



# Sooner Safety and Fire Report



2019

*The* UNIVERSITY of OKLAHOMA<sup>®</sup>  
Health Sciences Center

**W**elcome to the University of Oklahoma Health Sciences Center. As members of the university community, each of us assumes the obligation of compliance with all university policies and campus regulations. I am therefore pleased to announce that two university publications, the *2019-2020 Student Rights and Responsibilities Code* and the *2019 HSC Sooner Safety and Fire Report*, are now available online.

The University of Oklahoma Health Sciences Center has been taking increased measures for preventing and responding to potentially violent situations on campus. This year's HSC Sooner Safety and Fire Report contains a wealth of useful information regarding those measures, ranging from information about educational programs on such topics as safety, substance abuse and the Sexual Misconduct Office (for reports of sexual misconduct) to how to report a campus crime. Each campus also has a Behavioral Intervention Team (BIT) and a Threat Assessment Review Committee (TARC) to analyze reports of community members in crisis or exhibiting unusual or dangerous behavior.

The *2019 HSC Sooner Safety and Fire Report* is available online at:

[ouhsc.edu/safety](http://ouhsc.edu/safety)  
[ouhsc.edu/police](http://ouhsc.edu/police)  
[students.ouhsc.edu](http://students.ouhsc.edu)

Copies can be printed upon request at:

- Robert M. Bird Health Sciences Library
- Office of Human Resources
- OUHSC PD
- HSC Student Affairs
- Facilities Management

The Student Code and other university policies are available online at [students.ouhsc.edu](http://students.ouhsc.edu). Printed copies are available at HSC Student Affairs.

The *2019 HSC Sooner Safety and Fire Report* is provided for your information and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 U.S.C. Section 1092(f), as amended] (“The Clery Act”).

I encourage you to review both of these publications at your earliest convenience. If you have any questions, please feel free to contact HSC Student Affairs at (405) 271-2416 or [students@ouhsc.edu](mailto:students@ouhsc.edu).



David Surratt  
 Vice President for Student Affairs

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# The Clery Act Reporting Requirements

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f), as amended (the “Clery Act”) is a federal law requiring all institutions of higher education receiving federal financial assistance under the programs authorized under Title IV of the Higher Education Act of 1965 to disclose certain timely and annual information about campus crime and security policies. The Clery Act, named in memory of a Lehigh University freshman who was assaulted and murdered in her residence hall room in 1986, specifically requires that colleges and universities have in place and disclose the following policies, practices and procedures:

- Policies regarding procedures for students and others to report criminal actions or other emergencies on campus and information regarding the University’s response to such reports
- Policy concerning security of and access to campus facilities and the security considerations used in the maintenance of campus facilities
- Campus law enforcement policies
- The type and frequency of programs designed to inform students and employees about campus security procedures and crime prevention procedures and practices and to encourage students and employees to be responsible for their own security and the security of others
- Annual reporting of statistics concerning Clery criminal offenses

reported to campus security authorities and local police agencies that occurred on campus, at non-campus buildings or on non-campus property, and on public property immediately adjacent to or accessible from the campus

- Policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by the University
- 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
- A statement that the University will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such a crime or crimes.
- Information regarding emergency response and evacuation procedures
- Policy regarding missing student notification procedures
- A statement of policy regarding campus programs to prevent domestic violence, dating violence, sexual assault, and stalking

- Procedures that students should follow in the case of an alleged domestic violence, dating violence, sexual assault, or stalking
- Where information concerning registered sex offenders may be obtained

The University of Oklahoma divisions, departments and offices that share responsibility for developing and implementing these policies, practices and procedures include the OUHSC Police Department, HSC Student Affairs, Disability Resource Center, Division of Public Affairs, Facilities Management, Institutional Equity Office, Office of Legal Counsel and the Office of Administration and Finance.

This report is distributed in compliance with the Clery Act to all students and employees as well as prospective students and employees. It can be viewed on the following websites:

[ouhsc.edu/safety](http://ouhsc.edu/safety)  
[ouhsc.edu/police](http://ouhsc.edu/police)  
[students.ouhsc.edu](http://students.ouhsc.edu)

Upon request, a paper copy of this report can be made available by contacting OUHSC PD, Division of Public Affairs, Bird Library, HSC Facilities Management, HSC Human Resources, or by contacting: HSC Student Affairs  
OU Health Sciences Center  
1106 N Stonewall Ave  
HSC Student Union, Suite 300  
Oklahoma City, OK 73117

(405) 271-2416 or  
[students@ouhsc.edu](mailto:students@ouhsc.edu).

# Crime Statistics

Reported in accordance with Uniform Crime Reporting Procedures and the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. Data sources include the OUHSC Police Department, Oklahoma City Police Department, OU Office of Student Affairs.

<sup>1</sup>The University Village Apartments is the only On-Campus housing facility on the Heath Sciences Center campus. On campus housing is a subset of the "On-Campus" category. Statistical data included in this column is also included in the "On-Campus" column.

Total Crimes Reported for:	On-Campus Property			On-Campus Housing <sup>1</sup>			Non-Campus Building or Property			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>Offense Type (includes attempts)</b>												
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	2	2	1	0	0	0	0	0	0	0	0	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	3	2	0	0	0	0	0	0	0	2	0	0
Aggravated Assault	1	1	3	0	0	0	0	0	0	0	0	0
Burglary	3	4	0	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	3	3	3	0	0	0	0	0	0	2	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

<sup>3</sup>3 Aggravated Assaults in 2018 were Domestic Assault & Battery by Strangulation at the OU Medical Center. This data was also tabulated in the VAWA table for Domestic Violence.

**HATE CRIMES** \* Includes the all Clery offenses and larceny/theft, Simple assault, Intimidation, and Destruction/Damage or Vandalism of Property. A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the

**HATE CRIMES:** No hate crimes were reported in 2016, 2017, or 2018.

**UNFOUNDED CRIMES:** There was zero unfounded crimes in 2016 and 2017. There was 1 unfounded crime in 2018.

## Number of Arrests and Disciplinary Referrals for Selected Offenses

Total Crimes Reported for:	On-Campus Property			On-Campus Housing			Non-Campus Building or Property			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>Offense Type (includes attempts)</b>												
<b>Weapons Law Violations</b>												
Arrests	3	2	2	0	0	0	0	0	0	0	7	2
Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Violations</b>												
Arrests	18	19	18	0	0	0	0	0	0	46	51	28
Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>												
Arrests	0	0	0	0	0	0	0	0	0	18	8	6
Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0

## Stalking, Dating Violence and Domestic Violence Crimes

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

Total Crimes Reported for:	On-Campus Property			On-Campus Housing			Non-Campus Building or Property			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
<b>Offense Type (Include attempts)</b>												
Domestic Violence	5	7	17	0	0	0	0	7	0	2	3	2
Dating Violence	1	0	0	0	0	0	0	0	0	0	0	0
Stalking	2	3	4	0	0	0	0	0	0	0	0	0

<sup>†</sup>The Health Sciences Center campus is contiguous with a privately owned medical complex. These facilities are frequented by residents and/or students for programmatic purposes. Due to this reason and changes to the *Clery Act Geography* in 2015, The University of Oklahoma Health Sciences Center will include counts from the medical complex, which raises the rate of occurrences; however, it leads to a well-informed student body and campus community.

# The Clery Act Criminal Offense Definitions

## Offenses

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**Murder and Non-Negligent Manslaughter:** The willful killing of one human being by another.

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

**Sexual Assault (Sex Offenses):** Any sexual act directed at another person, without consent of the victim, including instances where the victim is incapable of giving consent, including:

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

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

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

**Statutory Rape:** Sexual intercourse with a person who is under the age of consent (in Oklahoma, the age of consent is 16).

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually 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 theft. For reporting purposes this definition includes: unlawful entry with 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.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle, including all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle, aircraft or other personal property of another.

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## Hate Crimes

**Hate Crimes:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Categories of bias included are:

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as distinct division of humankind (e.g., Asians, blacks, whites).

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term of a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual individuals.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based upon their actual or perceived gender (male or female).

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based upon their actual or perceived gender identity (e.g., bias against transgender or gender non-conforming individuals).

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**National Origin:** A preformed negative opinion or attitude toward a group of people based upon their actual or perceived country of birth.

**Disability:** A preformed negative opinion or attitude toward a group of persons based upon their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:

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

# The Clery Act Criminal Offense Definitions

other person. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks are excluded.

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

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction, damage, or vandalism of property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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## Violence Against Women Act (“VAWA”) Offenses

**Domestic Violence:** A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family laws of Oklahoma; or 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 Oklahoma.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; and suffer substantial emotional distress. Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

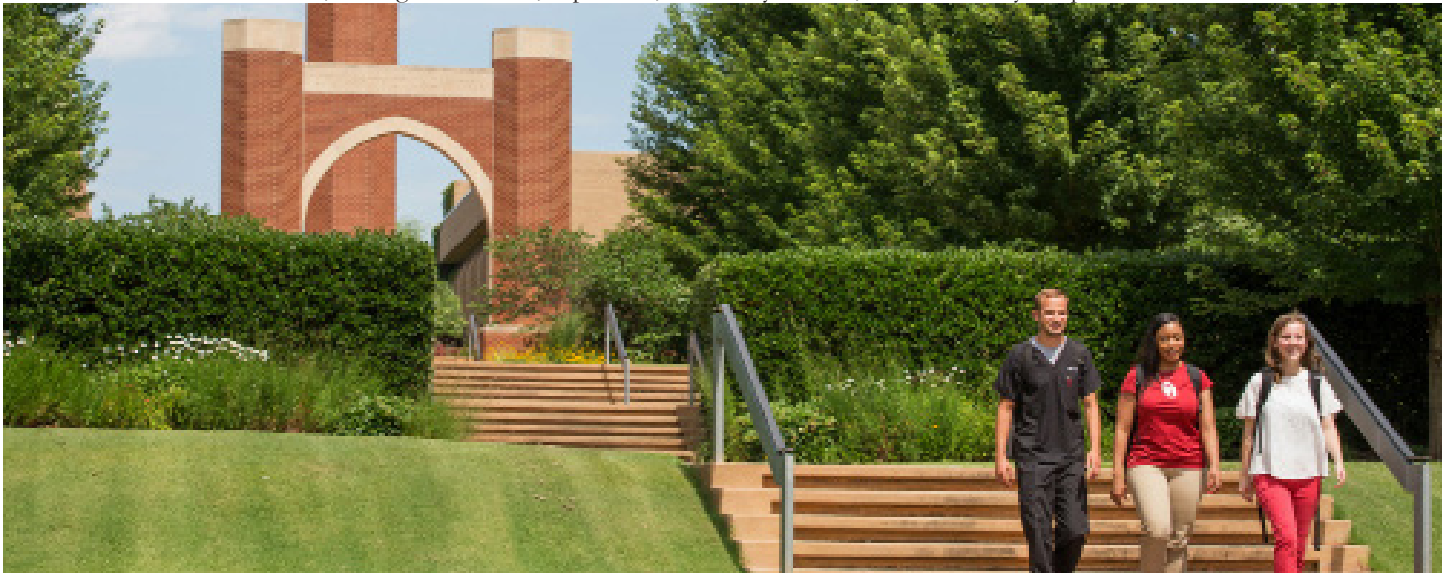
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## Arrests and Referrals

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

**Liquor Law Violations:** The violation of Oklahoma state and local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

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



# Building Definitions

**On-Campus:** Any building or property owned or controlled by the University within the same reasonably contiguous geographic area of the University and used by the University in direct support of, or in a manner related to the University's educational purposes. The following is a list of University owned or controlled properties and separately owned properties frequented by students for programmatic purposes:

Allied Health Building	Garrison Tower
Allied Health OATC Shop	Harold Hamm Diabetes Center
Allied Health Practice Center	HSC Student Union
Andrews Academic Tower	Motor Pool
Basic Sciences Education Building	Nicholson Tower
Biomedical Sciences Building	O'Donoghue Research Building
Campus Police Station	Oklahoma Asthma and Allergy Clinic
Child Study Center	OU Children's Physician Building
College of Nursing	OU Medical Center
College of Pharmacy	Oklahoma Medical Research Foundation
College of Public Health	OU Physicians Building
Comparative Medicine Annex	OUHSC Technology Center
Comparative Medicine Research Resource Building	Peggy & Charles Stephenson Oklahoma Cancer Center
Dean McGee Eye Institute	Robert M. Bird Library
Dental Clinical Sciences Building	Service Center Building
Dermatology Clinic	Stanton L. Young Biomedical Research Center
Don E. Hogg Greenhouse	Steam & Chill Water Plant
Faculty House	The Children's Hospital at OU Medical Center
Family Medicine Center	University Health Club
G Rainey Williams Pavilion	University Research Park
	University Village Apartments

**Residence:** University Village Apartments

**Non-Campus:** Includes any building or property owned or controlled by student organizations officially recognized by the school; or any building or property (other than a branch campus) owned or controlled by the school, that is used in direct support of, or in relation to, the school's educational purposes, is frequently used by students, and that is not within the same reasonably contiguous area of the school. OUHSC does not have any registered student organizations with non-campus locations. Non-campus properties include:

SW Oklahoma Family Medicine Clinic, 1202 NW Arlington Avenue, Lawton 73701  
OU Children's Physicians Latino Clinic, 420 SW 10th Street, OKC 73109  
OU Children's Physicians Grand Prairie Pediatrics, 7301 Comance Avenue, OKC 73132  
OU Physicians Edmond Urology, 14101 N Eastern Ave, Ste C, Edmond 73013-5860  
OU Physicians Edmond Internal Medicine, 14101 N Eastern Ave, Ste E, Edmond 73013-5860  
OU Physicians Edmond Family Medicine, 14101 N Eastern Ave, Ste F, Edmond 73013-5860  
OU Physicians Mid-Del Family Medicine, 1212 S Douglas Blvd, Midwest City 73130-5246  
OU Physicians SW OKC Family Medicine, 220 SW 89th Street, Ste 1, OKC 73139-8504

**Public Property:** All public property that is within the same reasonably contiguous geographic area of the school; such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the school if the facility is used by the school in direct support of, or in a manner related to the University's educational purpose.

For reference, a map of On-Campus Buildings is available on pg. 38 of this report.

## Processing Crime Reports

The University of Oklahoma Health Sciences Center Police Department ("OUHSC PD"), provides police and fire protection for the safety of life and property on campus. The department consists of 66 employees. OUHSC police officers are governed by the same powers as sheriffs and municipal police officers. They have the same authority to enforce state laws, including making arrests when appropriate. In addition to providing police services for the University, police officers are assigned to hospitals and other entities within the campus jurisdiction. The University of Oklahoma Health Sciences Center Police Department has an agreement with the Oklahoma City Police Department ("OCPD") to give concurrent jurisdiction between OUHSC PD and OCPD within agreed upon geographical boundaries. Our general jurisdiction is I-235 to Lottie and NE 4th Street to NE 16th Street, for detailed concurrent jurisdiction, see this link: [ouhsc.edu/police/AboutUs/JurisdictionalBoundaries.aspx](http://ouhsc.edu/police/AboutUs/JurisdictionalBoundaries.aspx)

If you are a victim or a witness to a crime, contact OUHSC Police immediately at (405) 271-4911. A police officer will meet with you to gather pertinent information to complete an official report. All reported crimes are investigated immediately. Additional security methods are implemented to apprehend offenders when appropriate. The OUHSC Police will issue timely warnings via e-mail or through the Emergency Communication System (ECS) to ensure prompt notification to the campus community of crimes that represent a continuing threat.

For the full text of the OUHSC Timely Warning Policy, please go to page 37. Crimes occurring in jurisdictional areas near campus are monitored and reported to the campus community when appropriate. A daily crime log is available upon request, recording all crimes reported to the OUHSC PD, including the nature, date, time, general location of each crime; and the disposition of the complaint, if known. For additional information on the ECS – Emergency Communications System, go to [ouhsc.edu/ecs/](http://ouhsc.edu/ecs/) or update your personal information for ECS at [ouhsc.edu/](http://ouhsc.edu/).

Campus crime statistics are reported each month to the Oklahoma State Bureau of Investigation. The OSBI collects crime data throughout the state and forwards information to the Federal Bureau of Investigation. The FBI publishes an annual "Crime in the United States" report that includes campus crime statistics from across the nation. The reports are available for review at the OUHSC Police Administrative Office or the following websites: "Crime in Oklahoma" - [http://osbi.ok.gov/sites/g/files/gmc476/f/documents/Crime\\_in\\_Oklahoma\\_2016\\_Final\\_5.26.17.pdf](http://osbi.ok.gov/sites/g/files/gmc476/f/documents/Crime_in_Oklahoma_2016_Final_5.26.17.pdf) | [http://osbi.ok.gov/sites/g/files/gmc476/f/documents/Crime\\_in\\_Oklahoma\\_2016\\_Final\\_5.26.17.pdf](http://osbi.ok.gov/sites/g/files/gmc476/f/documents/Crime_in_Oklahoma_2016_Final_5.26.17.pdf) and "Crime in the United States" <https://ucr.fbi.gov/crime-in-the-u.s/2016/crime-in-the-u.s.-2016/>. Also included are actual crimes reported to the Oklahoma City Police Department occurring within the campus boundaries. Crimes occurring on private property are not included in campus crime statistics.

# Annual Fire Safety Report

## Fire Statistics | 2018

On-Campus Housing	Number of Fires Reported			Cause of Fires			Number of Deaths Related to Fire			Number of Injuries Related to Fire			Value of Property Damage Related to Fire		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
University Village Apartments	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0

## Number of Housing Fire Drills Conducted in 2018

Two – Fire drills are conducted twice a year for the studio apartments (beginning Fall and Spring semesters). Townhouses have two direct exits at grade level and will not be subject to fire drills.

## Description of Facility Fire Systems

University Village Apartments are equipped throughout with an automatic fire sprinkler system. Each apartment unit is equipped with smoke detectors located in the sleeping areas and immediately outside each sleeping area. Americans with Disabilities Act (ADA) accessible rooms also include visual notification devices. Each apartment unit is equipped with a fire extinguisher. The studio apartments common spaces are equipped with a fire alarm system which includes audio and visual notification devices with manual fire alarm boxes near each exit. All smoke detectors are connected to the fire alarm system which is monitored 24 hours a day 365 days a year by a Certified Fire Alarm Monitoring Company.

## Fire Safety and Emergency Evacuations

The University Fire Marshal's Office is involved in plan review and inspections of new and remodeled projects on the OUHSC campus. In addition, this office inspects existing facilities on campus to eliminate potential fire hazards and ensure that the fire and life safety systems located in those buildings are functioning properly. The University Fire Marshal is responsible for the investigation of fires that occur on campus to determine origin and cause. The University Fire Marshal also provides classes to educate students, faculty and staff on the use of fire extinguishers, how to eliminate hazards, and what to do in case of a fire emergency. The Fire Marshal also acts as a liaison between the University and the local fire department on any matters relevant to fire safety and preparedness on campus. Persons can contact the University Fire Marshal's Office for any general fire safety questions, perceived hazards, or requests for service at (405) 271-5522 ext. 7. In case of a medical emergency or actual fire dial 911. For additional information regarding OUHSC's Emergency Response Plan please go to: [ouhsc.edu/police/EmergencyManagement/EmergencyOperationsPlan.aspx](http://ouhsc.edu/police/EmergencyManagement/EmergencyOperationsPlan.aspx)

Evacuation Procedures for Fires and Other Emergencies: Whenever the fire alarm sounds, all occupants must exit the building and meet at the emergency evacuation safe location as designated by the University Village Apartment policies. In case of an actual fire or other emergency, residents will be moved to a designated alternate shelter area until notified it is safe to return to the building and room. When leaving the room, close the door behind you. Students who do not vacate the building during the sounding of the alarm will be subject to disciplinary action.

Upon the sounding of the alarm:

1. Move quickly to the nearest exit for your area. In an orderly fashion, go to the designated waiting area for further instructions.
2. Wear appropriate clothing and shoes if possible. Keep necessary items easily accessible for emergency use. Bring along your keys and ID if possible.
3. If you are away from your room when the alarm sounds, proceed to the nearest exit without returning to your room.
4. Do not use the elevator. Use stairways only.

### Fire Prevention Polices:

- Fireworks and explosives of any type are prohibited
- Unauthorized appliances, candles or heating devices are prohibited
- Smoking in the University Village Apartments is prohibited
- Incense burning is prohibited
- Open flame devices such as lanterns, candles, potpourri pots or warmers using votives or canned fuel are strictly prohibited in the University Village Apartments.

### Combustibles:

If you use combustibles in decorating your room, such as large areas of fabrics, cardboard or similar materials, please ensure the items are flame-proof. Purchase only UL or FM approved material marked "flameproof" or "flame retardant."



# Campus Housing Facilities: Security and Access

The OUHSC Facilities Management Department is responsible for day-to-day maintenance and repair of all campus facilities, including student housing. Keys may not be duplicated outside the University. Because certain University departments including, but not limited to, Facilities Management and the OUHSC PD, must have immediate access to all spaces, as in the event of an emergency, only locks and keys authorized by OUHSC Facilities Management are to be used on University property.

A student should immediately report a missing key or ID card, whether it be lost, stolen or misplaced. A temporary replacement key and/or temporary ID card will be issued for 48 hours. If, at the end of the 48 hours, the student is unable to locate the original key, the lock to the room will be recombined at a charge to the student of \$96. If a student is unable to locate his or her ID card, the student must replace the ID at a replacement charge of \$15 at the OneCard office located in University Research Park.

## Missing Student Notification Policy

Students living in the University Village Apartments will be asked to designate an emergency contact person whom the University should contact if the University declares the student missing. The student's emergency contact information will be collected at the time of move-in.

If a person housed in the University Village is suspected of being missing, the University Village staff member will contact the appropriate staff who will take steps to determine if the student has used University services (meals, door access, labs, etc.) over the last week and will attempt to contact the missing student through the e-mail address and cell phone number on record.

To report a suspected missing student who lives in University Village, contact the Apartment Manager's Office at University Village or OUHSC PD. If the University cannot contact the student or verify that the student is using campus services, in conjunction with HSC Student Affairs, may classify the student as missing and immediately do the following:

- Submit an official missing person's report to OUHSC PD.

Upon official notification from a member of the University Village Apartments staff, OUHSC PD will conduct an investigation and if they determine the student has been missing for over 24 hours the following steps will be taken:

- OUHSC PD will contact the designated confidential emergency contact person utilizing the University's student database. If the student is under 18 years of age, OUHSC PD will immediately contact the custodial parent or legal guardian of the student.
- University Village Apartments staff will contact the Assistant Vice President for HSC Student Affairs.
- Within 24 hours of receiving a report of a missing student from the University Village Apartments, OUHSC PD will notify local law enforcement of the report.

## Lost and Found

The OUHSC PD is the central repository for items lost or found on the OUHSC Oklahoma City campus. Attempts are made to re-unite lost items with their rightful owners. Items lost in campus buildings may be kept by staff there for several days. For items that have been lost several days and not located by staff in the building, check with the OUHSC PD at (405) 271-4300.

Check with staff in the building AND with OUHSC PD immediately if the lost item is of high value or involves the loss of university keys.

For property FOUND on campus, contact (405) 271-4300 to determine where to turn in the found property.

# Campus Buildings: Security and Access

Many offices within Facilities Management directly or indirectly provide support that enhances security throughout the campus. Facilities Management is responsible for the operation, maintenance and repair of buildings and associated mechanical equipment on the HSC campus.

## Security Equipment, Facility Maintenance and Repair

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Facilities Management will assist departments interested in installing additional security equipment by recommending appropriate systems that can be remotely monitored via OUHSC PD equipment. Facilities Management is responsible for day-to-day maintenance and repair of all campus facilities, including the University Village. Its duties include routine and preventive maintenance and may consist of repairing window glass, frames and hardware, room and building entrance doors, and stairway, hallway and entry lights.

University Village residents can request emergency repairs by contacting the University Village Office during business hours at (405) 271-0500. After hour emergency repairs will be made by contacting the OUHSC Police Department Dispatcher at (405) 271-4911.

The Lock Shop issues keys for buildings, offices, classrooms, storerooms and laboratories. Keys may not be duplicated outside of the university.

## Police Department

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Instructional and administrative facilities are generally open to the public year-round during business hours. OUHSC PD is called upon to allow access to some campus facilities when they are closed to the public. OUHSC PD does not authorize access without the approval of the department or a person with legitimate control of the facility.

Police department efforts directed toward security for facilities are undertaken by Campus Security Officers (CSOs), uniformed personnel trained to perform specific functions that do not require the presence of a commissioned police officer. Radio contact with OUHSC PD provides CSOs direct communication with police officers.

An OUHSC PD Officer is available to address departmental, group or

other on-campus security information needs, including assistance in developing departmental security planning and programming and, upon request, risk or security analyses of specific facilities, operations or areas.

OUHSC PD also serves as the central alarm and monitoring station for the HSC campus. All electronic security systems (fire, burglar, robbery and other alarms) terminate at the dispatcher's position. An OUHSC PD member is assigned to evaluate the need for electronic security systems and to help implement suggested plans.

Police officers and CSOs report any observed damage to security hardware, non-operational lights or other potential facility maintenance security problems to Facilities Management for repair.



# Campus Security and Crime Prevention Programs

The HSC Provost Office, OUHSC PD, HSC Student Affairs, and the Office of Human Resources' Training and Development Division participate in a number of programs to encourage personal safety and security.

- **Sexual Assault Awareness Week (Nov. 11-15, 2019):**

Sexual Assault Awareness Week is sponsored by HSC Student Counseling Services. During this week, participants are provided with information and programming focused on interpersonal violence, sexual assault and sexual misconduct.

- **Sooner Safety Week (March 23-27, 2019):**

HSC Sooner Safety Week is dedicated to all HSC campus community members to discuss, learn, and promote campus safety. Students, staff and faculty experience topics including weather safety and mental health to a Safety Blitz Fair and tours of the HSC Police Department's mobile units.

- **Student Counseling Services:** HSC Student Counseling Services ("SCS") provides students with individual, couples, and group counseling services to all HSC Students. SCS encourages social engagement and interaction through a variety of community activities both on the HSC campus and the OKC area including Mental Health Awareness Week, Talk Saves Lives, Sexual Assault Awareness Week, and De-Stress Fest. In addition, SCS runs the Student Advisory Board ("SAB") which is comprised of staff from SCS and students from the various colleges of OUHSC. The goal of the SAB is to provide an avenue for SCS to find out the needs of the students and for the students in turn, to be informed of services available to them. By having students represented from the various colleges, SCS can get a sense of what concerns are most pressing for the different colleges and how SCS can be most helpful.

- **Campus Safe Walk Security** provide safe transportation to OUHSC students, staff and faculty. The OUHSC community can simply call (405) 271-4300 for a ride to their vehicle or facility.

- **Be the Change Active Bystander Training:** Be the Change is the name of the OUHSC's Active Bystander training, encouraging students, faculty, and staff to take positive steps in intervention when they witness inappropriate behavior. As a University community, we can alter behavior and alter what is considered an acceptable cultural norm by actively and positively engaging individuals when we see or hear of problematic behavior. The Institutional Equity & Title IX Office and HSC Student Affairs offers periodic training on how you can be a positive influence and an active bystander. Although the training focuses primarily on the topics of gender discrimination, sexual harassment, and sexual misconduct, the concepts learned in the training translate to any situation. The University community is invited to join us in these training sessions.

Fall 2019 and Spring 2020 Active Bystander Trainings

Thursday, September 10, 2019  
Thursday, November 14, 2019  
Wednesday, February 12, 2020  
Thursday, April 2, 2020

All trainings are 11:45 AM – 1 PM in the HSC Student Union, Room 205.

To register, visit the HR Training Calendar at: [apps.hr.ou.edu/ClassCalendar/default.aspx](https://apps.hr.ou.edu/ClassCalendar/default.aspx)

For more information, contact HSC Student Affairs at (405) 271-2416 or [students@ouhsc.edu](mailto:students@ouhsc.edu).

- **Online Sexual Misconduct Awareness Training:** This is a mandatory sexual misconduct awareness training program for all incoming students. Additionally, all faculty and staff are required to take a similar web-based training. It is an interactive web-based training and quiz, discussing the University's gender discrimination, sexual harassment, sexual misconduct policy and gender-based issues. Refer to [learn.ouhsc.edu](https://learn.ouhsc.edu) for the quiz and [ou.edu/eoo](https://ou.edu/eoo) for the policies.

## EMERGENCY COMMUNICATION SYSTEM

In the event of a significant emergency or dangerous situation, the University will send an alert message via its Emergency Communication System (ECS). This system allows OUHSC to contact students, faculty and staff within minutes by telephone, e-mail and instant messaging when an emergency exists. It is our belief that continuous and rapid notification is one of the best protections available for members of our community. Situations can change rapidly and in unexpected ways.

The success of the system depends upon accurate and current contact information being supplied and updated by students, faculty and staff. With this system, members of the OUHSC community enter several contact phone numbers to be notified, which may include their cell phone and their parent's or other family member's

phone number as well as their e-mail and text message addresses. Any contact information provided will be kept secure and be used only for emergency notification purposes. For additional information on the ECS go to [ouhsc.edu/eecs](https://ouhsc.edu/eecs)

The OUHSC Emergency Communication System is but one part of the emergency notification procedures in place at OU. Additionally, if there is ever an emergency on any of OU's three campuses, students, faculty and staff as well as parents and alumni can visit the OU home page at [ou.edu](https://ou.edu) or OUHSC home page at: [ouhsc.edu](https://ouhsc.edu). The university will provide regular updates on the home pages as information becomes available. OUHSC will continue to use mass e-mail as back-up notification as well.

# OUHSC PD and Local Law Enforcement Authority

Numerous police and security agencies are located next to the OUHSC campus, including Oklahoma Medical Research Foundation Security, Veteran's Administration Medical Center Police and the Oklahoma Highway Patrol Troop R. OUHSC Police personnel work closely with each of the above listed agencies, as well as the Oklahoma City Police Department and the Oklahoma County Sheriff's Office regarding crimes that occur in the area of the campus that may have an impact on the safety of the campus community. OUHSC PD is open 24 hours a day, seven days a week for your protection, responding to all police, fire, environmental and medical emergencies.

The OUHSC Police Communication Specialists monitor various campus sites by card access and closed-circuit television cameras. The Communications Specialists are in constant contact with other police and criminal justice agencies throughout the United States via a national Teletype system.

OUHSC police officers are governed by the same powers as sheriffs and municipal police officers. They have the same authority to enforce state laws on campus property, including making arrests when appropriate. OUHSC also has a jurisdictional agreement with the City of Oklahoma City to enforce state laws within the area of concurrent jurisdiction. In addition to providing police services for the University, police officers are assigned to



hospitals and other entities within the campus jurisdiction. Our general jurisdiction is I-235 to Lottie and NE 4th Street to NE 16th Street, for detailed concurrent jurisdiction, see this link: <https://www.ouhsc.edu/police/AboutUs/JurisdictionalBoundaries.aspx>

## OUHSC PD Webpage

Visit OUHSC PD's webpage at [ouhsc.edu/police](http://ouhsc.edu/police)

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

## Contacting OUHSC PD

All emergencies should be reported immediately by calling 911 from any land line on or off campus. **Dialing 911 from any other phones, including cellular phones, will likely go to the Oklahoma City Police Department.** The blue



emergency phones on campus will connect you to a dispatcher. These phones also can be used to request vehicle assistance or campus directions.

Students also are welcome to contact an OUHSC PD officer in person at the department's headquarters, 934 NE 8th Street. For non-emergencies and business matters, call (405) 271-4300.

# Reporting Crime on Campus



## Emergencies

OUHSC PD is responsible for coordinating and providing emergency and public safety services to the HSC campus. Its principal functions are:

- Law enforcement and related services
- Coordination of security for the campus community, institutional facilities and assets
- The University has designated a single number, 271-4911, to be used from any campus telephone for reporting all emergencies. Trained dispatchers monitor this line 24 hours a day, 365 days a year. Adhesive decals displaying the emergency number are available for all campus telephones.

- To report a crime in progress or a crime that just occurred call 1-4911.

- Emergency 911 telephone calls from any other phone to include cellular telephones will not be answered by OUHSC PD but will be directed to a Oklahoma City Police Department's 911 Call Center.

Emergency telephones at outdoor locations around the campus provide a readily accessible means for directly contacting the OUHSC PD dispatcher. Each emergency

telephone is identified with a blue sign reading "EMERGENCY" and a blue light. These telephones may be used to request service or obtain other information and assistance as needed. No coin or dialing is necessary.

## Non-Emergencies

OUHSC PD provides all law enforcement services, including the investigation of criminal offenses and traffic collisions occurring on campus, and handles official reports relating to those incidents. To report a criminal incident after the fact in which no one was injured, the suspect has left the area, and there does not appear to be any physical evidence and there are no other circumstances that would necessitate the immediate presence of a police officer, call **(405) 271-4300**.

While appointments with officers to make reports are always subject to an emergency or higher priority call, every effort is made to take the report in a manner most convenient to the reporting party.

## Help OU Reach You in the Event of a Campus Emergency

OUHSC students, faculty and staff who have cell phones are strongly encouraged to use their cell phone number as their primary emergency contact phone number. The emergency contact number will be used by OUHSC's automated "Emergency Communication System" to alert you in the event of a campus emergency. Alternate contact numbers also can be listed.

To update your emergency contact information, go to [ouhsc.edu/selfserve.aspx](http://ouhsc.edu/selfserve.aspx) and log in using your OUHSC ID and password. Enter your cell phone number as your primary phone contact.

## Help Line Contacts:

### Disability Resource Center

Voice (405) 325-3852

TDD (405) 325-4173

Domestic Violence Hotline (405) 917-9922

Oklahoma 24-Hour Safeline (800) 522-7233

Employee Assistance Program (Magellan Health)

(800) 327-5043

Equal Opportunity Office (405) 271-2110

HSC Student Affairs (405) 271-2416

HSC Police Department (405) 271-4300

Mental Health & Substance Abuse Hotline

(800) 522-9054

OU Advocates (405) 615-0013

Sexual Assault Hotline (405) 943-7273

Rape Crisis Center (405) 701-5660

Sexual Misconduct Office (405) 325-2215

Student Counseling Services (405) 271-7336

STD National Hotline (800) 227-8922

Suicide Prevention Lifeline (800) 273-TALK

Women's Shelter for Battered Women Hotline

(405) 701-5540

Emergency Communication System Web address:  
[ouhsc.edu/ecs](http://ouhsc.edu/ecs)

**Oklahoma City Police Department: (405) 231-2121**    **Oklahoma City Fire Department: (405) 297-3314**



## Room Changes: Emergency

In the event of an emergency situation such as a sexual assault, the University may respond by making living arrangement changes. Each situation will be addressed on a case-by-case basis and decisions will be made in the best interest of all students involved. Additionally, every effort will be made to accommodate student requests for changes in academic schedules.

## ★ Security Is Everybody's Business ★

The campus community works together to make the university a safer place. As part of that effort, OUHSC PD occasionally utilizes “Timely Warnings”, “Emergency Notifications”, or “Crime Alert” bulletins. The OUHSC PD Timely Warning and Emergency Notifications policy can be reviewed annually in the [HSC Sooner Safety and Fire Report](#).

Members of the campus community can request services or repairs and report hazards, ranging from problems with outdoor lighting to fire safety issues by calling OUHSC PD at (405) 271-4300.

All members of the university community and visitors are encouraged to call 911 if they observe any person or object of a suspicious nature.



## Harassing and Obscene Phone Calls

Anyone can be the victim of harassing, annoying, obscene or threatening telephone calls. Although such calls do not usually constitute a threat to personal safety, on-campus residents should contact OUHSC PD and off-campus residents should contact the Oklahoma City Police Department upon receipt of a telephone call of questionable intent or origin.



## Online Cyberstalking

National surveys indicate that there is a tremendous increase in cyberstalking incidents among college women. Cyberstalking is threatening or harassing behavior directed at another using the Internet or other forms of online and computer communications. Victims can be targeted through chat rooms, message boards, discussion forums and social networking sites. This type of harassment is a misuse of OU computing resources and a violation of the Student Code. Where incidents are based on gender, it also is a violation of the university's Sexual Misconduct Policy. Victims should consider filing a report of any harassing behavior with OUHSC PD.

# Sexual Assault Education and Prevention

## Sexual Assault Programs and Services

As part of the university's effort to provide an environment conducive to the advancement of its educational, research and public service missions, it provides the following sexual assault and sexual misconduct programs and services:

- Educational programs to enhance awareness of sexual assault and sexual misconduct and the conditions that foster these incidents on university campuses.
- Programs designed to educate the university community on prevention of sexual assault and sexual misconduct.
- Resources for survivors of sexual assault and sexual misconduct that occurs on institutional property or survivors who are affiliated with the university.
- Assistance to students who require emotional and/or psychological counseling. Students should contact Student Counseling Services for more information by calling (405) 271-7336 or by e-mailing [counselors@ouhsc.edu](mailto:counselors@ouhsc.edu).
- **OUHSC PD** (i) provides emergency response for survivors immediately following assault, (ii) provides law enforcement and investigative services, as applicable, (iii) pursues/assists with criminal prosecution of the perpetrators

pursuant to the preference of survivors and (iv) conducts sexual assault prevention, awareness and self-defense programs for students, faculty and staff, upon request.

- **HSC Student Affairs** (i) provides support and counseling services to sexual assault and sexual misconduct survivors, (ii) informs survivors of, and provides access to, resources for seeking institutional disciplinary action against the perpetrator(s), (iii) facilitates the provision of advocates or other support to survivors as long as the survivors desire and (iv) conducts education programs to enhance awareness of sexual assault on campus.
- **OUHSC PD and HSC Student Affairs** coordinate their respective efforts in education and prevention programs and services.
- **The Institutional Equity and Title IX Office** offers training on sexual assault, sexual misconduct, dating violence, domestic violence, stalking, gender discrimination and sexual harassment, and conducts administrative investigations into violations of the Sexual Misconduct, Discrimination and Harassment Policy.

## Response to Sexual Assault and Domestic Abuse Crime

**OUHSC PD** officers are responsible for ensuring that every survivor or witness of a crime involving sexual assault or domestic abuse is informed about the medical treatment, counseling and monetary compensation available to them. As preservation of evidence is vital to pursuit of the perpetrator and proof of criminal sexual assault, all crimes involving sexual or domestic assault should be immediately reported by calling 911.

**Every survivor of a crime has the right to be informed about how his or her case will be handled by OUHSC PD, which will:**

- Provide the case number assigned to the victim's case, if requested
- Explain the processing of a criminal case
- Provide guidance on how to obtain information about the processing of the case
- Provide the main OUHSC PD telephone number to enable a survivor to request information about the status of his or her case.

At a minimum, OUHSC PD will provide survivors with the following information:

- Sexual Misconduct Officer telephone number
- HSC Student Affairs telephone number

- State Department of Mental Health telephone number
- Rights of victim of Domestic Violence and Sexual Assault Information Sheet

**HSC Student Affairs:** (405) 271-2416. HSC Student Affairs will assist survivors of a sexual assault, relationship violence, stalking, and sexual harassment with changing the survivor's academic schedule, as requested and when reasonably available. HSC Student Affairs will work with the Admissions and Records office and the student survivor's respective college to respond to the survivor's request. Survivors who are living in on-campus housing may also request relocation to another unit. Unit availability will be considered.

**OU Advocates:** The purpose of OU Advocates is to provide support, advocacy and a coordinated response to members of the University of Oklahoma community who experience sexual assault, relationship violence, stalking or gender-based harassment. OU Advocates are university staff members and can assist with advocacy within medical and legal communities, connect victims with counseling services and other support resources, as well as provide referrals for additional services. OU Advocates are available by calling (405) 615-0013.

# Sex Offender Registration

Students or employees who are required to register as sex offenders or violent offenders must promptly register in person with OUHSC PD, in addition to registering with any other required authorities. According to the Sex Offenders Registration Act, 57 O.S. § 581-590.2 and the Mary Rippey Violent Crime Offenders Registration Act, 57 O.S. § 591-599.1, failure to promptly register is a felony.

The Oklahoma Department of Corrections provides a sex offender registry for public viewing at the following website: [docapp8.doc.state.ok.us](http://docapp8.doc.state.ok.us) and the national registry at [nsopw.gov](http://nsopw.gov). The sex offender registry for other states can be viewed at: [familywatchdog.us](http://familywatchdog.us). Information on federal prisons can be viewed at: [bop.gov](http://bop.gov). Please remember that only offenders convicted after November 1999 will be included in the sex offender registries. For more information, contact OUHSC PD at (405) 271-4300.

## Sexual Assault Awareness Week

HSC Student Counseling Services hosts Sexual Assault Awareness Week (SAAW) on an annual basis. All SAAW programming is structured to increase awareness of sexual assault and domestic violence and provide local resources. Activities include, but are not limited to, self-defense classes by OUHSC PD, Clothesline Project, personal pledges, presentations, and other outreach about sexual assault.

For more information, contact HSC Student Counseling Services at (405) 271-2416.

## Sexual Misconduct, Harassment and Discrimination Help Line Contacts:

Employee Assistance Program (Magellan Health)	(800) 327-2513
Equal Opportunity Office	(405) 271-2110
Domestic Violence & Sexual Assault Hotline	(800) 522-7233
HSC Police Department	(405) 271-4911
HSC Student Affairs	(405) 271-2416
Mental Health & Substance Abuse Hotline	(800) 522-9054
Oklahoma City Police Department	(405) 231-2121
OU Advocates	(405) 615-0013
Rape Crisis Center	(405) 701-5660
Sexual Assault Hotline	(405) 943-7273
Sexual Misconduct Officer	(405) 325-2215
STD National Hotline	(800) 227-8922
Student Counseling Services	(405) 271-7336
Suicide Prevention Lifeline	(800) 273-TALK
Women's Shelter for Battered Women	(405) 701-5540



# Sexual Misconduct, Harassment, and Discrimination Policy

*Note: In compliance with federal law, the disclosures below reference criminal terms such as “rape,” “sexual violence,” “stalking,” “domestic violence,” etc. The University of Oklahoma’s disciplinary process does not enforce criminal law. Thus, University policies use terms such as “sexual misconduct,” “non-consensual sexual intercourse,” “non-consensual sexual contact,” “sexual exploitation,” and “sexual harassment” that may overlap significantly with criminal definitions, but are policy-based not criminal in nature. Additionally, domestic violence, dating violence, and stalking can also be violations of the University’s Sexual Misconduct, Discrimination, and Harassment Policy, when motivated in whole or in part by the sex or gender of the reporting party. To review the Sexual Misconduct, Discrimination, and Harassment Policy in its entirety, visit [ou.edu/content/leo](http://ou.edu/content/leo).*

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

## University Policy Regarding Sexual Misconduct and Oklahoma Criminal Definitions

The University defines the following as prohibited conduct under the Sexual Misconduct, Discrimination, and Harassment Policy:

**Sexual Violence** means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual violence, sexual battery and sexual coercion.

**Non-Consensual Sexual Intercourse** is defined as any sexual intercourse or penetration of the anal, oral, vaginal, or genital opening of the victim, including sexual intercourse or penetration by any part of a person’s body or by the use of an object, however slight, by one person to another without consent or against the victim’s will. This definition includes rape and sexual violence.

**Non-Consensual Sexual Contact** is any intentional touching, however slight, whether clothed or unclothed, of the victim’s intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim’s body using the perpetrator’s genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery.

**Sexual Coercion** is unreasonable pressure for sexual activity by using pressure (including physical or emotional pressure, intimidation, or threats), alcohol, medications, drugs, or force to have sexual contact against someone’s will or with someone who has already refused. This includes rape, sexual violence, sexual exploitation and sexual misconduct.

**Sexual Exploitation** occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: non-consensual video or audio-taping of any form of sexual activity; going beyond the boundaries of consent (such as letting a person or people hide in the

# Sexual Misconduct, Harassment, and Discrimination Policy

closet to watch you having consensual sex without your partner's knowledge or consent); sexually based stalking or bullying; engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point; knowingly transmitting a sexually transmitted disease or illness to another; exposing one's genitals in a non-consensual circumstance, or inducing another to expose his or her genitals; prostituting another person; and other forms of invasion of sexual privacy.

**Consent** is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes". Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion."

**Dating Violence** is violence between individuals in the following circumstances:

- a. The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. The existence of such a relationship shall be determined based on a consideration of the following factors:

Length of the relationship Type of relationship

Frequency of interaction between the persons involved in the relationship

**Domestic Violence** means violence committed by:

- a. Current or former spouse of victim;
- b. A person with whom the victim shares a child in common;
- c. A person who is cohabitating with or has cohabitated with the victim as a spouse;
- d. A person similarly situated to a spouse of the victim

- e. Any other person against an adult or youth victim who is protected from that person's acts under Oklahoma domestic or family violence laws.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. Fear for the person's safety or the safety of others, or
- b. Suffer Substantial emotional distress.

For the purposes of this definition,

*Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person's property. *Emotional Distress* means significant mental suffering or distress that may, but does not necessarily require, medical or other professional counseling.

# Sexual Misconduct Policy

## Crimes Under Oklahoma Law

### Consent:

The term “consent” means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

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

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

### Sexual Assault:

The term “sexual assault” is 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.

In any criminal jury trial of a crime involving any type of sexual contact or behavior where “consent” is an element of the crime or a defense raised by the accused, the court shall instruct the jury on the definition of consent as such term is defined in Section 113 of this title.

**21 O.S. §112 (effective November 1, 2017)**

### Rape:

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened,

accompanied by apparent power of execution to the victim or to another person;

4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system;
9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant; or

# Sexual Misconduct Policy

## Crimes Under Oklahoma Law

10. Where the victim is at least sixteen (16) years of age but less than eighteen (18) years of age and the perpetrator of the crime is a person responsible for the child's health, safety or welfare. "Person responsible for a child's health, safety or welfare" shall include, but not be limited to:

- a. a parent,
- b. a legal guardian,
- c. custodian,
- d. a foster parent,
- e. a person eighteen (18) years of age or older with whom the child's parent cohabitates,
- f. any other adult residing in the home of the child,
- g. an agent or employee of a public or private residential home, institution, facility or day treatment program as defined in Section 175.20 of Title 10 of the Oklahoma Statutes, or
- h. an owner, operator or employee of a child care facility, as defined by Section 402 of Title 10 of the Oklahoma Statutes.

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

**21 O.S. §1111 (effective November 1, 2018).**

### Rape By Instrumentation

A. Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.

B. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen

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

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

**21 O.S. §1111.1 (effective November 1, 2015).**

### Rape in the First Degree – Second Degree

A. Rape or rape by instrumentation in the first degree shall include:

1. Rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age;
2. Rape committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
3. Rape accomplished where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
4. Rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
5. Rape accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the person committing the crime; or

# Sexual Misconduct Policy

## Crimes Under Oklahoma Law

6. Rape by instrumentation regardless of the age of the victim or the age of the person committing the crime.

B. In all other cases, rape is rape in the second degree.  
**21 O.S. §1114 (effective November 1, 2017).**

### Forcible Sodomy:

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;

2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;

3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;

4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;

5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;

6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused;

7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit; or

8. Sodomy committed upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. "Person responsible for a child's health, safety or welfare" shall include, but not be limited to:

- a. a parent,
- b. a legal guardian,
- c. custodian,
- d. a foster parent,
- e. a person eighteen (18) years of age or older with whom the child's parent cohabitates,
- f. any other adult residing in the home of the child,
- g. an agent or employee of a public or private residential home, institution, facility or day treatment program as defined in Section 175.20 of Title 10 of the Oklahoma Statutes, or
- h. an owner, operator or employee of a child care facility, as defined by Section 402 of Title 10 of the Oklahoma Statutes.

**21 O.S. §888(B) (effective November 1, 2018).**

### Dating Violence:

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

### Domestic Violence:

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

# Sexual Misconduct Policy

## Crimes Under Oklahoma Law

individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

**21 O.S. §644(C) (effective November 1, 2014).**

### Stalking:

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

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

For purposes of determining the crime of stalking, the following definitions shall apply:

1. “Harasses” means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
2. “Course of conduct” means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct”;
3. “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
4. “Unconsented contact” means any contact with another individual that is initiated or continued

without the consent of the individual, or in disregard of that individual’s expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:

- a. following or appearing within the sight of that individual,
  - b. approaching or confronting that individual in a public place or on private property,
  - c. appearing at the workplace or residence of that individual,
  - d. entering onto or remaining on property owned, leased, or occupied by that individual,
  - e. contacting that individual by telephone,
  - f. sending mail or electronic communications to that individual, and
  - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual;
5. “Member of the immediate family”, for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months; and
  6. “Following” shall include the tracking of the movement or location of an individual through the use of a Global Positioning System (GPS) device or other monitoring device by a person, or person who acts on behalf of another, without the consent of the individual whose movement or location is being tracked; provided, this shall not apply to the lawful use of a GPS device or other monitoring device or to the use by a new or used motor vehicle dealer or other motor vehicle creditor of a GPS device or other monitoring device, including a device containing technology used to remotely disable the ignition of a motor vehicle, in connection with lawful action after default of the terms of a motor vehicle credit sale, loan or lease, and with the express written consent of the owner or lessee of the motor vehicle.
- 21 O.S. §1173(A) & (F) (effective May 1, 2018).**

# Sexual Misconduct, Harassment, and Discrimination Policy

## Information for Reporting Sexual Misconduct

Anyone who has experienced or has knowledge about a potential violation of the University's Sexual Misconduct, Discrimination and Harassment Policy is encouraged to report it immediately. A student or employee wishing to report such an incident to University officials may do so by contacting:

Bobby J. Mason, Title IX Coordinator  
301 David L. Boren Blvd., Suite 1000  
Norman, OK 73019  
(405) 325-3549  
bjm@ou.edu

Faustina Layne  
Associate Equal Opportunity & Title IX Officer  
1100 N. Lindsay  
Room 223  
Oklahoma City, OK 73104  
(405) 271-2110  
faustina-layne@ouhsc.edu

Kristen Burkett  
Interim Sexual Misconduct Officer  
301 David L. Boren Blvd., Suite 1000 Norman, OK  
73019  
kburkett@ou.edu

Kate Stanton, Associate Title IX Coordinator  
HSC Student Affairs  
1106 N. Stonewall Ave., Suite 300  
Oklahoma City, OK 73117  
(405) 271-2416  
Kate-Stanton@ouhsc.edu

Complaints can also be submitted online through the reporting form located at [ou.edu/eoo](http://ou.edu/eoo). An online complaint can be made anonymously.

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

reprisals or other adverse action.

Reporting parties are not required to report an incident to law enforcement (campus or local), but have the right to report to either, both, or neither. A student or employee wishing to report an incident to campus law enforcement may do so by contacting the OUHSC Police Department at (405) 271-4911. Campus authorities will also assist a reporting party in making a report with local law enforcement if he/she wishes to do so. A reporting party can also contact the Oklahoma City Police Department at (405) 231-2121.

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

- HSC Student Counseling Services: (405) 271-7336
- OU Advocates: (405) 615-0013

With limited exceptions, all University employees are mandatory reporters and must report conduct that could constitute a violation of the Sexual Misconduct, Discrimination and Harassment Policy. Supervisors, managers and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, discrimination and harassment, to correct it when it occurs, and must promptly report it to the Interim Sexual Misconduct Officer, Kristen Burkett, (405) 325-2215, or another other appropriate University official (e.g., the Equal Opportunity Officer and Title IX Coordinator, Bobby Mason,

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

1. If there is any immediate danger, call 911. Otherwise, contact the OUHSC Police Department at (405) 271-4911 if the incident occurred on campus or the Oklahoma City Police Department at (405) 231-2121 if the incident occurred off campus in Oklahoma City. If the incident occurred anywhere else, contact the law enforcement agency

# Sexual Misconduct, Harassment, and Discrimination Policy

with jurisdiction over that location. OUPD can help direct you to the appropriate agency.

2. Go to a safe place and speak with someone you trust. Tell this person what happened. If possible, record the names of any witnesses and their contact information. Try to recall details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details if you have the time and ability to do so. If you have injuries, photograph or have them photographed, with a date stamp on the photo.
3. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, change clothes, or alter the scene of the incident. Preserving evidence is critical for a criminal prosecution and can also be useful in a campus investigation or in obtaining an external order of protection.
4. The Oklahoma City Rape Crisis Center, (405) 943-7273, can provide advice and discuss options for how to proceed. OU students and employees can also contact OU Advocates at (405) 615-0013 (phones answered 24/7) for support and assistance. The OU Advocates can also assist with any needed advocacy for students/employees who wish to obtain protective or restraining orders from local authorities.
5. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours (five days), is important in the case of rape or sexual violence. The Norman Regional Hospital emergency room (301 N. Porter) can care for any physical injuries you may have and provide other services related to sexual violence. The Norman Rape Crisis Center can also arrange for a specific forensic medical examination to be conducted.
6. In instances of dating violence, domestic violence, and stalking it is suggested that you obtain medical

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

7. If you obtain an external order of protection (e.g., victim protective order, restraining orders, injunctions, protection from abuse), please notify OUHSC PD at (405) 271-4911 and the campus Title IX Coordinator or Sexual Misconduct Officer at (405) 325-2215, so that those orders can be observed on campus.

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

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



# Sexual Misconduct, Harassment, and Discrimination Policy

## Campus Resources

### Title IX/Sexual Misconduct Office

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

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

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

Phone: (405) 325-2215

### Equal Opportunity Office

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

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

Phone: (405) 325-3546 or (405) 271-2110

### Student Conduct Office

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

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

Phone: (405) 325-1540 in Norman or (405) 271-2416 in OKC

### OUHSC Police Department

To report criminal violations or safety concerns.

Website: [ouhsc.edu/police/home.aspx](http://ouhsc.edu/police/home.aspx)

Phone: (405) 271-4911

### OU Advocates

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

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

Phone: (405) 615-0013

### HSC Student Counseling Services

(via HSC Student Affairs) Student counseling services.

Website: [students.ouhsc.edu/scs.aspx](http://students.ouhsc.edu/scs.aspx)

Phone: (405) 271-7336

### OU Physicians Student Health and Wellness Clinic

Provides non-emergency medical services to current OUHSC students.

Website: [students.ouhsc.edu/shwc.aspx](http://students.ouhsc.edu/shwc.aspx)

Phone: (405) 271-2577

### Employee Assistance Program

To aid in any employee-related issues or questions.

Phone: (800) 327-2513

## Community Resources

### YWCA Domestic Violence Hotline

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

Phone: (405) 917-9922

### YWCA Sexual Assault Hotline

Provide confidential crisis intervention, referrals, and information about sexual assault.

Phone: (405) 943-7273

### Oklahoma City Police Department

Provides law enforcement support.

Website: [okc.gov/okcpd](http://okc.gov/okcpd)

Phone: (405) 231-2121 (non-emergency)

Hospitals

### Midwest Regional Medical Center

2825 Parklawn Dr., Midwest City, OK 73110

Website: [alliancehealthmidwest.com](http://alliancehealthmidwest.com)

Phone: (405) 610-4411

### Integris Southwest Medical Center

4401 S. Western Ave. OKC, OK 73109

Website: [integrisok.com](http://integrisok.com)

Phone: (405) 951-2277

### Integris Baptist Medical Center

3300 NW Expressway, OKC, OK 73112

Website: [baptist.integrisok.com](http://baptist.integrisok.com)

Phone: (405) 949-3011

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

# University Procedures for Addressing Policy Violations

## University Procedures for Addressing Policy Violations of Sexual Misconduct, Discrimination and Harassment Policy

When the University receives a report of sexual misconduct, sexual violence, gender-based violence, stalking, dating violence and/or domestic violence, sexual harassment, or other gender-based discrimination, the campus Title IX Coordinator is notified. If the complainant wishes to access local community agencies and/or law enforcement for support, the University will assist the complainant in making these contacts. The Title IX Coordinator or his/her designee will offer interim or long-term measures such as opportunities for academic assistance, changes in housing for the complainant or the respondent, changes in working situations as well as other assistance that may be appropriate and reasonable available on campus or in the community (such as health care, legal assistance, visa and immigration assistance, No Contact Orders, campus escorts, transportation assistance, targeted interventions, etc.) If the complainant so desires, he/she will be connected with a counselor or victim's advocate on or off campus. No complainant is required to take advantage of these services and resources. In addition, the University will provide academic, living, transportation, and employment assistance or other protective measures if the victim request them and they are reasonably available, regardless of whether the complainant choose to report the crime to campus police or local law enforcement. A written summary of rights, options, support resources and procedures are provided to all complainant regardless of whether they are students, employees, guests or visitors.

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

Title IX Coordinator will discuss disciplinary action with the appropriate Executive Officer. If a finding is made against a faculty member, the Title IX Coordinator, in consultation with the Provost, shall recommend appropriate discipline. The investigation and resolution process can be found online at [ou.edu/eoo/policies-procedures/non-discrimination](http://ou.edu/eoo/policies-procedures/non-discrimination).

In any complaint of misconduct under the Sexual Misconduct, Discrimination, and Harassment Policy, both parties are entitled to be accompanied to any related meeting or proceeding by an Advisor of their choice. The Advisor can be any person, who is not otherwise involved in the investigation, and serves as a support person throughout the process. Both parties are encouraged to fully participate in the process, and their Advisor may not participate on their behalf. Once an investigation is complete, the parties will be informed of the outcome, in writing, including the finding, the sanctions (if any) and the rationale therefore. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will also be informed in writing of their right to exercise a request for appeal and University appeal procedures (as detailed in Student Code, Faculty Handbook, or Investigative Process for sexual misconduct complaints) depending on the parties involved and the circumstances of the allegation. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final. All processes shall be conducted in a prompt and fair manner, and generally should take place within sixty (60) days.

The investigation and records of the resolution conducted by the University are maintained confidentially. Information is shared internally between administrators who need to know. Where information must be shared to permit the investigation to move forward, the reporting party will be informed. Privacy of the records specific to the investigation is maintained in accordance with Oklahoma law and the federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Jeanne Clery Act (Clery Act) will not release the names of reporting parties or information that could easily lead to a reporting party's identification.

# University Procedures for Addressing Policy Violations

Additionally, the University maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures, or where required by law.

The Title IX Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the University acts to reasonably prevent its recurrence and the effects on the reporting party and the community are remedied. Accordingly, the Title IX Coordinator in conjunction with other offices, including Student Conduct, Student Affairs, Legal Counsel, and Human Resources, is also responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers. Training will focus on sexual misconduct, domestic violence, dating violence, sexual violence, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender discrimination. Training will help those decision-makers associated with the process to protect the safety of reporting parties and to promote accountability for those who commit offenses.

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

In the event that sexual violence, sexual misconduct, sexual harassment, stalking, dating violence, domestic violence, gender-based crimes or violence does occur, the University takes the matter very seriously. The University employs protective measures such as interim suspension and/or administrative No Contact Orders in any case where a student's/employee's behavior represents a risk of violence, threat, pattern, or predation. A student/employee who is found to have committed sexual violence or other serious sexual misconduct on or off campus may be subject to immediate suspension or dismissal/termination. If a student/employee is accused of sexual violence/misconduct, other gender-based violence or the crime of rape, sexual violence, sexual harassment, stalking, dating violence or domestic violence, s/he is subject to action in accordance with the Sexual Misconduct, Discrimination, and Harassment Policy, as well as the Student Conduct

Code and Procedures located at [ou.edu/studentconduct](http://ou.edu/studentconduct) and the Faculty and Staff Handbooks.

- A. Sanctions for students** found to have committed a violation of this policy can include the following. Sanctions not on this list may be issued when deemed appropriate by the University.
- 1. Verbal Warning:** A verbal notice that the behavior was inappropriate.
  - 2. Written Warning:** A written statement that the behavior was inappropriate, which will remain on the student's University disciplinary record for a specified period of time or until the student meets certain conditions.
  - 3. Disciplinary Probation:** A written statement that the behavior was inappropriate and should subsequent violations occur, the University will take more serious conduct action up to and including suspension or expulsion. This can include exclusion from University affiliated entities, including student organization activities for a period of time or until the student meets certain conditions. Disciplinary probation will remain on the student's disciplinary record for a specified period of time or until the student meets specified conditions.
  - 4. Educational Sanctions:** A specific number of hours of community service, completion of a reflection or research paper, attending a class, program or lecture, attending counseling, or other actions.
  - 5. Restitution:** Repayment for damages or misappropriation of property. This may include monetary compensation or other related service(s), such as cleaning or restoration.
  - 6. Administrative Fee:** Administrative fees for educational programs and presentations as well as policy related administrative costs, which are assessed directly to the student's Bursar account. A financial stop may be placed on the student's record if the student fails to pay the administrative fee by the due date. This stop may prevent the student from registering for future terms or adding or dropping courses.
  - 7. University-owned Housing Reassignment or Termination:** Reassignment to another University-owned housing unit, exclusion from certain

# University Procedures for Addressing Policy Violations

University- owned properties or termination of the student's housing agreement.

- 8. Administrative Trespass:** Denial of access to all or a portion of campus, except for limited periods and specific activities with the permission of the appropriate University official, as designated by the University Vice President for Student Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate University official or the campus police may take action.
  - 9. Suspension:** Exclusion from the University and all campuses governed by the Board of Regents of the University of Oklahoma for a specific period of time or until the student meets certain conditions, following which the student may be permitted to re-enroll or apply for readmission to the University, as applicable.
  - 10. Expulsion:** Exclusion from the University and all campuses governed by the Board of Regents of the University of Oklahoma for an indefinite period of time, a record of which remains on file permanently.
  - 11. Restriction or Denial of University Services:** Restriction from use or denial of specified University services, including participation in University activities.
  - 12. Delayed Conferral of Degree:** Delay of issuance of a student's diploma for a specified period of time or until the student meets certain conditions.
- B. Sanctions for employees** can include verbal/ written reprimands, required counseling/training, community service, administrative leave with or without pay, removal of supervisory or other roles/ duties, conduct agreements, other sanctions as deemed appropriate, or termination.
  - C. For offenses including sexual misconduct or gender-based discrimination**, such as sexual violence, domestic violence, dating violence, and stalking, sanctions range from warnings through expulsion/ termination as described above. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) can result in suspension, expulsion or termination of employment.
  - D. Disciplinary action** for sexual harassment can include verbal or written warnings, disciplinary probation, required educational training, or other remedial measures as appropriate. Repeated or serious violations may result in immediate termination from employment or dismissal from the University.

# University Education and Programming

## University Education and Programming

In an effort to reduce the risk of sexual violence, dating violence, domestic violence, stalking and sexual harassment from occurring among its students and employees, the University provides awareness and prevention programs. It is the policy of the University to offer educational programming to help prevent these occurrences. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student training and new employee orientations as well as through mandatory online training throughout the semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policy and disciplinary procedures with regard to sexual misconduct as well as Oklahoma definitions of sexual violence, dating violence, domestic violence, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, and provides instruction on recognizing warning signals and avoiding potential attacks, without applying victim-blaming approaches.

Programs are informed by evidence-based research and/or are assessed for their effectiveness.

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

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

Throughout the year, ongoing awareness and prevention campaigns are directed to faculty, staff, and students, often taking the form of campaigns (including digital signage, mass emails and newsletters, posters, banners,

brochures, fliers, tabling at campus-wide events, Our Voice / Active Bystander Training for students, faculty and staff, LGBTQ Ally training for faculty, staff, and students, events such as Sexual Assault Awareness Week, Sooner Safety Blitz featuring the Behavioral Intervention Team and various campus resources (one SSB is focused on students and one is available to all of campus), Student Advisory Board events, Talks Saves Lives and suicide prevention outreach, White Ribbon Campaign, campaign for healthy relationships, Domestic Violence Awareness Month, Sexual Violence Awareness Month, Rape Awareness Week, and Stalking Awareness Month. Programming is available at [students.ouhsc.edu](http://students.ouhsc.edu) and the HSC Student Calendar.

## Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the University is providing a link to the Oklahoma State Sex Offender Registry. All sex offenders are required to register in the State of Oklahoma and to provide notice of each institution of higher education in Oklahoma at which the person is employed, carries a vocation or is a student. See [sors.doc.state.ok.us/svor/?p=119:1:](http://sors.doc.state.ok.us/svor/?p=119:1:)

In addition to the above notice to the State of Oklahoma, all sex offenders are required to deliver written notice of their status as a sex offender to the University’s campus police department (OUPD) no later than three (3) business days prior to their enrollment in, employment with, volunteering with, or residence at the University. Such notification may be disseminated by the University to, and for the safety and well-being of, the University community, and may be considered by the University for enrollment and discipline purposes. Failure to comply with these requirements may result in disciplinary sanctions up to and including suspension, expulsion, dismissal, or termination.

# University Education and Programming

## Definitions

**Advisor** means any individual who provides the complainant or respondent support, guidance or advice.

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

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

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

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

**Proceeding** means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

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

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

## OU 24-Hour Reporting Hotline

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

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

**844-428-6531**

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

# Safety and Security Tips

## On Campus:

- Never walk alone at night. Call a friend or (405) 271-4300 for an OUHSC PD Safe Walk officer.
- Always be aware of your surroundings. Walk purposefully and make eye contact with strangers.
- In parking lots, have keys ready when you approach your car to make your entry easier.
- After dark, try to park in a well-lit area close to your destination.
- Always lock car doors and roll up windows. Keep valuables out of sight or in the trunk.
- If you feel threatened, immediately go to an open building where there are other people or to one of the “blue light” emergency phones around campus.
- Never leave personal items unattended or unlocked.
- **Emergency 911 telephone calls will be answered by Oklahoma City Police Department’s 911 Call Center. For faster assistance, please advise the dispatcher who answers the telephone that your emergency is occurring on the OUHSC campus and request to be forwarded to the OUHSC PD Communications Center.**

## At Home:

- Always lock apartment or home doors, even when you are there. Take keys with you, even when stepping out for “just a second.”
- Keep windows locked.
- Don’t lend out your keys or leave them lying around. Detach house keys from the main ring when having vehicles serviced.
- Utilize peepholes or safety chains. Don’t open doors without verifying the identity of the person on the other side.
- Don’t keep expensive jewelry, collectibles or large amounts of cash at home.
- Don’t advertise your absence, especially on your answering machine or any social networking sites. Put only a basic message on your machine identifying the phone number and requesting that callers leave a message.

## In Social Situations:

- When dating someone you do not know well, ask people you trust about your date.
- Socialize in groups so that you’re not alone with just one person. There really is safety in numbers.
- Drive yourself and carry extra money in case you need to get home alone.
- If you feel uncomfortable, there is probably a reason. It’s better to do something you may consider rude than to remain in a dangerous situation.
- Remember that alcohol impairs both your decision-making processes and the ability to communicate.
- Keep all drinking glasses, bottles or other open containers in sight at all times. When accepting a drink of some kind, make sure that you open the container yourself and be aware that ice cubes could contain harmful substances as well.
- If you drink, DO NOT drive. Call a taxi or friend, to get home safely.

## Guard Your Privacy on Social Networking Sites:

- Don’t give out information simply because it is requested.
- Giving out birthdates, full names, addresses, phone numbers, Social Security numbers, bank or credit card account information and other personally identifiable information can lead to identity theft and cyberstalking.
- Select gender-neutral usernames.
- Protect your passwords.
- Be cautious about posting pictures of yourself, as stalkers sometimes can become obsessed by photos or images.
- Versions of online information can be archived, so once you post information, deleting it does not ensure that it is no longer available online.
- Be cautious about arranging personal meetings with new online acquaintances.
- Only post information that you are comfortable having others see, including parents, potential employers, instructors, etc.
- Trust your instincts.

## Avoid Identity Theft:

Identity theft is the nation’s fastest-growing crime. If you become a victim of identity theft, it can take years to restore your credit and clear your name. The University of Oklahoma takes precautions to protect the identities of its faculty, staff and students, but here are a few “Do’s” and “Don’ts” to help keep you even safer:

**DO:** Only enter your sensitive personal information (Social Security number, credit card numbers, date of birth) on trusted sites.

**DO:** Immediately contact your credit card company about charges on your credit card that you didn’t make.

**DO:** Find out why your card is unexpectedly denied.

**DO:** Shred receipts, bills and other documents that might have personal information written on them.

**DO:** Obtain a copy of your credit report periodically. Active accounts that you do not recognize could indicate fraudulent activity.

## If you suspect your identity has been stolen, DO:

- File a report with OUHSC PD and obtain a copy of this report or the report number
- Notify one of the three credit reporting agencies to put in place a fraud alert
- File a report with the Federal Trade Commission ([ftc.gov/bcp/edu/microsites/idtheft/](http://ftc.gov/bcp/edu/microsites/idtheft/) or 1-877-IDTHEFT).

**DON’T:** Share your passwords with anyone, even family and close friends.

**DON’T:** Ignore calls from creditors about charges. This could be the first sign that your identity has been stolen.

**DON’T:** Reply to e-mails that request personal information. These messages are called phishing messages, and they are a common tool of identity thieves.

**DON’T:** Leave paperwork that contains personal information lying around for others to see and steal.

# Illegal Use and Sale of Alcohol and Drugs

The University of Oklahoma has adopted a policy aimed at preventing the illegal use of alcohol and drugs by university students and employees on university premises or as part of university-sponsored activities.

The university considers a violation of this policy to be a major offense that can result in a requirement for participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action, up to and including termination from employment and suspension or expulsion from the university.

## The policy:

- Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions
- Acknowledges that convictions become a part of an individual's criminal record and may prohibit career and professional opportunities
- Requires an employee to notify his or her supervisor in writing of a criminal conviction for drug- or alcohol-

related offenses occurring in the workplace no later than five calendar days following the conviction

- Recognizes that health risks generally associated with alcohol and drug abuse can result in a variety of physical and psychological problems
- Provides for employee and student access to the university's drug and alcohol abuse counseling and training programs
- Forbids an employee from performing safety sensitive functions while a prohibited drug is in his or her system
- Mandates drug testing of safety sensitive employees prior to employment, when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test
- Requires that all students and employees abide by the terms of the policy as a condition of initial and continued enrollment and/or employment
- Provides for annual distribution of the alcohol and drug abuse policy to staff, faculty and students

## Biennial Review - 2018

[ou.edu/content/dam/OUPD/documents/DFSCA%20Review.pdf](http://ou.edu/content/dam/OUPD/documents/DFSCA%20Review.pdf)

## Substance Abuse Education Programs

• **Employee Assistance Program:** This program provides professional and confidential help to faculty, staff and their family members dealing with a variety of problems, including drug and alcohol abuse. It includes an assessment of the problem and appropriate avenues for assistance and provides employee counseling and training programs on the dangers of drug and alcohol abuse.

• **Student Counseling Services:** Student Counseling Services provides all HSC students with individual, couples, and group counseling services.

- **Licensed Alcohol and Drug Counselor:** The university employs a certified alcohol and drug counselor to assist in student counseling and program development.

For more information about the availability of these programs, call HSC Student Affairs (405) 271-2416 or Human Resources (405) 271-2184.

## DID YOU KNOW?

The entire text of OU's Faculty and Staff Handbooks is available online at:

Staff handbook  
[hr.ou.edu/Policies-Handbooks](http://hr.ou.edu/Policies-Handbooks)

Faculty handbook  
[ouhsc.edu/provost](http://ouhsc.edu/provost)



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

The university recognizes its responsibility as an educational and public service institution to promote a healthful and productive work environment. This responsibility demands implementation of programs and services that facilitate that effort. The university is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The university program includes this policy, which prohibits illegal use of drugs and alcohol in the workplace, on university property, or as part of any university-sponsored activities. It shall be Board of Regents' policy that:

- All students and employees shall abide by the terms of this policy as a condition of initial and continued enrollment/employment.
- The illegal use of drugs and alcohol is in direct violation of local, state and federal laws as well as university policies governing faculty, staff and student conduct. This policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of alcohol, drugs or controlled substances in the workplace, on university premises, or as a part of any university-sponsored activities.
- Violating this policy shall be a major offense which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the university. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
- Violating applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, administrative fee, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state and federal sanctions can be obtained through the offices of HSC Student Affairs and Human Resources.

- An employee shall notify his or her supervisor in writing of a criminal conviction for drug- or alcohol-related offenses occurring in the workplace no later than five calendar days following the conviction.

- The university shall establish and maintain Employee Assistance Programs and Student Counseling Services for counseling and training programs to inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.

- An employee shall not perform safety sensitive functions while a prohibited drug is in his or her system.

- The university may require drug testing of safety sensitive employees (as defined by federal law) prior to employment, when there is reasonable cause, after an accident, on a random basis, and before allowing an employee or student to return to duty after refusing to take a drug test or after not passing a drug test.

- The university shall annually distribute this policy to all staff, faculty and students.

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The appropriate Senior Vice President and Provost or Executive Officer is responsible for notifying federal funding agencies within 10 calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace. Decisions under this policy are subject to the grievance procedures stated elsewhere in the Board of Regents' policy.



# STUDENT RIGHTS AND RESPONSIBILITIES CODE

All members of the university community can access the entire University of Oklahoma Student Code at:

[students.ouhsc.edu](http://students.ouhsc.edu)

## Violations of Law and University Policy

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The Student Rights and Responsibilities Code and Procedure allow the University to take Code action for charges that arise out of violation of law and/or activities that violate University policy. Specifically, prohibited conduct includes violations of local, state or federal law.

## Sanctions

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The following sanctions may be imposed upon students or student groups by the appropriate disciplinary board or administrative official:

- **Verbal Warning:** A verbal notice that the behavior was inappropriate.
- **Written Warning:** A written statement that the behavior was inappropriate, which will remain on the student's University disciplinary record for a specified period of time or until the student meets certain conditions.
- **Disciplinary Probation:** A written statement that the behavior was inappropriate and should subsequent violations occur, the University will take more serious conduct action up to and including suspension or expulsion. This can include exclusion from University affiliated entities, including student organization activities for a period of time or until the student meets certain conditions. Disciplinary probation will remain on the student's disciplinary record for a specified period of time or until the student meets specified conditions.
- **Educational Sanctions:** A specific number of hours of community service, completion of a reflection or research paper, attending a class, program or lecture, attending counseling, or other actions.
- **Restitution:** Repayment for damages or misappropriation of property. This may include monetary compensation or other related service(s), such as cleaning or restoration.
- **Administrative Fee:** Administrative fees for educational programs and presentations as well as policy related administrative costs, which are assessed directly to the student's Bursar account. A financial stop may be placed on the student's record if the student fails to pay the administrative fee by the due date. This stop may prevent the student from registering for future terms or adding or dropping courses.
- **University-Owned Housing Reassignment or Termination:** Reassignment to another University-owned housing unit, exclusion from certain University-owned properties or termination of the student's housing agreement.
- **Administrative Trespass:** Denial of access to all or a portion of campus, except for limited periods and specific activities with the permission of the appropriate University official, as designated by the University Vice President for Student Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate University official or the campus police may take action.
- **Suspension:** Exclusion from the University and all campuses governed by the Board of Regents of the University of Oklahoma for a specific period of time or until the student meets certain conditions, following which the student may be permitted to re-enroll or apply for readmission to the University, as applicable.
- **Expulsion:** Exclusion from the University and all campuses governed by the Board of Regents of the University of Oklahoma for an indefinite period of time, a record of which remains on file permanently.
- **Restriction or Denial of University Services:** Restricted from use or denial of specified University services, including participation in University activities.
- **Delayed Conferral of Degree:** Delay of issuance of a student's diploma for a specified period of time or until the student meets certain conditions.

## EQUAL OPPORTUNITY POLICY

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.

Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, 405-325-3546, [bjm@ou.edu](mailto:bjm@ou.edu), or visit <http://www.ou.edu/eoo.html>.

## NON-DISCRIMINATION POLICY

Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. The University supports diversity and is committed to maintaining employment, educational, and health care settings that are multicultural, multiracial, multiethnic, and all-inclusive. Respecting differences is one of the University's missions.

The University does not discriminate or permit discrimination by any member of its community against any individual based on the individual's race, color, religion, political beliefs, national origin, age (40 or older), sex (see Sexual Misconduct, Discrimination and Harassment policy <https://www.ou.edu/content/eoo/policies.html>), sexual orientation, genetic information, gender identity, gender expression, disability, or veteran status in matters of admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.

University policy prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

## DISABILITY POLICY

The University will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program or activity or would result in undue financial or administrative burdens. The term "reasonable accommodation" is used in its general sense in this policy to apply to employees, students and visitors.

Reasonable accommodation may include but is not limited to:

- Making existing facilities readily accessible and usable by individuals with disabilities;
- Job restructuring;
- Part-time or modified work schedules;
- Reassignment to a vacant position if qualified;
- Acquisition or modification of equipment or devices;
- Adjustment or modification of examinations, training materials, or policies;
- Providing qualified readers or interpreters; or
- Modifying policies, practices and procedures.

The campus maintains a website dedicated to disability information and resources. <http://www.ou.edu/drc/home.html>  
Complaints of disability discrimination may be brought through the University's Equal Opportunity Office for Norman based programs: (405) 325-3546 and for Oklahoma City Health Sciences Center based programs: (405) 271-2110 or see <http://www.ou.edu/home/eoo.html>.

## EQUAL OPPORTUNITY OFFICE CONTACT

### Norman Campus

Evans Hall  
660 Parrington Oval  
Room 102  
Norman, OK 73019  
Office: (405) 325-3546  
Fax: (405) 325-3540

### Disability Resource Center (Norman Campus)

730 College Avenue  
University Community Center  
Norman, OK 73019

(405) 325-3852 (Voice)  
(405) 217-3494 (VP)  
(405) 325-4491 (Fax)  
[drc@ou.edu](mailto:drc@ou.edu) | [ou.edu/drc](http://ou.edu/drc)

### Health Sciences Center Campus and HSC-based Tulsa Programs

1105 N. Stonewall Ave, Suite 164H  
Oklahoma City, OK 73117  
(405) 271-2110

# Campus Security Policy

The University of Oklahoma Health Sciences Center Police Department provides law enforcement services on the Oklahoma City campus. Anyone who is the victim of or observes a crime should contact the Police Department (OUHSC PD) 1-4911 from any on-campus telephone. A follow-up will be conducted of any reported crime for which sufficient information is provided to enable officers to carry out an investigation. All crimes should be reported to enable the police to best utilize their resources.

Officers of OUHSC PD are commissioned and sworn peace officers as authorized by state law, and have full law enforcement authority and powers. Additional non-commissioned uniformed employees (Security) provide patrols in various sections of campus, including residential Housing, the academic area, and various locations on the HSC Campus. OUHSC police officers are on duty 24 hours daily year-round. HSC has a campuswide outdoor emergency telephone network. Crime awareness programming is provided for new students each fall and upon request to students or student groups throughout the year. OUHSC PD also provides brochures on a number of prevention topics, from malicious telephone calls to sexual assault. OUHSC PD works closely with HSC Student Affairs to develop and deliver new and additional programming as needs are identified.

HSC campus facilities normally are open for access during conventional business hours. Security hours for academic facilities are established by the budget unit which controls them.

OUHSC PD maintains an excellent working relationship with the Oklahoma City Police Department, and local law enforcement agencies, which routinely informs OUHSC PD of crimes occurring off-campus that involve or may be of concern to students. The University of Oklahoma HSC operates no off-campus housing or off-campus student organization facilities. If OUHSC PD is contacted about criminal activity occurring off-campus involving an OU HSC student(s) the OUHSC PD having no jurisdiction will be limited to information sharing, coordination, and cooperation with the investigating agency upon request.

Possession, use, and sale of alcoholic beverages and illegal drugs are regulated by state law. The university has a policy on prevention of alcohol abuse and drug use on campus and in the workplace (see page 19). This and other policies are disseminated in the Student Handbook and the Faculty and Staff Handbooks.

This annual security report is prepared in compliance with 20 USC 1092 (f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is disseminated to all employees and current students and is available to prospective students and employees on request.

In addition, OUHSC PD participates in the FBI's Uniform Crime Report program through the Oklahoma State Bureau of Investigation. The annual UCR Report (Crime in America) is available in most public libraries.



# TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

The University of Oklahoma Police Department for the Norman, Health Sciences Center, and OU-Tulsa campuses, in consultation with the Vice President of Operations or his/her designee, are responsible for issuing Timely Warnings and Emergency Notifications to the campus community. OUHSC PD will continuously work and coordinate with local, state and federal law enforcement agencies.

Anyone with information warranting a Timely Warning, Emergency Notification or activating the University's emergency communications system should report the circumstances to OUHSC PD immediately. The University will issue warnings or notifications as appropriate to keep the campus community informed about safety and security matters on an ongoing basis and to prevent similar crimes from occurring. The decision to issue a Timely Warning or Emergency Notification shall be decided on a case-by-case basis in compliance with the Clery Act and considering all available facts. The notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

**Timely Warnings:** Timely Warnings are issued for crimes to persons or property including: arson, burglary aggravated assault, criminal homicide, motor vehicle theft, and robbery and sex offenses. Timely warnings also may be issued for other crimes as deemed necessary. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

**Emergency Notifications:** The University of Oklahoma will immediately issue an Emergency Notification to the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus. The system is designed to be used only during emergency situations that require immediate action by the recipient. Examples include but are not limited to:

- Dangerous Situations (Armed intruder, civil disturbance, hostage situation, etc.)
- Fire
- Hazardous Material Leak/Spill
- Inclement Weather Delays/Closures
- Tornado Warning

Warnings may only be withheld if they would compromise efforts to contain the emergency. Confirmation of an emergency means that OUHSC PD and other University officials, as appropriate, will gather and analyze reported facts to verify that a legitimate emergency or dangerous situation exists.

## **Procedure:**

When a determination has been made that a Timely Warning or Emergency Notification is appropriate, OUHSC PD will take all appropriate steps to ensure timely notification of the campus community including immediately contacting the Vice President for Public Affairs or his/her designee to allow for appropriate media distribution. These

urgent messages will be transmitted to all available voice service, e-mail, text, and RSS feeds. Options for notifying of students, faculty and staff include the University's Emergency Communication System. Additional methods of distribution may include, as appropriate:

1. Contacting the local media for immediate distribution;
2. Issuing a campus wide e-mail of the Timely Warning or Emergency Notification; and
3. Posting a Timely Warning bulletin on the OUHSC PD website.

Such warning(s) and notifications may include, but are not limited to, the following information: type of crime, date, time and location of crime as well as available suspect information. OUHSC PD will test the system twice a year. These messages will be clearly identified as test messages from the Emergency Communication System.

**Emergency Operations Plan:** OUHSC's Emergency Operations Plan includes information concerning emergency response organization, response teams, lockdown, and evacuation guidelines. Departments are responsible for developing contingency plans for areas of responsibility. OUHSC conducts emergency response exercises each year including table top exercises, field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency capabilities of the campus. The OUHSC Emergency Operations Plan and General Emergency Evacuation Procedures may be found at <http://www.ouhsc.edu/police/EmergencyManagement/EmergencyOperationsPlan.aspx>.

OUHSC Emergency Response Group, which includes the Emergency Policy Group and the Emergency Operations Group, Incident Command and OUHSC PD supervisors and officers have received or are receiving training in Incident Command and the National Incident Management System. When an incident occurs on campus that causes an immediate threat, the first responders to the scene, including OUHSC PD, Oklahoma City Fire Department, Oklahoma City Police Department and Emergency Medical Services, work together in Unified Command to manage the incident. Depending on the incident type and level of activation, other OUHSC departments, local or federal agencies may also be involved in the response and utilization of OUHSC's Emergency Operations Center.

**Minors on Campus:** The university campus and community provides a variety of opportunities for minors to be on our campus, in our facilities or accessing activities or programs. The university has created a best practice guidance for the university community and trains faculty, staff and students on these topics. The best practice guidance may be found online at: [risk.ouhsc.edu](http://risk.ouhsc.edu).

# CAMPUS SECURITY AUTHORITIES

A campus security authority includes 1) employees of the OUHSC Police Department; 2) campus employees who have responsibility for campus security but who do not constitute a police department, such as parking attendants or those who monitor access to and from buildings; 3) employees identified by the campus as individuals to whom students can report a crime; and 4) employees with significant responsibility for student and campus activities and who have the authority and duty to take action or respond to particular issues on behalf of OUHSC.

Examples of CSAs include but are not limited to registered student organization advisors, HSC Student Affairs employees who oversee extracurricular activities or student housing, and the director of student health. Examples of individuals who do not meet the criteria for being a campus security authority include faculty members who do not have any responsibility beyond teaching and clerical or food services staff.

OUHSC notifies designated CSAs of their status and provides mandatory annual training, as required by the Clery Act.

## Important Phone Numbers

Keep these numbers handy in case you need assistance

### Police

**For all emergencies on campus, dial 1-4911 or pick up a blue emergency phone.**

OUHSC PD Emergency	(405) 271-4911
OUHSC PD Non-emergency	(405) 271-4300
Weather	(405) 271-6499

### Other OUHSC numbers

Employee Assistance Program (Magellan)	(800) 327-2513
Equal Opportunity Office	(405) 271-2110
Institutional Equity Office	(405) 325-3549
HSC Student Affairs	(405) 271-2416
OUHSC Fire Marshall	(405) 271-5522
Sexual Misconduct Officer	(405) 325-2215
Student Counseling Services	(405) 271-7336

### Local numbers

Oklahoma City Fire Dept. Non-emergency	(405) 316-6870
Oklahoma City Police Dept. Non-emergency	(405) 297-1000
Oklahoma City Ambulance	(405) 297-1000
Oklahoma County Sheriff's Office	(405) 713-1000

### Maintenance

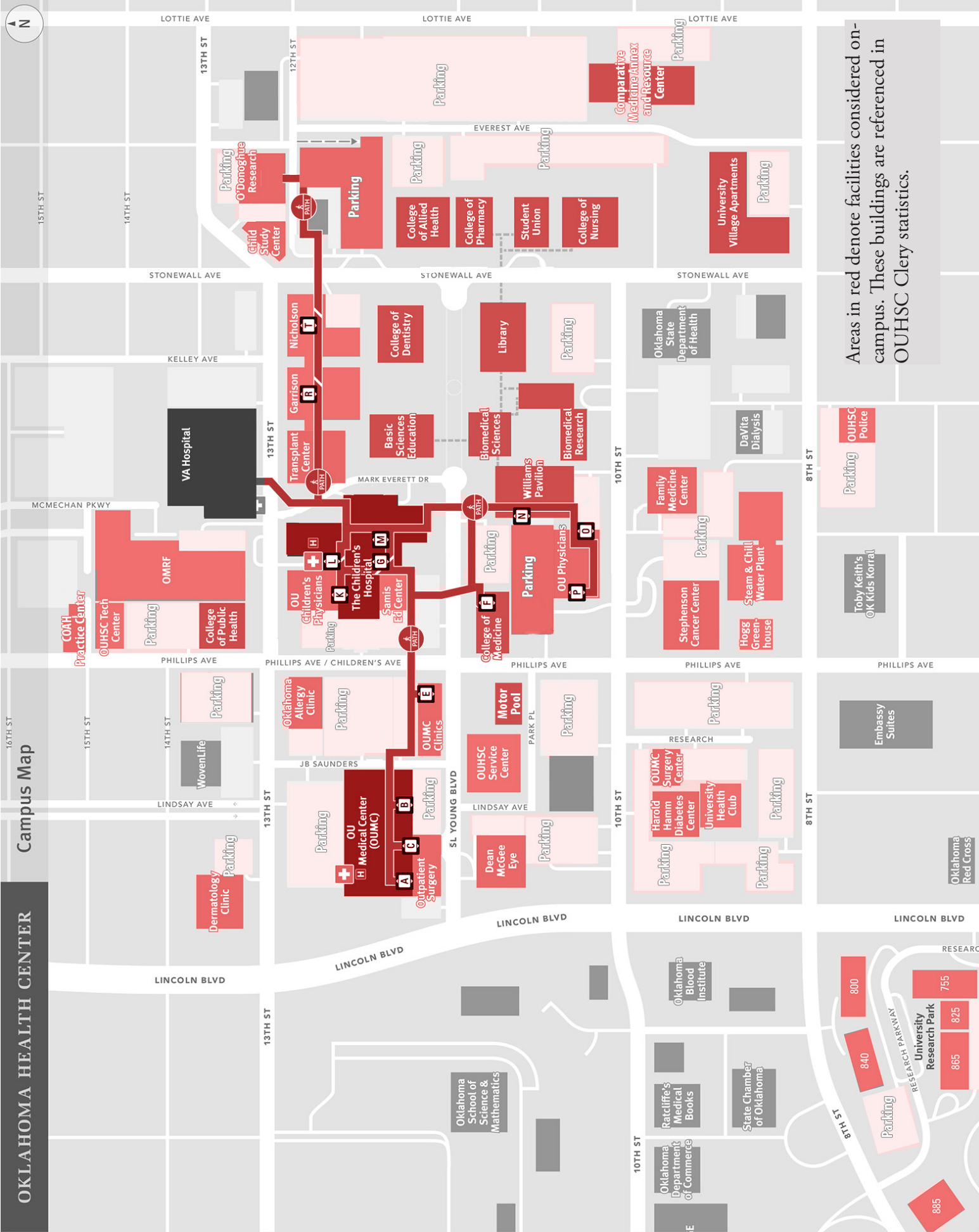
Housing maintenance	(405) 271-0500
Housing Emergency	(405) 388-0388
Facilities Management	(405) 271-2121
After Hours Emergency Repairs	(405) 271-4300

## Handbook References

This publication contains references to the University of Oklahoma's Staff Handbook and Faculty Handbook and should not be accepted as full texts or construed as limiting responsibility to items listed here. Full texts are available. The Staff Handbook can be found at <http://hr.ou.edu/Policies-Handbooks> or by calling the Office of Human Resources at (405) 271-2180. The Faculty Handbook is available at [www.ouhsc.edu/provost/FacultyHandbook.asp](http://www.ouhsc.edu/provost/FacultyHandbook.asp) or by calling the Provost's Office at (405) 271-2332.

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the University operates or provides.

Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, 405-325-3546, [bjm@ou.edu](mailto:bjm@ou.edu), or [visitou.edu/eoo.html](http://visitou.edu/eoo.html).



Areas in red denote facilities considered on-campus. These buildings are referenced in OUHSC Clery statistics.