reportable under the **Clery Act** since March 7, 2014.

**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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**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; (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.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's 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.

| Total Crimes Reported For:<br>Offense Type<br>(includes attempts) | University of Oklahoma, Norman Campus<br>(Residential and Total) |       |      |       |      |       | Non-Campus Building<br>or Property |      |      | Public Property |      |      | Total |      |      |
|---|--|-------|------|-------|------|-------|------------------------------------|------|------|-----------------|------|------|-------|------|------|
|   | 2013   |       | 2014 |       | 2015 |       | 2013                               | 2014 | 2015 | 2013            | 2014 | 2015 | 2013  | 2014 | 2015 |
|   | Res.   | Total | Res. | Total | Res. | Total |                                    |      |      |                 |      |      |       |      |      |
| Murder  | 0  | 0     | 0    | 0     | 0    | 0     | 0                                  | 0    | 0    | 0               | 0    | 0    | 0     | 0    | 0    |
| Manslaughter  | 0  | 0     | 0    | 0     | 0    | 0     | 0                                  | 0    | 0    | 0               | 0    | 0    | 0     | 0    | 0    |
| Forcible Sex Offenses   | 15   | 17    | 10   | 12    | 6    | 9     | 5                                  | 6    | 0    | 0               | 0    | 3    | 22    | 18   | 12   |
| Non-Forcible Sex Offenses   | 0  | 0     | 0    | 0     | 0    | 0     | 0                                  | 0    | 0    | 0               | 0    | 0    | 0     | 0    | 0    |
| Robbery   | 0  | 0     | 0    | 0     | 0    | 0     | 0                                  | 0    | 0    | 1               | 0    | 4    | 1     | 0    | 4    |
| Aggravated Assault  | 0  | 0     | 0    | 1     | 1    | 2     | 0                                  | 0    | 0    | 1               | 0    | 3    | 1     | 1    | 5    |
| Burglary  | 5  | 8     | 6    | 8     | 1    | 5     | 4                                  | 2    | 4    | 0               | 0    | 0    | 9     | 10   | 9    |
| Arson   | 0  | 0     | 0    | 2     | 0    | 1     | 0                                  | 0    | 0    | 0               | 0    | 0    | 0     | 2    | 1    |
| Motor Vehicle Theft   | 0  | 5     | 0    | 10    | 0    | 10    | 2                                  | 4    | 3    | 6               | 0    | 3    | 13    | 14   | 16   |

### Number of Arrests/Referrals for Selected Offenses

| Offense Type<br>(includes attempts) | University of Oklahoma, Norman Campus |       |      |       |      |       | Non-Campus |      |      | Public Property |      |      | Total |      |      |
|-------------------------------------|---------------------------------------|-------|------|-------|------|-------|------------|------|------|-----------------|------|------|-------|------|------|
|                                     | 2013                                  |       | 2014 |       | 2015 |       | 2013       | 2014 | 2015 | 2013            | 2014 | 2015 | 2013  | 2014 | 2015 |
|                                     | Res.                                  | Total | Res. | Total | Res. | Total |            |      |      |                 |      |      |       |      |      |
| Liquor Law Violations               |                                       |       |      |       |      |       |            |      |      |                 |      |      |       |      |      |
| Arrest                              | 15                                    | 131   | 14   | 89    | 1    | 19    | 0          | 0    | 0    | 171             | 113  | 74   | 302   | 202  | 93   |
| Referral                            | 201                                   | 215   | 341  | 361   | 262  | 265   | 8          | 0    | 0    | 52              | 0    | 0    | 265   | 361  | 265  |
| Drug Law Violations                 |                                       |       |      |       |      |       |            |      |      |                 |      |      |       |      |      |
| Arrest                              | 13                                    | 29    | 16   | 25    | 22   | 57    | 0          | 1    | 4    | 57              | 50   | 21   | 86    | 76   | 82   |
| Referral                            | 29                                    | 43    | 10   | 22    | 14   | 32    | 3          | 0    | 0    | 85              | 0    | 0    | 131   | 22   | 32   |
| Weapons Law Violations              |                                       |       |      |       |      |       |            |      |      |                 |      |      |       |      |      |
| Arrest                              | 0                                     | 0     | 0    | 1     | 1    | 1     | 0          | 0    | 0    | 2               | 2    | 0    | 2     | 3    | 1    |
| Referral                            | 0                                     | 0     | 0    | 0     | 0    | 0     | 0          | 0    | 0    | 0               | 0    | 0    | 0     | 0    | 0    |

#### HATE CRIMES:

2013: One on-campus simple assault characterized by religious bias was reported.

2014: No hate crimes were reported.

2015: No hate crimes were reported.

#### UNFOUNDED CASES:

2013: No unfounded cases.

2014: No unfounded cases.

2015: 1 Unfounded Rape; 1 Unfounded Robbery.

## Stalking, Dating Violence and Domestic Violence Crimes

The University of Oklahoma is including these statistics for incidents of domestic violence, dating violence and stalking to comply with the Violence Against Women Act (VAWA).

| Offense Type      | University of Oklahoma, Norman Campus |       |             |       |             |       | Non-Campus |      |      | Public Property |      |      | Total |      |      |
|-------------------|---------------------------------------|-------|-------------|-------|-------------|-------|------------|------|------|-----------------|------|------|-------|------|------|
|                   | 2013                                  |       | 2014        |       | 2015        |       | 2013       | 2014 | 2015 | 2013            | 2014 | 2015 | 2013  | 2014 | 2015 |
|                   | Residential                           | Total | Residential | Total | Residential | Total |            |      |      |                 |      |      |       |      |      |
| Stalking          | 7                                     | 17    | 3           | 15    | 4           | 12    | 2          | 1    | 0    | 0               | 0    | 2    | 17    | 16   | 14   |
| Dating Violence   | 2                                     | 3     | 5           | 7     | 4           | 6     | 0          | 0    | 0    | 0               | 0    | 1    | 3     | 7    | 7    |
| Domestic Violence | 2                                     | 2     | 5           | 5     | 3           | 4     | 0          | 0    | 0    | 0               | 0    | 2    | 2     | 5    | 6    |

\*Non-Campus locations include, but are not limited to, the following: Bartell Field Camp (Canon City, Colorado), Oklahoma Biological Station (Kingston, Oklahoma), and officially recognized fraternity and sorority houses.

# OUPD Information

The University of Oklahoma Police Department (OUPD) provides law enforcement services on the Norman campus. 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 a day. Additional uniformed student employees supplement police patrols in resident student housing areas during selected hours.

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.

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.

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.

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.

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.

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 of 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.

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.

# OUPD Information

## OUPD Authority and Outreach

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. Dale Lewis at (405) 325-2864 or by email at [oupd@ou.edu](mailto: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, may go to another 911 Call Center. If possible, advise the person answering the 911 call that your emergency is occurring on the OU Norman campus and your call will be forwarded to the OUPD Communications Center. 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 certain University 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 Drive, from 1 to 3 p.m. and 6 to 8 p.m. any day during the academic year. For non-emergencies, call (405) 325-1717, for business matters call (405) 325-2864 or email [oupd@ou.edu](mailto:oupd@ou.edu).

## OUPD Web Page

"Police Notebook," OUPD's website at [www.ou.edu/oupd](http://www.ou.edu/oupd), provides information on:

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

# OUPD Information

## 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, (405) 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*, (405) 325-3161; **Director of Counseling Services**, *Goddard Health Center*, (405) 325-2700; **Director of Office of the Human Resources**, *Nuclear Engineering Lab*, (405) 325-4310; **Director of Housing and Food Services**, *Walker Center*, (405) 325-2511; **Director of Student Conduct**, *Walker Center*, (405) 325-1540; **University Title IX Coordinator**, *Walker Center*, (405) 325-3546; **Director, College of International Studies**, *Farzaneh Hall*, (405) 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 (405) 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.

## 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/](http://www.ou.edu/risk/).



# Safety and Security Tips

## On Campus:

- Never walk alone at night. Call a friend or (405) 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 made from cellular telephones may not be answered by OUPD but may be directed to another 911 Call Center. In most cases, this will be the City of Norman 911 Center, but it may be another location. For faster assistance, advise the person answering the 911 call that your emergency is occurring on the OU Norman campus and your call 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, (405) 325-Ride, to get home safely.

## ICEdot Emergency ID Service

Through the ICEdot membership system [<http://site.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.

# Safety and Security Tips

## 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.identitytheft.gov/](http://www.identitytheft.gov/) 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 emails 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.

# 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 reported **Clery Act** crimes that are considered by the University to represent a serious or continuing threat to students and employees. Determinations of when timely warnings will be issued are made by the Vice President for Public Affairs or designee, in consultation with the President or members of the Emergency Response Team. The Emergency Response Team members include Executive Vice President, General Counsel, Vice President of Public Affairs, Vice President of Student Affairs, Vice President of IT, Assistant Vice President of Administration and Finance, Chief of Police, University Press Secretary, Director of Facilities Management, Emergency Preparedness Manager and University Meteorologist. Timely Warnings are designed to reach the entire campus community through the use of email, text message alerts, and/or phone calls.

## Emergency Notifications

Anyone may report an emergency to OUPD by calling 911. In instances in which reliable information supports the potential for significant harm to the campus community, OUPD will consult with the Office of the President, the Executive Vice President or General Counsel for implementation of the emergency notification system. The Office of Public Affairs is responsible for drafting and approving emergency notification messages and determining, without delay, and taking into account the safety of the community, the content of the notification and initiating the notification system. 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 within the OU Alert system so they can be immediately accessed and dispatched. In the event of an unexpected emergency, the Office of Public Affairs quickly drafts and disseminates an appropriate emergency notification.

OU has a variety of modalities available for dissemination of emergency notifications. These include OU Alerts (text messages, emails and phone calls), campus public address system (external and internal in some buildings such as housing facilities), digital signage, Social Media, OU Home Page, and print and broadcast media.

## 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 judgment of responsible authorities, the emergency notification would compromise efforts to contain, respond to, or mitigate the emergency or assist a victim.

In the event that an immediate threat (for example, armed intruder or imminent weather situations) to the OU community is confirmed, OUPD or the Office of

# Timely Warnings and Emergency Notifications

Emergency Preparedness may, without delay, and taking into account 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 will assume responsibility for further communications.

After the initial emergency notification, continued or updated communications will take place on appropriate modalities, including OU Alert, campus email, public address system, social media and through the local media (radio, television), and/or the OU website ([www.ou.edu](http://www.ou.edu)). Students, faculty and staff are directed to monitor the website and local media for updated crisis information. This allows the larger community access to emergency information as well.

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, but one test per year is accompanied by publicity in the form of a campus-wide email to all faculty, staff and students. The tests are documented and include the date, time and notification results. The test messages include instructions to the campus community on how to update their emergency alert contact information and refers them to Office of Emergency Preparedness website, [www.ou.edu/emergencypreparedness/](http://www.ou.edu/emergencypreparedness/) for additional instructional information, training videos, emergency response and evacuation procedures.

## 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 communication 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.



# Fire Safety and Emergency Evacuations

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, all 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."

## Fire Alarm and Sprinkler Systems:

Architecture and Engineering Services and Facilities Management have worked with the University Fire Marshal's Office to create a "master plan" for fire alarm and fire sprinkler systems to be installed in buildings on campus that currently do not have systems. This plan is being implemented as funds become available and when remodel or renovation projects occur in these facilities. Fire alarm and fire sprinkler systems are installed in all new buildings as a University Standard regardless of whether they are required by code.

## Reporting:

All fires should be reported to OUPD by dialing 911.

# Annual Fire Safety Report

## Annual Fire Incident Reports for 2013-2015

| Total Fires Reported For:  | 2013                     |                                      |               |                    | 2014            |                 |               |                    | 2015            |                 |                             |                               |
|--|--------------------------|--------------------------------------|---------------|--------------------|-----------------|-----------------|---------------|--------------------|-----------------|-----------------|-----------------------------|-------------------------------|
|  | Residence Hall/Apartment | Number of Fires                      | Cause of Fire | Number of Injuries | Property Damage | Number of Fires | Cause of Fire | Number of Injuries | Property Damage | Number of Fires | Cause of Fire               | Number of Injuries            |
| Adams Center<br>340-348 W. First St.   | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Cate Center #2<br>316-322 Cate Center Dr.                                    | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Cate Center #3<br>324-330 Cate Center Dr                                     | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Cate Honors<br>1300 Asp Ave.   | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Couch Center<br>1524 Asp Ave.  | 1 on 8/24/13             | Unattended Cooking                   | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Headington Hall<br>100 E. Lindsey St.  | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Kraettli 200's Apts.<br>201-212 Wadsack A-H                                  | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Kraettli 300's Apts.<br>301-315 Wadsack A-H                                  | 1 on 8/24/13             | Small fire around gas hot water tank | 0             | \$1,250            | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Kraettli 400's Apts.<br>401-409 Wadsack A-H                                  | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Phi Kappa Psi Fraternity<br>(university owned bldg.)<br>720 Elm              | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Sigma Alpha Epsilon Fraternity<br>(university owned bldg.)<br>730 S. College | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Traditions East Apts.<br>2500 Asp Ave. A-H                                   | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Traditions West Apts.<br>2730 Chataouqua Ave. J-Q                            | 0                        | N/A                                  | 0             | \$0                | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |
| Walker Center<br>1400 Asp. Ave.  | 1 on 4/3/13              | Small fire in trash can              | 0             | \$0                | 0               | N/A             | 0             | \$0                | 1 on 9/3/2015   | N/A             | Hot water motor in basement | Minimal, replacement of motor |
| Walker Center<br>1400 Asp. Ave.  | 1 on 12/2/13             | Very small electrical fire           | 0             | \$100              | 0               | N/A             | 0             | \$0                | 0               | N/A             | 0                           | \$0                           |

# Annual Fire Safety Report

## Specifications for On-Campus Housing Facility Fire Systems

| Residence Hall/Apt.           | Fire Safety Control System     | Location of Sprinklers                                | Alarm Types  |
|-------------------------------|--------------------------------|---|--|
| Adams Center                  | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Cate Center #1                | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Cate Center #2                | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Cate Center #3                | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Cate Honors                   | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Couch Center                  | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Headington                    | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Kraettli                      | Simplex-Ginnel Reports to OUPD | Living room, kitchen, bedrooms, landings              | Heat and smoke activated. Pull station. Audio/Visual |
| Traditions East               | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Traditions West               | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Walker Center                 | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |
| Rental Single Family Dwelling | Simplex-Ginnel Reports to OUPD | Common areas, lounges, hallways, stairwells, bedrooms | Heat and smoke activated. Pull station. Audio/Visual |

## Number of Housing Fire Drills Conducted in 2015

Adams:  
Two fire drills per year (beginning of fall & spring semesters)

Cate #1:  
Two fire drills per year (beginning of fall & spring semesters)

Cate #2:  
Two fire drills per year (beginning of fall & spring semesters)

Cate #3:  
Two fire drills per year (beginning of fall & spring semesters)

Cate Honors:  
Two fire drills per year (beginning of fall & spring semesters)

Couch:  
Two fire drills per year (beginning of fall & spring semesters)

Headington:  
Two fire drills per year (beginning of fall & spring semesters)

Traditions East:  
Annual

Traditions West:  
Annual

Walker:  
Two fire drills per year (beginning of fall & spring semesters)



# Campus Housing Facilities

## Security and Access

### Housing Access and Security

Housing and Food Services and Headington Hall 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 or locks will be replaced and the student issued a new key. The student will be charged for the replacement costs. 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 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. This information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

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 email address and cellphone 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 reunite 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 (405) 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 (405) 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 for marking valuables are available at the SafeWalk Office located in Cate Main and OUPD located at Cate Center. All items of value should be marked with the owner's driver's license

# Campus Housing Facilities Security and Access

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 Lt. Dale Lewis at (405) 325-2864 or by email at [oupd@ou.edu](mailto: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 (405) 325-4421. All other requests are to be directed to Facilities Management Customer Service (405) 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 (405) 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 provides 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.



# Sexual Misconduct, Assault and Harassment Policies and Procedures

*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, Discrimination, and Harassment 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 [www.ou.edu/content/eeo](http://www.ou.edu/content/eeo).*

The University of Oklahoma strives to create a safe environment for all faculty, staff, and students. Sexual assault, dating violence, domestic violence, stalking and other forms of gender-based discrimination are prohibited under the University’s Sexual Misconduct, Discrimination, and Harassment Policy and may also be considered crimes. The University encourages the reporting of such incidents to administrative officials as well as law enforcement. Reporting parties are reminded that they may seek law enforcement and/or University investigations and intervention when a violation is committed by a member of the University community, regardless of where the violation occurs. Even if an individual does not wish to file a formal complaint or report to law enforcement, the University may still take immediate action to end the misconduct, address the effects, and prevent its recurrence. Consistent with federal law, the following information details University policy and procedures with regard to sexual misconduct, discrimination, and harassment.

## University Policy Regarding Sexual Misconduct and Oklahoma Legal Definitions

The University defines the following as prohibited conduct under the 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.

**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 violence.

**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.

**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.

**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: non-consensual video or audio-taping of any form of sexual activity; 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); sexually based stalking or bullying; engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point; knowingly transmitting a sexually transmitted disease or illness to another; exposing one’s genitals in a non-consensual circumstance, or inducing another to expose his or her genitals; prostituting

# Sexual Misconduct, Assault and Harassment Policies and Procedures

another person; and other forms of invasion of sexual privacy.

**The term “consent”** means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time.

**Consent cannot be:**

1. Given by an individual who:
  - a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
  - b. is under duress, threat, coercion or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
  - a. the absence of an individual saying “no” or “stop”, or
  - b. the existence of a prior or current relationship or sexual activity.

**21. O.S. § 113** (effective June 6, 2016)

**Sexual Assault**

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of this title, or
- b. forcible sodomy, as defined in Section 888 of this title.

**21 O.S. § 142.20**

**Rape**

**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;
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; or
9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.

**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.

**21 O.S. § 1111**

**Rape by Instrumentation**

- A.** Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.
- B.** Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is

# Sexual Misconduct, Assault and Harassment Policies and Procedures

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 conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, 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, consent shall not be an element of the crime.

- C. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant.

## 21 O.S. § 1111.1

### Rape in First Degree - Second Degree

A. Rape in the first degree shall include:

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 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; 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.

B. In all other cases, rape or rape by instrumentation is rape in the second degree

## 21 O.S. § 1114

### Forcible Sodomy

The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
2. Sodomy 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;
3. Sodomy 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 victim or the person committing the crime;
4. Sodomy 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;
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.

## 21 O.S. § 888

# Sexual Misconduct, Assault and Harassment Policies and Procedures

## Dating Violence

Dating violence is not defined under Oklahoma law; however, the law does provide that any act of physical harm, or the threat of imminent physical harm against a person with whom a perpetrator was or is in a dating relationship is considered domestic violence, which is defined below. The law defines dating relationship as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

## Domestic Violence

Domestic violence is not defined under Oklahoma law; however, the law does provide that: 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.

**21 O.S. § 644 (C)**

## Stalking

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.

For purposes of this section:

1. **“Harasses”** means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to

the victim. Harassment shall include harassing or obscene phone calls as prohibited by **Section 1172** of this title and conduct prohibited by **Section 850** of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;

2. **“Course of conduct”** means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose; Constitutionally protected activity is not included within the meaning of “course of conduct”;
3. **“Emotional distress”** means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
4. **“Unconsented contact”** means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual’s expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:
  - a. following or appearing within the sight of that individual,
  - b. approaching or confronting that individual in a public place or on private property,
  - c. appearing at the workplace or residence of that individual,
  - d. entering onto or remaining on property owned, leased, or occupied by that individual,
  - e. contacting that individual by telephone,
  - f. sending mail or electronic communications to that individual, and
  - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and
5. **“Member of the immediate family,”** for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.

# Sexual Misconduct, Assault and Harassment Policies and Procedures

## University Policy on Sexual Harassment

University policy prohibits sexual harassment as a form of misconduct that undermines the integrity of the academic environment. 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. Under University 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. Sexual harassment is also 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) to appropriate University officials.

**Examples of Harassment:** Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions, or privileges of employment or education. For example, a mere utterance of a gender-based label which creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education. However, other circumstances may negatively affect the employment or educational environment, such as:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student agrees to the request.
- A student repeatedly sends sexually oriented jokes in an email list s/he created, even when asked to stop, causing

one recipient to avoid the sender on campus and in the residence hall in which they both live.

- Explicit sexual pictures are displayed on an exterior door, or on a computer monitor in a public place.
- Two supervisors frequently "rate" several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance within their earshot.
- A professor engages students in discussions in class about their past sexual experiences, yet the conversation is not in any way related to the subject matter of the class. The professor probes for explicit details, and demands that students respond to him/her, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to his clear discomfort, making him a social outcast on campus.

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 Equal Opportunity Officer and Title IX Coordinator, Bobby Mason, at (405) 325-3546, [bjm@ou.edu](mailto:bjm@ou.edu). Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of Sexual Misconduct Officer, Kathleen Smith, or the Title IX Coordinator, at (405) 325-2215, [smo@ou.edu](mailto:smo@ou.edu). 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 Coordinator 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.



# Sexual Misconduct, Assault and Harassment Policies and Procedures

## Information for Reporting Sexual Assault and Other Sexual Misconduct

Anyone who has experienced or has knowledge about sexual misconduct, gender-based violence, rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately. A student or employee wishing to report such an incident to University officials may do so by contacting:

Bobby J. Mason, Title IX Coordinator  
301 David L. Boren Blvd., Suite 1000  
Norman, OK 73019  
(405) 325-3546  
[bjm@ou.edu](mailto:bjm@ou.edu)

Kathleen Smith, Sexual Misconduct Officer  
301 David L. Boren Blvd., Suite 1000  
Norman, OK 73019  
(405) 325-2215  
[smo@ou.edu](mailto:smo@ou.edu)

Kristen Partridge, Associate Title IX Coordinator – Student Affairs  
900 Asp Ave., Suite 370  
Norman, OK 73019  
(405) 325-3161  
[kpartridge@ou.edu](mailto:kpartridge@ou.edu)

Larry Naifeh, Associate Title IX Coordinator – Athletics  
180 West Brooks  
Norman, OK 73019  
(405) 325-8241  
[lnaifeh@ou.edu](mailto:lnaifeh@ou.edu)

Complaints can also be submitted online at [publicdocs.maxient.com/reportingform.php?UnivofOklahoma&layout\\_id=10](http://publicdocs.maxient.com/reportingform.php?UnivofOklahoma&layout_id=10). An online complaint can be made anonymously.

The University prohibits retaliation against any person because of participation in a complaint or the investigation of discrimination, sexual harassment or sexual misconduct. Prohibited behavior includes any attempt to penalize or take an adverse educational, employment or institutional benefit action, including but not limited to making threats, intimidation, reprisals or other adverse action.

Reporting parties are not required to report an incident to law enforcement (campus or local), but have the right to report to either, both, or neither. A student

or employee wishing to report an incident to campus law enforcement may do so by contacting the OU Police Department at (405) 325-1717 (non-emergency). Campus authorities will also assist a reporting party in making a report with local law enforcement if he/she wishes to do so. A reporting party can also contact the Norman Police Department directly at (405) 321-1444 (non-emergency).

On campus, some resources may maintain confidentiality with regard to reports of sexual harassment or discrimination. These resources can offer options and advice without an obligation to inform University officials unless you request that the information be shared. Parties wishing to report confidentially may do so by contacting:

- Goddard Health Center/University Counseling Center: (405) 325-2911
- OU Advocates: (405) 615-0013
- University of Oklahoma Ombudsperson: Gloria White (405) 325-3297 (for faculty/staff only)
- OU Psychology Clinic: (405) 325-2914
- Additionally, attorneys, clergy members, licensed counselors or physicians who are engaged in such capacity may keep such reports confidential.

With limited exceptions, all University employees are mandatory reporters and must report conduct that could constitute sexual harassment/sex discrimination/sexual misconduct under this policy. Supervisors, managers and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs, and must promptly report it to the Sexual Misconduct Officer, Kathleen Smith, (405) 325-2215, or another other appropriate University official (e.g., the Equal Opportunity Officer and Title IX Coordinator, Bobby Mason, (405) 325-3546, or any of the University's Associate Title IX Coordinators). Failure to do so may result in disciplinary action up to and including termination.

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

1. If there is any immediate danger, call 911. Otherwise, contact the OU Police Department at (405) 325-2864 if the incident occurred on

# Sexual Misconduct, Assault and Harassment Policies and Procedures

campus or the Norman Police Department at (405) 321-1444 if the incident occurred off campus in Norman. If the incident occurred anywhere else, contact the law enforcement agency with jurisdiction over that location.

**2.** Go to a safe place and speak with someone you trust. Tell this person what happened. If possible, record the names of any witnesses and their contact information. Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details if you have the time and ability to do so. If you have injuries, photograph or have them photographed, with a date stamp on the photo.

**3.** To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, change clothes, or alter the scene of the incident. Preserving evidence is critical for a criminal prosecution and can also be useful in a campus investigation or in obtaining an external order of protection.

**4.** The Norman Rape Crisis Center, (405) 701-5660, can provide advice and discuss options for how to proceed. OU students and employees can also contact OU Advocates at (405) 615-0013 (phones answered 24/7) for support and assistance. The OU Advocates can also assist with any needed advocacy for students/employees who wish to obtain protective or restraining orders from local authorities.

**5.** For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours (five days), is important in the case of rape or sexual assault. The Norman Regional Hospital emergency room (301 N. Porter) can care for any physical injuries you may have and provide other services related to sexual assault. The Norman Rape Crisis Center can also arrange for a specific forensic medical examination to be conducted.

**6.** In instances of dating violence, domestic violence, and stalking it is suggested that you obtain medical assistance and reports where appropriate, observe the recommendations noted above, and retain all documentation, emails, voice mail messages, etc., related to the incident or activity. Also, the OU Advocates, (405) 615-0013 (phones answered 24/7), can assist you with safety plans, obtaining reporting party's protective orders, administrative No Contact Orders, referrals to available resources, and law enforcement assistance.

**7.** If you obtain an external order of protection (e.g., victim protective order, restraining orders, injunctions, protection from abuse), please notify OUPD at (405) 325-2864 (non-emergency) or the campus Title IX Coordinator or Sexual Misconduct Officer at (405) 325-2215, so that those orders can be observed on campus.

Reporting parties may request certain interim measures or other assistance and no formal complaint or investigation, administrative or criminal, need occur before these options are available. Examples of interim measures include:

- Assistance in filing a complaint with the University and appropriate law enforcement agencies
- Assistance in filing for an Emergency Protective Order
- No Contact Order
- Change of class schedules and academic support
- Alternate housing arrangements
- Transportation arrangements and campus escorts
- OU Advocates
- Counseling services
- Blocking emails
- Other measures, as needed

## OU 24-Hour Reporting Hotline

The 24-Hour Reporting Hotline service allows for the reporting of incidents or concerns relating, but not limited, to the following:

- Equal opportunity, Title IX, racial discrimination or harassment
- Campus climate and bias
- Student misconduct, including sexual misconduct, assaults and harassment

**844-428-6531**

[www.ou.ethicspoint.com](http://www.ou.ethicspoint.com)

# Sexual Misconduct, Assault and Harassment Policies and Procedures

## Campus Resources

### Title IX/Sexual Misconduct Office

To report student, faculty, or staff issues related to sexual assault, dating violence, domestic violence, stalking and other forms of sexual misconduct.

Website: [www.ou.edu/eoo](http://www.ou.edu/eoo)

Email: [smo@ou.edu](mailto:smo@ou.edu)

Phone: (405) 325-2215

### Equal Opportunity Office

To report issues on discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age (40 or older), religion, disability, political beliefs, or status as a veteran of its policies, practices, or procedures.

Website: [www.ou.edu/eoo](http://www.ou.edu/eoo)

Phone: (405) 325-3546 or (405) 325-3549

### Student Conduct Office

To report issues related to the Student Code or Alcohol Policy.

Website: [www.ou.edu/studentconduct](http://www.ou.edu/studentconduct)

Phone: (405) 325-1540

### OU Police Department

To report criminal violations or safety concerns.

Website: [www.ou.edu/content/police.html/](http://www.ou.edu/content/police.html/)

Phone: (405) 325-2864

### OU Advocates

(via Gender + Equality Center) Advocate and referral resource for sexual assault/misconduct issues for students, faculty or staff.

Website: [www.ou.edu/gec](http://www.ou.edu/gec)

Phone: (405) 325-4929 (available 24/7)

### Counseling Services

(via Goddard Health Services) Student, faculty or staff counseling services.

Website: [www.ou.edu/ucc](http://www.ou.edu/ucc)

Phone: (405) 325-2911 or (405) 325-2700

### Counseling Psychology Clinic

Student, faculty or staff counseling services.

Website: [www.ou.edu/content/education/centers-and-partnerships/counseling-psychology-clinic.html](http://www.ou.edu/content/education/centers-and-partnerships/counseling-psychology-clinic.html)

Phone: (405) 325-2914

### Employee Assistance Program

To aid in any employee-related issues or questions.

Phone: (800) 327-2513

### Student Government Association's Office of General Counsel

Represents students charged with code violations.

Website: [www.ou.edu/content/sga/general-counsel.html](http://www.ou.edu/content/sga/general-counsel.html)

Phone: (405) 325-5474

## Community Resources

### Norman Women's Resource Center

Provides confidential support and assistance for victims of sexual violence.

Website: [www.wrcnorman.org/](http://www.wrcnorman.org/)

Phone: (405) 364-9424

### Domestic Violence Crisis Line

Provide confidential crisis intervention, referrals, and information about domestic violence.

Phone: (405) 701-5540

### Norman Police Department

Provides law enforcement support.

Website: [www.normanpd.normanok.gov/](http://www.normanpd.normanok.gov/)

Phone: (405) 321-1444

### Norman Regional Hospital

Provides medical assistance.

Address: 901 N. Porter, Norman, OK

Website: [www.normanregional.com/en/index.html](http://www.normanregional.com/en/index.html)

Phone: (405) 307-1000

### Legal Aid Services of Oklahoma, Inc.

Provides reduced-fee legal services.

Website: [www.legalaidok.org/law-offices](http://www.legalaidok.org/law-offices)

Phone: (405) 360-6631

Additional campus and community resources can be found at [www.notonourcampus.ou.edu](http://www.notonourcampus.ou.edu).

# Sexual Misconduct, Assault and Harassment Policies and Procedures

## University Procedures for Addressing Policy Violations of Sexual Assault and Other Sexual Misconduct

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 Coordinator 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 Coordinator or his/her designee will offer interim or long-term measures such as opportunities for academic assistance, changes in housing for the reporting party or the responding student/employee, changes in working situations, as well as other assistance that may be appropriate and available on campus or in the community (such as health care, legal assistance, visa and immigration assistance, No Contact Orders, campus escorts, transportation assistance, targeted interventions, etc.). If the reporting party so desires, he/she will be connected with a counselor or victim's advocate on or off campus. 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. In addition, the University will provide academic, living, transportation, and employment assistance or other protective measures if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. A written summary of rights, options, support resources and procedures are provided to all reporting parties regardless of whether they are students, employees, guests or visitors.

If the reporting party requests, or the University believes it is necessary, the Title IX Coordinator will initiate a prompt, fair and impartial process to be initiated, commencing with an investigation. An investigation may lead to a finding that University policy has been violated, based upon a preponderance of evidence standard (which is what is more likely than not to have occurred), and sanctions may be imposed upon the accused. Policy violations involving students will be referred to Student Conduct for appropriate disciplinary actions. If a finding is made against an employee, the Title IX Coordinator will discuss disciplinary action with the appropriate Executive Officer. If a finding is made against a faculty member, the Title IX

Coordinator, in consultation with the Provost, shall recommend appropriate discipline. The investigation and resolution process can be found online at [www.ou.edu/eoo/policies-procedures/non-discrimination](http://www.ou.edu/eoo/policies-procedures/non-discrimination).

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 and to fully participate in the process, including any meeting, conference, hearing or other procedural action. Once an investigation is complete, the parties will be informed of the outcome in writing, including the finding, the sanctions (if any) and the rationale therefore. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will also be informed in writing of their right to exercise a request for appeal and University appeal procedures (as detailed in Student Code, Faculty Handbook, or Investigative Process for sexual misconduct complaints) depending on the parties involved and the circumstances of the allegation. 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. All processes shall be conducted in a prompt and fair manner, and generally should take place within sixty (60) days.

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.

The Title IX Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the University acts to reasonably prevent

# Sexual Misconduct, Assault and Harassment Policies and Procedures

its recurrence and the effects on the reporting party and the community are remedied. Accordingly, the Title IX Coordinator in conjunction with other offices, including Student Conduct, Student Affairs, Legal Counsel, and Human Resources, is also responsible for assuring 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.

## Consequences/Sanctions for Sexual Assault and Other Sexual Misconduct Policy Violations

In the event that sexual assault, sexual misconduct, sexual harassment, stalking, dating violence, domestic violence, gender-based crimes or violence does occur, the University takes the matter very seriously. The University employs protective measures such as interim suspension and/or administrative 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 or other serious 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 the crime of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, s/he is subject to action in accordance with the Sexual Misconduct, Discrimination, and Harassment Policy, as well as the Student Conduct Code and Procedures located at [www.ou.edu/studentconduct](http://www.ou.edu/studentconduct) and the Faculty and Staff Handbooks.

**A. Sanctions for students** found to have committed a violation of this policy can include the following. Sanctions not on this list may be issued when deemed appropriate by the University.

**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.

**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

# Sexual Misconduct, Assault and Harassment Policies and Procedures

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:** Restriction from use or denial of specified University services, including participation in University 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.

**B. Sanctions for employees** can include verbal/written reprimands, required 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.

**C. For offenses including sexual misconduct or gender-based discrimination**, such as sexual assault, domestic violence, dating violence, and stalking, sanctions range from warnings through expulsion/termination as described above. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) can result in suspension, expulsion or termination of employment.

**D. Disciplinary action** for sexual harassment can include verbal or written warnings, disciplinary probation, required educational training, or other remedial measures as appropriate. Repeated or serious violations may result in immediate termination from employment or dismissal from the University.

## University Education and Programming

In an effort to reduce the risk of sexual assault, dating violence, domestic violence, stalking and sexual harassment from occurring among its students and employees, the University provides awareness and prevention programs. It is the policy of the University to offer educational programming to help prevent these occurrences. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student training and new employee orientations as well as through

mandatory online training throughout the semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policy and disciplinary procedures with regard to sexual misconduct as well as Oklahoma definitions of sexual assault, dating violence, domestic violence, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, and provides instruction on recognizing warning signals and avoiding potential attacks, without applying victim-blaming approaches. Programs are informed by evidence-based research and/or are assessed for their effectiveness.

Bystander intervention is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as:

- Diverting the intended victim (e.g., “help me out of here; I don’t feel well”)
- Distracting the perpetrator (e.g., “looks like your car is being towed”)
- Confronting the perpetrator (e.g., “don’t speak to him/her in that manner; you are going to get yourself into trouble”)
- Using intervention-based cellular phone apps
- Identifying allies
- Calling for help

Throughout the year, ongoing awareness and prevention campaigns are directed to faculty, staff, and students, often taking the form of campaigns (including posters, newspaper advertisements, stakes, banners, T-shirts, shopping bags, magnets, brochures, fliers, tabling at campus-wide events, video messaging at sporting events, One Sooner Can Make a Difference/Active Bystander Training for students, faculty and staff, Step In, Speak Out peer educator training, LGBTQ Ally training for faculty, staff, and students, and Alcohol Awareness training for incoming freshman, emails, guest speakers, and events such as Take Back the Night, The Red Flag Campaign, Safe Break, 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 [www.notonourcampus.ou.edu](http://www.notonourcampus.ou.edu) and [www.ou.edu/content/studentlife/diverse\\_communities.html](http://www.ou.edu/content/studentlife/diverse_communities.html).

# Sexual Misconduct, Assault and Harassment Policies and Procedures

## Sex Offenders

In accordance with 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 [sors.doc.state.ok.us/svor/?p=119:1](https://sors.doc.state.ok.us/svor/?p=119:1).

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 with, or residence at 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 at (338) 941-4915 or the Sexual Misconduct Office directly at 001-405-325-2215 (Kathleen Smith, Sexual Misconduct Officer, or Bobby Mason, Title IX Coordinator), [smo@ou.edu](mailto:smo@ou.edu). Investigation of complaints will be conducted in the same manner as noted in the Sexual Misconduct, Discrimination and Harassment Policy found online at [www.ou.edu/eoo](http://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 there is an immediate concern for the Arezzo campus 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, Student Code provisions 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.ou.edu/studentconduct/policies.html](http://www.ou.edu/studentconduct/policies.html) 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, faculty, staff, and students traveling to Arezzo 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 assistance for reporting parties in Arezzo and may be contacted at 001-405-615-0013 (phones answered 24/7). Additionally, Arezzo Student Affairs can provide support and assistance. Contact Charlotte DuClaux, Arezzo Student Affairs Director, at (338) 941-4915. Local law enforcement in Arezzo may be contacted by calling 39-0575-4001.

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. Manifests itself in many forms, such as sexual abuse, physical assault, threats of assault, intimidation, control, stalking, psychological violence, neglect, economic deprivation."

Also, 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: [it.usembassy.gov/u-s-citizen-services/](http://it.usembassy.gov/u-s-citizen-services/) for more information.

# Sexual Misconduct, Assault and Harassment Policies and Procedures

## Definitions

**Advisor** means any individual who provides the accuser or accused support, guidance or advice.

**Awareness programs** means community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Bystander intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Ongoing prevention and awareness campaigns** means programming, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault and stalking, using a range of strategies with audiences throughout the institution and including information described in 34 CRF 668.46(j)(1)(i)(A) through (F).

**Primary prevention programs** means programming, initiatives, and strategies informed by research or assessed for value, effectiveness or outcome that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Proceeding** means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding

investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Result** means any initial, interim and final decision by any official or entity authorized to resolve disciplinary matters within the institution, any sanctions imposed by the institution, and the rationale for the result and the sanctions.

**Risk reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.



# Sexual Assault Education and Prevention

## 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.

## 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. Dale Lewis at (405) 325-2864 or email [oupd@ou.edu](mailto:oupd@ou.edu).**



# Response to Sexual Assault and Domestic Abuse Crimes

## 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
- 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

## OU 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 Gender + Equality Center, 247 OMU, and (405) 325-4929.

## 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: [sors.doc.state.ok.us/svor/?p=119:1](https://sors.doc.state.ok.us/svor/?p=119:1); and the national registry at [www.nsopw.gov](http://www.nsopw.gov). Information on federal prisons can be viewed at [www.bop.gov](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 (405) 325-2864.

## Gender + Equality Center

The mission of the OU Gender + Equality Center is to foster social justice by advocating for the rights of women and LGBTQ students, empowering those without a voice, and challenging inequality. The GEC provides information on sexual assault awareness; facilitates sexual assault prevention and LGBTQ focused 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. Additional programs and activities include the White Ribbon Campaign, Take Back the Night, Step In, Speak Out, and other outreach programs about sexual assault, harassment, stalking, domestic and dating violence. For more information, call (405) 325-4929 or visit [www.ou.edu/gec](http://www.ou.edu/gec).



# Illegal Use and Sale of Alcohol and Drugs

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

[studenthandbook.ou.edu](http://studenthandbook.ou.edu)



**GUARDIAN**

We're with you every step.

**Download the  
Guardian  
Safety App  
TODAY!**

- **Set a Safety Timer** – Notify people you trust to check in on you if you are alone or in an unfamiliar place.
- **Manage and Message Your “Guardians”** – Invite family, friends, or others to be your “Guardian,” and communicate with them as needed within the app.
- **Easy Emergency Communication** – Call the OU Police directly for help and send text tips – including photos – if you see something suspicious. See something? Say something!

**Turn your phone into a personal safety device... and we'll be with you every step.**

For additional information visit

[www.ou.edu/content/police/psafe/crimson-guardian](http://www.ou.edu/content/police/psafe/crimson-guardian)

# Substance Abuse Education Programs

**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.

**Certified Alcohol and Drug Counselor:** The University employs a counselor with specialized training in alcohol and drug counseling to design clinical interventions and program activities. The University also contracts with Licensed Alcohol and Drug Counselors in the community.

## **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 the 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 Wellness, Environmental and Emergency Preparedness Week**

**(Sept. 12-16):** The goal of Sooner Safety Wellness, Environmental and Emergency Preparedness (SWEEP) Week, held each fall across campus, is to teach students about campus safety. Through fun, interactive programs, SWEEP 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 the University alcohol policies. Refer to [ou.edu/ucc/cap](http://ou.edu/ucc/cap) for more information and to [onpoint.ou.edu](http://onpoint.ou.edu) to access the online education session.

**For more information about the availability of these programs, call Goddard Health Services at (405) 325-4611 or the Comprehensive Alcohol Program at (405) 325-2255.**



# Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace

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.

# Campus Security and Crime Prevention Programs

OUPD, the Division of Student Affairs, Housing and Food Services, the Department of Athletics, the Office of Human Resources' Training and Development, the Office of Emergency Preparedness, and the Institutional Equity and Title IX Office participate in a number of programs regarding campus security procedures and practices and to encourage personal safety and security.

Each semester, students are informed of services offered by OUPD. Presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees at New Employee Orientation. Throughout the academic year, OUPD, in cooperation with other OU organizations and departments, presents crime prevention awareness sessions and educational sessions on personal safety. Additionally, information regarding campus security procedures and practices is disseminated to students and employees throughout the year using a variety of methods. OU Alerts are sent for emergencies and incidents when information must be delivered quickly.

**Rape Awareness Week (Sept. 30 - Oct. 7):** Rape Awareness Week is sponsored by the Gender + Equality Center. During this week, the center provides door hangers featuring sexual assault prevention tips and sexual assault resource information for residence hall room doors. Information about how to be an active bystander to help others at risk for sexual assault also is shared through campus outreach and a marketing campaign.

**One Sooner Training:** One Sooner is the name of the University's active bystander campaign, encouraging students, faculty and staff to take positive steps in intervention when they witness inappropriate behavior. As a university community, we can alter behavior and alter what is considered an acceptable cultural norm by actively and positively engaging individuals when we see or hear of problematic behavior. By ignoring problematic behavior, individuals are passively accepting it as a cultural norm. The Gender + Equality Center, in conjunction with the Institutional Equity Office, offers periodic training on how you can be a positive influence as an active bystander. Although the training focuses primarily on the topics of gender discrimination, sexual harassment and sexual misconduct, the concepts learned in the training translate to any situation.

## **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.

These programs are offered at least once each academic year; many are offered once each semester. For more information, contact the Office of Gender + Equality Center at (405) 325-4929.

## **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](http://onpoint.ou.edu) for the quiz, and [www.ou.edu/eoo](http://www.ou.edu/eoo) 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](http://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 (405) 325-WALK.

**Police Notebook:** OUPD's award-winning internet site maintains material on a multitude of crime prevention and personal safety issues. The site is located at [www.ou.edu/oupd](http://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 37 for Substance Abuse Education Programs.

# Cyberstalking, Harassing Phone Calls, Bicycles

## 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](http://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/content/police/contact\\_oupd1.html](http://www.ou.edu/content/police/contact_oupd1.html) and sent to the appropriate campus departments.

All members of the University community and visitors are encouraged to contact OUPD at 911 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.



## Harassing 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.



## 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. Dale Lewis at (405) 325-2864 or by email at [oupd@ou.edu](mailto: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 (405) 325-2511.



# Outreach Programs



## The Red Flag Campaign

This social-marketing campaign raises awareness about dating violence and the “red flags” that exist in unhealthy and potentially violent relationships. The poster campaign is enhanced by red flags installed on the South Oval during the week, along with information about healthy and abusive relationships and supportive resources.



## 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, Speak Out 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.



## 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.



# Violation of Laws and University Regulations

Enrollment in the University creates additional responsibilities for students. 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 [www.studenthandbook.ou.edu](http://www.studenthandbook.ou.edu), and includes a description of Prohibited Conduct and the Student Conduct Procedures.

## Citation Schedule

| Prohibited Conduct  | 1st Offense | 2nd Offense | 3rd Offense                                 |
|---|-------------|-------------|---|
| Visitation/Unauthorized Entry   | \$15.00     | \$30.00     | Fine up to \$45.00 or disciplinary process  |
| Littering   | \$15.00     | \$30.00     | Fine up to \$45.00 or disciplinary process  |
| Removal of Furniture/Fixtures   | \$30.00     | \$60.00     | Fine up to \$90.00 or disciplinary process  |
| Open Flame Devices, Combustibles or Hazardous Chemicals   | \$15.00     | \$30.00     | Fine up to \$45.00 or disciplinary process  |
| Pets  | \$15.00     | \$30.00     | Fine up to \$45.00 or disciplinary process  |
| Propping Open Security Doors  | \$50.00     | \$100.00    | Fine up to \$150.00 or disciplinary process |
| Noise   | \$15.00     | \$30.00     | Fine up to \$45.00 or disciplinary process  |
| Failure To Comply with Lawful Directions of Institution Officials Acting in Performance of Their Duties | \$15.00     | \$30.00     | Fine up to \$45.00 or disciplinary process  |
| Violation of Published Residence Hall or Apartment Rules  | \$15.00     | \$30.00     | Fine up to \$45.00 or disciplinary process  |
| Misuse of Institutional Property  | \$30.00     | \$60.00     | Fine up to \$90.00 or disciplinary process  |
| Defacement of University Property   | \$30.00     | \$60.00     | Fine up to \$90.00 or disciplinary process  |
| Violation of Posted Library Food, Tobacco and Beverage Regulations                                      | \$15.00     | \$30.00     | Fine up to \$45.00 or disciplinary process  |



# 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. An enrollment 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.

**Results of Disciplinary Proceedings:** Upon written request, the Office of Student Conduct will disclose to alleged victims of crimes of violence or non-forcible sex offenses the report on the results of any disciplinary proceeding conducted by the University against an alleged perpetrator of such crime or offense.

# Special Information for OU in Arezzo

## Security and Access

The OU in Arezzo Study Center is located on a one-way road in the historic center of Arezzo, Italy. 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 OU Arezzo Study Center via a “sign-in sheet” located near the main entrance to the OU Arezzo 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.



# Special Information for OU in Arezzo

## 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 campuswide timely warning or emergency notification via email, 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

Suzanne Kern: 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 Gender + Equality Center: 001-405-325-4929

Education Abroad Office: 001-405-325-1693

## 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. The following includes Campus, Non-Campus, and Public Property statistics; however, no crimes were reported in each category.

| Total Crimes Reported For: | OU in Arezzo |       |      |       |      |       |
|----------------------------|--------------|-------|------|-------|------|-------|
|                            | 2013         |       | 2014 |       | 2015 |       |
| Offense Type               | Res.         | Total | Res. | Total | Res. | Total |
| (includes attempts)        |              |       |      |       |      |       |
| Murder                     | 0            | 0     | 0    | 0     | 0    | 0     |
| Manslaughter               | 0            | 0     | 0    | 0     | 0    | 0     |
| Forcible Sex Offenses      | 0            | 0     | 0    | 0     | 0    | 0     |
| Non-Forcible Sex Offenses  | 0            | 0     | 0    | 0     | 0    | 0     |
| Robbery                    | 0            | 0     | 0    | 0     | 0    | 0     |
| Aggravated Assault         | 0            | 0     | 0    | 0     | 0    | 0     |
| Burglary                   | 0            | 0     | 0    | 0     | 0    | 0     |
| Arson                      | 0            | 0     | 0    | 0     | 0    | 0     |
| Motor Vehicle Theft        | 0            | 0     | 0    | 0     | 0    | 0     |

| Number of Arrests/Referrals for Selected Offenses | OU in Arezzo |       |      |       |      |       |
|---|--------------|-------|------|-------|------|-------|
|   | 2013         |       | 2014 |       | 2015 |       |
| Offense Type                                      | Res.         | Total | Res. | Total | Res. | Total |
| (includes attempts)                               |              |       |      |       |      |       |
| Liquor Law Violations                             |              |       |      |       |      |       |
| Arrest  | 0            | 0     | 0    | 0     | 0    | 0     |
| Referral  | 0            | 0     | 0    | 0     | 0    | 0     |
| Drug Law Violation                                |              |       |      |       |      |       |
| Arrest  | 0            | 0     | 0    | 0     | 0    | 0     |
| Referral  | 0            | 0     | 0    | 0     | 0    | 0     |
| Weapons Law Violation                             |              |       |      |       |      |       |
| Arrest  | 0            | 0     | 0    | 0     | 0    | 0     |
| Referral  | 0            | 0     | 0    | 0     | 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.

| Offense Type      | OU in Arezzo |       |      |       |      |       |
|-------------------|--------------|-------|------|-------|------|-------|
|                   | 2013         |       | 2014 |       | 2015 |       |
|                   | Res.         | Total | Res. | Total | Res. | Total |
| Stalking          | 0            | 0     | 0    | 0     | 0    | 0     |
| Dating Violence   | 0            | 0     | 0    | 0     | 0    | 0     |
| Domestic Violence | 0            | 0     | 0    | 0     | 0    | 0     |

# 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**, as amended, and the **Americans with Disabilities Act of 1990**, as amended, 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) 325-4173/TDD or  
(405) 325-3852/voice  
[www.ou.edu/drc/home.html](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, gender identity/expression discrimination, pregnancy discrimination, genetic information, gender identity, gender expression, age (40 or older), religion, disability, political beliefs, or status as a veteran may file a complaint pursuant to [www.ou.edu/eoo.html](http://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

The University of Oklahoma, 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, genetic information, gender identity, gender expression, age, 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, financial aid and educational services. Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, (405) 325-3546, [bjm@ou.edu](mailto:bjm@ou.edu), or visit [www.ou.edu/eoo](http://www.ou.edu/eoo).



# Important Phone Numbers

Keep these numbers handy in case you need assistance. An expanded list is available at [www.ou.edu/content/police/emmerphon.html](http://www.ou.edu/content/police/emmerphon.html)

## Police

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

|                      |                                     |
|----------------------|-------------------------------------|
| OUPD non-emergency   | (405) 325-2864<br>or (405) 325-1717 |
| Campus CrimeStoppers | (405) 325-STOP<br>or (405) 325-7867 |

## University Fire Marshal

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

## Local numbers

|   |                                     |
|---|-------------------------------------|
| Norman Fire Department non-emergency          | (405) 292-9780                      |
| Norman Police Department non-emergency        | (405) 321-1600<br>or (405) 321-1444 |
| Norman Emergency Medical Services<br>(EMStat) | (405) 360-1232                      |
| Norman Rape Crisis Center                     | (405) 701-5660                      |
| Cleveland County Sheriff's Office             | (405) 321-8600                      |

## Maintenance

|                           |                |
|---------------------------|----------------|
| Academic area maintenance | (405) 325-3060 |
| Emergency repairs         | (405) 325-3060 |
| Housing maintenance       | (405) 325-4421 |

## Help Line Contacts

|                                    |                |
|------------------------------------|----------------|
| Alcohol and Hazing Hotline         | (405) 325-5000 |
| Disability Resource Center         | (405) 325-3852 |
| OU Gender + Equality Center        | (405) 325-4929 |
| University Counseling Center       | (405) 325-2911 |
| OU Counseling Psychology Clinic    | (405) 325-2914 |
| OU Advocates                       | (405) 615-0013 |
| OUPD (Business/Info Line)          | (405) 325-1717 |
| OUPD (Non-Emergency Line)          | (405) 325-2864 |
| OUPD (Emergency and TDD Line)      | (405) 325-1911 |
| Rape Crisis Center                 | (405) 701-5660 |
| Sexual Assault Hotline             | (405) 701-5660 |
| Sexual Misconduct Office           | (405) 325-2215 |
| Student Affairs                    | (405) 325-3161 |
| Women's Resource Center            | (405) 364-9424 |
| Women's Shelter for Battered Women | (405) 701-5540 |

## Other OU numbers

|                 |                |
|-----------------|----------------|
| SafeRide        | (405) 325-Ride |
| SafeWalk        | (405) 325-Walk |
| Student Conduct | (405) 325-1540 |

## Emergency Communications System Web Address:

[www.account.ou.edu](http://www.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 [www.studentconduct.ou.edu](http://www.studentconduct.ou.edu) or by calling Student Conduct at (405) 325-1540 (voice) or (405) 325-4173 (TTY). The Student Handbook can be found at [www.studenthandbook.ou.edu](http://www.studenthandbook.ou.edu). The Staff Handbook can be found at [www.hr.ou.edu/handbook/default.asp](http://www.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](http://www.ou.edu/provost/pronew/content/fhbmenu.html) or by calling the Provost's Office at (405) 325-3221.