



UNIVERSITY OF
Central Oklahoma

**ANNUAL SECURITY
AND FIRE SAFETY REPORT
2010**

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The University of Central Oklahoma is committed to maintaining a safe and secure campus for all students, faculty, staff and visitors who comprise our thriving and diverse community. This report is provided for the benefit of our community members, prospective employees and prospective students. The Division of Student Affairs, Safety and Transportation Services (formerly named Department of Public Safety), Department of the Physical Plant, Housing and Dining Services, Office of Information Technology, Athletic Department and others work year-round to implement and maintain security and safety initiatives. Partnerships with city, county, state and federal governments and organizations play an important role in keeping UCO a safe campus. We encourage you to review this report and contact us if you have any questions, comments or suggestions. This report is prepared for the UCO community by UCO Safety and Transportation Services, (405)974-2345.

◆ **General Information**

Under authority of the President of the University of Central Oklahoma (UCO), the Executive Director of Safety and Transportation Services, or the President’s alternate designee, will coordinate each year the campus initiative to compile data, review policies and prepare the annual security report pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and other applicable laws and regulations.

In addition to working with appropriate campus offices and individuals, the university will work with local law enforcement agencies to collect appropriate criminal statistical data for inclusion in the report. The university will produce a final report for publication via the UCO web site and paper copies as may be appropriate. Notification of the availability of the report will be made to all currently enrolled students, faculty and staff members. Notification will be made to each individual by electronic means or via individual mailings. The report will be available to all interested persons, including prospective students and prospective employees via the UCO internet web site: (<http://www.uco.edu/annualsecurityreport>) by October 1st of each year. The report will be viewable and downloadable in Adobe ® PDF format or other formats as may be appropriate.

Paper copies of the report can be obtained by visiting or calling the Office of Employment Services, Enrollment Management, Police Services and other campus offices upon request. You can be connected to these offices by calling the UCO Campus Operator at (405) 974-2000.

◆ **Reporting Emergencies and Non-Emergencies**

UCO Police Services (campus police), a division of Safety and Transportation Services, encourages all persons to report any criminal activity, suspicious conduct, and other general emergencies to campus police via **9-1-1** from any campus telephone. Calls from a campus phone do not require entering “9” before 9-1-1. We are partnered with the City of Edmond’s Emergency Operations Center for 9-1-1 related communications.

To report an emergency (fire, smoke, crime in progress, medical/injury), persons should contact Police Services via 9-1-1. A police officer will respond to provide assistance and gather information. Police Services may be contacted from a campus telephone via **9-1-1, (405) 974-2345**, an interior SafeWalk phone, exterior emergency phone, cellular phone or in person at their headquarters facility located on North University Drive, directly west of the Education Building. When an official report is filed, upon request, a copy of the report will be provided to the person reporting the incident. The Oklahoma Open Records Act is followed in all cases regarding release of law enforcement records.

Police Services, a division of Safety and Transportation Services, is a full-service police agency serving the university community. The department's mission is to maintain a safe and secure environment for students, faculty, staff and visitors. Police officers perform a variety of tasks which include but are not limited to: investigation of criminal activity, accident and fire response, traffic enforcement, SafeWalk service, assistance for stranded motorists, crime prevention, money transports, security for special events and facility security.

◆ **Timely Warnings and Activity Information (See also Emergency Management)**

Police Services is the point of contact for all crime reporting on UCO property. Reports can be made to any campus police officer by calling (405) 974-2345 or **9-1-1** in emergencies. In the event that a situation arises, either on or off campus, that, in the judgment of university officials, constitutes an ongoing or continuing threat, a “timely warning” will be issued. The warning will be issued via various methods (e-mail, UCO web page notification, Central Alert system, network pop-up message, press release to local media, posters, flyers, memorandums, etc.) depending on the nature of the threat. If the threat does not

pose a risk to the entire university community, the timely warning will be addressed to those community members who are subject to risk. These notifications will be issued without delay.

The Police Services Records Office will collect and maintain all incident reports and will prepare an annual statistical summary for distribution to the university community in the Annual Security and Fire Safety and Report and by other means. Incidents reported to Police Services and departmental activities are summarized and maintained in a daily log available upon request at the UCO police headquarters facility.

◆ **Counseling and Confidential Crime Reporting**

During the course of counseling, counselors sometimes become aware of unreported crimes. The Student Counseling Center keeps a tally of these alleged crimes and reports that tally to Safety and Transportation Services on an annual basis, without revealing the source or identifying details of the alleged crime. Only the tally and category of the alleged crime is reported, nothing else. Statistics include incidents reported through the UCO Violence Prevention Project.

In addition to confidential reporting from counselors, UCO has a confidential reporting program similar to Crime Stoppers. This program, called **Broncho Five-O**, is available via phone 24 hours a day by calling **(405)974-3483**. Persons may report crimes that have occurred, or any information they may have about a criminal incident.

UCO police will always accept anonymous or confidential reports. An attempt will be made to investigate the crime if the reporting party provides adequate information and is supportive of the investigative action. In cases where no investigation is possible to verify the information provided, the statistics generated (if applicable to the Clery Act) will be separated in the statistical portion of the Annual Report to reflect their status as anonymously reported. Reports will be taken via telephone, mail, e-mail or in person if the reporting person so chooses. See Anonymous Reporting under the Sexual Assault section of this document for additional information.

◆ **Security of Facilities and Access to Residential Areas**

There are scheduled times for all campus-building lockups. These duties are performed by UCO police staff. UCO police conduct building security checks seven days a week year-round. Students may be authorized to be in a building after lockup if they are under the direct supervision (physically present) of a faculty or staff employee or have pre-authorized written permission.

Security is provided in the maintenance of the university's facilities through a number of mechanisms, including periodic building checks, limitations on hours of operation, and restricting issuance of keys. University departments coordinate maintenance efforts to ensure that safety and security components of university facilities are continuously working properly. Mechanical or electrical failures in locks or other security components are repaired promptly. A frequent survey of exterior campus lighting is completed by members of Police Services as well as members of Department of the Physical Plant and staff from the Office of Housing and Dining Services to ensure they are working properly. Prompt repairs are made in all cases.

An informational publication is provided by Housing and Dining Services as a guide for living in residence halls or other student housing. Each residence hall is staffed twenty-four hours a day by department personnel. All resident rooms and windows are equipped with locking devices. Educational programs are presented periodically to residents to increase awareness of safety and security issues. University housing facilities are patrolled by university police officers on a regular basis. Residents are

encouraged to keep doors and windows locked. Tenants should report any suspicious activity to UCO police immediately.

◆ **Access Control**

The Access Control Unit (formerly Key Control) is a division of UCO Safety and Transportation Services. This unit is responsible for all matters related to key issuance and lock core management for UCO facilities. Access Control also provides maintenance of locking hardware, doors, and other lock/door related assets. Key issuance within residential facilities is handled by staff from Housing and Dining Services.

Faculty and staff needing key(s) for a particular location on campus must initiate a request with their Building Captain who, once it is approved at the departmental level, will submit a work order to the Department of the Physical Plant through their FAMIS Work Order system. Access Control staff then verify the information in the work order and process the request. The Building Captain and the faculty or staff member is then notified that the key(s) is available for pickup at the Police Services building. Keys may be picked up or turned in at any time, 24 hours a day. Faculty and staff who are leaving employment with UCO must turn in all issued keys to Police Services pursuant to the employment exit process overseen by the Office of Employment Services.

Department supervisors may submit a key request form as soon as a new employee has accepted an offer of employment. Access Control will process the request, and will either deliver the key to the new employee on the first day of employment (new employee training) or the key will be available for pick-up at Police Services at any time.

Keys for academic or administrative structures will not be issued to undergraduate students except in special circumstances. A vice president's signature is required before any key is issued to an undergraduate student for an academic or administrative building. Problems with lock cores, broken or damaged keys, or other problems that prevent access or closure should be reported to Police Services immediately. Repairs will be handled in a prompt manner.

◆ **Police Enforcement Authority**

UCO police officers are duly commissioned State of Oklahoma police officers. Their authority comes from Oklahoma State Statute (74 O.S. 360). Each officer is certified by the Oklahoma Council on Law Enforcement Education and Training via attendance at the state-sponsored police academy. UCO police officers have full police powers on property owned by UCO and any other property contiguous to property of UCO pursuant to an agreement with the City of Edmond. UCO police officers also have police authority within the City of Edmond pursuant to the same agreement. Greek housing facilities, which are privately owned, fall under the Edmond Police Department's primary jurisdiction.

In addition to enforcing local, state and federal laws and regulations, police officers are also authorized to enforce rules of conduct articulated in the Code of Student Conduct prepared and distributed by the Division of Student Affairs. Applicable sections of that document are duplicated in this report pursuant to the Clery Act. Non-commissioned personnel working for Safety and Transportation Services and all other university authorities are empowered to enforce university regulations and may, as United States citizens, enforce local, state and federal laws where applicable.

◆ **Arrest Authority of Campus Police and Other Personnel**

Commissioned police personnel have full arrest authority as provided by Oklahoma state statute. UCO Police Services employs a number of non-commissioned security personnel to provide basic security services in various areas of the campus. These employees, as well as residential housing staff, museum

personnel, and others provide basic and variously defined security functions on campus and during off-campus events involving UCO students or employees. During the course of their duties, any of these personnel, as well as all other UCO personnel, have the right and responsibility under law to affect an arrest of a criminal violator pursuant to “citizen’s arrest” powers where circumstances permit. Referral to UCO police officers of all criminal matters, where immediate custodial arrest of an alleged perpetrator is necessary, is strongly encouraged in all but the most extreme circumstances where immediate action could possibly prevent physical injury.

◆ **Law Enforcement Agency Cooperation**

UCO Police Services maintains an excellent professional working relationship with the City of Edmond Police Department. The agencies coordinate investigation efforts, patrol, special events and training on a routine basis. UCO Police Services works with other municipal, state and federal law enforcement agencies as is appropriate on a continual basis to better serve the university community. Police Services submits incident report data to both the Oklahoma State Bureau of Investigation and the Federal Bureau of Investigation (FBI) under the guidelines of the Uniform Crime Report maintained by the FBI on a monthly basis.

◆ **Community Policing at UCO**

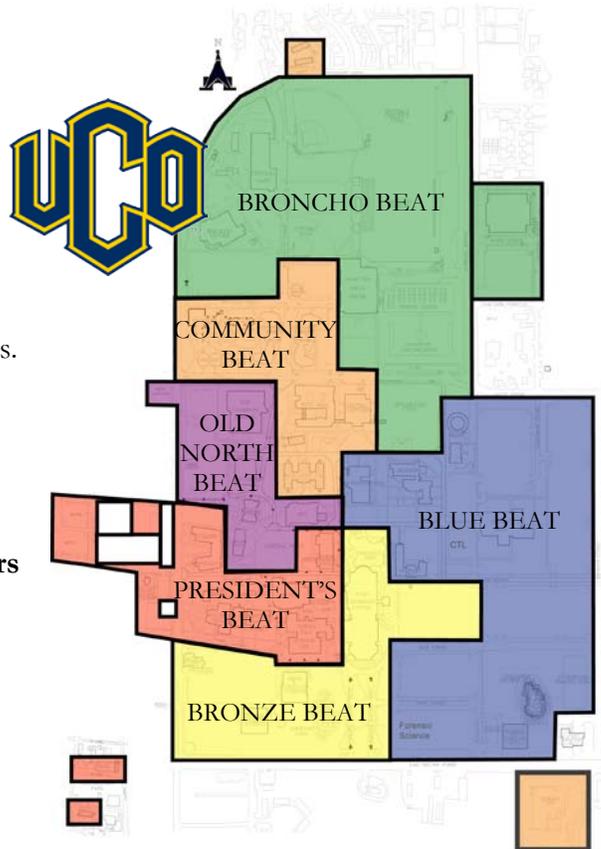
In 2001 UCO police implemented a community policing beat system to improve information exchange between campus police and members of the UCO community. All campus facilities and grounds are incorporated into six individual patrol zones, or beats. One police officer is assigned enhanced responsibility within each beat. Officers spend at least ten hours per week working in their beat. During this time they meet with members of the community and coordinate crime prevention activities. One police officer has been assigned to coordinate crime prevention and community policing beat activities. For more information please call the Police Services Crime Prevention Unit at (405) 974-2345.

As of October 2010 the following UCO Police Officers have Community Policing Beat Assignments.

- Officer Rod Costner -- **Broncho Beat**
- Officer Lance Doherty -- **Community Beat**
- Sergeant Jeremy Biggs -- **Old North Beat**
- Sergeant Julius Adkins -- **President’s Beat**
- Officer Dylan Wilson -- **Bronze Beat**
- Officer James Meadows -- **Blue Beat**

•**Community Policing Coordinator:** Asst. Chief Ted Jones

All officers can be reached via our general e-mail address - police@uco.edu or by calling Police Services at 974-2345.



➤ **Crime Prevention Programming**

Police Services and other university offices and organizations sponsor crime prevention and security/safety presentations year round. Orientation sessions for new employees and new students and their parents all incorporate information on personal safety and security of property. They also include procedures to follow on both prevention of crime and the response to a crime, should one occur.

Police Services can create or custom-tailor a presentation or program for any group, department or office upon request. Programs will be offered and conducted to meet community demand regardless of frequency. A seminar may be scheduled by calling the Police Services Crime Prevention Unit at (405) 974-2345. Additionally, other campus offices such as the Wellness Center, Student Affairs, Violence Prevention Project and Housing and Dining Services may be contacted for program assistance.

Programs available on campus include, but are not limited to:

Alcohol/Drug Awareness

“Alcohol 101”

Bacchus/Gamma Programming

National Collegiate Alcohol Awareness Week activities

Crime Prevention and Safety Awareness Programs

Physical and Property Security

Personal Safety

Self Defense

Violence Prevention Project programs

Workplace Violence

Active Shooter (Video Program: “Shots Fired on Campus”)

Terrorism Preparedness and Response

Emergency Management Planning and Response

Internet and Identify Theft

Several programs are available to members of the university community on the topic of drug and alcohol abuse. Programs can be arranged through the Police Services Crime Prevention Unit, the Division of Student Affairs and Housing and Dining Services. Information on alcohol and drug abuse may also be obtained through the National Clearinghouse for Alcohol and Drug Information at (800)729-6686.

➤ **Emergency Phones**

Emergency phones connected directly to the Police Services dispatch center are located at various locations across campus. Police Services operates a “SafeWalk” program using uniformed student security officers, called Community Service Officers, to escort members of the community on campus. “SafeWalk” phones are located in various buildings campus wide. Both of these programs and others are routinely advertised to members of the UCO community.

➤ **Environmental Health and Safety (EHS)**

The EHS division of Safety and Transportation Services is responsible for overseeing compliance with federal and state requirements relative to environmental, health and safety, workers’ compensation, risk

management, building and fire code compliance on campus property. This impacts all areas of the university including students, faculty, staff and visitors. Professionals in the EHS division are trained in dealing with safety matters encountered on the university as well as coordination of emergency preparedness and response campus wide. The University of Central Oklahoma has appointed a full time emergency management coordinator and a code compliance official.

Some of the more common types of situations that the EHS division is responsible for include:

- Maintaining all campus fire system in accordance with codes
- Oversight of system inspections and repairs
- Review of all new building plan and remodels for code compliance with numerous codes
- Strategic Planning for fire alarm and sprinkler system upgrades
- Emergency Management – the emergency coordinator is responsible for programs, training, procedures, public awareness and other issues relative to emergency preparedness on the UCO campus
- Processing all Workers' Compensation claims
- Processing all third party claims through State Risk Management
- Maintaining all records and valuations of property on the UCO campus for the purpose of insurance
- Monitoring and maintaining of asbestos material in areas of the university where the material is still in place and directing the asbestos removal program
 - UCO has successfully completed a five-year plan to remove all asbestos material from campus mechanical rooms. These areas had the potential to disperse airborne fibers. Materials in other locations are monitored and removed to reduce the presence of this material on campus.
- Addressing indoor air quality (IAQ) problems that may occur in a facility due to changes in the environment
- Managing projects to correct and remediate environmental problems that may arise due to IAQ, asbestos, mold and other contaminants
- Coordinating and directing disposal of hazardous materials that may be generated or spilled by work or laboratory processes on campus
- Developing and implementing Environmental Health and Safety operational procedures, policies and training
- Inspecting and monitoring campus facilities to identify and remediate any potential EHS concerns before they become hazardous
- Working with all departments to implement a campus wide EHS Management System
- Accomplishing special projects as may be needed by UCO and working with all campus departments to provide appropriate training as may be required to address known hazards

Hazards from EHS issues or potential hazards can be reported to the EHS division at 974-2216 or through UCO Police Services at 974-2345. If you observe a hazard that is creating an immediate emergency, you should call 9-1-1 from any campus phone or cellular phone.

◆ **Annual Fire Safety Report**

UCO's facilities and buildings were constructed to meet the existing fire code when originally constructed. Campus facilities have a number of fire protection features. Facilities are equipped with fire alarm systems which report to the Edmond Fire Department through the UCO Police Services Communication Center. The university has aggressively pursued networking of building fire alarms. Police Services has an alarm receiving panel within the police department which monitors all network capable building fire alarm systems.

In addition to alarms, the university has fire suppression sprinkler systems in all new buildings including the largest structures on campus. Buildings protected by sprinkler systems are the Nigh University Center, Laboratory Annex Building, Education Building, Chambers Library, Evans Hall, the Commons and Suites. These systems are inspected annually and maintained through a contract with a private-sector company with expertise in these systems. More than 700 fire extinguishers are spread throughout the campus for use by occupants and trained emergency response personnel. These extinguishers are inspected regularly.

In addition to extinguishers, items that assist in fire-related emergencies are emergency lights and exit signage. UCO officials work closely with the Oklahoma State Fire Marshall and the City of Edmond Fire Department to ensure that all steps possible are taken to protect lives and property from fire and smoke. UCO's fire safety efforts are coordinated by the Environmental Health and Safety (EHS) division of Safety and Transportation Services. The primary point of contact for fire safety issues is the UCO Code Compliance Coordinator within the EHS division – 405-974-2216.

Specifications for On-Campus Housing Facility Fire Systems:

Residence Hall/ Apartment	Fire Safety Control System Reporting	Location of Sprinklers	Alarm Sensor and Annunciator Types
Broncho 4 Apartments	Not Equipped	NONE	Smoke activated (local only)
Central Plaza	Simplex-Grinnell: Reports to Police Services through Silent Knight Alarm Panel.	Common areas, lounges, hallways, stairwells, bedrooms.	Heat and smoke activated. Pull stations. Audio/Visual
Commons 1000	Silent Knight: Reports to Police Services.	Common areas, lounges, hallways, kitchens, bedrooms, landings	Heat and smoke activated. Pull stations. Audio/Visual
Commons 2000	Silent Knight: Reports to Police Services.	Common areas, lounges, hallways, kitchens, bedrooms, landings	Heat and smoke activated. Pull stations. Audio/Visual
Commons 3000	Silent Knight: Reports to Police Services.	Common areas, lounges, hallways, kitchens, bedrooms, landings	Heat and smoke activated. Pull stations. Audio/Visual
University Suites	Simplex Grinnell: Reports to UCO Police Services.	Common areas, lounges, hallways, kitchens, bedrooms, landings	Heat and smoke activated. Pull stations. Audio/Visual
Murdaugh Hall	Simplex Grinnell: Reports to UCO Police Services.	NONE	Heat and smoke activated. Pull stations. Audio/Visual
West Hall	Simplex Grinnell: Reports to UCO Police Services.	NONE	Heat and smoke activated. Pull stations. Audio/Visual

Emergency egress drills were conducted in January and August of 2009 in the following residential housing facilities: Central Plaza, Commons 1000, 2000, 3000, University Suites, Murdaugh Hall and West Hall. Commons 1000, 2000 and 3000 were tested separately. Collectively UCO conducted a total of **fourteen (14)** emergency egress drills during calendar year 2009 in residential facilities.

➤ **Annual Fire Safety Data for 2008 and 2009**

2008

Residence Hall/ Apartment	Number of Fires	Cause of Fire	Number of Injuries	Number of Deaths	Property Damage
Broncho 4	0	N/A	0	0	0
Central Plaza	0	N/A	0	0	0
Commons 2000	0	N/A	0	0	0
Commons 3000	0	N/A	0	0	0
University Suites	0	N/A	0	0	0
Murdaugh Hall	0	N/A	0	0	0
West Hall	0	N/A	0	0	0

2009

Residence Hall/ Apartment	Number of Fires	Cause of Fire	Number of Injuries	Number of Deaths	Property Damage
Broncho 4	0	N/A	0	0	0
Central Plaza	0	N/A	0	0	0
Commons 2000	0	N/A	0	0	0
Commons 3000	0	N/A	0	0	0
University Suites	0	N/A	0	0	0
Murdaugh Hall	0	N/A	0	0	0
West Hall	0	N/A	0	0	0

Students living on on-campus housing must comply with rules and procedures detailed in the Housing “Blue Book.” Section 11 of the Blue Book articulates those electrical appliances that are permitted or forbidden. Permitted are: desk lamps, computers, radios, stereos, televisions, VCRs, DVD players, clocks, irons, curling irons, hair dryers, razors, heating blankets, toothbrushes, coffee makers (with automatic shutoffs), microwave ovens, blenders and small refrigerators. Prohibited are: devices for cooking, lighting or cooling that may create a fire or shock hazard, those that strain electrical capability of the facility or pose health or safety concerns. Any device with an open heating element is prohibited. No open flames from candles, incense or other materials are permitted. UCO adopted a tobacco free campus policy in July of 2010. As such smoking of tobacco products (or illegal materials) is not permitted.

The “Blue Book” also provides guidance for evacuation procedures in the event of a fire. These procedures are applicable to other circumstances that would require evacuation from a residential campus structure. The procedures reference the need to check doors before opening to ensure they are not hot from fire, closing doors when evacuating, exiting calmly and quickly and moving to predetermined meeting areas for each residential facility. Additionally, instructions detail the need to stay out of facilities until fire officials clear the building for re-occupation and the need to remain away from emergency personnel so they can perform their duties as well as other guidance. This document is available on-line from the UCO Housing web site: www.uco.edu/residence_life.

Fire safety training programs are provided annually to all staff, including resident advisors. Student residential groups can also attend training on the use of fire extinguishers and other fire safety topics.

In the event a fire occurs, student residents are expected to report the fire to UCO Police Services by calling 9-1-1. All fires that occur in residential housing are investigated by members of the Edmond Fire Department and UCO's Code Compliance Official. The Director and Assistant Director of Housing and Dining Services should also be informed.

UCO is currently installing new voice addressable fire alarm systems across campus. Included in this long-term project are new systems for all residential housing areas. As these are completed, the chart above reflecting installed equipment will be updated.

➤ **Emergency Management:**

General Information, Emergency Response and Evacuation Procedures

UCO is proud to have been one of the few universities nationally to have been awarded an emergency planning and mitigation grant through the FEMA Disaster Resistant University (DRU) program. The DRU process created and strengthened partnerships within university departments as well as with outside organizations and government agencies. A thorough assessment of the risks faced by UCO was completed as well as avenues for mitigating those risks.

UCO has recently completed a comprehensive emergency response plan that is compliant with the National Incident Management Systems (NIMS). We have also formed a campus emergency response team as well as a threat assessment team (C.A.R.E. Team) to facilitate communication for the purpose of mitigating potential crises whether they be internal or external to the university community. UCO is also providing National Incident Management System (NIMS) training to faculty and staff to become NIMS compliant. UCO was the first university in Oklahoma and one of only a few in the region to appoint a full-time emergency management coordinator. This position helps coordinate UCO's emergency management initiatives.

We have also expanded our crisis communication programs. Emergency Preparedness Guide booklets have been prepared and are available from offices and other locations campus wide or via the UCO web site. In addition, more than 900 Emergency Response Guideline flip charts have been installed in classrooms, labs, offices and other locations across campus. These vinyl, red-colored charts, as well as the printed booklets include information on numerous topics including how to respond to severe weather, building evacuation, fire, active shooters and bomb threat response. Each location that has a wall-mounted Emergency Response Guide flip chart has storm shelter information specific for that space listed in plain view on the external portion of the wall mount. We have also installed telephones in each designated primary shelter location, trained faculty and staff to be "Shelter Captains," issued them two-way radios to communicate with UCO Police Services and have also provided them with a battery-powered megaphone to help aid in communicating to persons in the shelters. Many offices on campus also have weather radios provided and maintained by Safety and Transportation Services.

UCO's **Central Alert** program is the emergency notification system that allows authorized UCO officials to send news and instructions simultaneously to individuals through landline phones, cellular phones, text messaging and e-mail. The benefits of the Central Alert system are its immediacy and direct access to individual campus members through multiple points of contact.

Central Alert complements tools the university already has in place to respond to a range of emergencies that may include weather related closings, environmental health crises, public safety incidents and other unique emergency situations. In the event of an actual emergency, the university will continue to relay critical information using the most appropriate options from our full range of notification resources.

All students, faculty and staff are encouraged to update their contact information through either the Central Alert Channel or the Personal Information Channel on the Home Tab in UCO's portal, UCONNECT (<http://unconnect.uco.edu>). You can also add your parent's home phone or e-mail to the list so they can be aware of information communicated through this system. Each person will be able to opt-in to receive text messages. There may be a charge from your cell phone provider for each text message you receive. UCO will only use this system in emergencies and for authorized system tests.

Each community member can also opt-in for weather-related messages. Unless weather poses an immediate threat and there is not time to communicate it via other channels, UCO will not normally utilize a community-wide Central Alert to inform community members of campus closings or other general weather information. By opting in for weather messages, community members can receive this information. As with all text messages sent via Central Alert, the weather information may incur a charge from your cell phone provider for each message you receive.

Emergency Response and Evacuation Procedures

- In the event of a confirmed emergency or dangerous situation on campus or an incident off campus that threatens the campus community, UCO will, without delay, initiate our emergency communication plan through mechanisms described below.
- UCO will, without delay, evaluate each circumstance believed to pose a threat to the safety of our community members and determine the proper mechanism(s) and content of emergency communication message(s). Emergency notifications may not be immediately initiated if, in the opinion of UCO authorities, they would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- Awareness of an emergency can come from any source. UCO Police Services is normally, but not always the starting point for evaluation of emergencies that may impact the campus community. When an emergency is reported, the information is forwarded to UCO authorities that comprise the Crisis Management Team (CMT). The CMT will promptly evaluate the emergency, determine who within the community needs to be notified, determine the content of the notification, the means of notification and initiate the emergency communication.
- Persons who comprise our Crisis Management Team who are responsible for carrying out this process are the following UCO personnel by title:
 - President
 - Executive Vice President – Administration/Finance
 - Provost
 - Vice President – Student Affairs
 - Vice President – Information Technology
 - Vice President – University Relations
 - Executive Director of Safety and Transportation Services/Chief of Police
 - Emergency Management Coordinator
- Procedures for disseminating emergency information to the larger campus community are inclusive in our emergency communication plan. The means by which a message will be delivered to the campus community may include but are not limited to:
 - Central Alert (voice, text message, e-mail)
 - Net Notify (computer network pop-up system)
 - Office Calling Trees
 - Residential Housing Notification Procedures
 - Voice Addressable Fire Systems (not yet available in all campus buildings)
 - UCO Web Site
 - UCO Closing Line

- UCO's official FaceBook page
- UCO's official Twitter account
- Media notifications
- Public address via police megaphone/vehicle
- Testing of our various emergency systems and procedures occur at least annually:
 - Our Central Alert system and other communication systems are tested each February, July and October. The exact date and time are not announced, but the months of testing are provided to students in UCO's network portal system.
 - Evacuation testing occurs in each residential structure each semester. These are not advertised in advance, but generally occur in the first two weeks of the semester during the evening hours when the largest population is likely present.
 - Evacuation testing of non residential campus structures occurs at least once annually. These are performed without notice, during the business/class day. Even though these tests interrupt academic classes, they are timed so that the largest possible number of students, faculty and staff can participate.
 - In addition, UCO conducts emergency situation exercises at least once annually. These may be a table-top exercise in partnership with other governmental agencies, a functional exercise or full-scale exercise. These are scheduled in advance, but the context of the simulated emergency is not known to responders until the exercise commences.
 - Our shelter communication components are tested at least quarterly to ensure they are in working order. Our severe weather shelter communication components include our Shelter Captain network, each of which are equipped with a National Weather Service weather radio, two-way radio to Police Services, battery-powered megaphones and land-line telephones in each of our primary severe weather shelters.
 - UCO is partnered with the City of Edmond and their severe weather warning system. The City of Edmond tests their systems regularly to ensure they are operating.
- As indicated elsewhere in the Annual Security and Fire Safety Report, UCO has installed Emergency Procedure Guides in more than 900 locations across campus. These guides including evacuation and emergency response information in a flip-chart format covering a wide range of emergency circumstances. At each location, the wall-mounted holder for the guide includes a shelter location designation sticker specific to that particular location. In addition, emergency exit maps for each structure are installed across campus. These maps are specific to the exact location where they are installed and include a visual guide to primary and secondary emergency exit routes as well as a listing for the nearest severe weather shelter. These maps include a glow-in-the-dark background to ensure visibility if the lights are not working.

◆ **Missing Student Notification**

Pursuant to the Clery Act, UCO has implemented protocols to ensure that all reasonable and proper steps are taken in the event a student is discovered to be missing. The policy that has been implemented is as follows:

The purpose of this policy is to establish procedures for the university's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in campus housing, including off-campus apartment units leased by the university for student residents.

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Police Services Unit.

For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty member, family member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than the Police Services Unit, the employee receiving the report will ensure that the Police Services Unit is contacted immediately.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The UCO Police Services Unit will assist external authorities with these investigations as requested.

Police Services will conduct an initial investigation to determine if the person appears to be missing, or has simply changed his/her routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Police Service officers will check student's login records, dining records, class schedules, interview fellow students, faculty and resident hall staff, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure he/she is safe.

Should Police Services not be able to locate a person reported missing within twenty-four (24) hours of the report, Police Services would then notify the persons designated emergency contact. In the event that no separate emergency contact is identified, a parent or guardian as listed in university records will be contacted. Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans. This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: *For any student under the age of 18 who is not emancipated, the university must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.*

NOTE FOR STUDENTS UNDER AGE OF 21: *For students under 21, Suzanne's Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.*

◆ **Sex/Violent Offender Registration**

UCO Police Services operates a registration system for persons who have been convicted of sexual or violent offenses that require registration pursuant to federal or state law. UCO works with the City of Edmond Police Department and the Oklahoma Department of Corrections in exchanging information regarding persons who must register with UCO pursuant to legal requirements.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Persons who are current students, work at, or live at UCO that have been convicted of specific sex or violent offenses must register with UCO Police Services. Pertinent data will be collected and be available for public inspection pursuant to law. UCO registration information is available for inspection 24 hours a day at the Police Services facility or by calling (405)974-2345.

Persons who fail to register will be subject to prosecution. Registration with UCO is required in addition to registration with the local police department where they reside (if they live off campus). Questions related to registration or persons needing to register may contact Police Services at (405)974-2345 for information.

◆ **Criminal Activity at Off-Campus Facilities**

The Edmond Police Department and other departments, as may be appropriate, provide information to UCO regarding incidents that involve students and student organizations that are officially recognized by the institution. These include Greek organizations and other student organizations, athletic teams, clubs, and individuals. Appropriate statistical data is collected from these agencies and included in the UCO Annual Security and Fire Safety Report required by the Clery Act. UCO Police Services actively seeks information from other law enforcement agencies regarding off-campus incidents involving student organizations/groups and will forward summary details to other university offices where it is appropriate and lawful.

◆ **Alcohol: Possession, Use and Enforcement**

Use, possession, manufacturing, being in the presence of, or distribution of alcoholic beverages and/or non-intoxicating beverages as defined in Section 163.2 of Title 37 of the Oklahoma Statutes except as expressly permitted by the law and regulations, or public intoxication is a violation of university policy. The consumption or possession of alcoholic beverages, or illegal narcotics in any form, on the campus, in University Housing (to include sorority and fraternity housing) or at student organization or other university-sponsored activities for students is strictly prohibited.

Students, faculty, staff and visitors are subject to arrest and prosecution for violation of any federal or state underage drinking laws including possession, intoxication, and driving under the influence (inclusive of DUI-Under 21). Please note that consistent with Clery Act requirements, public intoxication and driving under the influence arrests are not included in arrest or disciplinary referral statistics shown in this report.

In rare circumstances, the President of UCO may, at his or her discretion, permit the consumption and possession of alcoholic beverages by persons at least twenty-one years old during on-campus events. UCO Police Services and other UCO departments are pleased to provide alcohol-education programs to any UCO group. Please call (405)974-2345 for more information.

◆ **Drugs: Possession, Use and Enforcement**

Use, possession, manufacturing, being in the presence of, or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law are a violation of university policy. The consumption or possession of illegal narcotics in any form, on the campus, in university housing (to

include sorority and fraternity housing) or at student organization or other sponsored activities for students, is strictly prohibited.

Students, faculty, staff and visitors are subject to arrest and prosecution for violation of any federal or state drug law. Simply put, the University of Central Oklahoma has no tolerance for persons who possess, consume or distribute illegal drugs. Students who violate state or federal drug laws off campus can be suspended or expelled pursuant to the Student Code of Conduct.

◆ **Weapons: Possession and Enforcement**

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to other University community members is a violation of university policy. The possession or firing of firearms, fireworks, explosives, or weapons such as bows and inappropriately-used knives by students is prohibited on campus, in any student residence, sorority, fraternity, approved private housing or university-operated housing, except as they are used in officially approved university programs.

Exceptions to this policy can only be made by the UCO President for limited academic, theatrical or approved sporting or special activity-related events. Persons who have a valid Oklahoma concealed carry permit must have written permission from the UCO President to carry a firearm on campus. Currently employed and commissioned city, state or federal law enforcement officers are not subject to this approval process.

◆ **Sexual Assault Information**

◆ **Sexual Assault — Sexual Misconduct**

The University of Central Oklahoma will not tolerate nor condone any form of sexual misconduct, physical, mental, or emotional in nature. This includes, but is not limited to, rape, (including date or acquaintance rape) or sexual assault. In instances where there is reason to believe that university policy prohibiting sexual misconduct has been violated, the university will pursue disciplinary action.

A victim of sexual misconduct may elect to pursue the concern through the state criminal justice system, as well as the university's student conduct system. Even if the victim chooses not to press criminal charges, he or she has the option of pursuing sanctions through the university system. University sanctions may include warnings, probation, restrictions, suspension or expulsion.

Sexual assault is defined as having sexual contact or sexual intercourse with another person without consent of that person. Consent is defined as positive cooperation due to an exercise of free will.

◆ **Sexual Assault — Reporting Procedures**

In the event of a sexual assault, the victim is strongly encouraged to report the crime to the UCO Police Services if the crime occurred on campus, or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve evidence of a sexual assault which is of paramount importance in offering proof of the crime. For example, victims should not bathe or wash clothing. The victim of a sexual assault should seek medical attention.

A UCO police officer or designee can transport the victim to an appropriate medical facility to be examined and treated by a physician. After acquiring medical attention, the victim will be interviewed by UCO police officers to aid in their investigation and gather information necessary to apprehend the assailant. Prosecution of the assailant is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of crime. Students may also report the crime to staff within the residence halls, University Health Services, the Office of the

Vice President for Student Affairs or other university staff who shall inform UCO Police Services and the Office of the Vice President for Student Affairs.

- a) UCO Police Services, Police Services building (formerly Public Safety), (405) 974-2345
- b) University Health Services, Wellness Center 105, (405) 974-2317.
- c) Vice President for Student Affairs, Lillard Administration Building 213, (405) 974-2361.

◆ **Anonymous Reporting of Sexual Assault**

An anonymous report is an unofficial means to inform the university administration and/or UCO Police Services that a sexual assault has occurred on campus, near campus, or against a university student. This method has been developed to encourage student reporting of sexual assaults without the risk of identity exposure and the pressures of filing a report with the Office of Student Conduct and/or filing criminal charges with a local law enforcement agency. The anonymous report will provide valuable information to the university administration and UCO Police Services, which will allow for improved prevention programming and resources in the future for the UCO campus community.

Student victims of sexual assault may file an anonymous report with the Office of the Vice President for Student Affairs, whether or not the victim of a sexual assault decides to file criminal charges against the offender at a later date. Anonymous reports may be acquired and submitted in the Office of the Vice President for Student Affairs Lillard Administration Building, room 213, (405) 974-2361, or online at www.uco.edu/conduct.

Anonymous reports will remain confidential to the public, but may be shared with UCO Police Services and/or the Student Counseling Center for statistical, programmatic, and/or referral purposes.

Since the anonymous reporting method is unofficial, the Office of Student Conduct may not be able to hold the offender responsible and take disciplinary action. Similarly, the police will most likely not be able to make an arrest based upon the anonymous report.

◆ **Disciplinary Procedures — Sexual Misconduct**

In addition to addressing sexual assault through the criminal justice system, another alternative is available. Cases involving sexual misconduct may be assigned to the Office of the Vice President for Student Affairs. Individuals found responsible of sexual misconduct may face a number of sanctions, up to and including, expulsion. Further information regarding the disciplinary process may be obtained by contacting the Office of the Vice President for Student Affairs at (405) 974-2361. In addition, copies of the Code of Student Conduct may be obtained at the Office of the Vice President for Student Affairs, Lillard Administration Building 213, (405) 974-2361.

In addition to the information provided above, it is the policy of UCO to provide the accuser and the accused the same opportunities to have others present during disciplinary proceedings. Requests to have others present should be made to the Office of the Vice President for Student Affairs.

It is also the policy of UCO to inform both the accuser and accused of the outcome of any institutional disciplinary proceedings alleging a sex offense. This includes the institution's final determination and sanctions, if any, against the accused. The Office of the Vice President for Student Affairs shall coordinate this notification.

◆ **Sexual Assault — Programs and Services**

The University of Central Oklahoma Student Counseling Center can provide individual and group counseling services for those victimized by sexual or physical assault. Services are available to all

university students. The Student Counseling Center can provide consultation services for staff and faculty.

UCO also maintains a **Violence Prevention Project (VPP)** office. This office is funded under a federal grant. Its two goals are to educate member of the UCO community about healthy relationships and to maintain a cohesive response system that aids victims of sexual assault and other violent crimes. This office partners with UCO Police Services and others as may be appropriate. The VPP office can be reached by calling 405-974-2224. This office is a component of the UCO Student Counseling Center.

UCO Police Services operates a program entitled "Operation SafeWalk." The program operates twenty-four (24) hours a day, seven (7) days a week. The program is designed to provide escorts to any member of the university who desires this service. In addition, uniformed student Community Service Officers, equipped with hand-held radios, patrol the campus and buildings reporting anything unusual to UCO Police Services police officers.

The university has installed Emergency Call Boxes at several locations across the campus. The purpose of the call boxes is to provide an additional emergency communication capability throughout the campus. Individuals may utilize the call boxes at anytime to contact campus police for the purposes of reporting a crime, suspicious activity, or medical assistance. UCO Police Services also encourages using the call boxes in non-emergency situations, such as requesting an escort or motorist assistance.

The university will continue to foster an environment of safety with continuing educational programs such as Crime Prevention and Safety Awareness and Sexual Assault/Acquaintance Rape Awareness.

◆ **Sexual Assault — Rape**

- If you are the victim of rape, the most important thing is to know that the rape was not your fault. YOU are not guilty.
- Do not bathe, change your clothes, douche or do anything to change your appearance. Most physical evidence is gone after forty-eight (48) hours, so it is absolutely imperative to act quickly.
- **Call a friend or call the Rape Crisis Center, (405) 943-7273.** This is a 24-hour crisis line. Counselors can accompany you to UCO Police Services or the hospital, but they recognize that this is your decision. They will help you no matter what you decide to do. If you elect to go to the police or the hospital, you are strongly urged not to undergo this ordeal alone.
- Call UCO Police Services and report the rape even if you do not want to prosecute. It is important to report rape so that the crime can be reported for the protection of others.
- Go to the nearest hospital emergency room, regardless of whether you have physical injuries resulting from the assault. The ER will provide testing for semen, pregnancy, and sexually transmitted infection (S.T.I.) tests. In addition, this will help if you choose to pursue criminal charges. Even if you do not want to prosecute now, you may change your mind later. It is important to return for a repeat syphilis test in six (6) weeks since it often takes that long for a positive result when a person is infected.
- A follow-up check may be recommended by the health care provider since some STI's cannot be detected until later.

Rape is a very traumatic experience. You may feel calm at first or numb from shock. But soon many feelings may surface. It will help your recovery if you discuss these feelings with a crisis counselor or another understanding person. Rape is a serious disruption of your life. It can have many long range effects, both physical and emotional. Women suffer from nausea, soreness, tension and trouble with

eating and sleeping. Rape victims may withdraw, have nightmares or be unable to concentrate. Many women drop out of school, move or change their jobs. **The University of Central Oklahoma Student Counseling Center, Nigh University Center 402, (405) 974-2215**, will provide follow-up counseling for you and your family and friends so that you can deal with these problems. The university will assist victims with changes in academic and living arrangements if desired and if available.

➤ **Sexual Assault — Sanctions**

The sanctions listed below (Student Policies and Disciplinary Regulations) apply to alleged sex offenses as well as other alleged violations of policy or law adjudicated pursuant to UCO disciplinary procedures. They are reprinted in this report from the Code of Student Conduct document distributed by the UCO Division of Student Affairs.

Penalties for violation of University regulations or law may include one or a combination of the following:

- **Warning** - A verbal notice and/or a notice in writing to the student that the student is violating or has violated institutional regulations.
- **Apology Letter** - A typewritten and signed apology letter by the accused student(s) acknowledges responsibility for the university violation(s) and provides a sincere expression or remorse to the victim(s) and/or stakeholders of the misconduct.
- **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. Probation may also include a loss of privilege to represent the university in any extracurricular academic, athletic, or other social function sponsored by the university during the probationary period.
- **Loss of Privileges** - Denial of privileges for a designated period of time.
- **Conduct Hold** - A student given a conduct hold may be required to have all enrollment and release of academic records approved through the Director of Student Conduct. A conduct hold may also be utilized to ensure compliance with other sanctions or requests to appear.
- **Fines** - Previously established and published fines may be imposed.
- **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary Sanctions**- Community service, program development / promotion, program participation and/or completion, written assignments, service to the university, or other related discretionary assignments. Such assignments must have the prior approval of the Director of Student Conduct.
- **Residence Hall Contract Termination** - Separation of the student from the Residence Halls for a period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- **Residence Hall Expulsion** - Permanent separation of the student from the Residence Halls.
- **University Suspension** - A student may be suspended from a university residence hall/apartment and/or the university for a definite period of time, not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold may be placed on the transcript during the period of suspension. Likewise, a notation of the suspension may be placed on the student's academic transcript at the discretion of the Director of Student Conduct.
- **University Temporary Suspension** - A student may be temporarily suspended from a university residence hall/apartment or the university prior to a hearing when there is an immediate and present danger or ongoing threat of damage to life, university property or disruption of normal university operations. Such an administrative decision will be effective immediately. During the specified temporary suspension period, a student shall be denied access to the university residence

halls/apartments, to the general campus (including classes), and/or all the regular student conduct process, which shall resume at the conclusion of the temporary suspension time period. The student shall be notified of this action and reasons for the temporary suspension in writing. The notice shall also include the date, time, and place of a subsequent Student Conduct Hearing. The Student Conduct Hearing shall provide the student with an opportunity to hear and contest all complaints.

- **University Expulsion** - Permanent separation of the student from the university. When a student is expelled, a notation may be placed on the student's academic transcript at the discretion of the Director of Student Conduct. Generally, a student who is expelled may not be allowed to reenter the University.
- **Degree Revocation or Rescission of Credit** - For those students found to have violated university policy and have already graduated, the university may elect to revoke the degree(s) of a given student.

◆ **Statistical Information — Reported Crime**

◆ **Criminal Offense Definitions**

The definitions that follow are provided for ease of reference when interpreting data included on the statistical summary that follows. Questions about crime data should be forwarded to UCO Police Services at 100 N. University Drive, Edmond, OK 73034, via telephone at (405) 974-2345, or via e-mail at police@uco.edu. The following definitions of criminal activities are based on Uniform Crime Reporting definitions as provided by the FBI and in accordance with Clery Act provisions. These definitions are for use by “Campus Security Authorities” at UCO. Any activity that meets any of these definitions, if reported to a “Campus Security Authority,” is included in the statistical section of the annual report in compliance with the Clery Act.

- **Hate Crimes:** In addition to the crimes shown on the statistical summary (and outlined below) additional categories of crime, if a Hate Crime, have been added to the 2010 report for incidents occurring in 2009. These additional categories are: Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism (definitions shown below). As with all Hate Crimes, these additional categories will be separated by geographic area in our annual report. These or any of the crimes listed below, if perpetrated against someone on the basis of their **Race, Gender, Religion, Sexual Orientation, Ethnicity or Disability** is reported separately by category. For example, an offense of aggravated assault if committed against a person because of their Race, is listed in both the aggravated assault statistics as well as separately in the Hate Crimes statistics under the Race category.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Homicide:**
 - **Murder and Non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.
 - **Negligent Manslaughter:** The killing of another person through gross negligence.
- **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. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could, and probably would, result in serious personal injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any

of the aforementioned. (The physical breaking of a window, lock or door is not required. Only the unlawful entry, by any means, to commit a felony or theft.)

- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.
- **Sex Offenses:**
 - **Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (*Includes intoxication by drug or alcohol.*)
 - **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body by another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
 - **Non-forcible:**
 - **Incest:** Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
 - **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Under Oklahoma statute, Title 21 § 1111, no one UNDER the age of 16 can lawfully give consent to sexual intercourse.)
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")
 - **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.
 - **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
 - **Theft From Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
 - **Theft From Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.
 - **Theft From Motor Vehicle (Except "Theft of Motor Vehicle Parts or**

Accessories”): The theft of articles from a motor vehicle, whether locked or unlocked.

- **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
- **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (Except “Arson”):** 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.

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the FBI's Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. The definitions of simple assault, intimidation and destruction/damage/vandalism of property are excerpted from the Hate Crime Collection Guidelines.

◆ **Arrests/Disciplinary Definitions**

Arrests/Disciplinary Referrals for 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.

Arrests/Disciplinary Referrals for Drug Law Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Arrests/Disciplinary Referrals for Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).

Disciplinary Referrals Defined:

A referral is made to an official of the institution; and for which a disciplinary action is initiated; and for which a record is kept; and for which a sanction may result (regardless of the actual outcome). Any disciplinary action taken by the institution in lieu of criminal prosecution is included as long as it meets the definitions of any of the above categories. Any disciplinary action that follows, precedes, or is done contemporaneously with criminal prosecution referred to the appropriate court of jurisdiction, will also be listed in both statistical sections where appropriate.

◆ **Statistical Information — Location Definitions**

The following definitions are used to determine locations for inclusion of reported incident statistics that follow in this document. Please see the map on page 20 for visual depiction of the campus area.

Campus:

Any building or property owned or controlled by UCO within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and, any building or property that is within or reasonably contiguous to the campus, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Campus – Housing (Residential):

For the purposes of Clery Act regulations, as well as HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Non-Campus Building or Property:

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or, any building or property owned or controlled by UCO that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

◆ **Separation of Statistics**

Statistics in each category (including Hate Crimes) are separated by their location as either occurring in a **residential facility** or **non-residential facility** if they occurred on campus property.

The term “Res.” on the statistical summary includes data from incidents that occurred in a residential facility. “Total” is the sum of incidents that occurred in residential facilities and elsewhere on campus. It is provided in this format on the statistical summary for ease of understanding and to assist in comparing the total number of reported incidents occurring in residential facilities and the rest of the UCO campus.

◆ **Statistical Caveats for 2010 Annual Report**

Data sources for the statistical summary that follows include the UCO Police Services, the City of Edmond Police Department and the University of Central Oklahoma Division of Student Affairs and other university sources. UCO policy does not allow persons of any age to possess or consume alcoholic beverages on campus property. Persons referred for disciplinary action in regard to possession or

consumption of alcoholic beverages that were 21 years old or older are not included in the statistical summary. The statistics shown in the tables on the following pages are submitted to the U.S. Department of Education — Office of Postsecondary Education as required by law.

Burglary/Larceny Reporting: Prior to 2010, burglaries in which an item was found missing from a structure, and the individual who took the item is unknown, and the investigating officer has exhausted all avenues leading toward the offense of Larceny-Theft, the proper classification was Burglary. Beginning in 2010, the following conditions must be met for a Burglary to be classified a Burglary:

1. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

This change impacts only those statistics reported for 2009. 2007 and 2008 Burglary statistics have not been altered to meet the new criteria.

See next two pages for statistical summary of known offenses for 2007, 2008 and 2009.

STATISTICAL SUMMARY
KNOWN OFFENSES: 2007, 2008, 2009

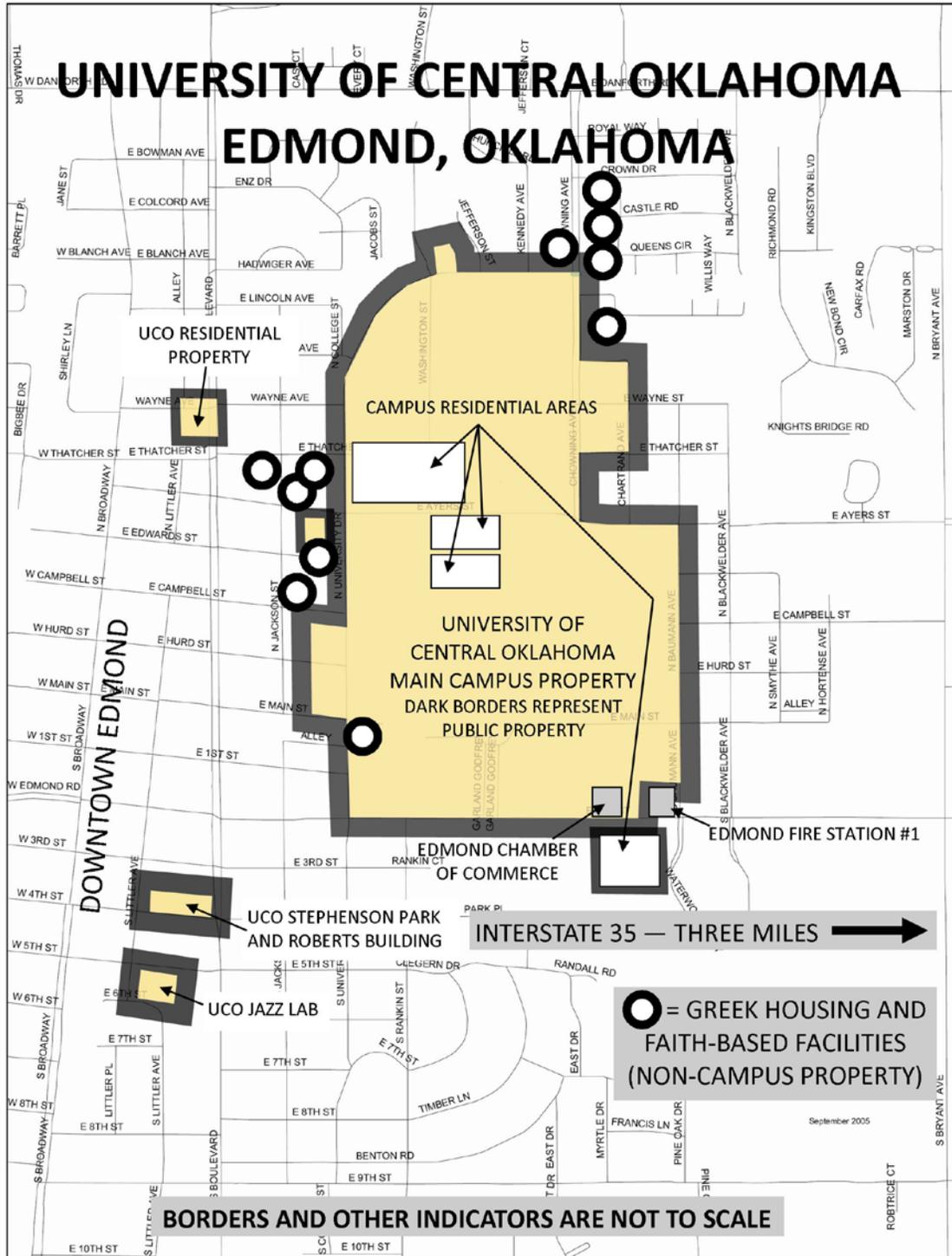
Crimes known to UCO by Offense Type (including attempted crimes)	University of Central Oklahoma					
	Res. = Residential / Total = Res. + All other UCO Campus Property					
	2007		2008		2009	
	Res.	Total	Res.	Total	Res.	Total
Murder	0	0	0	0	0	0
Manslaughter (Non-Negligent)	0	0	0	0	0	0
Manslaughter (Negligent)	0	0	0	0	0	0
Forcible Sex Offenses	0	1	1	1	1	2
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	2	0	1	0	0
Burglary	9	10	10	15	14	15
Arson	6	6	0	0	0	0
Motor Vehicle Theft	0	1	0	3	0	2
Hate Crimes (by prejudice)						
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
Disability	0	0	0	0	0	0
Liquor Law Violations						
Arrest	0	0	0	0	0	2
Referral	39	55	93	124	72	105
Drug Law Violations						
Arrest	1	5	8	9	8	12
Referral	9	12	48	61	33	55
Weapons Law Violations						
Arrest	0	2	0	0	1	1
Referral	4	4	2	3	3	3

See next page for continuation of statistics.

STATISTICAL SUMMARY (CONTINUED)
KNOWN OFFENSES: 2007, 2008, 2009

Crimes by Offense Type	Non-Campus Building/Property			Public Property			Total*		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
	Murder	0	0	0	0	0	0	0	0
Manslaughter (Non-Negligent)	0	0	0	0	0	0	0	0	0
Manslaughter (Negligent)	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	1	0	0	2	1	2
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	1	2	0	1
Aggravated Assault	0	0	0	0	0	0	2	1	0
Burglary	0	1	2	7	0	0	17	16	17
Arson	0	0	0	0	0	0	6	0	0
Motor Vehicle Theft	0	0	1	0	0	1	1	3	4
Hate Crimes (by prejudice)									
Race	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Liquor Law Violations									
Arrest	0	0	0	0	0	0	2	0	2
Referral	0	0	0	3	0	0	58	124	105
Drug Law Violations									
Arrest	1	0	2	8	8	8	14	17	22
Referral	0	0	0	2	0	0	14	61	55
Weapons Law Violations									
Arrest	0	0	0	0	2	0	2	2	1
Referral	0	0	0	0	0	0	4	3	3

*TOTAL COLUMN REFLECTS TOTAL FROM CAMPUS, NON-CAMPUS AND PUBLIC PROPERTY. For example, for Burglary in 2008, a total number of 16 are known offenses. Fifteen (15) were reported on campus property, One (1) was reported on Non-Campus Building/Property and zero (0) were reported as occurring on public property.



This map depicts portions of Edmond, Oklahoma that immediately surround the main campus and non-contiguous campus properties. The bordering lines are approximate and not precise in their placement or scale. The areas shown as campus property are drawn in connection with the reported crime data for the 2009 calendar year. For questions about this map please contact UCO Police Services at (405)974-2345.

➤ Transportation and Parking Services – Questions and Answers

Transportation and parking questions are common. For the convenience of our community and visitors, we have included the following to help clarify inquiries in this document. Please remember that all students, faculty, and staff are required to follow the TPS Parking Regulations as a condition of admittance, continued attendance, and/or employment according to university policies. Purchasing a UCO Parking Decal indicates your acknowledgement acceptance of the Parking Regulations. It is your responsibility to become familiar with, and adhere to, the Parking Regulations. Parking regulations are available via the Transportation and Parking web site via www.uco.edu.

- **DO I NEED A PARKING DECAL TO PARK MY CAR ON CAMPUS?** YES! ALL VEHICLES parked on university property are REQUIRED to properly display a valid TPS-issued parking decal at all times, unless parked in a pay-to-park area. Whether you are a faculty, staff, commuter, campus housing resident, or visitor, TPS has an appropriate parking decal for you. Decals are NOT transferable to another UCO student or employee under any circumstances. Vehicles found on campus without decals will be cited.
- **HOW DO I GET A PARKING DECAL?** Faculty, staff, and students MUST order their parking decal online by searching Parking at www.uco.edu, clicking on Parking Decals at the TPS home page, then clicking on Request a Parking Decal Online. Parking decals may be picked up at the TPS service counter in the Nigh University Center (NUC) 309A with a valid photo ID.
- **ONCE I GET A VALID PARKING DECAL, WHERE CAN I PARK MY VEHICLE?** All parking lots are marked for the type of permit allowed in each lot. If you park in the wrong lot, your vehicle will be cited. A valid parking space is defined by parallel lines on both sides of the vehicle, and/or a line, curb, parking block, or other type of barrier in front of the vehicle. See the TPS Parking Map at www.uco.edu, then click on Campus Map on the top menu bar
- **WHERE DO VISITORS PARK?** Visitors are always welcome on campus. Please instruct your visitors to park in the Visitor Pay Lot located directly east of the NUC, at metered visitor parking on campus, or to request a visitor parking permit from TPS.
- **WHAT SHOULD I DO IF I GET A PARKING CITATION?** You can pay your citation online through your UCONNECT account, at the Bursar Counter, or at the TPS service counter. If you believe the ticket is unwarranted and it is within 72 hours or three business days from the date of the citation, you can appeal the ticket by completing the online form by searching for Parking at www.uco.edu, then clicking on Violations at the TPS home page and choosing the Parking Violations Appeal Form from the menu.
- **HOW ELSE CAN I GET AROUND UCO?**
 - **BUS** – The bus, properly known as the *Broncholink*, travels around campus and to nearby apartment complexes every 30 minutes every weekday, from 7 a.m. until 6 p.m. The Broncholink is FREE. See bus route map at:

http://www.edmondok.com/docs/edmond_living/route_4_broncholink.pdf

- **WALK** – Only a 10 minute walk across campus, our pedestrian-friendly sidewalks let you conveniently and quickly get around the beautiful grounds!
- **BIKE** – Bike racks are conveniently located near main buildings; please remember to always yield to pedestrians on campus when sharing the sidewalks.
- **WHAT IS NEW AT TPS?**
 - **Bum-A-Bike Program** – A new program to provide bicycles to UCO students, faculty, and staff that need transportation. Several one-speed bicycles are available to be checked out free of charge from the Wellness Center. For more information you can contact UCO Transportation and Parking Services at 974-2780 or the UCO Wellness Center at 974-3150.
 - **Carpool** – Lot 10 operates as the Carpool Lot, allowing a predetermined number of vehicles to park each day during its defined operating hours. The Carpool Lot allows a vehicle displaying a valid COMMUTER or FACULTY/STAFF decal and containing two or more persons when entering to park in the Carpool Lot. See complete details online by searching for Parking at www.uco.edu then clicking on Parking Rules and Regulations and going to Section IX.

TPS is always seeking opportunities to serve you and our community better. We welcome any constructive suggestions to improve transportation and parking at UCO, by sending us an email: parking@uco.edu.

TPS Office hours are:

Monday & Thursday.....8:00 a.m. - 6:00 p.m.
Tuesday, Wednesday & Friday8:00 a.m. - 5:00 p.m.
Nigh University Center (NUC), room 309A
Phone (405) 974-2780

This Annual Security and Fire Safety Report is available in Adobe Acrobat ® format via the UCO web site:

www.uco.edu/annalsecurityreport

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, The Family and Medical Leave Act of 1993, The Civil Rights Act of 1991, and other Federal Laws and Regulations, the University of Central Oklahoma does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, 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.

Issued October 1, 2010



UNIVERSITY OF CENTRAL OKLAHOMA

Police Services

Police Services Building

(405) 974-2345

Live Central

UNIVERSITY OF CENTRAL OKLAHOMA

