A message from President Neuhold-Ravikumar to the UCO community:

Providing a safe and secure environment for our campus community in which to work and learn is a top priority for the University of Central Oklahoma. The 2019 Annual Security and Fire Safety Report demonstrates the host of activities our institution engages in to 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.

If you wish to obtain paper copies of this report you may do so by visiting the Police Services building, Human Resources in the Lillard Administration Building, General Counsel’s office in the Old North 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 15,500 students, 1,800 employees and thousands of annual visitors. Thank you to the members of our campus community that work diligently each day to keep us safe.

Sincerely,

Patti Neuhold-Ravikumar
President
Important Contact Information

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| Center for Counseling and Well-Being | 974-2215 |
| Office of Student Conduct        | 974-2793 |
| Title IX Coordinator             | 974-2793 |
| Project SPEAK                    | 974-2215 |
| Rape Crisis Line                 | 943-7273 |
| Human Resources                  | 974-2366 |
| OU Medical Center – Edmond (nearest hospital) | 341-6100 |
| Student Health Center (OU Physicians Health and Wellness Center) | 974-3161 |
| Environmental Health and Safety  | 974-2216 |
| SafeWalk                        | 974-2345 |

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 reported 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. Additionally, the report must report known crimes of domestic violence, dating violence and stalking.
- 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 2019 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 other 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 by UCO Police, 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 2019**

• In 2017 UCO was honored by two independent national organizations ranking UCO as one of the top ten safest campus communities in separate studies. Again in 2018, UCO was named as one of the safest campuses in the nation and the safest in Oklahoma for universities with more than 5,000 students by a national organization that studied crime rates versus student populations nationwide. Our ongoing efforts to reduce crime and expand services for those impacted by crime and other challenges will continue to be our priority as we partner with our community members to keep UCO one of America’s safest campuses.

• As our campus activities and operations continue to expand in **Oklahoma City**, this report includes information on reported crime, programs and other details associated with these institutional activities. These include the Carnegie Centre classroom and meeting spaces in the downtown central business district, the Santa Fe Plaza 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 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.

• In 2019 UCO changed its policy on Lost and Found Property. See page 13 for information about what to do with property belonging to others that is found, and where to search for items you may have lost that may have been turned in to the university. You can still report items as missing to UCO Police, but all other elements of our Lost and Found Property process are now handled by UCO Physical Plant.

• Effective November 1, 2019 Oklahoma law will allow for carrying a firearm without a permit. This change in law does not change the law that prohibits carrying firearms on a college campus. See page 8 for more information.
UCO Police, 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 except for the names of persons arrested.

**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 UCO Police, which includes mechanisms for forwarding reports to UCO Police and other campus offices such as Title IX and Student Conduct and overall responsibilities of a CSA.

A CSA is responsible for reporting Clery Act crimes they discovered themselves or which they learned about 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.

The Incidents reported by CSAs will be included in the Annual Security and Fire Safety report when it is appropriate. CSAs 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).

CSAs 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.

**Reporting Concerning Behaviors and Other Incidents**

UCO has an online reporting system that can be used by CSA’s or any person, including the victim of an incident, to report incidents such as concerning behaviors of others. This system delivers reported details to selected members of UCO’s response staff via email and therefore should not be
used when time is critical. This reporting mechanism should not be used to report incidents that require an immediate response by police, fire or ambulance personnel. It is intended as accessible means to report on incidents that have happened. If you have concerns that a person(s) may be planning to harm themselves or others, call 9-1-1.

You can submit reports via UCO’s Maxient reporting system via the following link in this report:

Link: REPORT CONCERNING BEHAVIORS  
or by going to this internet address:  
https://cm.maxient.com/reportingform.php?UnivofCentralOklahoma&layout_id=1

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
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
The caller has that information. The new UCO Safety App is another method of referring information
to police via the “Submit A Tip” feature.

UCO Police Services (also known 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.

See the Sexual Misconduct section of this report for additional information about reporting,
including other means to report a sexual assault to other than the campus or local police
department.

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.

Obtaining Police Reports
When an official police 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 will generally 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 University Communications office. They can be reached by calling (405)974-2307 to obtain information about how to make a F.O.I.A. request or for other assistance regarding police report availability.

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

**Firearms on Campus**

Oklahoma law, Title 21, section 1272 dealing with Unlawful Carry of firearms is changing November 1, 2019. The change in law removes the requirement for persons to obtain a permit to carry a weapon concealed or not concealed assuming the person meets certain requirements.

This does NOT CHANGE Title 21, section 1277, which prohibits carrying a firearm onto any college or university property unless it meets one of four exceptions:

1. A weapon (firearms and other weapons) may be locked and otherwise properly stored in a vehicle parked in a designated parking area of campus.
2. Any property authorized for use of firearms and other weapons – UCO only allows firearms for specific academic/program purposes pre-approved by the President.
3. Any campus property authorized for a specific individual by written consent of the President.
4. Law enforcement officers, on-duty or off-duty, may carry a firearm without specific permission from the President.

Any person found to be in possession of a firearm on campus property who does not meet a lawful exception is subject to arrest and prosecution. Weapons on campus policies are provided elsewhere in this report.
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 and 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 and card access system authorizations 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/Card access 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 until repairs can be completed.

UCO has installed electronic access control equipment linked to a community member’s institutional identification card in a number of facilities, including the Nigh University Center and most residential housing areas.

UCO has installed surveillance cameras in several facilities as of the time of this report with plans to expand 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.

**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: “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. 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 locate in each building due to their “yellow” coloring and signage. In 2018 and 2019 new exterior wall-mounted phones were installed in at least ten (10) locations across campus. These phones are easy to locate by their bright blue light which illuminates continuously and is highly visible even in direct sunlight.

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, via an outdoor emergency phone or via UCO’s RAVE Guardian Safety App for smart devices. 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.

This service is also available during selected times at UCO’s Oklahoma City operations (Carnegie Building and Academy of Contemporary Music) during selected days and times. Generally, availability is Monday through Thursday during the evening hours of the fall and spring semester. To find out if you can get a SafeWalk from these locations call UCO Police at 974-2345.

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 UCO Police Building 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
During the spring of 2019, UCO updated its policy on how found property is managed on campus. Previously all property was delivered to the UCO Police. The new policy requires all property found on campus be delivered to the UCO Physical Plant offices. Physical Plant personnel will make every attempt possible to identify and contact owners of property turned into their office. Property not claimed within 30 days may be destroyed or otherwise lawfully disposed of.
A student can deliver any found item to any business office on campus closest to where the item was found. If this is not known, the student can deliver it to the Physical Plant offices located inside the Facilities Management building at the north end of campus. University employees are required to deliver or arrange for delivery to the same location, any item turned in to them. This must occur within five (5) business days for routine items and the same business day for items of obvious value. This policy does not prohibit any employee from calling an owner of an item when that item’s ownership is known.

Item can be dropped off after-hours at the Police Services building located along University Dr. A collection box, checked frequently by Physical Plant staff, is located in the lobby.

If you have lost an item please call 405-974-2247 (Physical Plant) during business hours to inquire as to whether or not it has been found. If it has not been found, you can report it as missing to UCO Police. Items believed to have been stolen should be reported to UCO Police immediately.

2019 Annual Fire Safety Report for Residential Facilities

UCO's facilities and buildings were constructed to meet the existing fire and life safety codes 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 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. Most, but not all, campus buildings now have networked, voice-addressable 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:

- W. Roger Webb Forensic Science Institute
- Center for Transformational Learning
- Nigh University Center
- Howell Hall and Laboratory Annex Building
- Education Building
- Chambers Library
- Evans Hall
- The Commons (Residential)
- The Suites (Residential)
- Murdaugh Hall (Residential)
- The Transformative Learning Quadrangle (The Quad) (Residential)
- Mitchell Hall Theater (2016 addition only)
- Donald Betz STEM Research and Learning Center
- Liberal Arts (North and South)
- Hamilton Field House (north addition opening November 2019)
- Sports Performance Center
- Bausher Place (dining hall opening January 2020)
- Sports Performance Center
- Old North
- Wantland Stadium
These systems are inspected annually and tested/maintained through a contract with a private-sector company with expertise in these systems. Additionally, 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 Marshal 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 Emergency Management division of UCO Public Safety – 405-974-2216.

### 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>
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<td>Smoke activated (local only)</td>
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<tr>
<td>The Quad</td>
<td>Simplex-Grinnell:</td>
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<tr>
<td></td>
<td>4100 ES fire panel</td>
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<td>Mass Notification System</td>
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<td>Reports to UCO Police Services</td>
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</tr>
<tr>
<td>Commons 1000</td>
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<tr>
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Annual Residential Fire Safety Data for 2016, 2017 and 2018
For more information regarding fire safety data please contact the UCO Police at 405-974-2345

<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>
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<tbody>
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</table>
Emergency Egress (Fire) Drills

- Emergency egress drills are conducted in the first ten days of the fall and spring semesters 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 **fourteen (14)** emergency egress drills in residential facilities in 2018.
- Emergency egress drills are conducted periodically in non-residential facilities including academic structures.

Residence Life Fire Safety Information

Sections of the “**Student Housing Handbook – Your Guide to Campus Living**” are included in this section to aid in understanding fire and life safety activities/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 fire safety training when residents request such training. This training will be conducted by UCO Police and the Department of Environmental Health and Safety to improve survivability in a fire. Residents may request this training through their RA.

Once per semester, there will be an unannounced fire evacuation exercise conducted by the Housing staff, UCO Police, 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, UCO Police 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 then 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, University Suites, Murdaugh Hall and The Quad 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, UCO Police, 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 the Commons and Suites should report to parking lot # 46 after evacuating their facility. Resident in the Quad, Murdaugh Hall, and West Hall should report to the lawn just in front of Buddy’s Café (south side of the Café).*

- Do not re-enter the building until told to do so by a Housing staff member, UCO Emergency Management Team Member, or UCO Police.
- 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 alarm pull stations are located on each hallway.
o 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 aid during an evacuation will be determined in advance.
o If possible, contain the fire by closing the door.
o No matter how small the fire is and even if it is already extinguished, report the fire incident to UCO Police, the front desk of the affected residence hall, or an RA immediately.
o 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 activation.

### 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](http://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 as are cell phone or hand-held device charging units.

- **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. 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 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 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. NEVER, EVER PLACE A BAG OR OTHERWISE COVER A SMOKE OR HEAT DETECTOR TO PREVENT ACTIVATION FROM VAPING OR SMOKING. VAPING AND SMOKING (ANY MATERIAL) IS NOT PERMITTED ON UCO PROPERTY.

Outdoor Cooking Equipment
Charcoal grills are available for use in residence hall outdoor 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 also provides 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, 2014, and again in 2017, UCO was awarded recognition by the National Weather Service as a “Storm Ready University” through their nationwide program. Signs announcing this designation have been placed at strategic entry points of the university. This recognition means that UCO is prepared in regard to communication mechanisms and sheltering plans to help keep our community safe during a severe weather event.
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 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 considering 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. We urge all community members to rely on information provided by UCO directly. Rumors and other misinformation are common as information is exchanged through texting or social media. UCO will do everything possible to keep you updated and aware. That said, UCO is not a news source. We are an information source so that you can act to help ensure your safety.

All students, faculty and staff are encouraged to update their contact information through either the Central Alert Portal or the Personal Information Portal 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. 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.** Weather messaging is focused on university closures but may be used in an extreme weather emergency such as a tornado. UCO will utilize other communication systems to provide warnings and information related to weather that threatens the campus. By opting-in for weather messages, community members can receive this information directly from UCO as soon as it can be communicated. 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 Fire 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. UCO Police/Emergency Management will immediately issue an emergency notification if delaying the notification could result in possible injuries or deaths.
• Persons who comprise our Crisis Management Team who are responsible for carrying out this process are the following UCO personnel (list current as of publication date of this report):
  o President: Dr. Patti Neuhold-Ravikumar
  o Provost/Vice President – Academic Affairs: Dr. John Barthell
  o Vice President – Operations and Finance: Mr. Kevin Freeman
  o Vice President – Student Affairs: Mr. Drew Duke
  o Vice President – University Communications: Mr. Charlie Johnson
Support for CMT:
  ▪ Executive Director/Chief of Police – Public Safety: Mr. Jeffrey Harp
- **Director - Emergency Management/Public Safety: Mr. Norman Nieves**

- 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 and most residential facilities)
  - 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 an e-mail message is sent to community members prior to the week of the planned testing.
  - Evacuation testing occurs in each residential structure each semester. These are not advertised in advance, but generally occur in the first weeks of the semester during the afternoon or evening hours when the largest population is likely present.
  - Warning/Evacuation system testing of non-residential campus structures occurs periodically. These are performed without notice, during the business/class day.
  - UCO’s voice-addressable fire alarm system includes an outdoor warning system with speakers mounted on five building rooftops. We test these with a “tornado” siren activation the first Friday of each month after 5:00 p.m. These tests may be cancelled if there is rain, lightning or other severe weather in the area, or if the system has been activated for an actual weather warning in the weeks prior to the first Friday of the month. This system is designed to be heard outdoors as a warning to seek shelter from severe/tornadic weather immediately. It is not designed to be heard inside our buildings.
  - The City of Edmond outdoor weather warning system can be heard at many exterior locations on campus. The city tests their system regularly.

- 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.

- 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**

Since August of 2016 UCO has partnered with Rave Guardian® to implement a safety application for smart phones and other hand-held devices. The app, once installed and set up by the user using their UCO email address, 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.**

- **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.

- **Submit 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.

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.
Natural Disasters

The following information is a guideline to aid you in determining what action you should take in severe weather or other natural events.

**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. UCO tests its outdoor systems the first Friday of the month after 5:00 p.m.

**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. Nigh University Center
   d. Howell Hall
   e. Communication Building
   f. Murdaugh Hall (Residence Facility)
   g. Mitchell Hall Theater (basement of new addition on north side of building)
   h. Donald Betz S.T.E.M. Building – First floor NE corner classroom
   i. Sports Performance Center – NW corner locker rooms
   j. Liberal Arts (South – large auditorium in SE corner of first floor)
   k. Boucher Place Dining Hall (opening January 2020)
   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.-k. 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 of a significant, damage-causing earthquake 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 one (1)-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 (2019/2020) 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 of 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):

1. While under the influence of alcohol, any other intoxicating substance, or a combination thereof;
2. With a blood or breath alcohol concentration level at or above the applicable legal limit is prohibited.

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) is unlawful.

Illegal Drug Policy Statement

Unlawful use, sale, possession, manufacturing, cultivation, being under the influence of or distribution of any federally controlled substances (illicit drugs including marijuana), in any form, or drug paraphernalia, on University-owned or controlled properties, including University Housing, University vehicles, any recognized student organization housing, or University sponsored activities, including all student organization activities, is prohibited. Furthermore, individuals with Medical Marijuana Registry cards are not permitted to use or distribute medical marijuana on campus. 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.

Weapons Policy Statement

Except as provided for by statute or University policy, no person may possess any weapon while on University property or participating in any University activity. University property includes the campus grounds, buildings, classrooms and offices, vehicles, or other premises owned, leased to, or
controlled by the University. University activity includes, but is not limited to, normal daily business and educational activity and any University-sponsored function or activity.

Specifically, 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 on University premises in a manner that would reasonably be expected to threaten, harm, incapacitate, or cause fear to other University community members is prohibited. The possession or firing of firearms, fireworks, explosives, ammunition, replica rearms (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, daggers, bowie knives, dirk knives, spring-type knives, switchblade knives, loaded canes, billy clubs, knives and inappropriately-used knives or bladed instruments by students is prohibited on-campus, in any sorority, fraternity, or 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 while on campus property, contact the University of Central Oklahoma Police Department at (405) 974-2345.

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, Center for Counseling and Well-Being, Housing and Dining, UCO Police, Legal Counsel, Athletics, 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.

Sexual Misconduct:
Reporting, Procedures, Policies, Sanctions, and Programs

Note: Information from the University Policy Prohibiting Discrimination and Harassment as Defined, Including Sexual Misconduct (amended 06-14-2019) is included in this section along with pertinent portions of the 2019/2020 Code of Student Conduct.

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 gender 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 gender in academics, employment, and all of its programs and activities.

In accordance with Title IX regulations, the University has designated Paul Goertemiller as the University’s Title IX Coordinator. His contact information is listed elsewhere in this section of this report. Mr. Goertemiller is charged with (1) monitoring compliance with these regulations; (2) coordinating compliance with policy to insure a timely and complete investigation; and (3) resolution of complaints arising hereunder. You may contact Mr. Goertemiller with any questions regarding Title IX, as well as concerns and complaints of non-compliance. Athletics related Title IX issues may be referred to UCO Legal Counsel.

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.
Reporting: University Options

A. Any employee, student, applicant for employment or admission, visitor, or other non-affiliated individual may initiate a complaint by contacting the University Title IX Coordinator:

Paul Goertemiller, EEO/Title IX Coordinator, Nigh University Center, Room 136, 100 N. University Drive, Box 300, Edmond, OK 73034 Phone: (405) 276-3263 Fax: (405) 974-3807
Email: pgoertemiller@uco.edu or TitleIX@uco.edu

B. Reports involving an employee may be initiated by contacting the Deputy Title IX Coordinator for Employees in the Human Resources Department:

Erika Cerda, Director of Employee Relations, Nigh University Center, Room 323A, 100 N. University Drive, Box 175, Edmond, OK 73034 Phone: (405) 974-2932 Fax: (405) 974-3896
Email: ecerda@uco.edu

C. Reports involving a student athlete, coach or athletic staff member, or gender equity in athletics may be initiated by contacting the Deputy Title IX Coordinator for Athletics:

Darnell Smith, Assistant Athletic Director for Compliance, Sports Performance Center, Room 212J, 100 N. University Drive, Box 330, Edmond, OK 73034 Phone: (405) 974-3959 Fax (405) 974-3820 Email: dsmith132@uco.edu

D. Reports involving an individual at an off-site location, such as ACM@UCO, may initiate a complaint of discrimination or harassment to any of the offices above as appropriate, or to the on-site director of the program.

E. To make a report after hours or when offices are closed for university holidays, the individual should contact the University Police at (405) 974-2345.

Reporting: Additional Avenues of Recourse

In addition to filing a complaint with the University, individuals may have additional reporting and legal options. Examples of other potential avenues of redress include:

A. Oklahoma Attorney General’s Office of Civil Rights Enforcement (OCR):

B. Equal Employment Opportunity Commission (EEOC):
   a. https://www.eeoc.gov/field/oklahoma


D. U.S. Department of Education, Office of Civil Rights (OCR):
   a. www.ed.gov

E. Protective Order: https://www.oklahomacounty.org/164/Victim-Protective-Orders

F. Local Law Enforcement (9-1-1)

Procedures (General):

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 (under Discrimination and Harassment) are available at http://www.uco.edu/legal_and_policies.asp.

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.

Complaints shall be promptly, fairly, and impartially investigated. 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, simultaneous written notice of the final determination is sent to each party.

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.

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://sites.uco.edu/student-affairs/conduct/forms-and-publications/index.asp
(under “Forms and Publications”).

WHERE THE RESPONDENT IS AN EMPLOYEE: The procedures for responding to reports of prohibited conduct committed by employees are detailed in the Procedure Related to the Investigation and Resolution of Discrimination and Harassment Complaints Including Sexual Misconduct available online at:

http://sites.uco.edu/administration/legal/files-legal/files-policies/1-3_DisHar_Procedure.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 Procedures: Students

Informal Hearings
Informal hearings are conducted through a series of investigative interviews with complainants, the reporting party (if different from the complaint), respondents, and witnesses. As stated above, complainants and respondents may be accompanied by an advisor of their choice, during informal or formal hearings, at their own expense, as long as their presence and/or actions do not disrupt the investigation and/or operations of the hearing process.

An informal decision shall be made after enough information has been gathered and/or received to make a final determination by the Director of Student Conduct or designated hearing body. Some preferences to resolve matters informally or formally may not be honored, due to the specific nature of the case and matters involved.

The hearing body’s determination shall be made on the basis of whether it is more likely than not that the respondent(s) violated the Code of Student Conduct, based upon the preponderance of the evidence standard.

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, 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) A reference to the particular sections of the University policies involved; and,
c) 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 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 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, 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.
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 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.

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 to the Office of Student Conduct.

   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.

**Sexual Misconduct Sanctions: Students**

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** - 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 cocurricular 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** - University suspensions may be deferred for a definite 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, loss of tailgating privileges, 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. Students may also be restricted from physically attending a class during or after the conclusion of an investigation to preserve the safety and/or normal operations of a particular and/or surrounding classroom.

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 prohibited contact may include, but are not limited to, phone calls, contact through another person, contact initiated through social media, text messages, e-mail or any other electronic means. Attendance to a valid, school-related or work-related event may not constitute a violation. 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. A hold will be placed on the student account to prevent re-enrollment.
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 only 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 tailgating privileges and University recognition, for a specified period of time.
   f. Notification of governing entity.

5. Following the investigation and/or hearing, the Director of Student Conduct or designated hearing body shall advise the respondent or respondent organization representative and complainant in writing, when appropriate, of its determination, outcome, 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 or student organization makes an appeal request of 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.

**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 OrgCentral page at:


Appeal requests related to decisions made by Housing Officials may be submitted online at the Housing OrgCentral page at:


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.

**Appeal Request Reviews** - When appeal request forms are completed and submitted, the Associate 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 Associate 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 Associate 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 university 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 university 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.

c. For granted appeal requests, the Associate 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 Associate 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.

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 Office 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. Additionally, in cases whereby the appeal review results in a reinstatement to the University or a return of previously lost privileges for student organizations, the Office of Student Conduct will work, in tandem, with the Office of Student Engagement, to make all reasonable arrangements. The University shall maintain safety as the first priority.

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.

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.

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.

**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 an appeal hearing panel will result in one (1) of four (4) outcomes:

- That the original hearing body’s determination is affirmed;
- That the original hearing body’s determination be modified;
- That the original hearing body’s determination be reversed;
- 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 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.

**Notice of Final Outcome**
Complainants and Respondents of sexual misconduct cases will be notified, simultaneously, in writing (which may be email) when the results become final and all appeal rights and procedures have expired, per sections III. U.-V. If appropriate and requested by a party, the identified advisor of the respondent(s) or complainant(s) shall receive a copy of the final outcome letter.

**Sexual Misconduct Procedures: Employees**

**INITIAL ASSESSMENT:** Upon receipt of a report of Prohibited Conduct committed by an Employee, the Title IX Coordinator will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report. In this initial assessment, the Title IX Coordinator will:

A. Assess the Complainant’s safety and well-being and offer the University’s immediate support and assistance;
B. Inform the Complainant of the right to seek medical treatment and explain the importance of obtaining and preserving forensic and other evidence;
C. Inform the Complainant of the right to contact law enforcement, decline to contact law enforcement, and/or seek a protective order;
D. Inform the Complainant about University and community resources, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other on- and off-campus services available. 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, as relevant. Additional rights that may be appropriate and available include protective measures such as a UCO No Contact Order, restraining order, Emergency Order of Protection or Victim’s Protective Order. Information regarding how to access and/or request remedial and protective measures will be provided, as appropriate. Remedies or protective measures are provided if the individual requests them and if they are reasonably available, regardless of whether the Complainant chooses to report the crime to campus police or local law enforcement.

E. Inform the Complainant that the University will maintain as private any remedies or protective measures provided, to the extent that maintaining such privacy does not impair the ability of the institution to provide the remedy or protective measure.

F. Inform the Complainant of the right to seek Informal Resolution (where available) or Formal Resolution under these Procedures; ascertain the Complainant’s expressed preference (if the Complainant has, at the time of the initial assessment, expressed a preference) for pursuing Informal Resolution, Formal Resolution, or neither; and discuss with the Complainant any concerns or barriers to participating in any University investigation and resolution under these Procedures;

G. Explain the University’s prohibition against Retaliation and that the University will take prompt action in response to any act of Retaliation;

H. Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that personally identifies the Complainant, the Respondent, any witness, and/or any other third party with knowledge of the reported incident;

I. Ascertain the ages of the Complainant and the Respondent, if known, and, if either of the parties is a minor (under 18), whether to contact the Department of Human Services (DHS);

J. Communicate with appropriate University official(s) to determine whether the report triggers any Clery Act obligations, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations; and

K. Provide notice of the complaint and an opportunity to respond to all persons alleged to have violated the University’s policies regarding discrimination and/or harassment. **NOTE:** The investigation may otherwise involve meeting with the parties, interviewing witnesses, requesting written statements from the parties, and accepting relevant evidence.

The Title IX Coordinator will promptly inform the Complainant of any action(s) undertaken by the University to respond to a health or safety threat to the Complainant or the University community, including the decision to proceed with an investigation where the Complainant may request confidentiality (see Section 1.2.8 “Requests for Confidentiality”). The Title IX Coordinator also will promptly inform the Respondent of any action(s), including any interim protective measures that will directly impact the Respondent. The Respondent may respond to such action(s). The Title IX Coordinator retains the discretion to impose and/or modify any interim protective measures based on all available information. Interim protective measures will remain in effect through resolution of the report by the appropriate University executive, unless new circumstances arise which warrant reconsideration of the protective measures prior to rendering a final decision. A Complainant or Respondent may challenge interim protective measures or other actions, or failure to impose interim protective measures or take other actions, by contacting the Title IX Coordinator to address any concerns.
UNIVERSITY RESOLUTION: These Procedures offer two forms of resolution for reports of Prohibited Conduct: (1) Informal Resolution (as described in Section 1.3.3 (A) of these Procedures), which includes a variety of informal options for resolving reports, and (2) Formal Resolution, which involves an investigation and review and sanction (if applicable) by the appropriate University Manager (as described in Section 1.3.3 (B) of these Procedures).

INFORMAL RESOLUTION: The Complainant may seek Informal Resolution in lieu of an investigation and Formal Resolution. The University, however, holds discretionary authority to determine if (1) the nature of the reported conduct is appropriate for Informal Resolution, (2) the type of Informal Resolution that may be appropriate in a specific case, and (3) the Procedures, under Section 1.3.3 (B), necessitate referral to Formal Resolution at any time. In addition: Forms of Informal Resolution that involve face-to-face meetings between the Complainant and the Respondent, such as mediation, are not available (1) in cases involving Non-Consensual Sexual Intercourse, and/or (2) where the Complainant is a Student and the Respondent is an Employee in a position of authority over the Complainant.

Participation in Informal Resolution (including any specific form of Informal Resolution) is voluntary. The University will (1) not compel a Complainant or Respondent to engage in Informal Resolution, (2) not compel a Complainant to directly confront the Respondent, and (3) allow a Complainant or Respondent to withdraw from Informal Resolution at any time. The University may decline the request for Informal Resolution in any particular case and may terminate an ongoing Informal Resolution process at any time. Pursuing Informal Resolution does not preclude later use of Formal Resolution if the Informal Resolution fails to achieve a resolution acceptable to the parties and the University. Where the Complainant or the Respondent withdraws from Informal Resolution or where Informal Resolution is otherwise terminated for any reason, the University may consider any statements or disclosures made by the parties during the course of the Informal Resolution in a subsequent investigation and Formal Resolution.

With any form of Informal Resolution, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness to the reported incident(s). Advisors may accompany their respective parties to any meeting or proceeding held as part of Informal Resolution. While the advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

Informal Resolution may involve individual and/or community remedies designed to address a report of Prohibited Conduct, such as:

- **One-on-One Communication**: If a Complainant wishes to address a situation with a Respondent without the direct involvement of a third party, the Complainant may communicate directly with the Respondent. This form of Informal Resolution is appropriate only (1) if the Complainant does not feel threatened, (2) there is no risk of physical harm, and (3) the Complainant reasonably believes the Respondent will be receptive to the communication. Complainants are NOT required to engage in one-on-one communication before seeking third party assistance or other help.

- **Resolution with the Assistance of a Third Party**: A Complainant may seek assistance in informally resolving a report of Prohibited Conduct from (1) the Complainant’s supervisor, if the Complainant is an Employee; (2) the Respondent’s supervisor; (3) Human Resources;
Office of the Provost (Faculty); (5) the Title IX Coordinator; or (6) a trained mediator. The availability of this form of Informal Resolution, and any resolution reached through such form of Informal Resolution, is subject to the agreement of the Title IX Coordinator, the Complainant, and the Respondent. Any of the foregoing third parties must consult with the Title IX Coordinator before taking action to resolve a report of Prohibited Conduct. This form of Informal Resolution may not be used where the allegation involves Non-Consensual Sexual Intercourse.

- **Interventions and Remedies:** Informal Resolution agreements may involve a host of other interventions and remedies, such as: actions designed to maximize the Complainant’s access to educational, extracurricular, and/or University employment activities; increased monitoring, supervision, and/or security at locations or activities where the Prohibited Conduct occurred or is likely to reoccur; targeted or broad-based educational programming or training for relevant individuals or groups; academic and/or University housing modifications for Student Complainants; workplace modifications for Employee Complainants; one or more of the restorative remedies or other sanctions described in these Procedures, including suspension and termination, in accordance with relevant disciplinary procedures; and/or any other remedial or protective measures that can be tailored to the involved individuals to achieve the goals of the Policy.

Any form of Informal Resolution and any combination of interventions and remedies may be utilized. If an acceptable agreement to the University, Complainant, and Respondent is reached through Informal Resolution, the University will implement the terms of the agreement and consider the matter resolved and closed. If an agreement is not reached, and the Title IX Coordinator determines that further action is necessary, or if a Respondent fails to comply with the terms of the Informal Resolution, the Title IX Coordinator may defer the matter to investigation and Formal Resolution under these Procedures.

The Title IX Coordinator will maintain records of all reports and conduct referred for Informal Resolution, which typically will be completed within thirty (30), but not more than sixty (60), calendar days.

**FORMAL RESOLUTION:** Formal Resolution commences when:

- A Complainant reports that an Employee engaged in one or more instances of Prohibited Conduct and requests, at any time, an investigation and disciplinary action; or
- Informal Resolution does not resolve a reported incident of Prohibited Conduct and, in the Title IX Coordinator’s discretion, an investigation of the report of Prohibited Conduct is required; or
- Based upon a review of the totality of the circumstances which may be guided by a consideration of the Behavioral Intervention and/or Threat Assessment Teams, investigation of the reported conduct is necessary to ensure the health and safety of the Complainant and/or other members of the University community, notwithstanding the Complainant’s request that (1) personally-identifiable information not be shared with the Respondent, (2) that no investigation be pursued, and/or (3) that no disciplinary action be taken.

1. **Investigation.** Whenever Formal Resolution is commenced, the Title IX Coordinator will designate one or more Investigators and/or an experienced external Investigator to conduct a prompt, thorough, fair, and impartial investigation. All Investigators will receive annual training on (1) issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence, and stalking and (2) how to conduct fair and impartial investigations that (a) is fair and impartial, provides parties with notice and a meaningful
opportunity to be heard and (b) protects the safety of Complainants and the University community while promoting accountability.

a. Notice of Investigation. The Title IX Coordinator will provide written notice to the Complainant and Respondent of the commencement of an investigation. Such notice will (1) specify reported details regarding the actual or approximate date, time (if known), location, and nature of the alleged Prohibited Conduct; (2) identify alleged Policy violation(s); (3) identify the Investigator, if the notice is not from the Investigator; (4) explain the prohibition against Retaliation; and (5) provide access to a copy of the Policy and these Procedures.

The Title IX Coordinator may also provide written notice to the Respondent’s supervisor and/or Human Resources that an investigation has been initiated. Such notice will inform these individuals that (1) the Title IX Coordinator received a report alleging that the Respondent engaged in Prohibited Conduct under the Policy; (2) the University will investigate the report in accordance with these Procedures; (3) the supervisor and Human Resources are obliged to monitor the relevant environment, depending on the facts of the case, for Retaliation; and (4) the information related to the report, including the identity of the Complainant, is confidential and will only be shared as needed to either obtain information pertinent to the investigation or to facilitate fulfillment of the duty of the supervisor and/or Human Resources to address any concerns regarding safety or Retaliation.

b. Other Forms of Discriminatory and/or Harassing Conduct. If a report of Prohibited Conduct also implicates other forms of discriminatory and/or harassing conduct prohibited by the University’s Discrimination and Harassment Policy, the Title IX Coordinator will evaluate all reported allegations to determine whether the alleged Prohibited Conduct and the alleged violation(s) may be appropriately investigated together without unduly delaying the resolution of the report of Prohibited Conduct. Where the Title IX Coordinator determines that a single investigation is appropriate, the determination of responsibility for the violation of University policy will be evaluated under the applicable policy, but the investigation and resolution will be conducted in accordance with these Procedures.

c. Presumption of Non-Responsibility. The investigation is a neutral, fact-gathering process. The Respondent is presumed “Not Responsible”; this presumption may be overcome only where there is sufficient evidence, by a Preponderance of the Evidence, to support a finding that the Respondent violated the Policy.

d. Burden of Proof. The preponderance, or “weight of the evidence” standard, is used to determine what more than likely occurred. Formal rules of due process, procedure, and/or technical rules of evidence applied in criminal or civil court are not used in administrative proceedings.

e. Participation by the Parties. In the event one or more party(s) decline to participate in the investigation, the process will continue without the benefit of the respective party’s participation.

f. Timeframe for Completion of Investigation; Extension for Good Cause. Typically, the period from commencement of an investigation through resolution (finding and sanction, if any) will not exceed sixty (60) calendar days. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity and completeness of the investigation: comply with a request by external law enforcement for temporary delay; gather evidence for a criminal investigation; accommodate the availability of witnesses; account for University breaks or
vacations; account for complexities of a case, including the number of witnesses and volume of information provided by the parties; or allow for other legitimate reasons. The Investigator will notify the parties in writing of any extension of this timeframe and the reason for such extension.

g. **Overview of Investigation.** During the investigation, the parties will have an equal opportunity to: be heard; submit information and corroborating evidence; and identify witnesses who may have relevant information. The Investigator will notify and seek to meet separately with the Complainant, the Respondent, and third-party witnesses, and will gather other relevant and available evidence and information, including, but not limited to, electronic or other records of communications between the parties or witnesses (e.g. via voicemail, text message, email, and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party).

h. **Advisors.** Throughout the investigation and resolution process, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. Advisors may accompany their respective party to any meeting or proceeding related to the investigation and resolution of a report under these Procedures. While the advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

i. **Prior or Subsequent Conduct.** Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of Prohibited Conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a Policy violation, may be deemed relevant to the determination of responsibility for the Prohibited Conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct. Such prior or subsequent conduct may also constitute a violation of the Policy and/or other University policy, in which case it may subject the Respondent to additional sanctions. The Investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

j. **Prior Sexual History.** The sexual history of a Complainant or Respondent will never be used to prove character or reputation. Moreover, evidence related to the prior sexual history of either of the parties is generally irrelevant to the determination of a Policy violation and will be considered only in limited circumstances. For example, if the existence of Consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether Consent was sought and given during the incident in question. However, even in the context of a relationship, Consent to one sexual act does not, by itself, constitute Consent to another sexual act and Consent on one occasion does not, by itself, constitute Consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the report. The Investigator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.
k. **Relevance.** The Investigator has the discretion to determine the relevance of any proffered evidence and to include or exclude certain types of evidence. In general, the Investigator will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party’s general reputation for any character trait.

l. **Site Visit(s).** The Investigator may visit relevant sites or locations and record observations through written, photographic, or other means.

m. **Expert Consultation(s).** The Investigator may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation.

n. **Coordination with Law Enforcement.** The Investigator will contact any law enforcement agency that is conducting its own investigation to: (1) inform that agency that a University investigation is also in progress; (2) ascertain the status of the criminal investigation; and, (3) determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation. At the request of law enforcement, the Investigator may delay the University investigation temporarily while an external law enforcement agency gathers evidence. The Investigator will promptly resume the University investigation when notified that law enforcement completed the evidence-gathering stage of its criminal investigation.

o. **Draft Investigation Report.** At the conclusion of the investigation, the Investigator will prepare a Draft Investigation Report summarizing the information gathered and outlining the contested and uncontested facts. The Draft Investigation Report will not include any findings. The Complainant and Respondent will have an opportunity to: (1) review the Draft Investigation Report; (2) meet with the Investigator; (3) submit additional comments and information to the Investigator; and, (4) identify any additional witnesses or evidence for the Investigator to pursue. The Investigator will designate a reasonable time for this review and response by the parties, not to exceed five (5) University days. In the absence of good cause, neither the Investigator nor the University Manager will consider discoverable information found through the exercise of due diligence that parties failed to provide to the Investigator during the designated review and response period in the determination of responsibility for a Policy violation.

p. **Final Investigation Report.** Unless there are significant additional investigative steps requested by the parties or identified by the Investigator, within five (5) University days after receipt and consideration of any additional comments, questions and/or information submitted by the parties during the designated review and response period, the Investigator will prepare a Final Investigation Report, which will include a recommendation as to whether there is sufficient evidence, by a Preponderance of the Evidence, to support a finding of responsibility for a violation of the Policy (and, where applicable, any other relevant University policy). In reaching this recommended finding, the Investigator will consult with and deliver the Final Investigation Report to the Title IX Coordinator.

i. **Recommended Finding(s).** The Investigator will provide a recommendation whether there is sufficient evidence, by a Preponderance of the Evidence to support a finding of responsibility for the alleged policy violation(s). The Title IX Coordinator will provide the Final Investigation Report, together with any statements by the parties, to the University Manager for a decision as outlined in Section 1.3.3 (B) of these Procedures.
2. **Acceptance of Responsibility.** The Respondent may, at any time, elect to resolve the Formal Resolution process by accepting responsibility for the Prohibited Conduct, in which case the Title IX Coordinator will refer the matter for imposition of sanction(s).

3. **Review and Determination of the University Manager.** The final investigative report is issued to the appropriate University Manager to determine whether there is sufficient evidence to support the Investigator’s recommended finding(s) by a Preponderance of the Evidence.

The University Manager shall render a decision and determine what action, if any, is appropriate. Possible outcomes include a finding of: “responsible”, “not responsible”, sanctions or directives intended to stop, prevent, or remedy the effects of discrimination or harassment determined to have occurred; remanding the matter to the Title IX Coordinator with instructions for further investigation; or other action. The instructions may include guidance regarding the scope of information to be further investigated and any appropriate stipulations, including the appointment of a new Investigator.

Possible directives or sanctions applicable to the Respondent include, but are not limited to: gender-based harassment and discrimination training; formal and informal referral to the Employee Assistance Program (EAP); progressive disciplinary action; imposing or extending a No Contact Order; transfer of position; removal of administrative appointment; demotion; suspension; and/or termination of employment.

The Policy prohibits a broad range of conduct, all of which is serious in nature. The propriety of any particular sanction is reviewed on an individual basis based on the unique facts and circumstances outlined in the investigative report. In keeping with the University’s commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Policy provides the appropriate executive with wide latitude in the imposition of sanctions tailored to the facts and circumstances of the Prohibited Conduct, the impact of the conduct on the Complainant and University community, and accountability for the Respondent. The imposition of sanctions is designed to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects while supporting the University’s educational mission and legal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved, or so deleterious to the educational process that it requires severe sanctions, including suspension or termination of employment from the University.

Once the appropriate executive has determined that there is sufficient evidence, by a Preponderance of the Evidence, to support a finding of responsibility under the Policy, any one or more sanctions may be imposed. In determining the appropriate sanction(s), the appropriate executive will be guided by a number of considerations, including:

- The severity, persistence, or pervasiveness of the Prohibited Conduct;
- The nature of violence (if applicable) of the Prohibited Conduct;
- The impact of the Prohibited Conduct on the Complainant;
- The impact or implications of the Prohibited Conduct within the University community;
- Prior misconduct by the Respondent, including the Respondent’s relevant prior disciplinary history, at the University or elsewhere, and any criminal convictions;
- Whether the Respondent has accepted responsibility for the Prohibited Conduct;
- The maintenance of a safe, nondiscriminatory and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling factors.
The University Manager will consult with other administrators as needed, including Human Resources, the Office of the Provost, and the Title IX Coordinator, to ensure that any disciplinary action is appropriate for the violation and consistent with the disciplinary procedures for the Employee type and prior University action for similar policy violations. The University Manager will also determine any other appropriate actions, which may include but are not limited to: (1) imposing or extending a No Contact Order; (2) imposing or extending academic, University housing, and/or University employment modifications; (3) imposing or extending other restorative remedies for the Respondent, such as formal referral to the Employee Assistance Program (EAP) and education and training that encourage the Respondent to develop insight about the Prohibited Conduct, learn about the impact of the Prohibited Conduct on the Complainant and the University community, and identify how to prevent that Prohibited Conduct in the future (including community service and mandatory participation in training, education and/or prevention programs related to the Prohibited Conduct); (4) imposing or extending increased monitoring, supervision, and/or security at locations or in connection with activities where the Prohibited Conduct occurred or is likely to reoccur; (5) arranging for conducting targeted or broad-based educational programming or training for relevant persons or groups; and/or (6) imposing any other remedial or protective measures that are tailored to achieve the goals of the Policy.

Any sanction or combination of sanctions imposed upon a Respondent may be documented in the Respondent’s personnel file. Nothing in these Procedures prevents the University Manager from imposing disciplinary action against a Respondent where the Final Investigation Report demonstrates that the Respondent engaged in other conduct prohibited by the University, regardless of whether the Respondent has been found responsible for violating the Policy.

4. **Notice of Outcome.** The University Manager will notify the Title IX Coordinator in writing of his or her decision, outlining acceptance or rejection of the recommendation of the Investigator(s), the rationale for the decision, any sanction(s) against the Respondent, the rationale for such sanction(s), and any other remedial actions for the Complainant, the Respondent, and/or community to be implemented as a result of the finding.

The Title IX Coordinator shall notify the Complainant and the Respondent, simultaneously, in writing (which may be via email) of the outcome of the investigation and notice of opportunity to appeal.

5. **Notice of When Results Become Final.** All parties shall receive notice when the results are final which states that no appeal requests were received and/or granted. The process concludes, unless an appeal request is submitted and granted (see Section 1.3.3 (B) 6. “Appeal Requests”).

6. **Appeal Requests.** In the event that either the Complainant or Respondent believes that the resolution of the complaint is not adequate or has not rectified the situation, an appeal request may be made. The Appeal Request process serves as a procedural safeguard for the involved parties. Appeal requests may be submitted in writing, filed with the Title IX Coordinator, within five (5) University days of receipt of the decision.
a. Appeal Request Description and Merits: An appeal is a review of the record of the original investigation, finding of responsibility, sanctions/directives assigned (if any), and/or procedures. Appeals are limited to a review of the investigation, findings of the initial investigation, related procedures, and supporting documents. 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.

Appeal review will take place to review appeals that are received within the appeal deadline and substantially articulate one (1) or more of the following appeal merits:

i. Disproportionate Sanction(s)/Directive(s): To consider whether the sanctions or directives imposed are significantly disproportionate to the severity of the violation. (Simple dissatisfaction with a sanction is not grounds for overturning under this provision.)

ii. New Information: To consider new documentation, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction(s). A summary of this new documentation and its potential impact must be included.

iii. 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.).

b. Appeal Request Review: When an appeal request is submitted, the Appellate Reviewer will review the appeal request to determine if the appeal request was (1) submitted within five (5) University days and (2) substantially articulates one (1) or more of the aforementioned appeal merits.

i. Request Denial: If the appeal request fails to IS NOT submitted within five (5) University days and/or the appeal request DOES NOT substantially articulate one (1) or more of the appeal merits, then the Appellate Reviewer will notify the Title IX Coordinator in writing of his or her decision to deny the appeal request and the rationale for the decision.

ii. Request Granted: If the appeal request IS submitted within five (5) University days AND the appeal request DOES meet one (1) of the appeal merits, then the Appellate Reviewer will notify the Title IX Coordinator in writing of his or her decision to grant the appeal request and the rationale for the decision.

c. Notice of Outcome of Appeal Request: The Title IX Coordinator shall notify the Complainant and the Respondent, simultaneously, in writing (which may be via email) of the outcome of an appeal request. A granted appeal request shall proceed to an Appeal Review. A denied Appeal Request shall not proceed further and the process concludes.

7. Appeal Review. For a granted appeal request, the Title IX Coordinator will inform the opposing party of a granted appeal request (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).

Every effort will be made to hear or resolve an appeal within fifteen (15) University days of the submitted appeal request.
a. In cases involving complaints against faculty members, the University Provost and Vice President for Academic Affairs shall serve as the Appellate Body.

b. In cases involving complaints against staff members, the Vice President of Finance shall serve as the Appellate Body.

An appeal is a review of the record of the original investigation, finding of responsibility, sanctions/directives assigned (if any), and/or procedures. An appeal is limited to a review of the investigation, findings of the initial investigation, related procedures, and supporting documents. The Appellate Body may consult with other administrators as needed to address the merits of the appeal.

The Appellate Body shall review the case and render a written decision to 1) uphold the decision of the Managing Body; 2) overturn the decision of the Managing Body; 3) modify the decision of the Managing Body; or, 4) remand the matter to the original or a new Managing Body for the acceptance of more evidence or further investigation.

8. Notice of Final Outcome. The Appellate Body will notify the Title IX Coordinator in writing of his or her decision, outlining a rationale for the decision, any directive(s)/sanction(s) against the Respondent (or modification), the rationale for such directive(s)/sanction(s) (or modification), and any other remedial actions for the Complainant, the Respondent, and/or community to be implemented as a result of the finding.

The Title IX Coordinator shall notify the Complainant and the Respondent, simultaneously, in writing (which may be via email) of the final outcome of the appeal. The decision of the Appellate Body shall be final.

9. Pending Directions and/or Sanctions during Request and Review. All directives and/or sanctions imposed by the University Manager will be in effect during an appeal request and review. A request may be made to the Title IX Coordinator for special consideration, due to exigent circumstances, but the presumptive stance of the University is that the directives and/or sanctions will stand. Work, scholarship, travel, graduation, study abroad, internships, co-curricular activities, and athletic team involvement do not, in and of themselves, constitute exigent circumstances. Hence, employees and students may not be able to participate in certain activities during an appeal request and review. In cases whereby an 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 employee or student to a prior status and assist with correspondence for missed work or coursework, while acknowledging that some opportunities may be lost in the short term. The University shall maintain safety as the first priority.

10. 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 Title IX Coordinator and Appellate Body for consideration of re-opening the case. If the newly
acquired or discovered documentation was not accessible during the original appeal deadline, then the Appellate Body may conduct an initial review of the newly submitted information and remand the case to the original investigator(s) for re-opening of the hearing or Managing Body to allow reconsideration of the original determination. 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 Appellate Body shall be final.

**TIMELINES:** In order that complaints result in a timely decision, the following timelines are established:

A. Investigation by University Investigator(s): Investigation conducted and findings and conclusions reported to Title IX Coordinator and/or Managing Body within forty-five calendar (45) days.

B. Decision by Managing Body: Rendered within five (5) days of receipt of findings and recommendations from Title IX Coordinator.

C. Appeal to Appellate Body: Opportunity to request and appeal within five (5) days of receipt of Outcome decision. Decision by Appellate Body within five (5) days. Total of ten (10) days for this phase of the process.

D. Every effort will be made to resolve complaints, including appeals, in sixty (60) calendar days or less.

E. Under unusual circumstances, such as extremely complex issues requiring extensive research, witness unavailability, or situations when strict adherence to these timelines would detrimentally affect the quality of the process, the timelines may be extended upon written notice to the parties. The written notice shall state the reason for the delay and the anticipated date of completion of the relevant phase of proceedings.

**SEXUAL MISCONDUCT: POLICIES AND DEFINITIONS**

**Definitions**

A. **COMPLAINANT:** A Complainant is any person who believes and claims that he or she has been a target of a crime or policy violation by another person or organization. The Complainant has the right to report violations of law or university policy with law enforcement or the appropriate University official.

B. **RESPONDENT:** A “Respondent” is any person accused of violating University policy.

C. **STUDENT:** Any person admitted and/or enrolled at the University, whether full-time, part-time, concurrent, on campus, abroad, online, or any other form of enrollment. Any person not officially enrolled for a particular semester, but who is eligible to enroll or who has a continuing relationship with the University, may be considered a Student.

D. **EMPLOYEE:** Any person retained by the University to perform services, including, but not limited to, tenured and non-tenured faculty, adjunct faculty, full- and part-time staff, hourly wage staff (including temps), interns, professional research staff, and post-doctoral fellows.

E. **STUDENT EMPLOYEE:** Any person who meets both the Student and Employee definitions.

F. **THIRD PARTY:** Any person who is a contractor, vendor, visitor, guest or other third party.
G. **MANAGING BODY:** The body charged by the Title IX Coordinator to decide the outcome as described in the Procedures of a Formal Resolution (responsibility, sanctions, and other remedial actions, as appropriate). The University Executive is typically selected from those in a supervisory role over the Respondent, such as a Supervisor, Department Director, Department Chair, Dean, or Vice President.

H. **APPELLATE REVIEWER:** The body charged by the Title IX Coordinator to review an appeal request of the Complainant or Respondent.

I. **APPELLATE BODY:** The body charged by the Title IX Coordinator to review the decision of the University Executive appealed by a Complainant and/or Respondent. The Vice President of the area presiding over the Respondent is typically selected as the Appellate Executive.

J. **CONSENT:**
   a. Consent is a knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity.
   b. 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.
   c. 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.
   d. Initiators of sexual activity are responsible for obtaining consent.
   e. 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.
   f. Previous relationships or prior consent cannot automatically imply consent to future sexual acts.
   g. Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop reasonably immediately.
   h. Consent cannot be obtained from an individual who is incapacitated due to lack of consciousness, age, disability, or incapacitated due to drugs or alcohol.
   i. The use of intimidation, coercion, threats, force, or violence automatically negates any previously obtained consent.

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

L. **COERCION:** Coercion is an unreasonable pressure for sexual activity, or any other physical 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.

M. **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 judgement) in the situation would have known about the condition of the incapacitated person.

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, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, stalking, domestic violence, and dating violence. The University is committed to an environment for all Students and Employees which is safe, fair, humane, and respectful and which supports and rewards performance on the basis of relevant considerations such as ability and effort. Individuals should enjoy a learning and working environment free of sexual misconduct, including, but not limited to sexual misconduct perpetrated by students, faculty, staff, or non-affiliated third parties. Sexual misconduct by any member of the University community can be a violation of both law and University policy, and will not be tolerated. 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 involving Students or Employees constitutes a report to the Title IX Coordinator and/or law enforcement. All Employees (save for Counselors, Pastors, Non-Professional Counselors and Advocates) are responsible for reporting all details of sexual misconduct to the Title IX Coordinator when they know or should know of an incident in violation of these policies. Individuals may request confidentiality from the Title IX Coordinator, if they wish to make a report without revealing identifying information.

The University may immediately suspend any Student or Employee 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. Even if an individual chooses not to press criminal charges, the option is available to pursue sanctions through the University system. University sanctions may include, but are not limited to, warning, probation, restrictions, suspension, expulsion, and termination. This policy applies regardless of the sexual orientation, gender identity and/or gender expression of individuals involved. 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/1-3_DisHar_Procedure.pdf

Sexual Harassment Policy Statement: The University of Central Oklahoma will not tolerate nor condone any form of sexual harassment.

A. Definition of Sexual Harassment: Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal 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.

B. **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;

   a. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;

   b. Sexually degrading language used to describe an individual;

   c. Remarks of a sexual nature used to describe a person’s body or clothing;

   d. Display of sexually demeaning objects and pictures;

   e. Offensive physical contact, such as unwelcome touching, pinching, or brushing the body; and

   f. 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.

A. **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.

B. **Examples of Prohibited Contact:** 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; and

   d. Unwanted physical 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.
A. Definition of Non-Consensual Sexual Intercourse: Non-consensual sexual intercourse is any anal, oral, or vaginal penetration however slight, with any object, with another person without consent of that person.

B. 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, threats of violence, etc.);

i. Passive compliance when consent is not actively communicated

j. Sexual intercourse with an individual whose ability to consent is compromised due to alcohol and/or drug use, and the incapacity is known or should have 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); and

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

C. 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.

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. However, there is not a statute of limitations on filing complaints with the University.

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 UCO Police Services 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 are urged not to undergo this ordeal alone.

c. You may call UCO Police Services and report the incident, even if you do not want to prosecute. It is important to report the incident so that the crime can be reported for the protection of 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 infection (S.T.I.) tests. In addition, this will help if you choose to pursue criminal charges. Even if you do not want to prosecute now, you may change your mind later.

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.

A. 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.

B. 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. Engaging in prostitution or prostituting another student;
   f. 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; and,
   g. 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 never tolerate nor condone stalking.

A. Definition of Stalking: 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 reasonable person to fear for their safety or suffer substantial emotional distress. Two or more acts, including, but not limited to, acts which 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.

B. 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 repeated communication or contact, including personal contact, telephone calls, voice messages, email, 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.

C. Suggestions for Responding to Stalking Behavior: Stalking is an unpredictable and dangerous behavior. 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 Services or other local law enforcement agency for assistance.
c. Consult with the Project SPEAK Office for assistance in determining steps you may take, helping you plan for safety, and assisting with on-campus or other available resources.
d. Seek support by notifying your Resident Assistant, family member(s), roommates, co-workers, University staff or faculty members, and/or friends about your concerns.
e. 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.
f. Utilize privacy/security settings on your online social networking pages.
g. Use an unlisted telephone number.
h. Decide in advance what steps you will take if the stalker appears at your home, work, or class.
i. Do not communicate with the stalker or respond to attempts to contact you.
j. Change your locks, install deadbolts and/or a security system and ensure that your windows and doors have working locks.
k. Consider obtaining a court order that requires the stalker to cease from contacting you and to keep a certain distance away from you.
l. Document and/or save contacts, telephone calls, letters, emails, and preserve evidence of harassment.
m. Walk with friends and use UCO’s Operation Safe Walk, which is available free of charge twenty-four (24) hours a day and 365 days a year, by calling (405) 974-2345.

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

Domestic and Dating Violence Policy Statement: The University of Central Oklahoma will neither tolerate nor condone domestic violence and dating violence.

A. Definition of Domestic Violence: Domestic violence is a crime of violence 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.

B. Definition of Dating Violence: Dating violence is a crime of 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 another person. 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 that meet the definition of domestic violence (see Section 1.2.5.G.1.). 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 evidence by lingering jealousy, residual anger, resentment, feeling slighted or used, or delayed retribution from the prior relationship.

C. Suggestions for Responding to Domestic Violence or Dating Violence Behavior:

a. Trust your instincts. Do not downplay the danger. If you feel unsafe, you may be unsafe.
b. Get medical attention and take photos of injuries.
c. Contact UCO Police Services or other local law enforcement agency for assistance.
d. Consult with the Project SPEAK Office for assistance in determining steps you may take, helping you plan for safety, and assisting with obtaining on campus or other resources.
e. Contact the YWCA Domestic Violence Hotline at (405) 297-1139 for VPO Assistance/Information.
f. Seek support by notifying your Resident Assistant, family member(s), roommates, co-workers, University staff or 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 Services at (405) 974-2345 or local police immediately.

COMPLICITY: Any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct by another person. This also includes the failure to report an act of Prohibited Conduct by a Responsible Employee.

RETAILIATION PROHIBITED: Retaliation against complainants and/or anyone reporting UCO policy violations is prohibited by University policy and federal and state laws. Retaliation includes, but is not limited to, threats, hazing, intimidation, stalking, and reprisal against anyone who reports or files a complaint. This policy also prohibits retaliation against witnesses of alleged policy violations.

OKLAHOMA CRIMINAL LAW DEFINITIONS: In accordance with the Violence Against Women Reauthorization Act of 2013, please be advised that the following definitions 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 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 below are reviewed and verified annually; for a more frequently updated resource, please consult the Oklahoma State Court Network website at http://www.oscn.net.
Definition of Rape
Oklahoma Penal Code, 21 O.S. §1111 defines rape as the following:

A. “Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
   a. Where the victim is under sixteen (16) years of age;
   b. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
   c. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
   d. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
   e. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
   f. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
   g. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
   h. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.
   i. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

Definition of Sexual Assault
Oklahoma Penal Code, 21 O.S. §112, defines sexual assault as: “…any type of sexual contact or behavior that occurs without explicit consent of the recipient including, but not limited to, forced sexual intercourse, forcible sodomy, child molestation, child sexual abuse, incest, fondling and all attempts to complete any of the aforementioned acts.”

Definition of Consent
Oklahoma Penal Code, 21 O.S. §113, defines consent as the following: “The term “consent” means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:
   1. Given by an individual who: a. Is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or b. Is under duress, threat, coercion or force; or
   2. Inferred under circumstances in which consent is not clear including but not limited to: a. The absence of an individual saying “no” or “stop”, or b. The existence of a prior or current relationship or sexual activity.”

Definition of Force
Oklahoma Penal Code, O.S. §111, defines force as:
“...any force, no matter how slight, necessary to accomplish the act without the consent of the victim. The force necessary to constitute an element need not be actual physical force since fear, fright or coercion may take the place of actual physical force.”

Definition of Domestic/Dating Violence
Oklahoma Penal Code, 21 O.S. §644, defines domestic and dating violence as:

“...any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.”

Oklahoma Penal Code 22 O.S. §60.1(5), further defines dating violence as:

“...a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.”

Definition of Stalking
Oklahoma Penal Code, §21-1173, defines stalking as:

“Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

a. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and

b. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested...”

OPTIONS FOR REPORTING: RESPONSIBLE EMPLOYEES AND CONFIDENTIAL DISCLOSURE

The University encourages students, faculty, staff, visitors, 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”.
- Some employees may be spoken to in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a University investigation into an incident against the wishes of the person disclosing the incident.
- Some employees are required to report all the 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.

This policy is intended to make students, faculty, staff, visitors, and any other individuals who have experienced sexual misconduct aware of the various reporting and confidential disclosure options available to them. The University encourages individuals who have experienced sexual misconduct
to talk to someone identified in one or more of these groups. Additionally, this policy is intended to make faculty and staff aware of their reporting obligations when an individual discloses an incident of sexual misconduct. Questions about this policy and your responsibilities as an employee should be directed to your supervisor and/or a Title IX Coordinator.

A. PRIVILEGED AND CONFIDENTIAL COMMUNICATIONS

a. PROFESSIONAL AND PASTORAL COUNSELORS: 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 Title IX Coordinator without permission of the individual making the disclosure.

Following is the contact information for these individuals:

- Center for Counseling and Well-Being
  405-974-2215
  Nigh University Center, Room 402

- Psychology Clinic
  405-974-2758
  Education Building, Room 307

- Employee Assistance Program
  1-866-327-2400
  https://www.deeroakseap.com/

B. NON-PROFESSIONAL COUNSELORS AND ADVOCATES: Individuals who work or volunteer in certain capacities, such as with the Project SPEAK Office, Health Promotion and Outreach, and the Student Alliance for Equality (S.A.F.E.) organization, including front desk staff and students, can generally talk to a person who has experienced sexual misconduct or gender-based discrimination without being required to reveal any personally identifiable information about an incident to the University. A person who has experienced sexual misconduct or gender-based discrimination can seek assistance and support from these individuals without triggering a University investigation that could reveal their identity.

To the extent that personally identifiable details are protected, these individuals or their office must report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report, which includes no information that would directly or indirectly identify the person who has experienced sexual misconduct, helps keep the university in compliance with Jeanne Clery Act reporting requirements and provides the Title IX Coordinator with information concerning the general extent and nature of gender-based discrimination and sexual misconduct on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the person affected to ensure that no personally identifiable details are shared with the Title IX Coordinator.

Following is contact information for UCO non-professional counselors and advocates:

- Project SPEAK
  405-974-2224
  Nigh University Center, Room 402
Student Alliance for Equality (S.A.F.E)
Faculty Advisor: Dr. David Macey (dmacey@uco.eu, 405-974-5922)
Faculty Advisor: Prof. Charleen Weidell (cweidell@uco.edu, 405-974-3772)

Individuals who elect to maintain confidentiality should be advised that the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.
Even so, these counselors and advocates will still assist the person who has experienced sexual misconduct in receiving other necessary protection and support, such as advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.
Individuals who initially request confidentiality may later decide to file a complaint with the University or report the incident to local law enforcement, thus requiring a full investigation. These counselors and advocates will provide assistance, if desired.

IMPORTANT NOTES: (1) While these professional and non-professional counselors and advocates may maintain confidentiality, they may have reporting or other obligations, such as mandatory reporting of abuse to minors and the elderly, imminent harm to self or others, requirement to testify by court order in a criminal case, Jeanne Clery Campus Security Act statistics, etc. (2) If the University determines that the alleged perpetrator(s) pose a serious and immediate threat to the University community, the UCO Police Services may be called upon to issue a timely warning to the community. Any such warning will not include any personally identifiable information for the individual who experienced the sexual misconduct.

MISCELLANEOUS REPORTING METHODS

A. “Take Back the Night” and Other Public Awareness Events: Public awareness events such as “Take Back the Night”, “The Clothesline Project”, candlelight and “coming out” vigils, protests, panel discussions during S.A.F.E. meetings/events, “Survivor Speak Outs”, “Sex in the Dark” or other forums in which individuals disclose incidents of sexual misconduct or gender-based discrimination are not considered notice to the University for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

B. Institutional Research: Research involving human subjects conducted at or sponsored by the University is reviewed by the UCO Institutional Review Board (IRB) for compliance with federal regulations and ethical principles. Generally, a disclosure of sexual misconduct or gender-based discrimination is not considered notice to the University for the purposes of triggering its obligations to investigate any particular incident(s). However, the IRB may: require additional information from any prospective research investigators, submit an application for further review. Require specific disclosures and informed consent, and implement other additional safeguards to minimize risk to participants. The IRB may also consult with the Title IX Coordinator on specific applications for guidance on reporting duties and safeguards available.

Note: Any reporting exception for research applies only to the disclosures made during the research project. Disclosures made to the research personnel outside of the research protocols (e.g., during faculty office hours or while providing academic advising) are NOT excepted from regular duties to report as a Responsible Employee. Reporting duty exceptions may not be granted in certain cases, such as in the duty to report suspected child abuse/neglect, and sexual misconduct or gender-based discrimination potentially perpetrated by an Employee.
C. **Academic Assignments:** Generally, a disclosure of sexual misconduct or gender-based discrimination made in academic assignments, including writing assignments and classroom presentations, is not considered notice to the University for the purpose of triggering its obligation to investigate any particular incident(s). However, the instructor may respond to disclosures by referring the student to safety, support and reporting resources. The instructor may also consult with the Title IX Coordinator on specific options for safety, support, and reporting options.

D. **Anonymous Reporting:** Although the University encourages persons who have experienced sexual misconduct to talk to someone, the University does receive anonymous reports. An anonymous report is an unofficial means to inform the University that an incident has occurred on or near campus or against a University member. This method has been developed to encourage reporting without the risk of identity exposure and the pressures of filing a report with the University administration and/or filing criminal charges with a local law enforcement agency. The anonymous report will provide information to the University which will allow for improved prevention programming and resources for the UCO community. To keep information anonymous, do not include names of victims or perpetrators. If names are included, this is no longer considered an anonymous report and an investigation may be conducted. Since the anonymous reporting method is unofficial and information may be limited, the University may not be able to take disciplinary action in response to such a report. Anonymous reports will remain confidential to the public, but may be shared for statistical, programmatic, and/or referral purposes.

E. **Off Campus Counselors and Advocates:** Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the University unless the disclosure is requested.

Following is contact information for these off-campus resources:

**YWCA Domestic Violence Hotline**
(405) 917-YWCA (9922)

**Sexual Assault Hotline**
(405) 943-RAPE (7273)

**Oklahoma & Statewide Safety Hotline**
1-800-522-SAFE (7233)

**National Information & Referral Hotline**
Dial 2-1-1

**IMPORTANT NOTE:** While these off-campus counselors and advocates may maintain confidentiality vis-à-vis the University, they may have reporting or other obligations under state law, such as mandatory reporting of abuse to minors and the elderly, imminent harm to self or others, requirement to testify by court order in a criminal case, Campus Security Act statistics, etc.
REPORTING TO “RESPONSIBLE EMPLOYEES”:
A “Responsible Employee” is a University employee who (1) has the duty to report incidents of sexual misconduct or other policy violations, (2) has the authority to redress sexual misconduct, or (3) an individual could reasonably believe has this duty or authority.

All University faculty and staff not previously identified as “Professional and Pastoral Counselors” or “Non-Professional Counselors and Advocates” are “Responsible Employees”.

When a person who has experienced sexual misconduct informs a Responsible Employee, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator or Deputy Title IX Coordinator all relevant details about the alleged sexual violence shared by the reporting person and that the University will need to determine what happened. This report must include relevant known information about the incident(s), including the name(s) of the person who experienced the sexual misconduct, alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the University’s response to the report.

Before an individual reveals information about sexual misconduct to a Responsible Employee, the employee should ensure that the individual understands the employee’s reporting obligations. If the individual wants to maintain confidentiality, the responsible employee should direct them to confidential resources.

If the person who experienced the sexual misconduct wants to tell the responsible employee what happened, but maintain confidentiality, the employee should respond that the University will consider the request, but cannot guarantee that it will be honored. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Coordinator of the request for confidentiality.

Responsible Employees will not pressure an individual to request confidentiality, but will honor and support the individual’s wishes, including for the University to fully investigate an incident. By the same token, Responsible Employees will not pressure an individual to make a full report if the individual is not comfortable doing so.

REQUESTS FOR CONFIDENTIALITY:
If a person who experienced sexual misconduct discloses an incident to a Responsible Employee, but wishes to maintain confidentiality or requests that the University not conduct an investigation into a particular incident nor take appropriate disciplinary action, the University must weigh that request against the University’s obligation to provide a safe, non-discriminatory environment for all UCO community members, including the person making the report.

If the University honors the request for confidentiality, all parties must understand that the University’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.
There are rare times when the University may not be able to honor a request for confidentiality in order to provide a safe, non-discriminatory environment for all UCO community members.

The University has designated the following individual(s) to evaluate requests for confidentiality:

Paul Goertemiller, EEO/Title IX Coordinator  
Division of Student Affairs  
Nigh University Center, Room 136, Box 300  
Edmond, OK 73034  
Phone: (405) 974-2763  
Email: pgoertemiller@uco.edu or TitleIX@uco.edu

When weighing a request for confidentiality, or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other misconduct, such as:
  - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual misconduct or other violence against the reporting person or others;
  - whether the sexual misconduct was committed by multiple perpetrators;
  - whether the sexual misconduct was perpetrated with a weapon;
  - whether the person who experienced sexual misconduct is a minor;
  - whether the University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence); and
  - whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the request for confidentiality.

If the University determines that it cannot maintain confidentiality, the University will inform the person who experienced the sexual misconduct prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University’s response.

The University will:
1. remain ever mindful of the individual’s well-being,  
2. take ongoing steps to protect the individual from retaliation or harm, and  
3. work with the individual to create a safety plan. Retaliation against a person who has experienced sexual misconduct will not be tolerated. The University will also:
   - assist the individual in accessing other available resources, such as advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus; and
   - provide other security and support, which could include issuing a No Contact Order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation), or adjustments for assignments or tests; and
• inform the individual of the right to report a crime to campus or local law enforcement and provide assistance if desired.

The University may not require a person who has experienced sexual misconduct to participate in any investigation or disciplinary proceeding.

Because the University is under a continuing obligation to address the issue of sexual misconduct, reports of sexual misconduct (including non-identifiable reports) will also prompt the University to consider broader remedial action, such as: increased monitoring; supervision or security at locations where the reported sexual misconduct occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; complete publicly available record keeping for disclosure and awareness (including non-identifiable statistics for the Annual Security or “Clery Act” Report), and/or revisiting its policies and practices.

INITIATING COMPLAINTS:
Any employee, student, applicant for employment or admission, visitor, or other non-affiliated individual may initiate a complaint by contacting the University Title IX Coordinator:

Paul Goertemiller, EEO/Title IX Coordinator
Division of Student Affairs
Nigh University Center, Room 136, Box 300
Edmond, OK 73034
Phone: (405) 974-2763
Email: pgoertemiller@uco.edu or TitleIX@uco.edu

Reports involving an employee may be initiated by contacting the Deputy Title IX Coordinator for Employees in the Human Resources Department:

Erika Cerda, Director of Employee Relations
Nigh University Center, Room 323
100 N. University Drive, Box 175
Edmond, OK 73034
Phone: (405) 974-2932
Fax: (405) 974-3896
Email: ecerda@uco.edu

Reports involving a student athlete, coach or athletic staff member, or gender equity in athletics may be initiated by contacting the Deputy Title IX Coordinator for Athletics:

Darnell Smith, Assistant Athletic Director for Compliance
Sports Performance Center, Room 212J
100 N. University Drive, Box 330
Edmond, OK 73034
Phone: (405) 974-3959
Fax (405) 974-3820
Email: dsmith132@uco.edu
Reports involving an individual at an off-site location, such as ACM@UCO, may initiate a complaint of discrimination or harassment to any of the offices above as appropriate, or to the on-site director of the program.

To make a report after hours or when offices are closed for university holidays, the individual should contact the University Police Services at (405) 974-2345.

ANONYMOUS REPORTS:
An anonymous report is an unofficial means to report an incident. This method has been developed to encourage reporting of Sexual Misconduct without the risk of identity exposure and the pressures of filing a report with University administration and/or filing criminal charges with a local law enforcement agency. The anonymous report will provide valuable information to University administration and/or University Police Services, which will allow for improved prevention programming and resources for the University campus community’s future.

Anonymous reports involving students 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/student-affairs/conduct/reportanincident/index.asp.

The Board of Regents of the Regional University System of Oklahoma, the University’s governing body, established a “RUSO Tip Line” as one method for individuals to discreetly and confidentially report activities which they, in good faith, believe may be unethical, illegal or otherwise inappropriate behavior in violation of established policies. The RUSO Tip Line allows concerns to be submitted anonymously to a secure server administered by EthicsPoint.

Any person may report incidents online at www.ruso.ethicspoint.com or by calling toll-free to 866-898-8438. An EthicsPoint Contact Center Specialists facilitates each telephone call and compiles the required information. The information is forwarded to designated RUSO and University officials, who then conduct an appropriate investigation and resolution.

The RUSO Tip Line allows for ongoing anonymous communication between the University and the reporting party. The reporting party is encouraged to participate in follow-up communication, as needed, in the event more information is needed to address the concern.

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 University Police Services and/or the Center for Counseling and Well-Being for statistical, programmatic, and/or referral purposes. Since the anonymous reporting method is unofficial, the University may not be able to take disciplinary action in response to such a report.
ADDITIONAL AVENUES OF RECOURSE:
In addition to filing a complaint under this Policy, individuals may have additional reporting and legal options. Examples of other potential avenues of redress include:

- Oklahoma Attorney General’s Office of Civil Rights Enforcement (OCR): http://www.oag.ok.gov/civil-rights-enforcement-unit
- U.S. Department of Justice (DOJ): www.justice.gov
- Protective Order: https://www.oklahomacounty.org/164/victims-protective-orders Local Law Enforcement

REPORTING TIME LIMIT:
No time limit exists for reporting Prohibited Conduct to the University under this policy; however, the University’s ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the University. If the Respondent is no longer affiliated with the University, the University will provide reasonably appropriate remedial measures, assist the Complainant in identifying external reporting options, and take reasonable steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

COMPLAINANT AMNESTY POLICY:
The University encourages the reporting of alleged sexual misconduct. The University also recognizes that the potential for disciplinary action by the University may act as a deterrent to reporting. Therefore, the University has implemented an amnesty policy. In these incidents, the primary concern is the well-being, health, and safety of community members. The University will not pursue disciplinary action against Complainants for disclosure of illegal personal consumption of drugs or alcohol where such disclosures are made in connection with a good faith report or investigation of Prohibited Conduct.

Pursuant to University policy, most University employees, called “Responsible Employees,” are required to report to the Title IX Coordinator all information disclosed to them about an incident of Prohibited Conduct. (See Section 1.2.7.B. “Reporting to “Responsible Employees”). The Code of Student Conduct includes additional information about amnesty for student witnesses of sexual misconduct and alcohol and drug medical emergencies, which is available online at: http://sites.uco.edu/student-affairs/conduct/files/codeofconduct-2018-19-printfile.pdf (see Section III. L.).

PREVENTION AND AWARENESS PROGRAMMING:
Project SPEAK (Support, Promote, Educate, Advocate for Knowledge): The goal of Project SPEAK is to spread knowledge and develop a campus culture that fosters healthy relationships. Through knowledge, UCO community members will not condone violence or victim blaming, but will provide an environment that is conducive to every individual’s success. In this program, students, staff and faculty are supported by providing a confidential assessment of their needs, free of charge. Project SPEAK promotes awareness of domestic and sexual violence, sexual assault, stalking and bullying are promoted via campus wide activities and class presentations and informs the campus community on the importance of being a proactive bystander as well as providing advocacy for those who need it, all while striving to assist everyone at UCO with a non-judgmental
and compassionate demeanor at all times. Project SPEAK helps those who have lost their voice to find their voices again by empowering people to SPEAK and break the silence and 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 advocate 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 residence halls, assist with university procedures, including student and employee conduct processes, address academic concerns, and assist with schedule changes, if desired.

Campus Advocate:

Julia Reed, LCSW
Senior Director, Center for Counseling and Well-Being
Nigh University Center, Room 402
100 N. University Drive, Box 174
Edmond, OK 73034
Phone: (405) 974-2215
Email: jreed31@uco.edu

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.

For Immediate Threat or Danger: Call UCO Police Services at (405) 974-2345 or dial 9-1-1.

Center for Counseling and Well-Being: The UCO Center for Counseling and Well-Being staff provides students’ confidential services throughout their college experiences to resolve emotional difficulties, improve personal skills, overcome the effects of trauma or grief, decrease substance use and achieve their intellectual, personal, and creative potential. For more information, please contact the Center for Counseling and Well-Being, Nigh University Center, Room 402, or call (405) 974-2215. You may also visit http://www.uco.edu/student-affairs/scf.

University Police Services can be accessed at any time, during and after business hours, at (405) 974-2345 or by dialing 9-1-1.

Information on Primary Prevention & Risk Reduction: The University’s campus culture fosters healthy relationships through supportive efforts, promotion, education, advocacy and knowledge. The University focuses on two key components, education and knowledge, to encourage campus community members to act as responsible, engaged and pro-active bystanders. UCO schedules numerous university events, programs and trainings to campus community members throughout the fiscal year to comprehensively and preventatively address different levels violence, including
individual, relationship, community and society. Furthermore, the programming is designed to benefit everyone at UCO, regardless of gender identity, sexual orientation, or gender expression.

UCO acknowledges that sexual misconduct on college campuses is a serious issue that can have lasting harmful effects on those that experience it as well as their friends and family members. Thus, one goal of the University to stop those that perpetrate violence on our campus by widely publishing grievance policies and educating about disciplinary and other options available to individuals who may have experienced sexual misconduct.

Another goal of the University is to decrease the number of individuals that experience sexual misconduct on campus. The risk of sexual misconduct is reduced by a variety of efforts which include, but are not limited to: promotion of SafeWalk, My SPEAK plan cards (an informative checklist to prevent sexual misconduct) and understanding consent including: affirmative language, self-defense seminars and bystander intervention techniques adapted from Bringing in the Bystander™ (BITB). UCO does not condone any form of violence or victim blaming and strives to provide an environment that is conducive to every individual’s success. Project SPEAK, the Office of Student Conduct, the Title IX Coordinator, Athletics, and many other offices partner to provide ongoing education to students, faculty, and staff and comply with guidelines established by the reauthorization of the Violence Against Women Act and guidance issued by the Department of Education. In addition, 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 proactive bystanders, individuals whose behaviors intervene in ways that influence the outcome positively. An active bystander can intervene before, during or after an act of violence or any misconduct has occurred. By being an active bystander, one can provide a positive social support system, which is essential in the resilience and recovery of the individual who has experienced a form of violence, coercion, intimidation, harassment, or any other treatment that causes distress. UCO develops active bystanders via campus-wide implementation of bystander intervention education programming adapted from Bringing in the Bystander™ (BITB).

Bystanders have safe and positive options for intervening effectively. Bystanders can provide a positive social support system, which is essential in the resilience and recovery of the individual who experienced a form of violence, whether through force, coercion, intimidation or harassment.

Bystanders can also intervene before, during, or after an act of violence has taken place. **There are effective measures an individual can take in order to preventing a risky situation from escalating, while at the same time keeping out of harm’s way. 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”**.
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. Some examples include: Start By Believing, Consent is Sexy, Not Alone, and It's on US.

ADDITIONAL AWARENESS AND PREVENTION PROGRAMS ON CAMPUS

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/.
  - 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 may 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 Safety and Identify 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. 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.

Note: The definitions below are used to ensure consistent reporting of incidents pursuant to the Clery Act. They may differ slightly from definitions shown in the Sexual Misconduct section above. Any discrepancy in definitions is not intentional, but reflects differences in purposes the data is used for – e.g. policy purpose vs. data reporting.

- **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 2019 report for incidents occurring in 2016, 2017 and 2018. These additional categories are: Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism (definitions shown below but are only included statistically if they were a Hate/Bias Crime). 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 summary.

- **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 its operation.

All Other Larceny: All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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:

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.

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.

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.
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 2019 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 2015 through 2017. 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 2019 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.

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### Statistical Summary: Tables of Known Criminal Offenses 2016, 2017, 2018

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS STUDENT HOUSING FACILITIES</th>
<th>NON-CAMPUS PROPERTY</th>
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<td>2018</td>
<td>0</td>
<td>0</td>
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On-Campus Property equals the sum of On-Campus Student Housing Facilities statistics and statistics from the remainder of Campus Property.
Known Violence Against Women Act (VAWA) Offenses

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<td>STUDENT RESIDENCE</td>
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<td>FACILITIES</td>
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<td>PUBLIC PROPERTY</td>
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<td>Domestic Violence</td>
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<td>Dating Violence</td>
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Arrests and Disciplinary Referrals

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<td>2016</td>
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<td>Arrests: Drug Abuse Violations</td>
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<td>Disciplinary referrals: Drug</td>
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<td>46</td>
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<tr>
<td>2018</td>
<td>60</td>
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</table>
Known Hate Crimes – On-Campus, Residential, Non-Campus Property, Public Property

2016: No hate crimes were reported in 2016

2017: One (1) incident of Intimidation On-Campus – Race Bias

2018: No hate crimes were reported in 2018

Unfounded Crimes

2016: None

2017: A timely warning was issued in September 2017 by the University following a report of forcible rape occurring just west of the main campus in Edmond. The Edmond Police unfounded the report after it was determined, beyond question, that it was falsely reported.

2018: In late April of 2019 a forcible rape was reported to have occurred in a campus parking lot. UCO Police unfounded the report after it was determined, beyond question, that it was falsely reported.
2019 Oklahoma City Campuses Annual Security Report:
Information and Known Offenses

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, Suite 100., Oklahoma City, Oklahoma

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

**ACM@UCO**

![ACM@UCO image]

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 300 full-time and part-time students. Many ACM students also take classes on the main campus in Edmond.

ACM@UCO is all about 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 not possible.
Student Community Service Officers employed by the UCO Police Department provide SafeWalk and other various security duties during selected evening hours on days classes are in session.

A privately-operated entertainment facility and bar was located on the first floor until mid-2019. It operated Thursday through Saturday evenings only from 7pm to 2am. Patrons of this business were not able to 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 was used until mid-2019 by UCO. This facility was used for student performances (concerts) and was 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. In 2019 the Performance Venue for student performances and other ACM events is being relocated into the main ACM building in the space previously occupied by the private entertainment vendor.

All policies, procedures and programs outlined in the 2019 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 Downtown– Carnegie Centre

UCO holds classes and special events in the lower level of the Carnegie Centre, located at 131 Dean A. McGee Avenue, Oklahoma City, OK 73102 in the heart of the Oklahoma City central 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
“techceptionists” who assist instructors and students. It contains six (6) 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. Student Community Service Officers employed by the UCO Police Department provide SafeWalk and other various security duties during selected evening hours and on weekends when classes are taking place in this 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.

As with ACM@UCO, student Community Service Officers employed by the UCO Police Department work selected hours during the evenings and on select weekends to provide SafeWalk services and other various security duties.

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

All policies, procedures and programs outlined in the 2019 Annual Security and Fire Safety Report are applicable to UCO Downtown.

**UCO’s Customized Education Center**, located at 1 Santa Fe Plaza in downtown Oklahoma City was closed for renovation in 2018 and will reopen in 2020 with new classrooms, labs and offices. Staff working in this location have been housed in the ACM@UCO facility for the majority of the 2018 reporting period.

Pursuant to the memorandum of understanding between UCO and the City of Oklahoma City, these facilities fall 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 2019 Annual Security and Fire Safety Report are applicable to the CHK Central Boathouse.


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.

2016 – Oklahoma City Police reports:
• Four (4) Motor Vehicle Thefts in Public Property. The exact location of each theft is within a parking area near UCO property. UCO reports these in good faith though they may fall slightly outside the reporting geography required by the Clery Act. No other crimes or disciplinary referrals occurred in 2016 in UCO’s Oklahoma City operational areas.

2017 – Oklahoma City Police reports:
• 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 2017.

2018 – Oklahoma City Police reports:
• Two (2) Motor Vehicle Thefts in Public Property: One (1) located directly across the street from UCO ACM Performance Venue (300 block of E. Sheridan Ave.); One (1) located in parking area in Oklahoma City Boathouse District, adjacent to UCO’s CHK Boathouse. Both incidents were, by Clery definition of Public Property, outside the reportable area but are being included in this report to ensure completeness. No other crimes or disciplinary referrals occurred in 2018 in UCO’s Oklahoma City operational areas.

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 or handicap, gender, marital status, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by applicable federal, state, or local law. Discrimination or harassment in violation of this policy should be reported to the Affirmative Action Officer (Office of Legal Counsel) in person at 114D Lillard Administration, or by phone at (405) 974-3377 or fax at (405) 974-3807. After office hours or on holidays, the report may be made by contacting University Police Services at (405) 974-2345.

*Please note that “sexual orientation” and “gender identity” are not protected personal characteristics under federal or state law, but were added to the Equal Opportunity Statement by the University.

Published: September 26, 2019
connect to Central