

# CAMERON UNIVERSITY

## Clery Act Compliance Policy

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### Policy Statement

In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) in memory of a student who was murdered in her dorm room. In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

The Clery Act requires that all postsecondary institutions participating in Title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public. The VAWA amendments added requirements that institutions disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

The Cameron University Clery Act Compliance Policy serves as a procedural guide for the preparation, publication and distribution of Cameron's Annual Security & Fire Safety Report (ASR), in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (otherwise known as, the Clery Act).

(Security Reporting 34 CFR 668.46 / Fire Reporting 34 CFR 668.49)

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### Contents

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- Who should know this Policy?
- Responsibilities
- Policy
- Procedure
- Contacts
- Policy History

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### Who Should Know This Policy

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President  
Vice Presidents  
Clery Compliance Committee Members  
Director, Office of Public Safety  
Campus Security Authorities (CSA)  
Title IX Coordinators

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## **Responsibilities**

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### **Responsible for Policy**

University Officer Responsible

Director, Office of Public Safety

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## **Clergy Act Compliance Policy**

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**Statement of Purpose:** This policy serves as a procedural guide for the preparation, publication and distribution of the University's Annual Security & Fire Safety Report (ASR). The Director of Public Safety produces the ASR in concert with the Safety & Compliance Coordinator and the Cameron Clery Act Compliance Committee. The ASR is submitted to the U.S. Department of Education each year on or before October 1st. On the same date the ASR is published to the university webpage for prospective students, employees and general public access. In addition, the ASR is specifically emailed to all current students and employees. The ASR can be viewed in person at the Office of Public Safety and a physical copy will be provided upon request.

### **Oversight**

The University President appoints members of the Cameron Clery Act Compliance Committee. The multidisciplinary members include, but are not limited to, individuals who are responsible for various policy, procedure or program elements, required for compliance with the Clery Act. Each member receives Clery compliance training and is required to attend continuing or refresher training as assigned by the University.

The Committee Chair ensures there is a segregation of duties through his/her assignments to individual members to enable the committee, as an overall governing body, to objectively review and approve the required elements for compliance with the Clery Act. These elements include, but are not limited to, the subject matter listed in section 1.0 through section 10.3 of this policy. To accomplish their mission, the Chair sets regularly scheduled meetings of the committee to review Clery compliance subject matter. The committee specifically meets approximately sixty days prior to the submission, publication and distribution of the ASR for final review and approval of content.

### **Clergy Act Compliance Committee Members**

Vice President for Academic Affairs (Chair)

Vice President for Enrollment Management and Student Success

Director Office of Public Safety (Chief of Police)

Director Student Development (Judicial Affairs)

Director Student Housing

Director Student Wellness Center

Director Human Resources  
O.U. Legal Counsel (Committee Advisor)  
Safety & Compliance Coordinator

## **1.0 Collecting and Recording Crime Data**

**1.1** The Office of Public Safety (OPS) collects and maintains on file in the OPS, reports of all Clery reportable crimes that occur on or within the Clery Geography of Cameron University campuses. The crimes are assessed for Emergency Notifications, Timely Warnings, inclusion in the annual statistical discloser of the ASR and recorded on the OPS Daily Crime Log. For the purposes of the ASR, the crime reports are maintained for a minimum of three years from the date of occurrence. The reports include those made to Cameron University Police Officers, Campus Security Authorities (CSA) and;

### **1.2 Off Campus Law Enforcement Agencies**

Clery reportable crime reports that occur on or within the campus Clery Geography from off campus law enforcement agencies which include, but are not limited to, the City of Lawton and City of Duncan Police Departments. Reports generated by off campus agencies are listed in the Daily Crime Log as they are received by the OPS. At minimum, the Director of OPS or his designee, will contact the off campus law enforcement agencies in preparation of the ASR to ensure all Clery reportable crime reports have been collected. The off campus data collection process (what, from whom and when) will be documented and maintained in the OPS Clery files for audit purposes of the ASR.

### **1.3 Campus Security Authorities (CSA)**

Each CSA initially receives training specific to his/her Clery Act duties and is required to attend continuing or refresher training as assigned by the University and monitored by the Committee and Human Resources. The CSA reports to the OPS any Clery reportable crime reported to them or that comes to their knowledge, which occurred on or within the Clery Geography of Cameron University campuses. For the purposes of collecting Clery reportable crimes, the following list of personnel are designated by the University to be Campus Security Authorities:

- Athletic Director
- Athletic Coaches
- Dean of Students
- Director of Student Wellness Center
- Director of Student Development
- Director of Student Housing
- Director of Human Resources
- Director of Duncan Campus
- Office of Public Safety, Police Department Personnel
- Safety & Compliance Coordinator

- Title-IX Coordinator(s)

#### **1.4 Confidential, Voluntary Reporting**

Confidential, voluntary reporting by victims or witnesses, of Clery reportable crimes that occur on or within the Clery Geography of Cameron University campuses, for the purposes of making Emergency Notifications, Timely Warnings and the annual statistical disclosure of crime reports in the ASR, is encouraged. Victims or witnesses can report a Clery reportable crime by phone or in person to the Office of Public Safety or any CSA of the university and choose to remain anonymous. The Clery Act does not require institutions to initiate an investigation or disclose the personally identifiable information about a victim for the purposes of the annual statistical disclosure in the ASR.

#### **1.5 Pastoral and Professional Counselors**

Pastoral and professional counselors are encouraged, when they deem it appropriate, to inform the persons they are counseling of any procedures to report Clery reportable crimes that occur on or within the Clery Geography of Cameron University campuses, on a voluntary, confidential basis, for inclusion in the annual disclosure of crime statistics. Counselors employed by the University are supplied information pamphlets which specifically outline the Rights of Victims of Domestic Violence, Stalking, Rape and Forceable Sodomy (VAWA). The information in these pamphlets also lists available off-campus resources and the procedures for filing charges in accordance with Oklahoma State Statute Title 21 Section 142A.

### **2.0 Clery Reportable Crimes**

#### **Primary Crimes:** National Incident Based Reporting System (NIBRS)

Murder/Non-Negligent Manslaughter

Manslaughter by Negligence

Rape

Fondling

Incest

Statutory Rape

Robbery

Aggravated Assault

Burglary (of habitation)

Motor Vehicle Theft (Do not include theft from a motor vehicle)

Arson

#### **Hate Crimes** Uniform Crime Reporting System (UCR)

Larceny (theft)

Simple Assault

Intimidation

Vandalism or Destruction of Property (Damage to Property)

**Violence Against Women Act (VAWA)**  
Domestic Violence  
Dating Violence  
Stalking

**Arrest**

Weapons Law Violations (Possessing, Carrying, etc.)  
Drug Abuse Law Violations  
Liquor Law Violations

**Disciplinary Actions** (Do not count as disciplinary if counted as arrest.)  
Weapons Law Violations (Possessing, Carrying, etc.)  
Drug Abuse Law Violations  
Liquor Law Violations

**3.0 Emergency Notifications and Timely Warnings** (EOP excerpt)

The specific processes for issuing Emergency Notifications and Timely Warnings are outlined in the University's Emergency Operations Plan (EOP Section 9.0). Information will be provided to the campus community through announcements utilizing the Emergency Communications System (ECS) which includes telephone messages, email and text messages, the campus outdoor public address system (VOX), the news media, campus-wide desktop pop-ups, the University's website, Telephone Trees and in person meetings, dependent upon the scope and intended audience of the message.

The table below is utilized for purposes of Clery Act compliance in the evaluation of the need for an Emergency Notification or Timely Warning.

	Emergency Notification	Timely Warning
Scope	Significant emergency / Dangerous situation	Clery crimes reported to CSA
Trigger By	Event that is currently occurring on or imminently threatening campus	Crimes that occurred and represent an ongoing threat
Where	On campus or threatening campus	Within Clery Geography
When	Immediately upon confirmation of situation	As soon as info is available

**4.0 Sex Offender and Violent Offender Registry**

The Office of Public Safety (OPS) maintains for public viewing, a list of offenders who are required by law, to register with the OPS as either a Sex Offender or Violent Crime Offender, in accordance with Oklahoma State Statutes (Title 57, Chapter 8B and 8C). This information can also be viewed on the Oklahoma Department of Corrections web page at: <https://sors.doc.state.ok.us/svor/f?p=119:5:::NO:::> or the U.S. Department of Justice National Sex Offender Public Website at: <https://www.nsopw.gov/>

## **5.0 Campus Facilities, Security and Access Control.**

Access to residence halls is controlled on a 24-hour basis by electronic key card access. Residents may enter the halls at any time with a key card authorized by Student Housing. Access by non-residents is limited to specified visiting hours and granted by the resident student. A residence hall staff member is on duty 24 hours a day for access assistance and security.

University buildings are controlled for hours of operation by either electronic locks or physical keys. Key card access and physical keys are authorized on a departmental level. Individual buildings not on electronic control are access controlled by either departmentally designated personnel, Physical Facilities personnel or their contract designee. Individual offices, classrooms and interior spaces are controlled on a departmental level.

During non-business hours or in cases of an emergency, access is granted to facilities by the Office of Public Safety. All buildings and facilities are patrolled and monitored by campus police officers on a 24-hour basis. Security of all facilities, at the close of business, are ensured by a building check from campus police.

## **6.0 Law Enforcement Authority**

The Cameron University Office of Public Safety Police Department (OPS) is the primary law enforcement agency having jurisdiction on Cameron campuses. Criminal actions or emergencies should be reported to the campus police in person. To have an officer dispatched to a specific location call (580) 581-2911 or visit the office in South Shepler Rm#108. The Police Department employs State (C.L.E.E.T.) certified police officers who are on patrol 24 hours a day, 365 days a year. Officers patrol the campus on foot, in specialized vehicles and standard marked police sedans.

On the Lawton and Duncan campuses, the municipal police department of each city has secondary jurisdiction due to the location of the campus within their city limits.

Cameron University has signed memorandums of understanding with the City of Lawton and the Lawton Police Department outlining joint jurisdiction and mutual aid as well as joint support during manmade and natural disasters.

## **7.0 Policy, Procedure and Program Statements**

The ASR will include, but is not limited to, the following policy, procedure or program statements as mandated by the Clery Act. Statements in the ASR need only include the mandated elements if taken from a larger document with additional elements that do not apply to the Clery requirements. In instances where an excerpt is used, a link or information on the location of the entire policy, procedure or program will be given in addition to the excerpt.

(per the October-2020 Clery Act Appendix to the Federal Student Aid Handbook)

- 7.1 Policies regarding alcoholic beverages and underage drinking laws.  
(Section 9.2)
- 7.2 Policies regarding illegal drugs and applicable federal and state drug laws.  
(Section 9.2)
- 7.3 Programs on substance abuse.  
(Section 9.1 & 9.2)
- 7.4 Programs to prevent dating violence, domestic violence, sexual assault and stalking, and the procedures institutions will follow when such crimes are reported.  
(Section 1.4, 6.0, 9.1 & 9.5)
- 7.5 Information regarding sex offenders.  
(Section 4.0)
- 7.6 Descriptions of emergency response and evacuation procedures.  
(Section 9.4)
- 7.7 Policies regarding missing student notifications.  
(Section 9.3)
- 7.8 Campus crime statistics.  
(Section 1.1, 1.2 & 2.0)
- 7.9 Policies regarding procedures for reporting criminal actions or other emergencies on campus.  
(Section 6.0)
- 7.10 Policies on security of and access to campus facilities.  
(Section 5.0)
- 7.11 Policies on enforcement authority of security personnel; working relationship of campus security personnel with State and local police agencies; accurate and prompt reporting of crimes; pastoral and professional counselors.  
(Section 6.0 & 1.5)
- 7.12 Programs on campus security procedures and practices.  
(Section 9.1)

## **8.0 Annual Fire Safety Report**

The University combines the Annual Security Report and the Annual Fire Safety Report in one report titled: Annual Security & Fire Safety Report (ASR).

The Director of Student Housing insures compliance with the Annual Fire Safety Report requirements set forth in 34 CFR 668.49(d) and provides the data requirements to the Office of Public Safety for inclusion in the ASR. These requirements include;

- Fire statistics from the Fire Log  
*(see section 8.2)*
- Description of on-campus housing facilities fire safety systems  
*(see section 8.2)*
- Number of fire drills during the previous calendar year

(see *Housing Facility Fire Log* section 8.2)

- Policies on portable electrical appliances, smoking, and open flames in housing facilities (see *Student Housing Handbook*)
- Procedures for evacuation due to fires in student housing (see *Student Housing Handbook*)
- Policies on fire safety education and training programs (see *Student Housing Handbook* and section 9.1)
- List of titles of persons to report fires on campus, for purposes of inclusion in statistics (see *Student Housing Handbook*)
- Plans for future improvement in fire safety, if necessary

## **8.1 Housing Facility Fire Log.**

The fire log is maintained in the Housing Office and includes, but is not limited to; the nature, date, time and general location of each housing fire. In addition, the log records any injuries or deaths as a result of a housing fire. For ASR purposes, separate from any other regulatory requirements, fire drills in housing facilities are recorded in the Housing Facility Fire Log.

Fires are recorded in the log within two business days of their occurrence and the log for the most recent 60-day period is open to public inspection. Any portion of the log older than 60 days is available within two business days of a request for public inspection.

## **8.2 ASR Fire Report Sample Documentation**

**Specifications for On-Campus Housing Facility Fire Systems**

<b>Residence Hall / Apartment</b>	<b>Fire Safety Control System</b>	<b>Location of Sprinklers</b>	<b>Alarm Types</b>
<b>North Shepler Dormitory</b>	Simplex -Grinnell Reports to, Lawton Fire Dept. CU Police Student Housing	Common areas, lounges, hallways, stairwells, bedrooms.	Heat and smoke activated. Pull station. Audio / Visual
<b>South Shepler Dormitory</b>	Simplex -Grinnell Reports to, Lawton Fire Dept. CU Police Student Housing	Common areas, lounges, hallways, stairwells, bedrooms.	Heat and smoke activated. Pull station. Audio / Visual
<b>Cameron Village Apartments</b>	Simplex -Grinnell Reports to, Lawton Fire Dept. CU Police Student Housing	Common areas, lounges, hallways, stairwells, bedrooms.	Heat and smoke activated. Pull station. Audio / Visual

### **Housing Facility Fire Log**

Nature	Date	Time	Location	Injuries	Deaths
Minor kitchen grease fire	01/01/2007	12:00 PM	Village Rm# K-403	0	0
Fire Drill Only	02/02/2007	6:00 PM	N&S-Shepler	0	0
Trashcan fire	03/03/2007	9:00 AM	S-Shepler Rm# 999	0	0

## **9.0 Policy excerpts included in the Annual Security and Fire Safety Report (ASR)**

(per the October-2020 Clery Act Appendix to the Federal Student Aid Handbook)

### **9.1 Programs**

Cameron University delivers training about general safety practices through online vendors. The online, real-time training resource provides modules on topics such as; active shooter, bystander intervention, fire safety, cyber security, prescription addictions (opioids, stimulants, and depressants), marijuana, alcohol, other drugs and drug awareness and abuse. The training information is posted on the University's website, within the student portal, and via academic and student service programming.

Online training is also used to inform students about the prevention of crimes, health and safety awareness on campus, intimate partner violence and sexual violence prevention.

### **9.2 Alcohol and Drug Free Campus Policy (excerpt)**

Pursuant to local, state, and federal laws, and its own rules and regulations, Cameron University prohibits the unlawful possession, use, manufacture, or distribution of alcohol and other drugs by students and employees on university owned or controlled premises, as a part of any university sponsored activities, or in the work place.

Any student or employee who violates this policy shall be subject to disciplinary action, including, without limitation to probation, expulsion, suspension, or termination of employment; may be required to participate satisfactorily in an appropriate rehabilitation program; or may be referred for prosecution.

Violation of applicable local, state, and federal laws governing the possession, use, manufacture, or distribution of alcohol and other drugs may subject students or employees to fines, imprisonment, and/or community service requirements. Convictions become part of an individual's criminal record and may prohibit certain career and professional opportunities.

Abuse of drugs and alcohol can result in behavioral changes; impairment of judgment and coordination; elevated or lowered blood pressure; depression; anxiety; hallucinations; convulsions; temporary and permanent loss of memory; damage to the heart, lungs, liver and brain; sterility; lowered immune system and increased infection; cancer, emphysema; chronic bronchitis, and death.

Numerous programs are available in the Lawton area to help Cameron students and employees deal with substance abuse related issues. Federal laws insure all persons seeking help for alcohol and/or other drug problems will be treated with respect and in a confidential manner. Students can contact the Student Wellness Center for information or assistance.  
<https://www.cameron.edu/current-students/student-services/handbook/university-policies/alcohol-and-drug-free-campus-policy>

### **9.3 Missing Resident Student Policy**

Resident Students will be given the opportunity during move-ins to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below.

Regardless of whether a student names a contact person, the university will notify local law enforcement regarding the missing student, unless local law enforcement was the entity that determined the student is missing.

In the event a Resident Student who is under 18 or not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Any university employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the Cameron University Office of Public Safety. When CU Campus Police receives initial report, they will notify the Office of Student Housing, whose staff will determine whether the student is a Resident Student.

The report of a missing Resident Student is initiated when the Student Housing Staff is notified of or become aware of a missing Resident Student. When the CU Student Housing Staff receives information that a Resident Student is reported missing, the Student Housing Staff will conduct a preliminary investigation regarding any report of a missing Resident Student.

A Student Housing Staff member will attempt to contact the subject Resident Student via his/her telephone, email, or social networking site.

If the missing Resident Student cannot be reached, two staff members will visit the residence of Resident Student in question to verify his/her whereabouts and/or wellness. If the student is located, the Student Housing Staff may deliver a message to the student requesting that he/she contact a parent, family member, or friend who is searching for him/her.

If the missing Resident Student is not at the residence, but it is occupied, the Student Housing Staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants of the residence, other members of housing community, or other friends. The Student Housing Staff will also attempt to acquire additional contact information and use it to initiate contact.

If there is no response when the Student Housing Staff members knock on the door of the residence or there are occupants who do not know the missing Resident Student whereabouts, the Student Housing Staff will enter the residence and individual room assigned to the reported missing Resident Student, by key if necessary, to perform a health and safety inspection.

At any step in the process, the Director of Student Housing will immediately report any suspicious findings to CU Office of Public Safety and the Dean of Students.

If all of these steps do not provide Student Housing Staff with an opportunity to speak with the missing on-campus student or to learn his/her whereabouts, CU Office of Public Safety will be contacted to investigate further.

If the missing Resident Student is determined to be under the age of eighteen, contact will be made with the student's parents within 24 hours. If the missing Resident Student is determined to be over the age of eighteen, contact will be made with the student's designated emergency contact within 24 hours.

If these steps provide the Student Housing Staff with an opportunity to speak with the missing Resident Student, verification of the student's state of health and intention of returning to campus is made. If needed, a referral will be made to the Student Wellness Center. The Office of Student Housing shall contact CU Office of Public Safety and the Dean of Students to document that a missing student investigation was begun and apprise them of the student's state of health and well-being.

<https://www.cameron.edu/housing/current-residents/handbook/missing-resident>

<https://www.cameron.edu/policies>

#### **9.4 Emergency Response and Evacuation Procedures (excerpt)**

(Cameron University Emergency Operation Plan Section 10.0 & 11.1.1)

Protective Actions are those actions taken by responders and affected persons to lessen or thwart the effects of an emergency. Some examples of protective actions include:

- Evacuation
- Shelter in Place
- Lock Down

- Relocation
- Mass Prophylaxis

### Evacuation

Evacuations vary widely in scale from a small area to the entire campus. The threats may be immediate such as a bomb, fire or active shooter, or slowly evolving hazards such as loss of power for extended periods. Persons may be evacuated outside, to a nearby facility until the threat is cleared, to a temporary shelter or to a more permanent solution such as new housing or offices. Evacuation assistance is necessary for persons that have limited mobility and should be planned for both persons normally on campus as well as visitors.

### Shelter-in-Place versus Lock-Down

Shelter-in-Place is a temporary measure which refers to those actions taken to “stay inside” a building or other structure while the threat passes. It is most commonly employed for chemical or radiological releases or severe weather such as a tornado when the health exposure is deemed greater if evacuating than if remaining inside. Other actions are specific to the hazard and usually involve shutting off outside air sources, closing windows, etc. Very specific instructions may be given for the hazard characteristics such as moving to higher floors if the chemical which is released is heavy and will settle low.

A Lock-Down is a protective action taken largely in response to a suspicious, hostile or violent person(s) whereby persons secure themselves in locked rooms, closets and other buildings away from sight of the offender(s).

### Relocation

Once evacuated, persons may be relocated to a temporary location such as another building or a mass care shelter. Longer term evacuation may dictate more permanent relocation.

### Mass Prophylaxis and Treatment

Providing medication or vaccines to person(s) exposed or potentially exposed to a contagious disease or biological agent may deter illness or worsening of illness. This protective action is useful for exposure to such events as anthrax exposure.

### Authority

Immediate Protective Action Decisions (PAD) are made by the Incident Commander for an emergency event. More expansive decisions, such as closing all campus services or a campus wide evacuation, are made by the President or his/her designee.

## Process

Upon notification of an emergency, Campus Response Personnel (CRP) will provide continuous situational awareness to the Incident Commander, President and Emergency Policy Group (EPG).

Various protective actions will be considered and recommended. The Incident Commander and/or the President will make Protective Action Decisions using the available information at the time.

## Roles and Responsibilities

Cameron University uses the National Incident Management System (NIMS) in its Emergency Operations Center (EOC) to meet federal standards and to coordinate seamlessly with outside responders.

## **9.5 Violence Against Women Act (VAWA) Investigations**

In addition to traditional law enforcement criminal investigations, Student Code of Conduct and Title IX investigations are available. One or all of these investigative actions can be taken dependent upon the nature of the offense and the request of the reporting party.

## **Grievance Procedures for Formal Complaints of Sexual Harassment and Misconduct (excerpt)**

### Who May Utilize this Procedure

This procedure may be used by any member of the University community who is participating in or attempting to participate in the University's education program or a University-related activity. It is applicable to Formal Complaints concerning Title IX Sexual Harassment (which includes Hostile Environment Harassment, Quid Pro Quo Harassment, Sexual Assault, Domestic Violence, and Dating Violence). This procedure may also be used by any member of the University community who wishes to file a Complaint of Employee

Sexual Misconduct, and Sexual Misconduct (Student Code Violation) as set forth in the Sexual Misconduct, Discrimination, and Harassment Policy.

The University may modify these procedures at any time as deemed appropriate for compliance with applicable federal, state, and local law and guidance.

If a Formal Complaint or Complaint triggers this Procedure but also includes allegations that could constitute a separate violation of the Student Code of Rights and Responsibilities or other applicable policy, this Procedure may be modified as reasonably necessary to fully investigate the matter and to avoid duplicative investigations. Prior to initiating any such additional investigation into misconduct under the Student Code of Rights and Responsibilities or employee misconduct, the Title IX Coordinator shall obtain written authorization from the Director of Student Conduct or the Chief Human Resources Officer.

### **Filing of Formal Complaint of Title IX Sexual Harassment**

This Grievance Procedure is initiated with a Formal Complaint of Title IX Sexual Harassment or Complaint of Employee Sexual Misconduct or Sexual Misconduct (Student Code Violation).

A Formal Complaint must be filed with the Title IX Coordinator (or any Associate Equity Officer or Associate Title IX Coordinator, all of whom constitute the Title IX Coordinator for purposes of this Policy). The Formal Complaint may be filed in person, by mail, or by electronic mail at any time of day, including during non-business hours, using the contact information listed for the Title IX Coordinator. Generally, a Formal Complaint should be filed as quickly as possible to facilitate the ability to gather facts and evidence; however, every Formal Complaint will be reviewed regardless of when an incident occurred. The Office of Institutional Equity encourages the use of its in-office form for filing a Formal Complaint; however, no particular form is required as long as it (1) is signed, (2) alleges sexual harassment, against a Respondent, and (3) requests an investigation.

Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or party during a grievance process and will comply with the requirements for Title IX personnel to be free from conflicts and bias.

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Title IX Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

### **Filing a Complaint of Employee Sexual Misconduct or Sexual Misconduct (Student Code Violation)**

The process for a filing a Complaint of Employee Sexual Misconduct or Sexual Misconduct (Student Code Violation) is the same as the process for filing a Formal Complaint of Title IX Sexual Harassment above, except that prior to initiating an investigation into the alleged conduct, the Title IX Coordinator must first request authorization to investigate from the Chief Human Resources Officer or Director of Student Conduct, who will determine whether the University has jurisdictional authority to impose disciplinary sanctions on the Respondent pursuant to the applicable Staff and Faculty Handbook provisions or Student Code of Rights and Responsibilities, as applicable. Once a Complaint is filed, the Complaint procedures will follow the same procedures for Formal Complaints of Title IX Sexual Harassment except where specifically noted herein or in the Grievance Procedures for Formal Complaints of Title IX Sexual Harassment or Sexual Misconduct.

The entirety of the policies covering this category can be found at;

<https://www.cameron.edu/current-students/student-services/sexual-violence-title-ix>

### **10.0 Clery Geography of Cameron University**

For the purposes of the Annual Security and Fire Safety Report (ASR) and the reporting of Clery Reportable Crimes, Emergency Notifications and Timely Warnings, the following boundaries define the campuses of Cameron University.

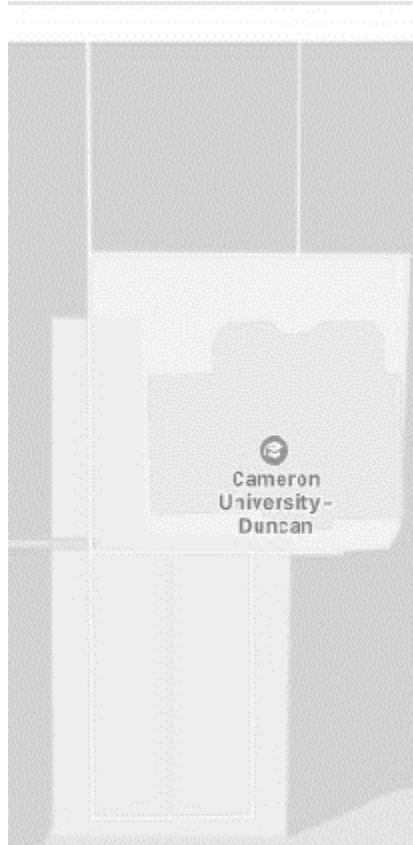
### **10.1 Lawton Campus**

The Lawton campus is located at 2800 W. Gore Blvd. The majority of all facilities frequently used by students are bordered by Gore Blvd. to the north, Elsie Hamm to the south, 27<sup>th</sup> St. to the east and 38<sup>th</sup> St. to the west. Exceptions to these general terms would be the Baseball Field west of 38<sup>th</sup> St., the Golf complex west of Wolf Creek, the 27<sup>th</sup> St. Fine Arts parking lot and the Animal Science Complex on 38<sup>th</sup> St. The bordering and crisscrossing City streets of campus, sidewalk to sidewalk or curb to curb are included for reporting purposes.



## **10.2 Duncan Campus**

The Duncan campus is a single structure located at 3100 W. Bois D'Arc Ave. Duncan, OK. The building, grounds and City street directly bordering the campus are included for reporting purposes.



## **10.3 Off Campus Locations**

The University does not own, lease, or recognize any locations frequently used by students, in support of institutional purposes that are not within the stated Clery geographic boundaries of the Lawton or Duncan campuses.

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## **Contacts**

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Policy Questions:      Office of Public Safety (580) 581-2237

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## **Policy History**

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### **Policy**

Issue Date:      August 27, 2021