UNIVERSITY OF Central Oklahoma

Annual Security & Fire Safety Report 2017
Edmond and Oklahoma City Campuses
2017 Table of Contents

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Dear University of Central Oklahoma Community:

At UCO, the safety and security of our campus community is a top priority, providing the foundation upon which we pursue learning, living and working together. The 2017 Annual Security and Fire Safety Report reflects the multitude of activities our institution engages in to help ensure your safety. This report, along with the Code of Student Conduct, details the many safety resources available to our campus community.

The contents of this report have been prepared to ensure that all students, faculty, staff and prospective members of our community are aware of programs, processes and statistics associated with our various safety and security programs.

This report is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as well as the Violence Against Women Act.

You may obtain paper copies of this report by visiting the Police Services building, Human Resources or Legal Services office in the Lillard Administration Building or the Admissions Office in the Nigh University Center. Police Services will mail you a paper copy upon request. You may reach them by calling (405) 974-2345. Digital copies are available via the UCO website.

As this report reflects, Central is a safe learning and living environment for our nearly 16,500 students, 2000 employees and tens of thousands of annual visitors. We thank those that work diligently each day to keep our campus community safe.

Sincerely,

Don Betz, Ph.D.
President, University of Central Oklahoma
### Important Contact Information

**405 Area Code**

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<td><strong>Center for Counseling and Well-Being</strong></td>
<td>974-2215</td>
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<td><strong>Office of Student Conduct</strong></td>
<td>974-2361</td>
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<td><strong>Title IX Coordinator</strong></td>
<td>974-3377</td>
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<td><strong>Project SPEAK</strong></td>
<td>974-2224</td>
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<td><strong>Rape Crisis Line</strong></td>
<td>943-7273</td>
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<td><strong>Human Resources</strong></td>
<td>974-2366</td>
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<td><strong>OU Medical Center – Edmond (nearest hospital)</strong></td>
<td>285-6262</td>
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<td><strong>Student Health Center</strong></td>
<td>974-3115</td>
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<td><strong>Environmental Health and Safety</strong></td>
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### Clery Act Reporting Requirements

Each institution of higher education receiving federal financial assistance under the programs authorized under Title IV of the Higher Education Act of 1965 is required to disclose annual information about campus crime and security policies as well as timely warnings in certain situations. The Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 1990, as amended) specifically requires that colleges and universities have in place and disclose policies, practices and procedures including those listed below:

- Policies regarding procedures and facilities for students and others to report crimes or other emergencies on campus and the university’s response to such reports
- Policy concerning security of and access to campus facilities, including residences, and security considerations used in the maintenance of campus facilities
- Campus law enforcement policies, including enforcement authority, and policies encouraging accurate and prompt reporting of crimes
- Description of the type and frequency of programs designed to inform students and employees about campus security procedures and crime prevention procedures and practices to encourage students and employees to be responsible for their own security and 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 non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, arrests of persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession, and crimes in which the victim is intentionally selected because of ethnicity, disability, national origin, or gender identity
- Policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations recognized by the university that are engaged in by university students, including student organizations with off-campus housing facilities
- Policy regarding possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws
- Policy regarding possession, use and sale of illegal drugs and enforcement of federal and state drug laws.
- Description of drug and alcohol abuse education programs
- Campus sexual assault programs and procedures to prevent sex offenses
- Where information concerning registered sex offenders may be obtained
• Information regarding emergency response and evacuation procedures
• Policies, procedures, statistics and programs associated with sexual misconduct
• Fire safety information and statistics/equipment for campus residential facilities.
• Policy regarding missing student notification procedures

The University of Central Oklahoma (UCO) has implemented the **Campus Safety and Security Reporting Policy** which can be viewed at [https://sites.uco.edu/files/legal-policies/campus-safety-and-security-reporting.pdf](https://sites.uco.edu/files/legal-policies/campus-safety-and-security-reporting.pdf). This policy articulates requirements under the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (Clery Act) and specific responsibilities of offices across campus to help ensure compliance. This 2017 report complies with Clery Act requirements in place for the current year.

The University of Central Oklahoma divisions, departments and offices responsible for developing and implementing these policies, practices and procedures include the Division of Student Affairs, UCO Police, Emergency Management, Environmental Health and Safety, Physical Plant (a unit of Facilities Management), Housing and Dining Services, Office of Information Technology, Office of Legal Counsel & EEO/Title IX (Title IX Coordinator and Compliance Coordination) and the Athletic Department. In addition to working with appropriate campus offices and individuals, the university works with local law enforcement agencies to collect appropriate criminal statistical data for inclusion in the report.

**This Security and Fire Safety Report is created and issued annually under authority of the president of the university by UCO Police Services, with assistance from the Department of Housing, Title IX Office, Legal Counsel, Office of Student Conduct, University Communications, Office of Information Technology and other offices as may be appropriate.**

**Of Interest in 2017**

• **UCO was honored this year by the National Council for Home Safety and Security as being the 9th safest campus in the United States.** This ranking was derived from examining reported crime data from more than 2,000 colleges and universities and the communities they are located in. The campuses evaluated in this study include all major institutions of higher education as well as hundreds similar to or smaller than UCO.

• As our campus activities and operations continue to expand and grow in **Oklahoma City**, this report includes information on reported crime, programs and other details associated with these institutional activities. These include the Carnegie Building classroom and meeting spaces in the downtown financial district, the Santa Fe Building business operations office in downtown Oklahoma City, the Academy for Contemporary Music and its Performance Lab in the Bricktown district just east of downtown, and the new CHK Central Boathouse in the Oklahoma River District south of downtown and other offices located in the Oklahoma City area. You will find this information in the final section of this year’s report.

• Our **Safety App** for smart phones and other portable devices is an important safety tool for the UCO community. Launched in 2016, the safety app is a component of our overall emergency and community safety communication programs. Information about the Safety App is provided within this report.

**Availability of Annual 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.
University of Central Oklahoma – Annual Security and Fire Safety Report - 2017

http://www.uco.edu/annualsecurityreport by October 1st of each year. The report is viewable and downloadable in Adobe® PDF or other formats as may be appropriate.

Upon request, paper copies of the report can be obtained by visiting or calling the Office of Human Resources (Lillard Administration Building), Office of Undergraduate Admissions (Nigh University Center), 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. If you desire a paper copy of the report mailed to you at no cost by contacting UCO Police at (405) 974-2345.

**Timely Warning Policy**

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 university officials who evaluate each situation and exercise judgment as to issue or not issue a timely warning may include the university President, Provost, Vice President of Student Affairs, Vice President of Operations, Vice President of University Communication, Emergency Management Director and the Campus Chief of Police. The warning may be issued via various methods (e-mail, UCO web page notification, Central Alert system, network pop-up message, Safety App, 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.

**Daily Crime Log**

A daily crime log is available for review 24-hours a day at the UCO Police Services Building, 100 N. University Dr., Edmond, OK 73034 (on the east side of University Drive, just north of Campbell St.). The information in the crime log includes the police incident number, crime classification, date reported, date occurred, time occurred, general location and disposition of each crime. The log does not include names of parties involved.

**Campus Security Authorities (CSA)**

Pursuant to the Clery Act, UCO has identified individuals from across our campus who are required to serve as Campus Security Authorities. These include:

- Police and security staff
- Housing staff
- Athletic coaches, trainers and administrators
- Student organization sponsors
- Student affairs staff including International Student program staff, Campus Life, Greek Life
- Faculty with responsibilities or duties with students beyond the classroom
- Others that have a significant responsibility for student and campus activities

Each CSA is required to complete a training program coordinated by Police Services, which includes mechanisms for forwarding reports to UCO Police and overall responsibilities of a CSA.

A CSA is responsible for reporting Clery Act crimes they discovered themselves or which they received in good faith from others. These crimes (including weapons, drug, alcohol offenses, dating violence, stalking, etc.) are reported to UCO Police Services who will investigate the incident or refer it to the appropriate office or agency for investigation. Incidents reported by CSA’s will be included in the Annual Security and Fire Safety report when it is appropriate. CSA’s are required to report Clery reportable incidents that occur off campus including incidents related to student travel (international and domestic) activities.
A CSA is NOT responsible for determining whether or not a crime took place – that is the responsibility of UCO Police Services or the law enforcement agency having jurisdiction. A CSA should never attempt to apprehend an alleged perpetrator of a crime. This too is the responsibility of law enforcement. It is also not the responsibility of a CSA to try and convince a victim of a crime to contact law enforcement if the victim chooses not to do so. However, if the crime is a sex crime, including sexual harassment, UCO policy requires that it be reported to the appropriate law enforcement agency for investigation except as prohibited by law (see Counseling and Confidential Crime Reporting).

CSA’s who have not completed training, due to being new in their position or for any other reason, should call UCO Police Services at 974-2345 to sign up for the next available training opportunity or to obtain information regarding completing training on-line.

**General Information – Reporting Crimes/Incidents**

**Crime Reporting**

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the UCO Police or the appropriate police agency. To report a crime, the victim, if he or she elects to, or witness, needs only to call the police and a police officer will meet them to gather information. An official report will be made with copies available to the victim after a completed investigation. Each month, the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation, which in turn provides the information to the Federal Bureau of Investigation.

Report of incidents reportable under the Clery Act can also be made to any person on campus who is a Campus Security Authority, a Resident Assistant in University Housing or another professional staff person in University Housing, personnel from the Division of Student Affairs including the Student Conduct Office staff, Legal Counsel, and the Title IX Coordinator.

Any and all reports that pose a potential threat to the university community will be assessed and a Timely Warning or Emergency Notification issued depending on the nature and severity of the reported information (see also Timely Warnings elsewhere in this report).

Each year the FBI publishes crime statistics in their Crime in the United States report which includes accurate accounting of the known criminal incidents that occurred on the UCO campus.

To report a crime in progress, call 9-1-1 or you can call UCO Police directly via 405-974-2345.

**Confidential Crime Reporting**

See also: Crimes Disclosed to a Pastoral or Mental Health Counselor – Page 6, and Options for Reporting and Confidentiality – Page 36

Confidential reporting of crimes is allowed at UCO. If for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it. 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 identified via a caveat 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.

An additional method of making a confidential report is via the UCO Broncho Five-O program. This is a reporting method similar to Crimestoppers. It is available via telephone 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 including those that have not occurred but are being planned and the caller has that information. The new UCO Safety App is another method of referring information to police via the “Send A Tip” feature.
UCO Police Services (also know as University Police, Campus Police, UCO Police, or DPS), a division of Public Safety, encourages all persons to report any criminal activity, suspicious conduct, and other general emergencies to campus police via 9-1-1 from any campus or cellular telephone. Calls from a campus phone do not require entering “9” before entering 9-1-1. We are partnered with the City of Edmond’s Emergency Operations Center for all 9-1-1 related calls.

**Crimes in Progress or Other Emergency Reporting**

To report an emergency (fire, smoke, crime in progress, medical/injury), persons should contact Police Services 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. You can also use the UCO Safety App for smart phones that has a communication button that calls UCO Police directly and that gives us your location. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselor, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims’ compensation laws administered by the Oklahoma County District Attorney’s office.

Prompt reporting of criminal activity to the police enables a quick response, a timely warning if deemed appropriate, and a safer campus for everyone.

If you are the victim of a crime or a witness to one, you should do the following:

1. Call police immediately: Dial 9-1-1 for emergencies or call (405)974-2345 to reach UCO Police directly.
2. Obtain a description: Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also attempt to obtain a description and license plate number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until police arrive.

**Crimes Disclosed to a Pastoral or Mental Health Counselor**

*See also: Confidential Crime Reporting – Page 5, and Options for Reporting and Confidentiality – Page 36*

During the course of counseling, professional counselors from UCO’s Student Center for Counseling and Well-Being or other professionals under contract with UCO to provide counseling services may become aware of unreported crimes such as sexual assaults. The Clery Act excludes pastoral and professional counselors from responsibility of reporting crimes discovered in their role as a pastoral or professional counselor.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A mental health counselor is a person whose official responsibility includes providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling to the institution.

The UCO Center for Counseling and Well-Being, at its discretion, may provide information about these alleged crimes to UCO Campus Police without revealing the source or identifying any details of the alleged crime. If reported, only the tally and category of the alleged crime is reported -- nothing else. Police will not investigate any crime reported confidentially unless the victim of the
 obtains a report directly with UCO Police Services or with the police agency having primary jurisdiction where the alleged offense occurred.

**Obtaining Reports**

When an official report is filed, upon request, a copy of the report will be provided to the person reporting the incident if that person is the victim of the crime. Anyone can request a copy of a report or inquire about reported crime or incident by calling the UCO Police at 405-974-2345.

Persons who are not victims of the crime reported will be able to review basic report information on any incident reported. The basic information will include the date and time of the incident and when it was reported, the location of the incident, the classification of the crime or non-criminal incident, the name(s) of any persons arrested and the names of the UCO Police personnel involved. Reports made to other law enforcement agencies must be requested from that agency. The general report information on each reported crime or incident is available for public inspection 24 hours a day at the UCO Police Services building located west of the Education Building on N. University Drive.

Requests for incident reports or traffic collision reports by persons involved generally will be processed when the investigation is completed. UCO faculty, staff and students are not charged for obtaining report copies when involved in the reported incident.

The UCO Police are committed to complying with the Oklahoma Open Records Act and obligations under the Freedom of Information Act (F.O.I.A.) without undue delay, but realizes that under certain circumstances the release of records may have an impact on victims, witnesses and the integrity of investigations. If an investigation is ongoing and still open, a request for any related UCO Police report may be denied and information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy or be harmful to the investigation.

Requests by the general public for report information beyond the basic information required under the Oklahoma Open Records Act must be made to the UCO Office of Legal Counsel. They can be reached by calling (405)974-3377 to obtain information about how to make a F.O.I.A. request.

Broad requests for statistical information or reports for research or other public or private purposes may incur a charge for time spent and the cost of printing at the discretion of the university.

**Security of Facilities and Access to Residential/Other Areas**

The UCO campus is open to the public. There are scheduled times for all campus-building lockups/unlocks. These duties are performed by UCO police staff and others responsible for facility security. 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.

An informational publication (*Student Housing Handbook – Your Guide to Campus Living*) 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.

**Maintenance of Campus Facilities:**

Security is provided in the maintenance of the university's facilities through a number of mechanisms. 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.

**Access Control and Surveillance Cameras:**
The Access Control Unit is a part of the Operations Division of the university. This unit is responsible for all matters related to key issuance and lock 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 managed 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 UCO’s 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 during normal business hours. Faculty and staff who are leaving employment with UCO must turn in all issued keys through Police Services pursuant to the employment exit process overseen by the Office of Human Resources (974-2366).

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 orientation) or the key will be available for pick-up at Police Services once notification has been made to the recipient.

Keys for academic or administrative structures will not be issued to undergraduate students except in special circumstances. A vice president’s approval 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 Access Control immediately. If a problem exists that prevents a facility from being secured as is necessary, it should be reported to Police Services immediately so that alternative security actions can be implemented. Reported repairs will be handled in a prompt manner.

UCO has installed surveillance cameras in several facilities as of the time of this report with plans to expand the in coming years. Camera recordings can be reviewed at any time by UCO Police at their facility and they can also be viewed live. Any person in a UCO parking lot or in a UCO building (including off-site campus operations) should be aware that their presence and movements may be recorded by cameras depending on their location. No cameras are or will be installed in restrooms, dressing rooms or individual offices pursuant to UCO policy.

Electronic access control systems have been installed in most residential facilities ground-level entry doors with plans to expand installation in selected buildings during the 2017/2018 academic year as funding permits.

**Police Enforcement Authority**
UCO operates its own full-time, full-service police department. UCO police officers are duly commissioned State of Oklahoma police officers. A university’s authority to maintain its own police agency and individual officer authority comes from Oklahoma State Statute (74 O.S. 360). Each police officer is certified by the Oklahoma Council on Law Enforcement Education and Training via attendance at the state-sponsored fourteen (14) week police academy at their facility in Ada, Oklahoma or through approved alternate programs. 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 limited 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.

The department’s mission is: **To Serve, Support and Protect the University of Central Oklahoma Community.** Police officers perform a variety of tasks which include but are not limited to: emergency response, investigation of criminal activity, accident and fire response, traffic enforcement, SafeWalk service, assistance for stranded motorists, crime prevention, financial transports, security for special events and facility security.

In addition to enforcing local, state and federal laws, 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 to meet Clery Act requirements. Non-commissioned personnel working for UCO Campus Police 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 UCO 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.

**Working Relationships with other Law Enforcement Agencies**
UCO Police Services maintains an excellent professional working relationship with city, county, state and federal law enforcement agencies.

- **City of Edmond** – Our partnership with the City of Edmond Police Department is critical to our daily operations. The agencies coordinate investigation efforts, patrol activities, emergency response, special events and training on a routine basis. UCO and the City of Edmond have Memorandum of Understanding that articulates jurisdictional boundaries, court and jail access, and training initiatives. We also share a radio network to enhance communication between agencies.

- **City of Oklahoma City** – UCO owns or controls several properties within the city limits of Oklahoma City. UCO and Oklahoma City have a Memorandum of Understanding that articulates jurisdictional responsibilities and other essential partnership components to help ensure our properties and their occupants are safe and secure.

- **Oklahoma County Sheriff’s Office** – We work frequently with deputies and reserve deputies who provide assistance at special events on campus.

- **AT&T Digital Evidence and Cyber Security Laboratory** – The state’s primary digital evidence lab is located at UCO, in the W. Roger Webb Forensic Science Institute. The lab is managed by the Oklahoma State Bureau of Investigation (OSBI). It is staffed by law enforcement personnel from the OSBI. The lab serves the entire state and investigates a wide range of criminal activity that involves digital evidence.

- **UCO Police Services** works with other municipal, county, state and federal law enforcement agencies on a continual basis to better serve the university community.
Community Policing at UCO

For more than a decade, UCO police have maintained a community policing beat system to improve information exchange between campus police and members of the UCO community and to help delineate daily patrol activities geographically across campus. Police officers routinely conduct foot or bicycle patrols on campus and use the beat system to coordinate communication amongst members of the community and to focus daily efforts inclusive of crime prevention activities in response to possible crime threats. The beats are divided along geographical lines and/or by functional similarity. All campus facilities and grounds are incorporated into one of the six individual beats. For more information please call the Police Services Crime Prevention Unit at (405) 974-2345.

UCO Police also serve the community through our Ambassador programs. Every UCO police officer is assigned a specific community group and engages that group continually to help build relationships, trust and facilitate a safer community for everyone. These groups are based both on geographical considerations such as residential facilities, but also defined student, or other campus groups.

Emergency Phones

Emergency phones connected directly to the Police Services Communication Center are located at various locations across campus, including the first floor of academic buildings. The Police Services Communication Center is staffed by trained emergency communication personnel 24 hours a day, every day of the year. Exterior phones may be mounted to a structure or be pole mounted. These phones are tested frequently by Police Services staff. Several newer phones are radio-based and solar powered. Regardless of radio or landline, the location of the phone is known to the Police Services Communication Center when a call comes in. These phones may be used for emergencies or non-emergencies such as requesting information, directions or assistance of a non-emergency nature. UCO is continuously seeking to expand the emergency phone network on campus. If there is a location on campus you would recommend an emergency phone, please call Police Services at 974-2345 or e-mail the information to police@uco.edu. Indoor phones were replaced in the summer of 2017 with brand new equipment and are easy to located in each building due to their “yellow” coloring and signage.

SafeWalk

Individual circumstances, the time of day or even the weather can create anxiety for someone needing to walk to their car or to another building or location on campus. To help alleviate safety concerns, UCO Police operate the SafeWalk program. At any time of the day or night and any day of the year, staff from UCO Police Services will respond to your campus location and escort you to your next campus destination. The program serves all members of our community and our campus visitors.

Requests for a SafeWalk escort cannot be scheduled in advance due to various events and other requests for service that may exist at any given time on campus. Persons may request an escort by calling 974-2345 from a cellular or land-line telephone or by using one of the SafeWalk phones located on the first floor of most university academic buildings, or via an outdoor emergency phone. When making the request, you will be asked your exact location and your general description so that staff can more easily locate you. If you are waiting in a vehicle, we will also need a description of the vehicle and will ask you to remain inside the vehicle with the doors locked until we arrive. Response times will vary due to other activities taking place on campus, but generally wait times are less than ten (10) minutes and sometimes only a minute or two. During the evening hours, SafeWalk service is provided by student Community Service Officers employed by the UCO Police. UCO community members can also use the UCO Safety App to request a SafeWalk using the “Contact UCO Police Services” button on the app.
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 and occupational safety, Workers’ Compensation, risk management, building and fire code compliance on campus property. These activities impact all areas of the university including students, faculty, staff and visitors. Professionals in the EHS division are trained in dealing with safety matters encountered at the university. EHS also employs a full-time University Fire Marshal who ensures that state and federal laws are met in regard to campus construction, fire system operations and general activities.

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.

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.

In addition to federal law, Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender to do so with both their local law enforcement agency (where they live) and the police or security department of any institution of higher education at which they are enrolled as a student (full or part-time), are an employee (full or part-time) or reside on any property owned or controlled by the institution of higher education.

Any individual who works at, lives at and/or is a current student at UCO that has 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. It is the convicted person’s responsibility to know whether or not to register with campus police and to ensure that registration is completed pursuant to law. Questions related to registration or persons needing to register may contact Police Services at (405) 974-2345.

Criminal Activity at Off-Campus Facilities

The Edmond Police Department, Oklahoma City 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. There is no official policy or law that requires notification by other law enforcement agencies of when students are involved in criminal activity off campus. If information about off-campus criminal activity involving a student or employee is obtained, UCO may, at its discretion, pursue disciplinary action through the Office of Student Conduct (students) or through the Office of Human Resources (employees). We also receive information from Campus Security Authorities (coaches, residence hall staff, program sponsors, etc.). 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.

**Lost and Found**

UCO Police Services will accept any item of value over $100 or that is traceable to its owner such as credit or debit cards, passports, driver’s licenses (or wallets, purses containing such identifying information), contraband (illegal to possess), cell phones, tablet computers, laptop computers and weapons.

We will hold any item for up to six (6) months. After that time, UCO Police will, pursuant to state law, seek the courts permission to destroy, sell or convert items to department use.

UCO Police will NOT accept umbrellas, skateboards, perishable items, keys, or other items that are clearly under $100 in value. Each building on campus, with some exceptions, has an office, such as a dean’s office, director’s office, etc. where low-value items can be brought and held for an indeterminate amount of time before it is disposed of.

If you have lost property, begin your search by contacting officials in the building or area where you believe you last saw the item. Otherwise, please contact UCO Police at our headquarters building on University Drive, or call 405-974-2345 for assistance. If your item cannot be found, UCO Police can take a lost property report documenting details of the item you lost to aid in its recovery, if found and turned over to police.
Annual Fire Safety Report for Residential Facilities 2017

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 that report to the Edmond Fire Department through the UCO Police Services Communication Center. The university has aggressively pursued networking of building fire alarms. UCO continues to upgrade fire panels in all academic and residential buildings that include voice-addressable capabilities. 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 W. Roger Webb Forensic Science Institute, Mitchell Hall, Center for Transformational Learning, Nigh University Center, Laboratory Annex Building, Education Building, Chambers Library, Evans Hall, the Commons, The Suites, Transformative Learning Quadrangle (The Quad) and Mitchell Hall Theater (2016 addition). 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 located throughout the campus (including residential areas) 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 UCO Public Safety. The primary point of contact for fire safety issues is the UCO Fire Marshal within the EHS division – 405-974-2216.

Emergency Egress (Fire) Drills

• Emergency egress drills are conducted in January and September each year in the following residential housing facilities: The Quad, Commons 1000, 2000, 3000, University Suites, Murdaugh Hall and West Hall.
• Commons 1000, 2000 and 3000 are tested separately.
• Collectively UCO conducted a total of fourteen (14) emergency egress drills in residential facilities in 2016.
• Emergency egress drills are conducted once annually in non-residential facilities including all academic structures.
Specifications for On-Campus Housing Facility Fire Systems:

<table>
<thead>
<tr>
<th>Residence Hall/Apartment</th>
<th>Fire Safety Control System Reporting</th>
<th>Location of Sprinklers</th>
<th>Alarm Sensor and Annunciator Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broncho 4 Apartments</td>
<td>Not Equipped</td>
<td>NONE</td>
<td>Smoke activated (local only)</td>
</tr>
<tr>
<td>The Quad</td>
<td>Simplex-Grinnell: 4100 ES fire panel Mass Notification System Reports to UCO Police Services</td>
<td>Common areas, lounges, hallways, stairwells, bedrooms.</td>
<td>Heat and smoke activated. Pull stations Audio/Visual</td>
</tr>
<tr>
<td>Commons 1000</td>
<td>Simplex-Grinnell: 4100 ES fire panel Mass Notification system Reports to UCO Police Services</td>
<td>Common areas, lounges, hallways, kitchens, bedrooms, landings</td>
<td>Heat and smoke activated. Pull stations Audio/Visual</td>
</tr>
<tr>
<td>Commons 2000</td>
<td>Simplex-Grinnell: 4100 ES fire panel Mass Notification system Reports to UCO Police Services</td>
<td>Common areas, lounges, hallways, kitchens, bedrooms, landings</td>
<td>Heat and smoke activated. Pull stations Audio/Visual</td>
</tr>
<tr>
<td>Commons 3000</td>
<td>Simplex-Grinnell: 4100 ES fire panel Mass Notification System Reports to UCO Police Services</td>
<td>Common areas, lounges, hallways, kitchens, bedrooms, landings</td>
<td>Heat and smoke activated. Pull stations Audio/Visual</td>
</tr>
<tr>
<td>University Suites</td>
<td>Simplex Grinnell: 4100 ES fire panel Mass Notification System Reports to UCO Police Services</td>
<td>Common areas, lounges, hallways, kitchens, bedrooms, landings</td>
<td>Heat and smoke activated. Pull stations Audio/Visual</td>
</tr>
<tr>
<td>Murdaugh Hall</td>
<td>Simplex Grinnell: 4100 ES fire panel Mass Notification System Reports to UCO Police Services</td>
<td>Common areas, lounges, hallways, bedrooms, landings</td>
<td>Heat and smoke activated. Pull stations Audio/Visual</td>
</tr>
<tr>
<td>West Hall</td>
<td>Simplex Grinnell: 4100 U fire panel Reports to UCO Police Services</td>
<td>NONE</td>
<td>Smoke Detectors Pull stations Audio/Visual</td>
</tr>
</tbody>
</table>

NOTE: Central Plaza was in use by UCO as a residential facility through June 2015. As of the time of this report, it is no longer leased or controlled by the university and it is not listed above. It is included in this years’ statistical report (below). It will be carried in the fire data section through the 2018 report.

Fire Safety Training
To learn more about fire safety or to schedule a fire safety program please contact the UCO Fire Marshall within the Environmental Health and Safety Office, 974-2216.

Programs can include fire extinguisher training, fire prevention, space heater/other dangers, etc.
For more information regarding fire safety data please contact the UCO Fire Marshall, 974-2216.

### 2014

<table>
<thead>
<tr>
<th>Residence Hall/ Apartment</th>
<th>Number of Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broncho 4</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Central Plaza</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Commons 1000</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Commons 2000</td>
<td>1</td>
<td>Pizza boxes left in oven</td>
<td>0</td>
<td>0</td>
<td>$200.00</td>
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<tr>
<td>Commons 3000</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>University Suites</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Murdaugh Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>West Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 2015

<table>
<thead>
<tr>
<th>Residence Hall/ Apartment</th>
<th>Number of Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broncho 4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Central Plaza</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commons 1000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commons 2000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commons 3000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>University Suites</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Murdaugh Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>West Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>The Quad</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### 2016

<table>
<thead>
<tr>
<th>Residence Hall/ Apartment</th>
<th>Number of Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Deaths</th>
<th>Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broncho 4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Central Plaza</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Commons 1000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commons 2000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commons 3000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>University Suites</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>The Quad</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Note: Central Plaza ceased to be a UCO residence hall in June of 2015. It will be included in this report annually through 2018.
Residence Life Fire Safety Information

Sections of “Student Housing Handbook – Your Guide to Campus Living” associated with fire safety are included in this section to aid in understanding fire and life safety activities and responsibilities at UCO.

Fire Alarm Equipment and Training

The fire alarm system, fire extinguishers, smoke detectors, fire evacuation charts, exit lights, and exit signs are installed for the residents’ protection. The tampering with, theft of, or vandalism of fire equipment can result in criminal prosecution, disciplinary measures, and/or possible fines. The University regards false fire alarms and arson as serious threats to the well-being of the residence hall communities.

Residents may receive a half-hour of fire safety training when six (6) or more residents request such training. This training will be conducted by UCOPS and the Department of Environmental Health and Safety to improve survivability in a fire. Residents may request this training through their RA during the first thirty (30) days as a resident in UCO Housing.

Once per semester, there will be an unannounced fire evacuation exercise conducted by the Housing staff, UCOPS, UCO Emergency Management, and local Emergency First Responders. All rooms/apartments may be checked for evacuation, and any residents who do not vacate their room/apartment and/or any other part of their Housing facilities may be subject to disciplinary action, including, but not limited to, a fine and community service hours.

Smoke Detectors

Each bedroom and living room in student housing has a smoke detector. Some detectors sound an alarm within an individual room, while others sound an alarm throughout an entire building.

In West Hall, UCOPS are not immediately notified when a room detector alarm sounds. Anyone who discovers or suspects a fire should pull a building fire alarm box, located in the hallway, to summon the fire department, alert others in the building, and exit the building immediately.

In University Commons and University Suites, the smoke detectors are hard wired throughout the building. Initially, the smoke detectors will sound in the room, and in case of actual fire, will set off the alarms throughout the building. Fire alarm pull boxes are also available. University Commons and University Suites have voice annunciation fire alarms.

Students are encouraged to report any problems with these systems to the Department of Housing. Smoke detectors are checked by Housing staff monthly to ensure they are in working order.

Sprinklers

Sprinklers are used to suppress fire. They are heat activated. **Do NOT cover or hang anything, such as hangers, on the sprinklers.** This can cause the sprinklers to activate and cause major damage to individual rooms/apartments, furniture and personal items. Residents responsible for triggering the sprinklers for non-emergencies will be responsible for damage charges to their room/apartment and personal belongings as well as other residents' rooms/apartments and belongings therein.

Fire Safety and Evacuation Regulations

All residents are required to follow the fire and safety regulations listed below:

- Fire Evacuation Exercises are required to ensure that residents know what to do in the event of a fire.
- All residents should locate the fire exits on their floors and should be on the alert to prevent fires.
Residents should be familiar with the fire instructions that are posted in each room or apartment.

All residents and visitors are required to evacuate the building when the fire alarm is sounded. Those refusing to cooperate with UCO Housing staff, UCOPS, and/or evacuate the building are subject to disciplinary action. Housing staff may key into the rooms to check for evacuation during evacuation exercises or actual fire situations.

Fire Alarm Evacuation Assistance:
If a resident has any type of temporary or permanent condition, syndrome, or disability that would require additional assistance, during an emergency evacuation or evacuation exercise, then the resident is strongly encouraged to contact their Hall Director and Disability Support Services in advance. Residents should refer to section III. D. of the Student Housing Handbook, for the contact numbers of each residence hall front desk to pre-arrange for special assistance during emergency evacuation exercises.

Fire Evacuation Procedures
- Residents should feel their door to see if it is hot. If hot, DO NOT OPEN! Residents should go to their window and make their presence known. If their door is warm, residents should put weight against the door and open slowly. If safe, evacuate.
- Close the door (Residents are reminded to take their keys when possible).
- Calmly and quickly exit the building using the nearest exit.
- Once outside, move away from the exit so that emergency crews can get into the building unimpeded.

Residents in all halls report to the Hamilton Field House Lawn
- Do not re-enter the building until told to do so by a Housing staff member, UCO Emergency Management Team Member, or UCOPS.
- Do NOT interfere with any emergency personnel or University officials.
- In the event of a fire:
  - Pull the fire alarm or call 9-1-1. Fire alarms are located on each hallway.
  - Notify UCOPS, the front desk of the affected residence hall, and/or an RA immediately.
  - They may require assistance in evacuating the residence hall. Residents who will provide assistance during an evacuation will be determined in advance.
  - If possible, contain the fire by closing the door.
  - No matter how small the fire is and even if it is already extinguished, report the fire incident to UCOPS, the front desk of the affected residence hall, or an RA immediately.
  - If there is a fire, use the stairs. DO NOT USE THE ELEVATOR. The elevators may shut down in the event of a fire alarm sounding.

Candles and Candle Warmers
Possession and use of candles, candle warmers, Sterno, Scentsy’s, incense, and wax burners are prohibited. University Housing staff reserves the right to confiscate and dispose of all such items due to the potential fire hazard candles and incense create. Open flames of any kind are prohibited at all times.

Electrical Appliances
- Permitted Appliances
  - All electrical devices and appliances must be UL approved. Visit the UL website at www.ul.com for more information.

  Desk lamps (no halogen bulbs), computers, radios, stereos, televisions, VCRs, DVD players, clocks, irons, curling irons, hair dryers, razors, heating blankets, surge protectors and protected multi-plugs (must have protected light indicator and on/off switch - only one per room), toothbrushes, coffee makers and tea kettles (with automatic shut off functions), microwaves, rice cookers, crock pots with a protected light indicator and auto on/off switch, toasters with
timers and protected on/off light indicators, blenders, and refrigerators. Refrigerators 4.5 cubic feet or smaller and microwaves that are 700 watts or less are permitted in the residence halls; only one refrigerator and microwave allowed per room. Multi-plug power strips and protected multi-plugs are also permitted.

**Permitted Electrical Appliances (University Commons ONLY):**
George Foreman Grill (must be used under the oven hood), Griddles (must be used under the oven hood), crock-pots, slow cookers and toaster convection ovens.

For inquiries about items not listed, residents should contact their Hall Director. For items not approved will be confiscated by an authorized Housing staff member.

- **Prohibited Appliances**
  Hot plates, space heaters, halogen lamps, sun lamps, woks, electrical potpourri pots, candle warmers, Scentsy, extension cords, multi-plugs or other electrical splitters (without a protected light indicator and an on/off switch), air conditioners, personally installed ceiling fans, extension cords, multi-plug covers and splitters.

**Weapons and Fireworks**
Illegal or unauthorized possession, usage, or storage of firearms, explosives, electronic control devices, such as Taser or other stun guns, other weapons, or dangerous chemicals and chemistry sets/experiments that would reasonably be expected to threaten, harm, incapacitate, or cause fear to other University community members are prohibited within UCO Housing facilities. The possession or firing of firearms, fireworks (consumer, display, or novelty), explosives, ammunition, replica firearms (as referenced in Section 1 of 8.12.025 of the Edmond, OK Municipal Code) or weapons such as BB guns, paintball guns, rifles, bows, swords, metal knuckles, blackjacks, hand chains, knives and inappropriately-used knives or bladed instruments by students is prohibited in any University-operated housing facilities, except as used in officially approved University programs. Lawfully stored handguns may not be removed from vehicles without prior valid written consent of the college or University President while the vehicle is on University property. (21 O.S. 1277.) To obtain permission to safely and lawfully store or display unloaded and approved weapons or fireworks while on campus property, contact the University of Central Oklahoma Police Services at (405) 974-2345.

Violators are subject to appropriate criminal and civil court actions, as well as, University disciplinary action. Please refer to the current UCO Code of Student Conduct, sections III. H. 19. and VI.J., for further details.

**Tampering with Fire Suppression Equipment**
The unauthorized use or misuse of fire suppression equipment items, including, but not limited to sprinkler equipment, fire panels, fire alarms, fire extinguishers, or smoke detectors, is prohibited. Any false alarms created by such misuse may result in hefty fines for the creation of dispatched responses by first responders, such as university staff, university and local police, any local fire department(s), and medical teams. Misuse includes, but is not limited to hanging items on sprinkler equipment, disarming/detaching smoke detectors, pulling of any fire alarm stations without the presence of a fire or threat of fire, unnecessary spraying of fire extinguishers, etc.

**Outdoor Cooking Equipment**
Charcoal grills are available for use in residence hall common areas. Residents must obtain a burn permit from the UCO Department of Environment Health and Safety.

Personal grills and other outdoor cooking equipment use are prohibited within twenty-five (25) feet of any building. Storage of charcoal and lighter fluid is prohibited in all housing facilities. This includes University Commons balconies.
Emergency Management at UCO

UCO maintains a comprehensive emergency response plan that is compliant with the National Incident Management Systems (NIMS). We have also formed a campus emergency response team (Crisis Management Team) as well as a threat assessment team (TAT) and behavioral assessment team (BAT) to facilitate communication for the purpose of mitigating potential crises whether they are internal or external to the university community. UCO is also providing National Incident Management System (NIMS) training to faculty and staff to maintain our compliance with federal regulations in this regard. 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.

In 2011 UCO was awarded a best practice award for various activities related to management of our storm shelter programs for severe weather by the Southern Association of College and University Business Officers (SACUBO) through their best practice award program. UCO won the grand prize that year and were honored to have been among other institutions competing for this award including the University of Georgia and University of Florida. UCO has worked diligently in recent years to enhance communication and shelter practices to benefit our community.

In 2011, and again in 2014, UCO was awarded recognition by the National Weather Service as a “Storm Ready” community through their nationwide program. Signs announcing this designation have been placed at strategic entry points of the university.

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 Guide to Emergency Procedures flip charts have been installed in classrooms, labs, offices and other locations across campus. These vinyl, red-colored binders, 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 UCO Emergency Management.

Notification to University Community about an Immediate Threat

When UCO Police, Emergency Management, Environmental Health and Safety, the President or other executive of the institution confirms an emergency or that poses an immediate threat to the health or safety of some or all members of the university community, the UCO Police and/or Emergency Management will utilize systems described under the Timely Warning section of this report to communicate the threat to the UCO community. The threat notification may be limited to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. UCO Police, Emergency Management or authorized university executive (President and other members of the Crisis Management Team), without delay – and taking into account the safety of the community will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Central Alert

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, e-mail and social media. 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://uconnect.uco.edu). Students can also add their 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, 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 message may incur a charge from your cell phone provider.

**Medical Emergencies**

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 9-1-1. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

UCO partners with the City of Edmond’s Communication Center for 9-1-1 related communication matters. They will notify EMSA (the Oklahoma City metropolitan area ambulance service) as well as paramedics from the Edmond Police Department. UCO Police will also respond, when notified, to assist the patient and other emergency responders.

UCO has installed approximately 30 Automated External Defibrillators across campus. These devices are stored in conspicuous locations in white wall-mounted boxes. They are to be used by those trained in CPR and AED usage to assist patients who are experiencing life-threatening cardiac arrhythmias.

UCO partners with a private provider to operate the Student Health Center located in the Wellness Center. It is open during business hours, Monday through Friday. Appointments and inquiries can be made by calling 405-974-3115.

**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 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
  - Provost/Vice President – Academic Affairs
  - Vice President – Operations
  - Vice President – Student Affairs
  - Vice President – University Relations
  - Executive Director/Chief of Police – Public Safety
  - Director - Emergency Management/Public Safety

- Procedures for disseminating emergency information to the larger campus community are included 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)
  - UCO Safety App (Rave Guardian)
  - Net Notify (computer network pop-up system)
  - Office Calling Trees
  - Residential Housing Notification Procedures
  - Voice Addressable Fire Systems (available in all academic 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 and outdoor warning system

- Testing of our various emergency systems and procedures occur no less than annually:
  - Our Central Alert system and other communication systems are tested no less than annually and more often when appropriate. The exact date and time are not announced, but the months of planned 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.
  - 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. 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. UCO also has an outdoor warning system that is tested the first Saturday of each month at mid-day.

- UCO has installed Emergency Procedure Guides in more than 900 locations across campus. 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.

- **In a Campus-Wide Emergency**, such as a tornado or other event that threatens the entirety of the main campus, UCO officials will communicate with community members as rapidly as possible on actions that may include a campus-wide evacuation or information to shelter or lock-down depending on the nature of the emergency. The means to communicate this information will be the same as those listed above.
  - If a campus-wide evacuation is necessary an order to cease all activities will be communicated via multiple methods. All persons who have driven a car to campus should move immediately to their parked vehicle and orderly and safely drive away from campus, following all traffic regulations and traffic controls. Traffic controls may include police officers providing traffic direction. Persons who walked or bicycled to campus should leave campus by the most expedient route. Persons who arrived on campus via the CityLink bus system, should proceed to the bus stop located at Ayers and University Drive, or walk west from campus to the main CityLink station located behind the market pavilion near 2nd and Broadway in downtown Edmond. Persons who live in university residence facilities should report there unless directed otherwise.
  - In the event of an order to shelter in place, or to seek shelter in a severe weather shelter area, all persons should remain there until further communication from university officials is delivered via various mechanisms.

**Safety App for Smart Phones and Devices**

In August 2016 UCO partnered with Rave Guardian® to implement a safety application for smart phones and other hand-held devices. The app is specific to UCO and is available for download through the Google Play store for Android users and the Apple App Store.

The app has a number of features to help aid in personal safety. They include:

- **An Inbox** to receive messages from UCO in the case of a Timely Warning or Emergency Notification.
- **Guardians**: You can add UCO or non-UCO Guardians that you can communicate to in an emergency. Guardians are a key component of the Safety Timer feature.
- **Safety Timer**: You can set a Safety Timer for times when you want others to be notified if you don’t check in. For example, you can set a 30-minute timer for a jog in the neighborhood. If you don’t clear the timer, it will send a message to your Guardians. UCO Police will be a Guardian for all users and if activated, it will show UCO Police your location and other information about you.
- **Send a Tip**: You can send information to UCO Police much like Crimestoppers. You can pick from a list of situations and then specify a location or other information.
- **Call UCO Police Services**: This button lets you call UCO Police directly via your cell phone. It also activates software at UCO Police Headquarters that shows the police your location and other information about you. Police cannot track you, ever, unless you use this feature or the Safety Timer feature.
- **Call 9-1-1**: This is a direct link to the local 9-1-1 center.

The app is free and available now to members of the UCO community. If you have questions about the app or how to set up non-UCO accounts that link to yours under the Guardian app call UCO Police at (405)974-2345 for assistance.
SWIPE RIGHT FOR SAFETY

The Rave Guardian App helps keep you safe on campus by giving you direct connections to campus safety, family, friends, and others you trust, you can feel safe anytime, knowing your Guardians are watching out for you.

Set a Safety Timer
Set a Safety Timer whenever you are alone or in an unfamiliar place.

Connect with Guardians
Invite family, friends, and others you trust to be part of your safety network.

Easier Emergency Communications
Call UCO police for help and send text tips if you see something suspicious.

To download, search “Rave Guardian” in the App Store or Google Play Store.

Sign up with your UCO email address.
Natural Disasters
The following information is a guideline to aid you in determining what action you should take in severe weather.

**Tornado Watch:** Conditions are such that storms capable of producing a tornado may develop.

**Tornado Warning:** Either a tornado has been sighted or it is highly probable that one will develop. A warning will be signaled by the storm warning sirens operated by the City of Edmond and via warning systems on campus.

The City of Edmond tests its warning sirens once a month on a Saturday at noon. This test occurs unless weather conditions exist that might lead to confusion between a test and an actual weather emergency.

**Tornado Precautions:**
1. If you are in the warning area, seek shelter immediately. There are designated severe weather best areas of refuge on campus in the following buildings:
   a. Chambers Library
   b. Transformative Learning Quadrangle (The Quad – Residence Facility)
   c. Liberal Arts
   d. Nigh University Center
   e. Howell Hall
   f. Communication Building
   g. Murdaugh Hall (Residence Facility)
   h. Mitchell Hall Theater (basement of new addition on north side of building)
   If you cannot move to one of these primary areas, move to the lowest area of the building nearest you (or the one you are in) and seek shelter in an interior bathroom or other interior space without windows. Each Guide to Emergency Procedures (red binder) installed on campus in classrooms, labs, etc., is labeled with the nearest severe weather shelter location (listed a-h. above) specific to the location of the space you are currently occupying.
2. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building or other structure is not available, a depression such as a ditch or ravine offers some protection, but be alert for flash floods.
3. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors off the best shelter.
5. Do not attempt to turn utilities on or off.
6. Report injuries and damage to UCO Police at 405-974-2345. After the “all clear” announcement is made, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

**Earthquakes:**
1. Outdoors:
   a. In an earthquake, if you are outside, stay outside. Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster and other debris.
   b. Move away from fire, smoke or the smell of natural gas.
   c. Proceed to the emergency assembly area for your group if safe to do so. Check with your supervisor to determine your meeting location if you do not know it. If you are a student, follow the instructions from your class instructor/professor or emergency response personnel.
2. Indoors:
   a. Immediately take cover under tables, desks or other objects that may give you protection against flying and falling glass and debris.
b. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.

c. In an earthquake, you can also stand in a doorway. Brace yourself against the frame and watch out for swinging doors, other people and falling debris.

d. Avoid overhead fixtures, windows, filing cabinets, vending machines, bookcases and other heavy objects that could fall or shatter.

e. Stabilize any laboratory procedures that could lead to further damage or injury (turn off gas or electrical equipment).

f. After the effects have subsided, evacuate the building, move to open ground and call UCO Police to report any injuries, trapped persons or other immediate crisis. Please remember that in an earthquake that causes damage, persons in a wide area may be in peril from injury or being trapped in debris. Remain calm and patient and help others to move to safety within your ability to do so.

Active Shooter Response Training for Community Members

A.L.I.C.E. Program

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building or other location, it is important that you be prepared to act.

UCO has adopted the A.L.I.C.E. active shooter civilian response training program. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, and Evacuate.

This program is founded on the principle that to survive an active shooter emergency, you must be prepared to acknowledge a threat without delay and then Run, Hide or Fight. UCO’s Emergency Management Unit is prepared to train any interested UCO community members in this valuable and potentially life-saving program at no cost.

Classes can be tailored around the needs of the group and can include a two (2) hour program on basics or a four (4) hour comprehensive program where attendees simulate a response to a life threatening active shooter.

For more information on the A.L.I.C.E program at UCO, including seeking information on attending an open class for individuals, please call UCO Emergency Management at (405)974-2345.

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 and is primarily directed at students who live in our residence halls, but may be implemented to aid other students on a case-by-case basis:

UCO Missing Student Notification Policy

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. If the reporting person does not make this report within 24 hours, the institution will.

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.

Additional Missing Person’s Information: In regard to Missing Person’s reports, information that is registered by the student will be confidential (assuming no FERPA release has been filed), and the information will only be accessible to authorized campus officials and it will not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation.

Alcohol, Drugs and Weapons on Campus
Portions of the UCO Code of Student Conduct (2017/2018) are duplicated in this report in regard to alcohol, drugs and weapons. For information on alcohol and drug abuse education programs please see Primary Crime Prevention and Awareness Programs in this report.

Alcohol Policy Statement
Use, possession, manufacture, distribution, and being under the influence of alcoholic beverages and/or low point beer as defined in 37 O.S. §163.2 except as expressly permitted by state law and regulations, or public intoxication. on campus properties, in University Housing and any student organization housing, or other University sponsored activities, unless explicitly and lawfully approved by authorized University officials for students is strictly prohibited. (Regional University System of Oklahoma Policy Manual; Section 4.4.3.b.) This policy is applicable to alcohol in liquid or powdered forms.

It is also strictly prohibited to drive, operate, or be in actual physical control of a motor vehicle (47 O.S. §11-902):
   a. While under the influence of alcohol, any other intoxicating substance, or a combination thereof;
   b. With a blood or breath alcohol concentration level at or above the applicable legal limit is prohibited.
c. Distribution or attempted distribution of alcoholic beverages (including powdered forms of alcohol), in any circumstances, by or to any person under the age of twenty-one (21).

Illegal Drug Policy Statement

Use, possession, manufacturing, cultivation, being in the presence of, or distribution of any state or federally controlled substances (schedules I-IV), or drug paraphernalia (objects used or intended for drug consumption use), on campus properties, including University Housing and any student organization housing, or at student organization or other University sponsored activities is prohibited, except as expressly permitted by law. Intentionally or recklessly inhaling or ingesting substances (e.g. nitrous oxide, glue, paint, etc.) that will alter a student’s mental state is also prohibited.

The nonmedical use of prescription medication (i.e. “pain killers”) is expressly prohibited. This includes possession and distribution of medications that are off label and those that are not prescribed to the person in question, or use of prescription medication at a rate not congruent with the prescription. (Regional University System of Oklahoma Policy Manual; Section 4.4.3.e.)

Weapons Policy Statement

The possession, display, or use of weapons, firearms, etc. is prohibited. Except as provided by policy, other University policies, or by state or federal law, no person may possess, display, or use weapons, firearms, ammunition, fireworks, electronic control devices (Taser device or stun gun), or explosives and dangerous chemicals, while on University property or participating in any University sanctioned activity. Other objects which are legal to possess may not be used in a manner that would reasonably be expected to threaten, harm, incapacitate, or cause fear to others, except for legally justifiable purposes of self-defense or defense of others. The President may make exceptions when appropriate to further the University’s mission.

1. Exceptions to General Prohibition

Nothing contained in this policy shall be deemed to prohibit the use of dangerous chemicals in the normal conduct of classes or labs, in Physical Plant functions, in the operation or maintenance of equipment or motor vehicles, or in University functions where the use has been approved. Nothing contained in this policy shall be deemed to prohibit the use of fireworks by a professional fireworks presenter who is insured and has permission of the University to stage a fireworks display. Nothing contained in this policy shall be deemed to prohibit the use of weapons such as archery equipment or martial arts devices, in the normal conduct of classes, labs, in sanctioned student organization functions or in University functions where the use has been approved. Nothing contained in this policy shall be deemed to prohibit the possession or use of firearms or other weapons by the Military Science Department (ROTC).

2. Oklahoma Self-Defense Act

No person in possession of any concealed handgun pursuant to the Oklahoma Self-Defense Act is authorized to carry the handgun into or upon University property. Under 21 O.S. §1277, the following property shall not be construed as prohibited for persons having a valid concealed handgun license:

a. Any property set aside for the use of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior consent of the University president while the vehicle is on University property;

b. Any property authorized for possession or use of handguns by University policy; and

c. Any property authorized by the written consent of the University president, provided the written consent is carried with the handgun and the valid concealed handgun license while on University property.
Lawfully stored handguns may not be removed from vehicles without prior valid written consent of the college or University President while the vehicle is on University property. (21 O.S. 1277.) To obtain permission to safely and lawfully store or display unloaded and approved weapons while on campus property, contact the University of Central Oklahoma Police Department at (405) 974-2345.

Persons who have a valid Oklahoma carry permit pursuant to the Oklahoma Self Defense Act 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.

BAT and TAT
The Behavioral Assessment Team (BAT) is a multidisciplinary team that meets on a regular basis to review and respond to reports of behavior by a university student, employee or visitor that may pose a threat of self-harm or a threat to the campus community and intervene at the earliest possible point. Team members coordinate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep UCO healthy and safe. Participants in BAT include representatives from Student Affairs, Counseling Services, Housing and Dining, Police Services, Legal Counsel and Academic Affairs.

The Threat Assessment Team (TAT) is made up of a smaller number of BAT members and meets on an as-needed basis in the occurrence of what they deem is an imminent danger of threatening behavior to the UCO community.

Title IX Coordination
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination on the basis of sex in educational programs and activities that receive federal financial assistance. Consistent with this obligation, the University of Central Oklahoma prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities.

In accordance with Title IX regulations, the University has designated Adrienne Martinez as the University’s Title IX Coordinator. Ms. Martinez is charged with (1) monitoring compliance with these regulations; (2) coordinating compliance with this policy to insure a timely and complete investigation; and (3) resolution of complaints arising hereunder. You may contact Ms. Martinez with any questions regarding Title IX, as well as concerns and complaints of non-compliance.

**Adrienne Martinez, EEO/Title IX Coordinator**
Office of Legal Counsel
Lillard Administration Building, Room 114D
Box 130
Edmond, OK 73034
Phone: (405) 974-3377
Email: amartinez9@uco.edu or TitleIX@uco.edu

Regular office hours are 8:00 a.m. – 5:00 p.m., Monday – Friday. Before or after office hours, on weekends, or during university holidays when offices are closed, persons wishing to report discrimination or harassment may contact University Police Services at (405) 974-2345.
Sexual Misconduct:
Policies, Conduct Proceedings, Sanctions, Programs
Note: Information from the Code of Student Conduct (2017/2018) is included in this section.

General Reporting
Anyone can report any instances of sexual harassment, sexual violence, dating violence and stalking, as well as other crimes or violations to:
- Title IX Coordinator located in the Lillard Administration Building, Rm. 114D (405-974-3377)
- Office of Student Conduct located in the Nigh University Center, Rm. 136 (405-974-5380)
- University Police located in the Police Services building (405-974-2345)
- Department of Housing (individual housing center staff)
- Any person that is designated as a Campus Security Authority
- Local police department if the incident did not occur on campus property

A complaint should be filed as soon as possible after the information about a violation is known to the person reporting. Complaints can be made in person or in writing.

WHERE THE RESPONDENT IS A STUDENT: The procedures for responding to reports of prohibited conduct committed by students are detailed in the Code of Student Conduct available online at: [http://www.uco.edu/student-affairs/conduct/files/codeofconduct.pdf](http://www.uco.edu/student-affairs/conduct/files/codeofconduct.pdf).


WHERE THE RESPONDENT IS BOTH A STUDENT & EMPLOYEE: The University’s Title IX Coordinator will determine which of the procedures applies based on the facts and circumstances, such as which role predominates in the context of the prohibited conduct. Further, where the respondent is both a student and an employee, the respondent may be subject to any of the sanctions applicable to students or employees.

WHERE THE RESPONDENT IS A THIRD PARTY: The University’s ability to take appropriate corrective action against a third party will be determined by the nature of the relationship of the third party to the University. The Title IX Coordinator will determine the appropriate manner of resolution consistent with the University’s commitment to a prompt and equitable process consistent with federal law, federal guidance, and this policy.

If the complaint involves a crime that is reported to UCO Police or another law enforcement agency, investigation of the crime and prosecution may occur and will be separate from the UCO disciplinary process.

UCO strongly encourages individuals to report any instance of sexual harassment, sexual violence or other crimes to UCO Police or the police agency having jurisdiction where the crime occurred but this is a decision that must be made by the victim of the crime. If a victim does not want police involvement, you are encouraged to report the incident to the University without delay.

Sexual Misconduct Policies

Sexual Misconduct Policy Statement
The University of Central Oklahoma will neither tolerate nor condone any form of sexual misconduct. Sexual misconduct includes, but is not limited to, instances of sexual harassment,
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non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, stalking, domestic violence, and dating violence. In instances where there is reason to believe that University policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action. Sexual misconduct on campus, at university-related events, and against students or employees constitutes a report to the University Title IX Coordinator and/or law enforcement. All employees, save for counselors, pastors, and para-professional counselors, are responsible for reporting all details of sexual misconduct to the University Title IX Coordinator when they know or should know of an incident in violation of these policies. Individuals may request confidentiality from the University Title IX Coordinator, if they wish to make a report without revealing identifying information. (Please refer to the University policy for more information about employees responsible for reporting sexual misconduct, confidential reporting, and requests for confidentiality at http://sites.uco.edu/administration/legal/files-legal/files-policies/1-2_DisHar_Policy.pdf.)

The University may immediately suspend any employee or student reasonably believed to have engaged in sexual misconduct in violation of this policy, with notice and hearing to follow promptly. The University has established procedures for timely reporting, investigation, and resolution of sexual misconduct reports. University sanctions may be pursued regardless of whether an individual chooses to report the matter to law enforcement. University sanctions may include, but are not limited to, warnings, probation, restrictions, suspension or expulsion. This policy applies regardless of the sexual orientation, gender identity and/or gender expression of individuals engaging in sexual activity.

The voluntary use of drugs and/or alcohol is not an excuse for a violation of any sexual misconduct policy.

For the purposes of this policy, the following definitions and provisions apply:

**Definition of Consent**
- Consent is a knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity.
- Silence or passivity is not consent. Consent is not passive, but is active and freely given. Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
- Initiators of sexual activity are responsible for obtaining consent.
- Consent to one form of sexual activity cannot automatically imply consent to any other forms of sexual activity, nor does it automatically imply consent of any sexual contact in the future.
- Previous relationships or prior consent cannot automatically imply consent to future sexual acts.
- Consent granted to one individual does not automatically imply consent to any other parties.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop reasonably immediately.
- Consent cannot be obtained from an individual who is incapacitated due to lack of consciousness, age, disability, or incapacitated due to drugs or alcohol.
- The use of intimidation, coercion, threats, force, or violence automatically negates any previously obtained consent.

**Definition of Incapacitation**
Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout. Incapacity may also result from mental disability, sleep, unconsciousness, or from the ingestion of rape drugs. Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For
example, someone who is incapacitated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a “blackout” and could not give effective consent.

A policy violation occurs where a person knows or a reasonable person (sober and exercising good judgment) in the situation would have known about the condition of the incapacitated person.

**Definition of Force**
Force includes any intentional physical violence, restraint, or the presence of a weapon to gain sexual access to a person. Force includes threats that overcomes resistance or produces reluctant compliance or acquiescence.

**Definition of Coercion**
Coercion is an unreasonable pressure to engage in sexual activity. Coercion is distinguishable from seduction, where sexual advances are welcome and persuasion is reasonable. When an individual verbally and/or physically expresses that they do not want to engage in or continue in a sexual act, continued pressure beyond that point can be coercive. For the purposes of coercion, determining what is unreasonable may be a function of duration, frequency, isolation, and intensity.

**Sexual Harassment Policy Statement**
Students should enjoy a learning environment free of inappropriate harassment, including, but not limited to sexual harassment perpetrated by fellow University students, other University members, or non-affiliated third parties. Sexual harassment by any member of the University community, including students, faculty and staff, is a violation of both law and University policy, and will not be tolerated. Harassment between University employees, University employees and students, and/or student-on-student harassment is prohibited. These policies can be found on the UCO website at [http://www.uco.edu/legal_and_policies.asp](http://www.uco.edu/legal_and_policies.asp).

1. **Definition of Sexual Harassment**

   Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, online, or physical conduct of a sexual nature in the following context:

   a. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person’s employment, academic standing, or participation in any University programs and/or activities or is used as the basis for University decisions affecting the individual (often referred to as “quid pro quo” harassment); or,

   b. Such conduct creates a hostile environment. A “hostile environment” exists when such conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University’s education or employment programs or activities.

   Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.
2. **Examples of Prohibited Conduct**  
    Conduct, whether in person, in writing, by telephone, through social media, by electronic means, or otherwise, which is prohibited by this policy includes, but is not limited to:  
    a. Unwelcome sexual flirtation, advances, or propositions for sexual activity;  
    b. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;  
    c. Sexually degrading language used to describe an individual;  
    d. Remarks of a sexual nature used to describe a person’s body or clothing;  
    e. Display of sexually demeaning objects and pictures;  
    f. Offensive physical contact, such as unwelcome touching, pinching, or brushing the body;  
    g. Actions indicating that benefits will be gained or lost based on response to sexual advances.

**Non-Consensual Sexual Contact Policy Statement**  
The University of Central Oklahoma will neither tolerate nor condone any form of non-consensual sexual contact.

1. **Definition of Non-Consensual Sexual Contact**  
   Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, with another person without consent of that person.

2. **Examples of Prohibited Conduct**  
   Conduct prohibited by this policy includes, but is not limited to:  
   a. Unwanted sexual contact with a stranger or a friend, acquaintance, spouse, current dating partner, or former intimate partner  
   b. Unwanted sexual contact committed by force, threat, surprise, coercion, intimidation, or through use of mental or physical helplessness.  
   c. Unwanted sexual contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.  
   d. Unwanted sexual contact, such as touching, brushing, fondling, and groping the body.

**Non-Consensual Sexual Intercourse Policy Statement**  
The University of Central Oklahoma will neither tolerate nor condone any form of non-consensual sexual intercourse.

1. **Definition of Non-Consensual Sexual Intercourse**  
   Non-consensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), penetration, however slight, with any object, with another person without consent of that person.

2. **Examples of Prohibited Conduct**  
   Conduct prohibited by this policy includes, but is not limited to:  
   a. Unwanted sexual intercourse with a stranger or a friend, acquaintance, spouse, current dating partner, or former intimate partner (including date or acquaintance rape)  
   b. Unwanted sexual intercourse committed by force, threat, surprise, coercion, intimidation, or through use of mental or physical helplessness.  
   c. The use of force, including hitting, pushing, or otherwise acting upon violently to engage in sexual activity  
   d. The use of force, including holding a person down, restraining, or otherwise preventing a person from leaving, to engage in sexual activity  
   e. The use of threats, including a direct threat of death, grave bodily injury, or a negative consequence  
   f. The use of one’s size, power or authority to imply a threat, whether communicated verbally or nonverbally and/or physically  
   g. Ignoring an individual’s protest and engaging in sexual activity
h. The use of coercion, including convincing an individual to have sexual intercourse with the use of unreasonable pressure (such as name-calling, peer pressure, insulting values/morals/religion, etc.)

i. Passive compliance when consent is not actively communicated

j. Sexual intercourse with an individual who is incapacitated due to alcohol and/or drug use, and that incapacity is known or should have been known

k. Sexual intercourse with an individual who is incapacitated due to mental disorder, developmental disability, intellectual disability, physical disability, age (being under 16), or family relations (incest)

l. Sexual intercourse with an individual who was temporarily incapacitated or unconscious due to sleep or a medical condition such as an epileptic episode, panic attack, and PTSD

3. Suggestions for Survivors of Non-Consensual Sexual Intercourse

If you experience non-consensual sexual intercourse, the most important thing is to know that it was not your fault. YOU are not guilty.

a. You may preserve available evidence if you do not bathe, change your clothes, douche, or do anything to change your appearance. Some important physical evidence may be gone after forty-eight (48) hours. While a report to the University may be made at any time, a criminal investigation may be subject to a statute of limitations.

b. You may contact Project SPEAK at (405) 974-2224 (if during UCO business hours) or call the 24-hour YWCA hotline at (405) 943-7273. An advocate may accompany you to file criminal charges, make a report for disciplinary action, and/or the hospital, but they recognize that this is your decision. The Project SPEAK representative or YWCA advocate will assist you regardless of your decision about reporting. If you elect to go to the police or the hospital, you do not have to undergo this ordeal alone.

c. You may call UCO Police or local law enforcement and report the incident, even if you do not want to prosecute. Your report may help to protect you and prevent future occurrences to others.

d. You may go to the nearest hospital emergency room (ER), regardless of whether you have physical injuries resulting from the assault. The ER will provide testing for semen, pregnancy, and sexually transmitted infections (S.T.I.). 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.

e. A follow-up check may be recommended by the health care provider since some S.T.I.’s cannot be detected immediately.

Sexual Exploitation Policy Statement

The University of Central Oklahoma will neither tolerate nor condone any form of sexual exploitation.

1. Definition of Sexual Exploitation

Sexual exploitation is taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. This policy also covers sexual misconduct which does not otherwise constitute one of the other sexual misconduct definitions.

2. Examples of Prohibited Conduct

Conduct prohibited by this policy includes, but is not limited to:

a. Sexual voyeurism (such as watching another person undress, use the bathroom or engage in sexual acts without the consent of the person observed)

b. Taking pictures or video or audio recording, or providing for the observation by a third-party of another in a sexual act, or in any other personal/private activity without the consent of all involved in the activity
c. Disseminating sexual pictures, audio, video, or other media without the depicted person’s consent.
d. Communications that are obscene, lewd, or indecent.
e. Intentionally or recklessly exposing one’s genitals in non-consensual circumstances.
f. Engaging in prostitution or prostituting another student
g. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection
h. Administering alcohol or other drugs (such as “date rape” drugs) to another person without his or her knowledge or consent.

Stalking Policy Statement
The University of Central Oklahoma will neither tolerate nor condone stalking. Actions resulting in charges of stalking under this policy may also be subject to criminal or civil sanctions, independent of University actions. This policy governs the conduct of all members of the University of Central Oklahoma community, including students, faculty, staff, and visitors.

1. Definition of Stalking
Oklahoma law defines stalking in 21 O.S. §1173, as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that (1) would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and (2) actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Stalking is the (1) repetitive and (2) menacing (3) pursuit, following, harassing, and/or interfering (4) with the peace and/or safety of another (5) that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.

Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property shall constitute stalking.

2. Examples of Prohibited Conduct
Conduct prohibited by this policy includes, but is not limited to:
a. Purposefully 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. Threatening or making obscene gestures;
e. Unwanted (non-consensual) repeated communication or contact, including personal contact, telephone calls, voice messages, electronic mail, instant messaging, written correspondence, social media communication (i.e. Facebook, Twitter, etc.), and unwanted gifts;
f. Leaving strange or potentially threatening items;
g. Entering a home or car and doing things to frighten or inform an individual that they were there;
h. Threats prompting fear for safety or safety of family members, friends, roommates, or others;
i. Harassment, either by the individual or through a third party;
j. Electronic harassment, such as impersonating an individual online and/or spamming email accounts;
k. Unauthorized access of personal, academic, medical, financial, and/or other personal identifying information;
l. Vandalism; and,
m. Surveillance or other types of unwanted observation, including use of electronic devices or software to track or obtain private information.

3. Tips for Responding to Stalking Behaviors
Stalking is an unpredictable and dangerous behavior. Yet, you can increase your safety by considering and implementing some or all the following tips:

a. Trust your instincts. Do not downplay the danger. If you feel unsafe, you may be unsafe;

b. Contact UCO Police Department or other local law enforcement agency for assistance;

c. Consult with the Project SPEAK Office for information about your options for safety and support, assistance with reporting, safety planning and/or obtaining resources on and/or off-campus;

d. You may contact Project SPEAK at (405)974-2224 (if during UCO business hours) or call the 24-hour YWCA hotline at (405)943-7273. An advocate may accompany you to file the criminal charges and/or make a report for disciplinary action, but they recognize that this is your decision. The Project SPEAK representative or YWCA advocate will assist you regardless of your decision about reporting. If you elect to go to report the matter, you do not have to undergo it alone.

e. You may call UCO Police or local law enforcement and report the incident, even if you do not want to prosecute. Your report may help to protect you and prevent future occurrences to others.

f. A report to the University may be made at any time. A criminal investigation may be subject to a statute of limitations.

g. Seek support by notifying your Resident Assistant, family member(s), roommates, co-workers, staff members, faculty members, and/or friends about your concerns;

h. Change your email address, screen names, and telephone numbers. Furthermore, be selective about to whom these are given. Change passwords and clear your computer of spyware;

i. Customize privacy/security settings on your social media;

j. Consider using an unlisted telephone number;

k. Have a plan and steps you will take if the stalker appears at your home, work or class;

l. Cease all communication with the stalker and any attempts to contact you;

m. Consider changing your locks, installing deadbolts and/or a security system and ensure that your windows and doors have working locks;

n. Consider obtaining a court order that requires the stalker to cease from contacting you and to keep a certain distance from you;

o. Document and/or save contacts, telephone calls, letters, emails, and preserve evidence of harassment; and,

p. Walk with friends and use UCO’s SafeWalk Program (405)974-2345 which is available free of charge 24 hours a day, 365 days a year.

If you have any reason to believe that you may be in physical danger, call UCO Police Department at (405) 974-2345 or local police immediately via 9-1-1.

**Domestic Violence and Dating Violence Policy Statements**

The University of Central Oklahoma will neither tolerate or condone domestic violence and dating violence.

1. **Definition of Domestic Violence**

   Domestic violence is violence or abuse (verbal, physical, and/or psychological) committed by a current or former spouse or intimate partner of an individual, person with whom an individual shares a child in common, person who is cohabitating with an individual or has cohabitated with as a spouse, or person similarly situated to a spouse of the individual under domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2. **Definition of Dating Violence**

   Dating violence is violence or abuse (verbal, physical, and/or psychological) committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual. The existence of such relationship shall be determined based on
consideration of the following factors: length of relationship, type of relationship and, frequency of interaction between the persons involved in the relationship. Dating partners can be dating each other exclusively or dating other people concurrently. Dating relationships may have a sexual component, but do not have to. Dating violence does not include acts by a person who meets the definition of domestic violence.

Dating violence may also occur between individuals who are no longer dating, if the violence or abuse is connected to or predicated upon some aspect of the prior relationship. Prior relationship violence may be evidenced by lingering jealousy, residual anger, resentment, feeling slighted or used, or delayed retribution from a prior relationship.

3. Examples of Prohibited Conduct
   a. Verbal abuse, such as extreme or excessive use of language in the form of insults, name-calling, and criticism, designed to mock, shame, embarrass, or humiliate another;
   b. Physical abuse and violence, such as intentionally or recklessly causing bodily harm, attempting to cause another bodily harm, or putting another in fear or imminent bodily harm;
   c. Physical abuse and violence including punching, slapping, scratching, or striking another with any part of one’s body or with any object;
   d. Physical abuse and violence including, keeping another captive, preventing from leaving, or otherwise restraining them against their will;
   e. Physical abuse and violence, such as sexual abuse and any form of non-consensual sexual activity within the context of a domestic or dating relationship;
   f. Psychological abuse, such as a persistent pattern or prolonged climate of dominating or controlling behavior intended to terrorize, intimidate, isolate, or exclude another;
   g. Psychological abuse, including threatening to harm a pet or destroy a sentimental possession, and financial/economic abuse and blackmail;
   h. Prior relationship violence or abuse, such as shoving a former dating or domestic partner into a wall when learning about a new romantic interest or partner.

4. Tips for Responding to Domestic Violence or Dating Violence Behaviors
   a. Trust your instincts. Do not downplay the danger. If you feel unsafe, you may be unsafe;
   b. Get medical attention and keep documentation and any photos of injuries;
   c. Contact UCO Police Department or a local law enforcement agency for assistance;
   d. You may also report the incident for disciplinary action by calling the Office of Student Conduct at (405)974-5380
   e. Consult with the Project SPEAK Office at (405)974-2224 for assistance in determining the steps that you may desire to take, helping you to plan for your safety, and assisting you with obtaining resources on and/or off-campus;
   f. Contact the YWCA Domestic Violence Hotline for shelter, safety planning, VPO assistance and other information (405) 297-1139; and
   g. Seek support by notifying your Resident Assistant, family member(s), roommates, co-workers, staff members, faculty members, and/or friends about your concerns.

If you have any reason to believe that you may be in physical danger, call UCO Police Department at (405) 974-2345 or local police immediately by calling 9-1-1.

Oklahoma Criminal Law Definitions
In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), criminal definitions of behavior are applicable should you wish to pursue Oklahoma state criminal or civil actions. These definitions may differ from the University’s administrative policy definitions noted above. The University’s administrative system and disciplinary procedures are separate and distinct from those available to someone in a state civil or criminal action. Individuals may seek University administrative remedies in accordance with this policy and also may seek state or
federal civil or criminal remedies for the same incident through the applicable systems in the jurisdiction where the offense(s) occurred. The definitions set forth in the University policy are reviewed and verified annually and may be accessed at:  
http://sites.uco.edu/administration/legal/files-legal/files-policies/1-2_DisHar_Policy.pdf  (For a more frequently updated resource, please consult the Oklahoma State Court Network website at  
http://www.oscn.net.)

**Options for Reporting and Confidentiality**

The University encourages students and any other individuals who have experienced sexual misconduct to talk to someone about what happened, as well as their rights and options for safety and having the misconduct addressed. The University is responsible for responding reasonably to reduce the likelihood of further incident and support affected community members.

Different employees on campus have different abilities to maintain confidentiality:

- Some employees are required by law to maintain near complete confidentiality. Talking to them is sometimes called a “privileged communication”. Professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the University without permission of the individual making the disclosure.

- Individuals who advise, work or volunteer in the on-campus Project SPEAK Office, including front desk staff and students, and the Student Alliance For Equality (S.A.F.E.) student organization can generally talk to a person who has experienced sexual misconduct without being required to reveal any personally identifiable information about an incident to the University. A person who has experienced sexual misconduct can seek assistance and support from these individuals without triggering a University investigation that could reveal their identity.

- All other University employees, including faculty and staff, are required to report all known details of an incident, including the identities of the person who experienced the misconduct, alleged perpetrator(s), and any known witnesses, to the Title IX Coordinator. A report to these employees (called “Responsible Employees”) necessitates a report to the University and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

More information about the ability of UCO employees to maintain confidentiality can be found in Section 1.2.7 of the University of Central Oklahoma Policy Prohibiting Discrimination and Harassment as Defined, Including Sexual Misconduct:  

**Options Available in Cases of Sexual Misconduct**

Regardless of the location of the misconduct, several options may be pursued, including, but not limited to:

1. Pursuing criminal charges through the University of Central Oklahoma Police Department, City of Edmond Police Department, or other law enforcement agency within the vicinity of the incident and/or your residence;

2. Contacting the Project SPEAK Office, Nigh University Center, Room 406, (405) 974-2224; The Project SPEAK Office provides a safe place where individuals can explore the options available to them through criminal proceedings, civil proceedings and institutional disciplinary proceedings. In addition, the Project SPEAK Office assists with referrals for remedies such as legal assistance, medical care, counseling, housing needs/relocation, and academic concerns;

3. Obtaining a Victim’s Protection Order (VPO) through the office of the Oklahoma County District Attorney Victim Services, (405) 713-1600. VPOs have nationwide and statewide validity unless otherwise stated;

4. Pursuing sanctions through the Office of Student Conduct, (405) 974-5380;
5. Pursuing University sanction outcomes through the Office of Student Conduct, Nigh University Center, Room 136, (405) 974-5380.

**Procedures for Reporting Sexual Misconduct**

In addition to addressing criminal sexual misconduct through the criminal justice system, incidents involving students, faculty, and staff may be reported to the University for disciplinary action. Although reports to law enforcement are always encouraged, a criminal report is not necessary to initiate disciplinary proceedings. Individuals reserve the right to choose whether or not to report incidents of sexual misconduct to law enforcement or for disciplinary action. Students 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 Student Conduct at (405) 974-5380. 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 and online at: [http://www.uco.edu/student-affairs/conduct/files/codeofconduct.pdf](http://www.uco.edu/student-affairs/conduct/files/codeofconduct.pdf).

The Project SPEAK office can also aid survivors in reporting sexual misconduct. The office provides information on options available to individuals through law enforcement, civil proceedings, and the student conduct process. Additionally, the office can assist individuals by providing referrals to resources to meet their needs.

Individuals who report sexual misconduct will be provided an explanation of procedures for institutional disciplinary action in cases of sexual misconduct, information about their rights and options, as well as information about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other on- and off-campus services available. In addition, individuals will be informed of and offered resources such as living situation support (room changes and on-campus housing relocation), academic support (such as tutoring and emergency absence notifications, transportation situation support, working situation support, and other protective measures available to help ensure safety. Accommodations or protective measures are provided if the individual request them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Sexual misconduct involving any person may be reported by contacting the Title IX Coordinator:

**Adrienne Martinez, UCO Title IX Coordinator**
Office of Legal Counsel
Lillard Administration Building, Room 114D,
(405) 974-3377
amartinez9@uco.edu or TitleIX@uco.edu

Sexual misconduct involving any student may also be reported by contacting the Deputy Title IX Coordinator for students in the Office of Student Conduct:

**Chris M. Snoddy, Director of Student Conduct**
Office of Student Conduct
Nigh University Center, Room 136,
(405) 974-5380
csnoddy@uco.edu
Sexual misconduct involving any employees may also be reported to the Deputy Title IX Coordinator for Faculty and Staff:

**Erika Cerda, Director of Employee Relations**  
Human Resources  
Nigh University Center, Room 317F  
(405) 974-2932  
ecerda@uco.edu

Sexual misconduct involving any UCO student athlete, coach or athletics administrator may also be reported to the Deputy Title IX Coordinator for Athletics:

**Darnell Smith, Assistant Athletic Director for Athletic Compliance**  
Legal Services  
Hamilton Field House, Room 103  
(405) 974-3959  
dsmith132@uco.edu

To report emergencies, make a report afterhours, and/or in addition to reporting sexual misconduct to the Title IX Coordinator or a Deputy, contact UCO Police:

**UCO Police Services** (24 Hours a day, 7 days a week)  
(405) 974-2345 or 9-1-1  
Public Safety Building (Police Services - west of the Education building along University Drive, on the west side of the main campus)

**Sexual Misconduct Complaint Procedures**  
The University of Central Oklahoma's policies offer both informal and formal grievance procedures to resolve cases of alleged sexual misconduct involving any person, including students, faculty, staff and third parties. The complete policies and procedures are available at [http://www.uco.edu/legal_and_policies.asp](http://www.uco.edu/legal_and_policies.asp) (under Discrimination and Harassment). To make a report, please contact one (1) or more of the following offices:

a. Title IX Coordinator, Lillard Administration Building, Room 114D, (405) 974-3377  
b. Office of Student Conduct, Nigh University Center, Room 136, (405) 974-5380  
c. Human Resources Department, Nigh University Center, Room 317F, (405) 974-2327  
d. UCO Police Department, University Police Building, (405) 974-2345

Students may also contact any of the following types of employees responsible for reporting sexual misconduct: Resident Advisor, Residence Hall Director, class instructor, department chair/school director, college dean, and the Office of Student Conduct. All University staff not identified as professional counselors or advocates are responsible for reporting to the Title IX Coordinator all relevant details about alleged sexual misconduct.

If for any reason the aforementioned campus entities are involved in the alleged harassment or discrimination, or the student does not believe that the entity can be impartial, the student may file the complaint with the following University entities:

a. UCO Title IX Coordinator, Lillard Administration Building, 114D, (405) 974-3377.  

The Title IX Coordinator is responsible for monitoring and oversight of implementation of Title IX Compliance at the University. This includes coordination of training, education, communications, and administration of gender discrimination grievance procedures for faculty, staff, students and other members of the University community.
Complaints involving students shall be promptly, fairly, and impartially investigated by the Director of Student Conduct or his or her designee, which shall reflect the normal investigation, hearing, and appeal procedures, as stated in Sections III. Investigating officials receive at minimum annual training on issues related to dating violence, domestic violence, sexual assault and stalking, how to conduct an investigation, and hearing processes that protects the safety of victims and promotes accountability. The investigation should be completed promptly so that a decision can be rendered within sixty (60) days of receipt of the complaint. If this is not possible, the investigator will inform the complainant of the status of the investigation within sixty (60) days, the reason(s) for delay, and an estimated completion date for the investigation. At the conclusion of the investigation and hearing, the Office of Student Conduct shall send simultaneous written notice of the final determination to each party and the Title IX Coordinator.

To the extent possible, all records involving sexual misconduct allegations are kept private. In accordance with the Jeanne Clery Act, UCO must complete publicly available record keeping, reporting and disclosures. This information is reported for statistical purposes and no personally identifiable information about the complainant or reporting party is released. Further, any accommodations or protective measures provided to complainants or reporting parties is also maintained as private as possible, to the extent that the ability of the institution to provide the accommodations is not impaired.

Prohibition of Retaliation for Reporting
Retaliation against reporters of sexual misconduct is prohibited by University policy and federal and state laws. Retaliation includes threats, intimidation, and/or reprisals against anyone who reports prohibited behaviors.

Anonymous Reporting
An anonymous report is an unofficial means to inform the University administration and/or UCO Police Department that sexual misconduct has occurred on-campus, near campus, or against a University member. This method has been developed to encourage student reporting of sexual misconduct 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 Department, which will allow for improved prevention programming and resources in the future for the UCO campus community.

Anonymous reports may be filed with the Office of Student Conduct, whether or not criminal charges are filed at a later date. The Anonymous Reporting Form can be found and completed online at http://www.uco.edu/conduct.

Additionally, anonymous reports may be filed with RUSO Ethics Point by calling 866-898-8438 or online at https://secure.ethicspoint.com/domain/media/en/gui/30756/index.html.

To keep information anonymous, do not include names of any person involved. If names are included, this is no longer considered an anonymous report and an investigation may be conducted. Anonymous reports will remain confidential to the public, but may be shared with UCO Police Department and/or the Center for Counseling and Well-Being for statistical, programmatic, and/or referral purposes.

Since the anonymous reporting method is unofficial, the Office of Student Conduct may not be able to take disciplinary action in response to such a report.
Conduct Proceedings: Sexual Misconduct and Other Violations

Formal Hearings
1. If the matters cannot be appropriately resolved in an informal manner, then official notice of all the reported allegations shall be presented to the respondent in written form (if they have not already been presented). A copy of the official notice and advisement of the upcoming hearing shall be forwarded to the respondent. Official notice of the reported allegations shall also be presented to the complainant. A date and time shall be set for a formal hearing which does not conflict with students’ class schedules. At the discretion of the Office of Student Conduct or designated hearing body, the date and time for hearings may be adjusted due to exigent circumstances, such as cases involving Temporary Suspension. All hearings are closed and shall be conducted in private.

2. The notice for the hearing shall include:
   a. A statement of the date, time, place, and nature of the hearing;
   b. Identification of the authority and jurisdiction under which the hearing is to be held;
   c. A reference to the particular sections of the University policies involved; and,
   d. A concise statement of the matters asserted. If the University or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved.

3. Opportunity shall be afforded to the complainant and respondent to respond and present information and arguments on all issues involved.

4. The record in a hearing (Student Conduct or Sexual Misconduct) and/or an appeal hearing shall include:
   a. All acknowledgements, questions, challenges, and denials;
   b. Information received or considered at the hearing;
   c. Entries and offers of new information, challenges, and decision thereon;
   d. Proposed conclusions and exceptions;
   e. Any decision, opinion, or report by the committee chairperson at the hearing; and,
   f. All other information or data submitted to the hearing body chairperson or University Official in connection with their consideration of the case, provided all parties have had access to such information.

5. Formal hearing oral proceedings shall be electronically and/or digitally recorded. Such recordings shall be maintained for such time so as to protect the record through any further review. Copies of the recordings shall be provided by the University at the request of any party to the proceeding. Costs of transcription of the recordings may be borne by the party requesting the transcription. For further review, electronic and/or digital recordings of any hearing or appeal hearing may be submitted for review without transcription unless otherwise required to be transcribed. In such cases, the expense of transcriptions shall be taxed and assessed against the requesting party.

6. The complainant, university investigator, respondent and their advisor(s), if any, shall be allowed to attend the entire portion of the hearing, except the deliberation period(s). Admission of any additional person(s) to the hearing or the role adjustment of any currently involved person(s) shall be at the discretion of the chairperson of the hearing body.

7. In hearings or appeal hearings involving more than one (1) respondent, the chairperson of the hearing body, at his or her discretion, may permit the hearings concerning each student to be conducted separately or jointly. Formal hearings involving allegations of sex-based discrimination, and/or other sexual misconduct policy violations under Section VI of the Code of Student Conduct shall be heard by the Sexual Misconduct Panel. The Sexual Misconduct Panel shall be composed of nominated and/or volunteer faculty/staff members whose selection will be based upon the completion of annual trainings and continued education on sex-based discrimination and harassment, including sexual misconduct policies and adjudication protocol. All other formal hearings shall be heard by the Committee on Student Conduct.

8. The Committee on Student Conduct shall be composed of nominated and/or volunteer faculty members, volunteer staff members, and student applicants, whose selection will be based upon the following criteria: current academic standing, prior conduct history and applicable experience demonstrable through references.
9. The complainant and the respondent shall have the right to challenge the participation of any member of the Committee on Student Conduct or Sexual Misconduct Panel based on a belief of bias. The chairperson of the hearing body shall consider the merit of the challenge and make a decision to either retain the hearing body member or dismiss the hearing body member for that particular case.

10. The complainant and respondent shall have the right to be assisted by any advisor they choose, at their own expense, unless that person’s presence and/or actions disrupt the operations of the hearing. The complainant and the respondent may be assisted by no more than one (1) advisor each. The advisor may be an attorney. The complainant and the respondent are responsible for presenting his, her, or their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing or appeal hearing. Participating students should select an advisor or person whose schedule allows attendance at the allotted dates and times for student conduct hearings. Generally, delays shall not be allowed because of scheduling conflicts of advisors.

11. The complainant, the respondent, and the hearing body shall have the privilege of proposing witnesses and questioning the witnesses of other parties. Whereas it is not required, the complainant and respondent parties may be asked to provide the amount of witnesses and/or names of their witnesses and advisor prior to the hearing for logistical preparation purposes.

12. The complainant, respondent, and/or university investigator will be allowed to propose no more than five (5) witnesses each. Advisors may not serve as witnesses during the same hearing. Witnesses may be called to provide information to and answer questions from the hearing body and opposing parties. Questions from the opposing parties shall be directed towards the chairperson of the hearing body rather than to the opposing party and witness(es) directly. This method is used to preserve the educational tone of student conduct hearings and to avoid the creation of an adversarial and/or hostile environment.

13. During formal hearings, participants have the opportunity to offer information on their own behalf and to review all information, statements, or information presented.

14. Additional records, exhibits and written statements may be accepted during the hearing as information for consideration by a hearing body at the discretion of the chairperson.

15. All procedural questions are subject to the final decision of the chairperson of the hearing body. The chairperson may consult with a representative of the Office of Student Conduct and/or University Legal Counsel at any point during the hearing.

16. Formal rules of due process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in student conduct proceedings.

17. Members of the hearing panel (Student Conduct or Sexual Misconduct) may ask questions of any person present during a hearing and the chairperson may invite questions and comments from hearing participants. The chairperson may also invite questions or comments from advisors or others present. The chairperson may reconvene a hearing if the hearing body decides that essential information has not been presented. The hearing shall be reconvened at the earliest practical time that the necessary information will be available. After the chairperson has determined that all necessary information has been presented and questions answered, the hearing body will go into closed session to deliberate and all parties and other persons will be excused.

18. During initial hearing deliberations, the hearing body, (Student Conduct or Sexual Misconduct) shall determine whether or not the respondent has violated each identified section of the Code of Student Conduct. During appeal hearing deliberations, the hearing body shall make a determination of whether to uphold, modify, or reverse the decision of the original hearing body, or remand the matter for further investigation or other action. On remand, instructions may include guidance regarding the scope of information to be further investigated and any appropriate stipulations, including the appointment of a new investigator and/or hearing body.

19. Recommendations of the hearing body shall be furnished to the Director of Student Conduct and, where appropriate, the Title IX Coordinator, who will review and finalize the findings.

20. The final decision, pending any appeal process, shall be communicated, in writing, within five (5) University business days from the concluded hearing date, consistent with Section III. Q. of the Code of Student Conduct.
**Safety Precaution Options:** The hearing body may accommodate for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during a hearing by providing separate facilities, videoconference capabilities, by permitting participation by telephone, written statements, or other means, as deemed appropriate by the Vice President for Student Affairs or the Director of Student Conduct.

**Notice of Final Outcome**
The complainant and respondent shall be informed of the final determination of responsibility for each specific alleged policy violation. The hearing body shall provide written notice of the final outcome of the investigation and/or hearing. In accordance with the laws of the Federal Educational Rights and Privacy Act of 1974, the Crime Awareness and Campus Security Act of 1990, and the Violence Against Women Reauthorization Act of 2013, the complainant(s) and respondent(s) shall be provided simultaneous written notice of the outcome of the investigation and/or hearing of crimes of violence, sex offenses, sexual misconduct offenses. Crimes of violence and sex offenses include arson, aggravated assault, burglary, simple assault and/or battery offenses, intimidation, stalking, criminal homicides, destruction or damage to property, kidnapping or abduction, robbery, and sexual misconduct offenses. If appropriate and requested by the party, the identified advisor of the respondent(s) and complainant(s) shall receive a copy of the final outcome letter.

**Sanctions**
1. Sanctions for violation of University policies or law may include, but is not limited to, one (1) or more of the following:
   a. **Warning** - A verbal and/or written notice to the student that the student is violating or has violated University regulations.
   b. **Apology Letter** - A typed and signed apology letter by the respondent(s) acknowledging responsibility for the University violation(s) and providing a sincere expression of remorse to the victim(s) and/or stakeholders of the misconduct.
   c. **Probation 1** - A written reprimand for violation of specified regulations and a loss of privilege from representing the University in on- or off-campus co-curricular academic, athletic, or other social functions sponsored by the University during the probationary period. Probation is for a designated period of time and includes the probability of more severe sanctions, such as suspension or expulsion, if the student is found responsible for violating any further institutional regulation(s) during the probationary period.
   d. **Probation 2** - Due to previous university violations at other institutions and/or law violations prior to admittance to the University of Central Oklahoma, a specified conditional period of enrollment may be applied to an incoming student. The conditional period may include a denial of access to one or more of the following areas and/or events of the University of Central Oklahoma:
      - Any University-sponsored co-curricular events;
      - Any Housing and Dining Facility;
      - Specifically identified Academic Building(s);
      - Intramurals Participation; and/or,
      - Any University structure.
      The conditional period may also include one or more of the following requirements:
      - Periodic or Regular Check-Ins with UCO Police Department;
      - Periodic or Regular Check-Ins with the Office of Student Conduct; and/or,
      - Periodic or Regular Check-Ins with designated Housing and Dining Officials.
   e. **Deferred Suspension** - Official suspensions may be deferred for a semester or an indefinite period of time. The suspension will be automatically enforced for any subsequent violation of the Code of Student Conduct or local, state, or federal laws. In addition, the student or student organization may be responsible for completing subsequent sanction assignments applied for the most recent violation.
f. **Loss of Privileges** - Denial of University privileges for a designated period of time, such as denial of entry or usage of certain areas on-campus, removal from an officer position in a registered student organization, or restricted usage or attendance of certain University privileges or events, including but not limited to commencement ceremonies.

g. **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 actionable sanctions or requests to appear for meetings with the Office of Student Conduct.

h. **Fines** - Established and published fines may be imposed for violating University policies including, but not limited to, the Tobacco Free Campus Policy. In addition, fines may be imposed for failure to complete assigned sanctions by designated deadlines.

i. **Parental Notifications** - If a student is under the age of twenty-one (21) and has been found responsible for violating any local, state, or federal laws, including any alcohol or controlled substance policies, then the Director of Student Conduct and/or designee may contact and discuss the matter and/or resolution with the parents or legal guardian of the student.

j. **Assessments/Evaluations** - A directive to attend and actively participate in as many appointments or sessions as necessary or recommended that will aid in the direction of the overall sanction learning outcome. These appointments or sessions may be facilitated by the UCO Center for Counseling and Well-Being, the Alcohol and Drug Abuse Prevention Office, or other campus or non-campus agency.

k. **Program Participation** - A directive to attend, actively participate, and successfully complete individual and/or group appointments or sessions that will aid in the direction of the overall sanction learning outcome. These appointments or sessions may be facilitated by the UCO Center for Counseling and Well-Being, or other campus or non-campus agency. Generally, outcomes that involve therapy shall specify a certain number of appointments or sessions for successful completion. Typically, program participatory sanctions will aim to provide students with a transformative learning experience in the areas of academic integrity, alcohol and/or drug abuse, civility, sexual misconduct-related behavior and policy awareness, or anger management.

l. **No Contact Order** - A directive that prohibits all forms of contact with another person or persons, which specifies a time period of enforcement. Forms of contact may include, but are not limited to, telephone calls, contact through another person, contact initiated through social media, attendance of certain University-sponsored events, text messages, e-mail or any other electronic means. A No Contact Order may be temporarily instituted prior to a hearing as a means of preserving the safety of the University learning community and balancing the rights of respondents and/or as a final sanction at the conclusion of a hearing. Violation of the No Contact Order may result in a suspension from the University.

m. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

n. **Discretionary or Educational Sanctions** - Community service, program development/promotion, program participation and/or completion, written assignments, service to the University, research assignments, or other related discretionary assignments. Such assignments must have the prior and concluding approval of the Director of Student Conduct or designee.

o. **Residence Hall Transfer** - A student resident may be required to transfer residence halls due to a policy violation or pattern of policy violations that affect a particular residence hall community. This transfer may be for a specified or indefinite period of time.

p. **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.

q. **Residence Hall Expulsion** - Permanent separation of the student from the Residence Halls.
r. **Temporary Suspension** – A student may be temporarily suspended from the University or University Housing facilities prior to, before or during an investigation if one (1) or more of the following is necessary:
   i. To ensure the safety and well-being of members of the University community or the preservation of University property.
   ii. To ensure the student’s own physical or emotional safety and well-being; and/or,
   iii. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

s. **University Suspension** - A student may be suspended from a University residence hall/apartment and/or the University for a finite 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. Conditions for readmission may be specified. 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.

t. **University Expulsion** - Permanent separation of the student from the University. When a student is expelled, a notation of the expulsion will be placed on the student’s academic transcript at the discretion of the Director of Student Conduct. A student who is expelled will not be allowed to reenter the University premises.

u. **Degree Revocation or Rescission of Credit** - For those students found to have violated University policy and who have already graduated, the University may elect to revoke the degree(s) of a given student. Likewise, the University may elect to rescind credit for a specific course or program based upon a responsible finding of a UCO policy violation.

v. **Withholding of Diploma(s) or Transcript(s)** – The University may withhold the awarding of a diploma, withhold the access to student transcripts, or withhold the ability to send copies of student transcripts until the completion of a pending investigation or completion of one or more pending assigned outcomes, per a responsible finding of a UCO policy violation.

w. **Transcript Notation** – A notation on a student’s academic transcript indicating that a student is ineligible to return to the university, due to a behavioral conduct suspension or expulsion.

x. **Removal from Study Tour** – Students participating in a UCO Study Tour, whether foreign or domestic, are subject to be sent home immediately, if their behavior becomes disruptive and/or contrary to the established policies within the current Code of Student Conduct and related standards of behavior established within the published UCO Study Tour behavioral agreements and statement(s) of understanding documents, which are reviewed prior to each tour. Any additional costs associated with the immediate return home will be applied to the student’s bursar account.

2. More than one (1) of the sanctions listed above may be assigned due to any single policy violation. Furthermore, the aforementioned sanctions are not meant to be a comprehensive list.

3. Other than University suspension and expulsion, sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student's private education records.

4. The following sanctions may be assigned to student clubs, groups or organizations:
   a. Those sanctions listed above.
   b. Deduction of points from one-time or annual award programs of competition.
   c. Restriction of hosting certain programs.
   d. Requiring a change of on-campus advisors as a condition of continued or renewed University recognition.
   e. Deactivation or loss of selected or all privileges, including University recognition, for a specified period of time.
   f. Notification of governing entity.
5. Following the investigation and/or hearing, the hearing body and/or the Director of Student Conduct or designee shall advise the respondent or respondent organization representative and complainant in writing, when appropriate, of its determination and of the sanction(s) imposed, if any.

6. Any student or student club, group or organization found responsible for a violation of University policies which does not result in their temporary suspension, suspension, expulsion, credit rescission, or degree revocation, shall be entitled to a request for an Appeal by the Vice President for Student Affairs. Additionally, any student or student clubs, groups or organizations found responsible for a violation of the University policies which results in their temporary suspension, suspension, expulsion, credit rescission, or degree revocation, shall be entitled to a request for an appeal hearing by the Committee on Student Conduct or Sexual Misconduct Panel.

7. If a student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will remain in effect during the appeal request and review, until a final decision is rendered.

Appeal Requests

The Appeal Request process serves as a procedural safeguard for the involved parties. A decision reached or sanction assigned by a hearing body may be appealed by the respondent and complainant. Complainants and Respondents may request that the decision reached or sanction(s) assigned, if any, by a hearing body be reviewed, according to the grounds described below.

1. **Appeal Request Description and Merits** - An appeal is a review of the record of the original investigation, finding of responsibility, sanctions assigned, and/or hearing procedures. Appeals are limited to a review of the investigation, findings of the initial investigation, related hearing, and supporting documents. Appeal proceedings (review or hearing) will take place to review appeal requests that are received within the appeal request deadline and substantially articulate one (1) or more of the following appeal merits:
   a. Disproportionate Sanction(s): To consider whether the sanctions outcomes assigned are significantly disproportionate to the severity of the violation. (*Simple dissatisfaction with a sanction is not grounds for overturning a sanction assignment under this provision.*)
   b. New Information: To consider new documentation, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction outcome assignment(s). A *summary of this new documentation and its potential impact must be included.*
   c. Procedural Error: To determine that a procedural or substantive error occurred during the investigation or hearing that significantly impacted the outcome of the hearing (e.g. unjustified and significant deviation from published procedures, etc.).

Appeal requests related to decisions made by the Office of Student Conduct, may be submitted online at the Office of Student Conduct OrgSync page at [https://orgsync.com/114403/forms/145119](https://orgsync.com/114403/forms/145119). Appeal requests related to decisions made by Housing Officials may be submitted online at the Housing OrgSync page at [https://orgsync.com/85227/forms/205741](https://orgsync.com/85227/forms/205741).

All appeal requests must be completed, signed, submitted, and received within three (3) business days after the disciplinary decision has been rendered and received. Failure to check or claim notice of the disciplinary decision by email, US Postal Service, or campus mail will not constitute an acceptable reason for non-receipt of the original decision.

2. **Appeal Request Reviews** - When appeal request forms are completed and submitted, the Assistant Vice President for Student Affairs will review the appeal request to determine if the appeal request was submitted within the three (3) University day window and substantially articulates one (1) or more of the aforementioned appeal merits:
   a. Request Denials: If the appeal request IS NOT submitted within three (3) business days and/or the appeal request DOES NOT substantially articulate one (1) or more of the
appeal merits, then the Assistant Vice President for Student Affairs will notify the requesting party and other party that the appeal request is denied.

b. Requests Granted: If the appeal request IS submitted within three (3) business days AND the appeal request DOES meet one (1) of the appeal merits, then the Assistant Vice President for Student Affairs will notify the requesting party that the appeal request is granted and will notify each party (complainant and respondent) that an appeal hearing or review will be forthcoming.

i. Appeal requests that DO NOT involve suspension, expulsion, temporary suspension, rescission of credits, or degree revocation are reviewed by the Vice President for Student Affairs.

ii. Appeal requests that DO involve suspension, temporary suspension, expulsion, degree revocation, or rescission of credit are reviewed by the Committee on Student Conduct or the Sexual Misconduct Panel, if a sexual misconduct-related policy violation was involved.

For granted appeal requests, the Assistant Vice President for Student Affairs will inform the opposing party of the granted appeal requests (e.g., if the respondent’s appeal request is granted, the appeal request will be shared with the complainant, who may also wish to file a response). Furthermore, each party will be contacted to coordinate the date and other necessary logistics for the appeal review or hearing. The Assistant Vice President for Student Affairs, the Committee on Student Conduct, and/or the Sexual Misconduct Panel will make every attempt to hear or resolve an appeal within fifteen (15) Business days of the submitted appeal request.

3. **Pending Sanctions during Request and Review** - All sanctions imposed by the original hearing body will be in effect during the appeal request and review. A request may be made to the Director of Student Conduct for special consideration, due to exigent circumstances, but the presumptive stance of the University is that the sanctions will stand. Graduation, study abroad, internships, co-curricular activities, and athletic team involvement do not, in and of themselves, constitute exigent circumstances. Hence, students may not be able to participate in those activities during their appeal request and review. In cases whereby the appeal review results in a reinstatement to the University or of a return of previously lost privileges, all reasonable attempts will be made to restore the students to their prior status and assist with correspondence for missed coursework, while acknowledging that some opportunities may be lost in the short term. The University shall maintain safety as the first priority.

4. **Significant Newly Acquired Information** - In cases whereby newly acquired or discovered documentation, sufficient enough to alter the original decision is submitted as an appeal request beyond the expired appeal request deadline, the matter may be reviewed by the Vice President for Student Affairs for consideration of re-opening the case. If the newly acquired or discovered documentation was not accessible during the original appeal deadline, then the Vice President for Student Affairs may conduct an initial review of the newly submitted appeal request form and remand the case to the original hearing body for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If the newly acquired or discovered documentation is not sufficient enough to alter the original decision, the appeal request may be denied. The decision of the Vice President will be final.

5. **Appeals Reviewed by the Vice President for Student Affairs** - After receiving the granted appeal request, the Vice President for Student Affairs will initiate a further review of the appeal and make a determination to affirm, modify, or reverse the original hearing body’s decision, or remand the matter for further investigation or other action. On remand, instructions may include guidance regarding the scope of information to be further investigated and any appropriate stipulations, including the appointment of a new investigator and/or hearing body.

6. **Appeals Reviewed by the Committee on Student Conduct or Sexual Misconduct Panel** - The Committee on Student Conduct consists of faculty, staff members, and student members who review appeals that involve cases resulting in temporary suspension, suspension, expulsion, degree revocation or rescission of credit. The Sexual Misconduct Panel consists of faculty and staff members who review appeals that involve sexual misconduct and/or other sex-based discrimination and harassment policy violations. After receiving the granted appeal request, a quorum of the appropriate hearing panel will be convened. The appeal will be
further reviewed by the Committee on Student Conduct or Sexual Misconduct Panel through a formal appeal hearing. At the appeal hearing, the party requesting the appeal must demonstrate their selected appeal merit(s), as the original findings and sanctions will be presumed to have been decided reasonably and appropriately.

7. **Appeal Hearing Proceedings** - Appeal Hearings will be conducted in the same manner as initial formal hearings. Generally, the Director of Student Conduct or designee shall serve as the University’s representative. The University Legal Counsel shall serve as the advisor on matters of procedure to hearing bodies.

**Outcome of an Appeal**

Appeals reviewed by the Vice President for Student Affairs, Committee on Student Conduct, or Sexual Misconduct Panel will result in one (1) of four (4) outcomes:

1. That the original hearing body’s determination is affirmed;
2. That the original hearing body’s determination be modified;
3. That the original hearing body’s determination be reversed;
4. That the matter is remanded to the original or a new investigative and/or hearing body for further investigation or the acceptance of more evidence.

The outcome of an appeal request shall be shared with the complainant(s) and respondent(s). The decision of the Vice President for Student Affairs or the Committee on Student Conduct or Sexual Misconduct appeal hearing panel shall be final. In general, the Vice President for Student Affairs or the hearing panel shall make every attempt to review appeal within fifteen (15) University days of the submitted written request.

**Programs and Services**

Project SPEAK (Support, Promote, Educate, Advocate for Knowledge) serves students by educating the community. Project SPEAK supports students by providing a confidential assessment of their needs.

Project SPEAK informs and educates the campus community on domestic and sexual violence, sexual assault, stalking and bullying, and implements the bystander intervention programming. Project SPEAK informs those that have experienced sexual assault or some form of violence of all the services that are available to them and assists them in exploring the possible options to pursue. Project SPEAK staff advocates for the individual as much, or as little, as is desired. Project SPEAK collaborates with agencies and partners to provide referrals to obtain a VPO (Victims Protective Order), obtain counseling and additional support services, file a No Contact Order, file a police report on or off campus, assist in relocation within the dorms, assist with the student conduct process, address academic concerns, and assist with schedule changes, if desired.

**Campus Advocacy Services in the Center for Counseling & Well-Being:**

**Julia Reed**, LCSW
Director, Center for Counseling & Well-Being
Nigh University Center #402
(405) 974-2224
jreed31@uco.edu

If you or someone you know is in immediate danger, call UCO Police (405) 974-2345 or by dialing 9-1-1 at any time, during and after business hours.

Walk-ins are welcomed if the advocate is available. If there is no one in the office and you need help or just need someone to talk to, please go to the UCO Center for Counseling and Well-Being, Nigh University Center, Room 402.
Primary Prevention & Risk Reduction
Through the Center for Counseling and Well-Being/Project Speak Office, the University develops a campus culture that fosters healthy relationships through supportive efforts, promotion, education, advocacy and knowledge. Education and knowledge are the two key components that encourage the campus community to be responsible, engaged and pro-active bystanders. This is established through university events, programs and trainings throughout the fiscal year. UCO’s prevention approach is comprehensive in that it addresses factors at the individual, relationship, community, and societal levels. Primary prevention education programming is designed to benefit everyone at UCO, regardless of gender identity, sexual orientation, or gender expression. Prevention efforts aim to decrease the number of individuals that experience sexual misconduct on our campus. Prevention efforts include, but are not limited to: promotions of SafeWalk, My SPEAK plan cards (an informative checklist to prevent sexual misconduct), understanding consent self-defense seminars and bystander intervention techniques adapted from Bringing in the Bystander™ (BITB) (a registered trademark of the University of New Hampshire Prevention Innovations.) In addition, campus trainings are supplemented with educational presentations on topics including: dating violence, domestic violence, stalking, bullying, sexual assault, sexual harassment, bystander intervention, consent, healthy vs. unhealthy relationships, the conduct process, peer advocacy, rape culture/victim blaming, how to support a survivor and resources available at the university, state and national level.

Bystander Intervention
Bystanders are individuals who witness emergencies, criminal events or situations that could lead to criminal events or policy violations and by their presence may have the opportunity to provide assistance, do nothing, or contribute to the negative behavior. UCO promotes the development of pro-active bystanders, individuals whose behaviors intervene in ways that influence the outcome positively. Active bystanders must 1) notice the event, 2) interpret the incident as an emergency, 3) assume responsibility for intervening, and 4) have the bystander intervention skills to intervene effectively. UCO promotes the “4 Ds” of effective bystander intervention skills, including “Direct, Distract, Delegate, Delay”. UCO develops active bystanders via campus-wide implementation of bystander intervention education programming adapted from Bringing in the Bystander™ (BITB) (BITB is a registered trademark of the University of New Hampshire Prevention Innovations.) Bystander training is a part of the curriculum of Healthy Life Skills courses (a required core course for the university). Staff and peer educators also deliver the training as requested by Athletics, Fraternity and Sorority Life, faculty, or other departments or organizations.

Ongoing Prevention and Awareness Campaigns
UCO hosts a series of events, programs and training throughout the year to educate the campus and community about domestic violence, dating violence, sexual assault, sexual harassment, bullying, consent and stalking. Primary focus months are in October (Domestic Violence Awareness Month) and April (Sexual Assault Awareness Month). UCO also combines campaigns and awareness efforts that are found on local and national levels to develop UCO branded programs, events and trainings.

Additional Primary Crime Prevention and Awareness Programs
Campus-Wide:
- **All students, faculty and staff** are required to complete yearly training regarding the university’s Sexual Misconduct and Gender-Based Discrimination policies and procedures. This training program is administered online. Continued employment and/or enrollment as a student requires completion of this program.
- **Success Central:** Most new freshman students enroll in this two-credit hour course to strengthen skills associated with being a successful college student. The UCO-designed text includes safety and security information designed to help make students aware of their
surroundings, avoiding victimization and what to do if a crime such as sexual misconduct or other emergency occurs.

**Division of Student Affairs:**

- **Center for Counseling and Well-Being**
  - Project SPEAK (see above)
  - The University of Central Oklahoma Center for Counseling and Well-Being will provide follow-up counseling and other resources for you and your family and friends so that you can deal with these problems. For more information, please contact the Center for Counseling and Well-Being, Nigh University Center, Room 402, (405) 974-2215. You may also visit: [http://www.uco.edu/student_counseling/vpp/](http://www.uco.edu/student_counseling/vpp/).
  - Specific Programs include: Domestic Violence Awareness Month (October); and, Family Violence Prevention Month (November)

- **Wellness Center:**
  - UCO’s fitness and wellness facility offers numerous programs including Self Defense classes all year long. They also offer a class called Krav Maga which is a multi-disciplinary self-defense program originally developed for the military.

**Athletic Department:**

- The UCO Athletic Department requires all student athletes to complete an orientation each year. This orientation includes information on sexual misconduct including sexual violence, rape awareness, domestic violence, dating violence, sexual assault and stalking. The program provides resources to help student athletes avoid victimization and resources available should sexual misconduct occur. Student athletes are also encouraged to volunteer or participate in campus programs offered by on-campus such as Sexual Health Awareness Week.

**Department of Housing and Dining:**

- Intensive staff training for housing center directors, resident advisors and others occurs each August and January. Sexual misconduct including dating/domestic violence and stalking are key topics.
  - A key component of this training is empowering housing staff persons regarding resources and requirements to report pursuant to policy and law. Swift and appropriate action is required in every case.
  - Specific topics of training for housing staff have included Title IX investigator training and Bystander Intervention training.
  - Students living in housing are also provided training and information on Sexual Misconduct through a variety of venues.
  - Resident meetings in August and January that include a wide range of topics related to safety and security.
  - Brochures from Project SPEAK, Office of Student Conduct and the Center for Counseling and Well-Being are made available to students in each residence facility.
  - Resident Advisors are empowered and expected to be active in getting students involved in campus-wide activities such as Sexual Health Awareness Week and Sexual Assault Prevention Week.
  - Bulletin boards across each housing facility are often comprised of awareness facts and figures that promote sexual assault prevention and domestic violence education.

**Police Services and Emergency Management:**

- 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 (including Sexual Misconduct) and the response to a crime, should one occur. Orientation sessions where this information is provided include:
  - New Student Orientation
  - International Student Orientation
  - Parent Orientation
  - New Employee Training
Student-Athlete Orientation
Commuter Student Orientation
On-Going Partnerships with Student Organizations, etc. (Ambassador Programs)

Police Services and other university offices and organizations sponsor crime prevention and security/safety presentations year-round.

Upon request, Police Services will provide educational programs to promote awareness of sexual misconduct and other topics relevant to our community. These programs can be tailored to meet the needs of any group and will be provided by campus police personnel or in partnership with other campus programs.

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, Police Services partners with other campus offices such as the Wellness Center, Student Affairs, and Housing and Dining Services on programs. If resources or expertise on a particular issue can be aided by use of an external program or source, Police Services will coordinate to bring that program to campus to meet campus programming needs.

Program topics include:

- Alcohol/Drug Awareness
- Physical and Property Security
- Workplace Violence
- Active Shooter Response (A.L.I.C.E.) for Community Members
- Terrorism Preparedness and Response
- Emergency Management Planning and Response
- Rape/Date Rape Prevention and Response
- Internet and Identity Theft
- Bystander Intervention

Information on alcohol and drug abuse may also be obtained through the U.S. Federal Substance Abuse and Mental Health Services Administration at (800)729-6686.
Reported Crime
Crime Disclosure
UCO policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to UCO Police and other campus officials, including UCO Counseling Services, Residence Life, Student Conduct and local law enforcement.

These statistics are compiled from information provided by Campus Security Authorities, Office of Student Conduct, Residence Life, UCO Police, City of Edmond Police and City of Oklahoma City Police as well as other sources as may be known and appropriate.

Statistics are evaluated to ensure no duplication exists and that each incident is categorized correctly for inclusion in the annual report.

Statistical Information — Reported Crime and Disciplinary Referrals
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, are included in the 2017 report for incidents occurring in 2014, 2015 and 2016. 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.)*

• **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.

• **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 it 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.

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

  o **Domestic Violence** – A felony or misdemeanor crime of violence committed (1) by a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) 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.

  o **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.

  o **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear or his or her safety or the safety of others; or (2) suffer substantial emotional distress.

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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.

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**Arrests/Disciplinary Definitions**

**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.

**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).

**Statistical Information — Location Definitions**

The following definitions are used to determine locations for inclusion of reported incident statistics that follow in this document.

**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. These include Greek student organization facilities and faith-based facilities near campus that exist to serve primarily students of the university.

**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.

Public property, as designated by the university includes streets west and east of campus. UCO does not include statistics for crimes occurring in a residential or business property such as burglary, unless the incident occurred in a location where the general public would have immediate and easy access such as public easements. For public property, UCO follows the Clery Act guidelines of “sidewalk – street – sidewalk” when evaluating reported crimes for inclusion in this section of the annual report.

**Separation of Statistics for 2017 Annual Report**
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 data sets for each category have been broken down by type and location, each having its own summary box for years 2014 through 2016. Statistics are broken down by location with each having its own statistics table. **Note: On-Campus statistics are the total of incidents**
known to the university that occurred in Residential Student Housing and all other areas of campus combined.

Statistical Caveats for 2017 Annual Report

Data sources for the statistical summary that follows include the UCO Police Services, the City of Edmond Police Department, the City of Oklahoma City Police Department, the University of Central Oklahoma Division of Student Affairs, Office of Housing and Dining and other university sources (Campus Security Authorities).

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.

Crime statistics shown reflect crimes and disciplinary violations that are known to the university. All persons are encouraged to report crimes that have occurred to UCO Police or the police agency having jurisdiction where the crime occurred.

Two (2) Non-Campus Property Disciplinary Referrals for Drug Abuse Violations in 2015 were added to the table that were not reported in the 2016 report. See “Update” below the table on page 58 for more information.
**Statistical Summary: Tables of Known Criminal Offenses 2014, 2015, 2016**

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Caveat: On-Campus Property includes On-Campus Student Housing Facilities statistics

**Known Hate Crimes**

**2014**
- Two (2) incidents On-Campus: One (1) characterized by Race bias, one (1) characterized by Ethnicity bias

**2015**
- Four (4) incidents of Vandalism On-Campus: Two (2) incidents characterized as Sexual Orientation, and two (2) by Race Bias

**2016**
- No hate crimes were reported in 2016
### Known Violence Against Women Act (VAWA) Offenses

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### Arrests and Disciplinary Referrals

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Update: This data table has been updated to reflect two (2) 2015 Non-Campus Property Drug Abuse Violation Referrals that were not included in the original report issued September of 2016. These two (2) occurred at the same time, during a trip involving two students to an out of state institution-sponsored event. It was reported after the fact by the Campus Security Authority who was on the trip with the two students and was inadvertently left out last year’s report. Last year’s report has also been updated to reflect this additional data.
Oklahoma City Campuses:
2017 Special Information and Crime Data Reporting

The University of Central Oklahoma operates a number of facilities and programs in the heart of Oklahoma City, Oklahoma. These are approximately fifteen (15) miles from the main campus in Edmond, Oklahoma. They include:

- **Academy of Contemporary Music (ACM)**
  - 25 S. Oklahoma Avenue, Oklahoma City, Oklahoma
  - Academy of Contemporary Music Performance Venue, 329 E. Sheridan, Oklahoma City, Oklahoma

- **UCO Downtown**
  - Carnegie Centre, 131 Dean A. McGee Dr, Oklahoma City, Oklahoma
  - Customized Education, 1 Santa Fe Plaza, Oklahoma City, Oklahoma

- **CHK Central Boathouse**
  - 606 SE 6th, Oklahoma City, Oklahoma

**ACM@UCO**

The Academy of Contemporary Music at the University of Central Oklahoma (ACM@UCO) is a fully credited contemporary music program occupying 25,000 square feet of campus with over 350 full-time students. ACM@UCO is all about the music and creating a “real world” educational experience for students. By introducing students to the music industry through auditions, performances and networking opportunities, ACM@UCO is the premier connection to the music industry in the region. Located in downtown Oklahoma City in the thriving Bricktown District, ACM@UCO is the only Academy of Contemporary Music in the United States and is in partnership with the original ACM located in Guildford, UK.

**Security at ACM@UCO**

The facility is opened by staff members each business day when classes are in session. The facilities normal operational hours are from 8:30 a.m. to 5:00 p.m., Monday thru Friday, with staffing on hand during the evening hours to assist students. The facility closes by midnight each day. In addition, elevators are also secured after normal operational hours to ensure that access to the basement and floors 2, 3 and 4 are is not possible. A privately-operated entertainment facility and bar is located on the first floor. It operates Thursday through Saturday evenings only from 7pm to 2am. Patrons of this business cannot access the remainder of the facility due to security measures.

UCO has a memorandum of understanding with the City of Oklahoma City in regard to the provision of law enforcement services. Under this agreement, Oklahoma City police have primary police jurisdiction for this facility, but they partner with UCO police on incidents of reported crime, crime prevention, emergency management and special events that take place in the facility. Bricktown is an important part of the Oklahoma City culture. As such, the Oklahoma City police have established a police sub-station just two blocks north and one block east of ACM@UCO. There is a high police presence in the area at all times including officers on foot, bicycle, mounted (horse) and in vehicles.
The facility has surveillance cameras tied to the UCO police on main campus in Edmond, Oklahoma in selected areas and is equipped with a modern fire detection system.

Parking for ACM@UCO students is coordinated with a private property owner approximately one-quarter of a mile from the main building. Students are able to arrange for their own parking at any of the paid parking lots in the Bricktown district.

The Performance Venue is a separate structure located two blocks east of the ACM@UCO building at 329 E. Sheridan, Oklahoma City, Oklahoma. This facility is used for student performances (concerts) and is also leased out to others for special events and performances. It is not staffed except when student performances are taking place, usually afternoons during the fall and spring semester.

All policies, procedures and programs outlined in the 2017 Annual Security and Fire Safety Report are applicable to ACM@UCO and its Performance Venue. For crime statistics associated with ACM@UCO please see below.

**UCO Customized Education – Carnegie Centre**

UCO holds classes and special events in the basement of the Carnegie Centre, located at 131 Dean A. McGee Avenue, Oklahoma City, OK 73104 in the heart of the Oklahoma City business district, and just around the corner from the Murrah Bombing Memorial. The facility hosts classes from a broad range of academic programs to aid students in obtaining their academic goals. Its location makes it easily accessible to students seeking to further their education and obtain a UCO degree.

**Security at UCO Downtown**

The facility is staffed during hours of operation by technicians who assist instructors and students. It contains a number of classroom spaces and central meeting/collaboration spaces. It is accessible via the main lobby of the building by stairs or elevator. An emergency exit is also present that also includes an elevator at the back of the facility.

The facility has surveillance cameras installed in the lobby and in common areas. These are tied to the UCO police on main campus in Edmond, Oklahoma. A contemporary fire detection and suppression system is also present.

Parking is coordinated via a private parking garage approximately three blocks north and east of the facility. Student can arrange for parking in a private parking lot or seek on-street parking near the facility.

All policies, procedures and programs outlined in the 2017 Annual Security and Fire Safety Report are applicable to UCO Downtown.
Pursuant to the memorandum of understanding between UCO and the City of Oklahoma City, this facility falls under their primary law enforcement jurisdiction, but like ACM@UCO both UCO and Oklahoma City police partner on multiple levels to ensure safety, security and investigation of crimes that may occur. For crime statistics associated with UCO Downtown please see below.

CHK Central Boathouse

CHK Central Boathouse is located in the boathouse district along the Oklahoma River just south of Bricktown and downtown Oklahoma City at 606 SE 6th, Oklahoma City, Oklahoma. The facility is staffed, but there are no regular instructional programs offered at this location. It serves as a training facility for UCO’s NCAA Division II women’s rowing program. It also includes a live music and special event venue. It is one of several boathouses and water activity centers along the Oklahoma river, just south of downtown Oklahoma City.

Security at CHK Central Boathouse

The facility was opened in 2015 and as such is equipped with the latest in fire detection and suppression systems as well as a surveillance camera system linked to the UCO Police on main campus in Edmond, Oklahoma.

Oklahoma City police have primary police jurisdiction in the boathouse district and within the CHK Central Boathouse pursuant to our memorandum of understanding. In addition, security guards are employed by the boathouse district management group to provide coverage during special events, evenings and overnight periods.

All policies, procedures and programs outlined in the 2017 Annual Security and Fire Safety Report are applicable to the CHK Central Boathouse.

Because there are no instructional programs at this location, this report does not include any crime data relevant to this facility or public property surrounding it pursuant to the Clery Act.

Reported Crime and Disciplinary Referral Statistics – 2014, 2015, 2016: Oklahoma City Campuses

Statistical information comes from University of Central Oklahoma Police and campus offices including The Division of Student Affairs, and the Title IX office, and the Oklahoma City Police Department.

No known crimes or disciplinary referrals reportable under the Clery Act are known to have occurred in any UCO facility in Oklahoma City, including non-campus property and public property near UCO facilities in 2014 or 2015.

2016 – Oklahoma City Police report:

- Four (4) Motor Vehicle Thefts in Public Property. The exact location of each theft is within a parking space near UCO property. UCO reports these with the assumption that they are within the Public Property definition, pursuant to the Clery Act.
Equal Opportunity Policy for Edmond and Oklahoma City Campuses

The University of Central Oklahoma (University) is committed to an inclusive educational and employment environment that provides equal opportunity and access to all qualified persons. The University will continue its policy of fair and equal employment and educational practices without discrimination or harassment because of actual or perceived race, creed, color, religion, alienage or national origin, genetic information, ancestry, citizenship status, age, disability, gender, marital status, veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local law. This policy is available online at: [http://www.uco.edu/files/legal-policies/equal-opportunity-statement.pdf](http://www.uco.edu/files/legal-policies/equal-opportunity-statement.pdf).

The University Office responsible for compliance is the Office of Legal Counsel, Lillard Administration Building, Room 114, (405) 974-3377.

For information about this report or any of UCO’s Clery Act compliance activities, please contact UCO Police Services at 405-974-2345 or via e-mail at police@uco.edu.
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