

Safety and Security

2010



OHIO NORTHERN UNIVERSITY

The Ohio Northern University Security Department publishes the following campus crime statistics and information in compliance with the Student Right-to-Know and Campus Security Act of 1990. Crimes are defined and compiled in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program (UCR).

I. Procedures for Reporting Crimes

All crimes that may occur on campus must be reported to the proper authorities. Crimes that involve University employees or guests must be reported to the Campus Security. Crimes involving students must be reported to either Student Affairs or Campus Security. Student Affairs staff members and Security officers are available for assistance in reporting crimes to law enforcement agencies. Confidential counseling for victims is available. A number of campus telephones on building exteriors and interior hallways are available for reporting crimes or emergencies. Proper and timely reporting of crimes will significantly improve the ability of officials to appropriately address the incident.

Campus Security and Student Affairs work closely together to address criminal actions or emergency situations on campus. Reports will be filed and proper measures taken through University channels or through outside law enforcement agencies if appropriate.

Campus Security provides continuous service and is available for assistance or for reporting criminal actions. Student Affairs is staffed or on-call at all times for responding to the emergency needs of students. The person on duty will help to see that proper medical and/or counseling attention is available.

II. Security and Access to Campus Facilities

With the exception of certain holidays, University buildings and residence halls are opened and locked daily according to a regular published schedule. Hours vary according to the University's calendar and scheduled events. Campus Security is responsible for maintaining the schedule of building openings and closings.

The University desires to maintain an attractive and safe campus. University Physical Plant personnel give priority response to correct physical dangers or conditions that may affect personal safety. Physical Plant and Campus Security perform regular comprehensive surveys of exterior lighting and exterior doors to be sure they are functioning properly.

All residence halls, residence hall rooms, and academic and administrative areas are equipped with locks and/or locking devices to assist in assuring personal safety and the security of University assets. These locks and/or locking devices will be maintained in good working condition. Locks and/or locking devices that are suspected of not functioning properly should be reported immediately to Campus Security or to Student Affairs personnel if appropriate.

Student Affairs will change a victim's academic living situation after an alleged sex offense if changes are requested by the victim and are reasonably available.

III. Campus Security Authority

The University's security authority is comprised of Security personnel and Student Affairs staff members. Campus Security is responsible for coordination with law enforcement, security and emergency response. The department is staffed 24 hours per day throughout the year. The Security staff is comprised of male and female certified law enforcement officers. It reports to the Vice President for Financial Affairs. The Student Affairs staff reports to the Vice President for Student Affairs.

Campus Security maintains a cooperative working relationship with the Ada Police Department and the Hardin County Sheriff's Office. Crime-related information and reports are routinely exchanged on a formal and informal basis with these offices.

The University encourages reporting of all crimes. A statement of this policy is included in all faculty, staff and student handbooks.

IV. Informational Programs

Students and employees are informed about campus security procedures and practices, crime prevention, as well as being encouraged to be responsible for their own personal security and the security of others, in programs offered by the University. These programs are offered to the University community annually or upon request on a variety of topics. Student Affairs staff members (students) in the residence halls, as well as Greek student leaders, may schedule ONU Security officers to visit and relate current thinking and policy regarding these issues. ONU employees may schedule similar programs.

Student Affairs staff members work with the ONU Campus Security in determining the need for, and the scheduling of, informational programs. Additional information on programs is available in the ONU Student Handbook. Open forums, held with student groups on campus by Student Affairs, are aimed at preventing sex offenses and explain the procedures to be followed once a sex offense has occurred. If an incident occurs on campus, the Student Affairs staff will work with Security, outside law enforcement agencies, and victims to bring any such matter to resolution.

V. Campus Notification of Crimes

Crimes of such a nature that may be a continued threat to University students, employees or guests will be reported by Student Affairs or the Communications and Marketing Office as soon after the occurrence as reasonable information can be assembled. These crimes would be of murder, rape, robbery, aggravated assault, burglary, and auto theft that are reported to Campus Security or local police agencies. It is intended that reports of these crimes will aid in the prevention of similar occurrences. ONU goes much further than many federal or state requirements in this regard and reports incidents which are not crimes but which it is felt the campus community should know about. Information on reported incidents is often times provided to the campus community even though it is known at the time that the reported incident or allegation may not later stand up under later scrutiny. Crimes not reported to ONU Security or police authorities are not reflected in the statistics below.

VI. Off Campus Student Organizations

The University campus includes all buildings and property owned by the institution. In addition, crimes are reported for incidents which may have occurred on property or in buildings owned by recognized Ohio Northern University student organizations.

VII. Alcoholic Beverages and Illegal Drugs

Alcoholic beverages may only be possessed or consumed by individuals in private areas on campus as long as laws of the Village of Ada and the State of Ohio are followed. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited by University, local, state and federal regulations unless prescribed by a physician. Refer to the ONU Student Handbook for the complete description of policies.

There are many programs offered to students, faculty and staff through Student Affairs regarding alcohol, chemical and other drug abuses, dangers and concerns. Please refer to the ONU Student Handbook for any and all references to drug or alcohol abuse education programs required under section 1213 of the Higher Education Act of 1965.

VIII. Statement of Policy Regarding Emergency Response and Evacuation Procedures

Ohio Northern University will immediately notify 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 employees occurring on the campus through text messaging, ONU's web page, and/or mass e-mail.

Ohio Northern University will, without delay, initiate the University notification system through text, web and email, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

With any notice to Security or campus officials of a possible emergency situation, an ONU Security officer will be dispatched to the scene to assess the situation. If the officer determines it is an emergency, the officer will have dispatch initiate calls for the proper emergency responders and University officials.

Security and/or the University switchboard will notify the President of the University along with appropriate Cabinet members, University Communications and Marketing and/or others according to the ONU Campus Emergency Response plan. The ONU website, text messages, email, campus and local radios stations will be updated with current information.

Categories of risk and appropriate emergency responses are outlines in the Campus Emergency Response plan. Notification of campus personnel, and students when determined necessary, will be made through the University Communications and Marketing Department via text messages to subscribers, global email and website emergency notification.

Building Evacuation/Procedure

Depending on the circumstances, buildings may be either partially or totally evacuated. Under partial evacuation, occupants may be simply asked to relocate to another portion of the building deemed safe.

Complete evacuation will result in all persons leaving the building and moving to a designated assembly area outside. The Building Director will determine the best assembly areas located near their buildings. They are also responsible for making sure everyone clearly understands that all occupants are to evacuate to the same area for accountability reasons.

General guidelines for managing a safe and orderly evacuation:

1. Keep yourself and others calm.
2. Announce the situation loudly and clearly to all people.
3. Give clear instructions, direct persons to the nearest exits and stairwells.
4. Remind personnel not to use the elevators during an evacuation.
5. Keep existing groups together. Faculty should lead their classroom students out of academic buildings.
6. Assist persons with disabilities.
7. Account for all evacuees. Key personnel from each group should quickly ascertain that all individuals safely reach the assembly area.
8. Wait for instructions. Do not re-enter the building until an announcement has been made that it is safe to do so.

The University conducts emergency response and evacuation exercises in the form of tabletop drills and scheduled and unscheduled residence hall fire drills. A live test of the outdoor warning sirens occurs on a monthly basis.

IX. Missing Student Policy/Procedure

Policy:

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Security which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in the event he/she is determined to be missing. If a missing student is under 18 years of age, Campus Security is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Security that the student is missing. Campus Security will also notify the Village of Ada Police not later than 24 hours after it determines that the student is missing. The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure:

Any report of a missing student, from whatever source, should immediately be directed to Campus Security and an investigation is to be conducted.

Notification:

When a student is reported missing, Campus Security shall:

- initiate an investigation to determine the validity of the missing person report.
- contact the Vice President for Student Affairs.
- make a determination as to the status of the missing student.

- notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
- if the missing student is under the age of 18 and not emancipated, Security will notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- notify the Ada Police Dept. within 24 hours after determining that the student is missing.

The Vice President for Student Affairs notifies the Director of Residence Life and the Student Affairs Response Team (SART) duty person.

The Vice President for Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Student Contact Information:

Students shall be given the opportunity to designate emergency contact information on the University website.

Student notification of this policy is:

- included on the ONU website.
- discussed during beginning quarter/semesters mandatory housing, floor or wing meetings.
- included in the annual Campus Security Report.
- sent to students by University e-mail.

X. Crime Statistics

Occurrences on the ONU Campus during the following years:

	2007	2008	2009	2010
Murder:	0	0	0	0
Sex Offense, Forcible:	0	0	0	2
Sex Offenses, Non-Forcible:	0	0	0	1
Robbery:	0	0	0	0
Aggravated Assault:	0	0	0	0
Burglary:	6	5	4	9
Motor Vehicle Theft:	1	0	0	0
Arson	1	0	0	0
Negligent Manslaughter	0	0	0	0

The following are arrest statistics for three offense categories:

Liquor Law Violation Arrests:	42	8	15	15
Drug Abuse Violation Arrests:	8	1	7	11
Weapons Possessions Arrests:	0	0	0	0

For more comprehensive statistics for Ohio Northern University, visit the following website: <http://ope.ed.gov/security>