



## **Campus Safety and Security Reporting Policy**

- 1) The University of Central Oklahoma (University) will comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Title II of Public Law 101-542) which amends the Higher Education Act of 1965 and updated in 2008 by the Higher Education Opportunity Act (Public Law 110-315). The “Clery Act” can be found at 34 CFR 668.46. University employees will comply with the following directives and activities.
- 2) Responsibility for Annual Report and Policy Implementation (34 CFR 668.46(b)(c)):
  - a) Under authority of the President of the University, Safety and Transportation Services, or such other department designated by the President, will coordinate the annual campus initiative to compile data, review policies, and prepare the Annual Security and Fire Safety Report pursuant to the Clery Act.
  - b) UCO Legal Counsel shall collaborate with Safety and Transportation Services, or President’s designate, to ensure that the annual report, timely warnings and other elements of compliance with the Clery Act take place annually.
  - c) Annual Report Publishing and Notice of Availability (34 CFR 668.46(b)(c)):
    - i) Police Services, in partnership with other campus offices will produce an annual report pursuant to the Clery Act. It will be published electronically on the UCO web site.
    - ii) Paper copies of the report will be made available from Police Services upon request.
    - iii) Notification of the availability of the report will be made via e-mail to all current UCO students, faculty and staff.
    - iv) Prospective students and employees will be referred to the UCO web site to access the report or to Police Services to obtain a paper copied which, upon request, will be mailed.
- 3) Fire Safety Policy (34 CFR 688.46 (b) (c)):
  - a) University officials will work closely with the Oklahoma State Fire Marshall and the City of Edmond Fire Department to ensure that all steps possible are taken to protect lives and property from fire and smoke. UCO’s fire safety efforts are coordinated by the Environmental Health and Safety (EHS) division of Safety and Transportation Services. The Code Compliance official within EHS is directly responsible for ensuring that construction, on-campus events and routine activities comply with relevant federal, state and municipal laws.
  - b) Fire Log (34 CFR 668.46(c)): UCO maintains a log of all fires that occur on campus. Each is documented as to location, date, cause, injuries and damage cost estimates. This log is maintained by the Code Compliance office within Environmental Health and Safety and is available for viewing at the EHS offices or at the Police Services Building. This information is published annually (by October 1<sup>st</sup>) in the Annual Security and Fire Safety Report.



- 4) Campus Security Authorities (34 CFR 668.46 (a)(b)2iii):
  - a) The University identifies its Campus Security Authorities (CSA) as individuals from the following areas of responsibility within our campus community:
    - i) All student Resident Advisors, residential facility coordinators, and Residence Life assistant directors (inclusive of the Residence Life Conduct Coordinator) and the director of Residence Life.
    - ii) The director and assistant directors of the Athletic Department, NCAA compliance coordinators, coaches and assistant coaches.
    - iii) Staff within the division of Student Affairs including the vice president, assistant vice presidents, directors, conduct officials, student, life coordinators, international student services director and assistant directors, counselors in the student counseling center, victim advocates and disability support personnel and advisors to student organizations.
    - iv) The physician in our student health center (as contracted with Mercy Health Center or other health providers.)
- 5) Each CSA will be required to acknowledge annually their responsibilities under the Clery Act by attending a training session or completing a training program for this purpose.
- 6) Police Services (or other department as designated by the president) is responsible for coordinating all CSA activities on campus inclusive of training and record keeping, receiving reports of crimes, investigation of crimes to the extent possible and inclusion of data in the annual report.
- 7) Timely Warnings (34 CFR 668.46(b)2i(e)(i-iii)):
  - a) UCO will issue timely warnings to the university community pursuant to requirements of the Clery Act.
  - b) In the event that a situation arises, either on or off campus, that, in the judgment of university officials, constitutes an ongoing or continuing threat, a “timely warning” will be issued. The warning may be issued via various methods (e-mail, UCO web page notification, Central Alert system, network pop-up message, press release to local media, posters, flyers, memorandums, etc.) depending on the nature of the threat. If the threat does not pose a risk to the entire university community, the timely warning will be addressed to those community members who are subject to risk. These notifications will be issued without delay.
- 8) Emergency Notifications and Testing (34 CFR 668.46(e)(g)):
  - a) In the event a confirmed threat of significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff or visitors occurs on campus, UCO will issue an emergency notification. The notification may be issued via various methods (e-mail, UCO web page notification, Central Alert system, network pop-up message, press release to local media, posters, flyers, memorandums, etc.) depending on the nature of the threat. The notification will be issued without delay.

- b) Emergency Notification Testing (34 CFR 668.46(a)(2)):
  - i) Emergency notification testing is the responsibility of UCO's Emergency Management office in partnership with Information Technology and other departments as may be appropriate.
  - ii) Testing of various emergency notification systems and procedures will occur no less than annually.
    - 1. Testing of the Central Alert notification system will occur no less than once annually.
      - a. Results of these tests, inclusive of the number of notifications issued via e-mail, voice call and text message will be obtained and evaluated Emergency Management and Information Technology personnel.
    - 2. Testing of our storm shelter communication components are tested at least once annually to ensure they are working. These tests are conducted by UCO's Emergency Management office and include radio and shelter telephone functionality. These tests are documented and any deficiencies in the system corrected without delay.
    - 3. The City of Edmond maintains the severe weather siren system that also serves the main campus and other properties within Edmond. That system is maintained and tested in accordance with the City of Edmond's policies.
- 9) UCO Missing Person Notification Policy (34 CFR 668.46(h)(1,2))
  - a) See UCO Missing Person Notification Policy
- 10) Daily Crime Log (34 CFR 668.46(c)(f)):
  - a) UCO Police Services shall maintain a daily crime log pursuant to the Clery Act. It shall include all crimes reported or known to campus police. The log may not include non-criminal incidents reported to campus police.
  - b) The log will include the classification of the crime, the agency incident number assigned to the report, date and time reported, date and time occurred (if known), general location and disposition.
  - c) The log will be available for public inspection at all times.
  - d) The log will reflect the last 60 days of reported crime reports.
  - e) The supervisor of the Communication Unit of UCO Police Services or his/her supervisor is responsible for making sure this log is maintained as required.
- 11) Crime Statistics Collection (34 CFR 688.46(b)(7)(c)(9)):
  - a) To ensure compliance with the Clery Act, UCO Police Services will coordinate the collection of relevant crime data for reportable crimes for inclusion in the annual report and for submission to the U.S. Department of Education annually.
  - b) Police Services will work with Student Affairs, Residence Life and Campus Security Authorities to collect this data.

- c) Police Services will request, in writing, relevant crime data from other police agencies including the Edmond and Oklahoma City police departments. Other police jurisdictions will be included in this annual request as may be needed.
  - d) Records of these requests and the data submitted will be maintained pursuant to the Clery Act.
  - e) Data from Campus Security Authorities, campus departments and from outside police agencies will included in the annual report published by October 1<sup>st</sup> each year. Collecting, processing and reporting this data is the responsibility of UCO Police Services.
- 12) This policy is effective this 26<sup>th</sup> day of March, 2013.

Approved this 26<sup>th</sup> day of March, 2013:



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Don Betz, PhD, President