



University
of Phoenix®

Campus Safety Policies

Reporting



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Reporting at University of Phoenix

This policy outlines the reporting process at University of Phoenix (UOPX) for incidents or emergencies in compliance with the Jeanne Clery Campus Safety Act (20 U.S.C. § 1092(f)) (“Clery Act”) and its implementing regulations.

Reportable Offenses

The Clery Act delineates the violations which need to be collected and reported. The [UOPX Annual Security Report](#) includes all Clery Act offenses which occurred within defined Clery Act geography and were reported to a Campus Security Authority (CSA) and/or a local law enforcement agency. Reportable offenses are not limited to Clery Act-specific offenses, however.

Clery Act Offenses and Incidents

The following Clery Act offenses meet definitions in the FBI’s¹ Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence, and Stalking, definitions are provided by the Violence Against Women Reauthorization Act (VAWA) and repeated in the Clery Act regulations.

Criminal Offenses: Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Sexual Assault—Sex Offenses (Rape, Nonconsensual Sexual Contact, Incest, Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson

Hate Crimes: Any of the above-mentioned Criminal Offenses (excluding Manslaughter by Negligence) and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias

VAWA Offenses: Any incidents of Domestic Violence, Dating Violence, and Stalking

Arrests and Referrals for Disciplinary Action: Weapons Law Violations (Carrying, Possessing, etc.), Drug Abuse Violations, and Liquor Law Violations

Incidents of Hazing: Any incident meeting the definition of hazing under the Stop Campus Hazing Act

Criminal Offenses

Criminal Homicide—Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Criminal Homicide—Manslaughter by Negligence: The killing of another person through gross negligence.

¹ Federal Bureau of Investigation



Sexual Assault—Sex Offenses²: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **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.
- **Nonconsensual Sexual Contact:** The intentional touching clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication.
- **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 statutory age of consent.

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.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

Hate Crimes

A **Hate Crime** is a crime reported to local police agencies or to a CSA that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. **Bias** is an expressed negative opinion or attitude toward a group of persons based on actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

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.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

² Sexual Assault is also a VAWA offense but is included in the Criminal Offenses category for reporting purposes



Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.

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 on their actual or perceived country of birth.

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

In addition to Criminal Offenses (excluding Manslaughter by Negligence), VAWA Offenses, and Arrests/Referrals for Disciplinary Action, Hate Crime reporting includes four additional offenses:

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

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/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.

Before an incident can be classified as a Hate Crime, sufficient, objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

VAWA Offenses

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. For the 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.



Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with who the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situation to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or 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. *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.

Arrests and Referrals for Disciplinary Action³

These include people arrested for liquor law violations, drug law violations, and illegal weapons possession as well as people referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession. *Referred for campus disciplinary action* is the referral of any person to any campus official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

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.

Drug Abuse Violations – The violation of laws prohibiting the 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 State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

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

³ Violations of state and local laws



Incidents of Hazing

Hazing – Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate that—

- i. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and
- ii. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - a. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - b. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - c. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - d. causing, coercing, or otherwise inducing another person to perform sexual acts;
 - e. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - f. any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
 - g. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

"Unfounded" Crimes

UOPX discloses the total number of "unfounded" crimes in its ASR. While rare, UOPX may remove a reported crime from its crime statistics if a sworn or commissioned law enforcement official has fully investigated the reported crime and, based on the evidence and results of this full investigation, made a formal determination that the crime report is false or baseless and has been determined to be "unfounded." A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred. Alleged crimes will be reported in our ASR even if an investigation determined the allegation to be inconclusive or unsubstantiated.

Reportable Locations

The Clery Act requires institutions to disclose statistics for reported offenses based on **where** they occurred. UOPX discloses statistics for reported Clery Act offenses that occur within our defined Clery Act geography. Offenses that occur outside our Clery Act geography are not included in the ASR or crime log, even if UOPX students or employees are involved.

For the purposes of collecting statistics, Clery Act geography includes: buildings and property that are part of the institution's campus (i.e., **on-campus**), the institution's **noncampus** buildings and property, and **public property** within or immediately adjacent to and accessible from the campus. The Phoenix Main Campus is located at 4035 S. Riverpoint Pkwy., Phoenix, AZ 85040.



On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes. **Note:** The Phoenix Main Campus does not have any residence halls and does not provide student housing.

Noncampus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

For the purposes of maintaining the crime log, Clery Act geography also includes areas within the **Patrol Jurisdiction** of the Phoenix Main Campus. **Patrol Jurisdiction** applies exclusively to the crime log and includes any area that does not meet the Clery Act geography area definitions, but which is regularly provided with security patrol services by security personnel.

Additionally, UOPX may include the following reporting location, **Reported by Local Police**, when it cannot determine whether the statistics obtained from local and/or state law enforcement agencies are for incidents within our defined Clery Act geography. **Reported by Local Police** applies to applicable statistics reported by local and state law enforcement not already included in the ASR.

See the Appendix for a map of the Phoenix Main Campus Clery Act geography.

Monitoring Off Campus Locations of Student Organizations

UOPX does not have any student organizations with off campus (i.e., noncampus) locations and therefore does not monitor or record criminal conduct occurring at such locations.

Note: Student organizations are permitted to use classroom space at the Phoenix Main Campus for meetings in accordance with the guidelines outlined in the Student Organizations Handbook. There are no student organizations that are part of our “noncampus” geography. Noncampus sites are not monitored by University personnel or contracted guards. UOPX does, however, request statistics from local law enforcement agencies for offenses at locations meeting the noncampus definition under the Clery Act. We encourage you to report any emergency, criminal incident, or concern to local law enforcement, the SOC, and/or any CSA as appropriate.



Reporting Incidents

UOPX does not regularly contract with local police to be present on our campus. **In an emergency, dial 9-1-1 for help.** We encourage accurate and prompt reporting of all criminal actions, emergencies, or other incidents, whether on- or off-campus, to the [Security Operations Center \(SOC\)](#) and state or local police agencies when the victim of crime elects to, or is unable to, make such a report.

UOPX has a centralized campus security department at the Phoenix Main Campus that establishes policy, protection strategies, and response strategies. UOPX does not have a campus police department and UOPX security personnel do not have the authority to make law enforcement arrests. Further, UOPX currently does not have any formal Memoranda of Understanding (MOU) with any law enforcement agencies (local or state); however, the Phoenix Main Campus works to maintain a close working relationship with local law enforcement.

UOPX Corporate Security provides security guards (via third-party contracted guard services) at the Phoenix Main Campus. You can report incidents directly to contracted guards, the SOC, or any [Campus Security Authority \(CSA\)](#). You may also make reports on a confidential or anonymous basis by contacting the [Ethics Helpline](#) at (888) 310-9569.

The Clery Compliance Officer will contact the local police department at least annually to request crime data for reportable offenses occurring at the Phoenix Main Campus. By October 1 of each year, the Clery Compliance Officer will compile and distribute the [Annual Security Report \(ASR\)](#) on behalf of UOPX.

Reporting Emergency Criminal Offenses

In emergencies, **dial 9-1-1 first.**

9-1-1 answers calls 24/7/365. The local police, fire, or medical departments will respond accordingly.

Call 9-1-1 first to report criminal offenses. You may use other emergency response numbers to reach public emergency response agencies.

Then, call the SOC. In the event the criminal offense involves intent to harm, or an act of violence, please contact the SOC *after* calling **9-1-1** so that it may respond to the situation as soon as possible. The SOC can be reached 24/7/365 at **(866) 992-3301**.

Reporting VAWA Offenses

UOPX strongly encourages reporting of sex and gender-based discrimination, harassment, and violence, including acts of dating violence, domestic violence, sexual assault, and stalking. Reporting may be made at any time. Regardless of where an offense occurs, UOPX is obligated to respond when a student or employee reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking. Anyone experiencing these offenses is encouraged to:

- Get to a safe place



- Dial **9-1-1** if in immediate danger or seriously injured
- Promptly report the incident to the police and pursue criminal charges
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that may assist in obtaining a protection order or prove an offense occurred (while sexual assaults may not result in external physical injuries, it is important to receive medical attention to check for internal injuries)
- Access support services provided by UOPX
- Report any incident to the Title IX Coordinator at TIXC@phoenix.edu, the SOC at (866) 992-3301 or SOC@phoenix.edu, the Clery Compliance Officer at (602) 412-9253 or Jessica.Flores@phoenix.edu, and/or the Ethics Helpline at (888) 310-9569 or <http://UOPXhelpline.com>

Reporting Weapons on Campus

With few exceptions, no weapons are permitted on campus. In the event anyone brings a weapon on campus, call the SOC at (866) 992-3301 so that it may respond to the situation as soon as possible. If a threat or danger to the campus community is perceived, **first call 9-1-1** to report the weapon. **Next, call the SOC** so that it may respond to the situation as soon as possible.

Note: UOPX Corporate Security may choose to deploy authorized armed security personnel as needed.

Reporting Incidents to a Campus Security Authority

Campus Security Authority (CSA) reporting contacts report crimes directly to the SOC and the Clery Compliance Officer. For additional information on or a complete list of the University's CSA reporting contacts, please see the Safety and Security section of the Campus Safety Policies. Members of the SOC are also CSAs.

Staff Reporting Process

UOPX staff are responsible for properly reporting health, property, and safety incidents using the Online Incident Report Form. Staff are encouraged to complete the form within two (2) business days from when an incident occurred (or upon first knowledge of the incident). Incidents are automatically routed to the applicable departments where appropriate action is then taken. You may also report on a confidential or anonymous basis by contacting the Ethics Helpline at (888) 310-9569.

Note: A police report must be filed for loss, destruction, or theft of UOPX property, which is considered traceable (i.e., includes a serial number), even if the property was not lost, destroyed, or stolen from the Phoenix Main Campus. Individuals may choose to file a police report for the loss, destruction, or theft of personal property and we encourage them to do so. Upon request, the SOC may be able to assist with submitting police reports for UOPX or personal property.



Staff Support

The SOC provides staff support 24/7/365. To report information or seek support, call (866) 992-3301 or email SOC@phoenix.edu.

Anonymous Reporting of Crimes

UOPX encourages students, faculty, and staff to report any suspicious or criminal activities that occur at the Phoenix Main Campus or on nearby public property. You may request confidentiality or anonymity when making crime reports to law enforcement. The anonymous tip line for Phoenix, AZ is (480) 948-6377.

Reports can also be made securely via the Ethics Helpline. The [Ethics Helpline](#) is operated by a third-party provider and available 24/7/365 at (888) 310-9569 or online at <http://www.UOPXhelpline.com>. Reports to the Ethics Helpline will be treated confidentially to the maximum extent possible. You may also choose to make your report anonymously. When calling the Ethics Helpline, please provide as much information as possible, including:

- Circumstances of the offense noted (names, dates, times, places)
- Classroom or department and individuals involved
- Location of any available evidence (physical evidence or records)
- Names and telephone numbers of witnesses
- Caller's name and telephone number if you choose not to remain anonymous

UOPX does not disclose personally identifiable information (PII) about the victim or other parties in its crime statistics at <https://www.phoenix.edu/about/campus-safety.html> or in the public crime log found at the Phoenix Main Campus front desk area. PII about suspects may be shared if it would serve the public interest in Timely Warning Notifications or in other publicly available information.

Confidential Reporting to a Counselor

UOPX operates two educational training facilities. The Phoenix Main Campus has a Counseling Skills Center offering in-person and virtual telehealth services by appointment (walk-ins are not accepted). The California Virtual Counseling Skills Center offers virtual services by appointment. These centers model mental health clinics and offer complimentary services to members of the University and local community. The centers are staffed by counseling graduate students who work under the direct supervision of licensed, experienced professionals. For more information, please visit <http://www.phoenix.edu/students/counseling-skills-centers.html>.

To make an appointment at the Phoenix Main Campus Counseling Skills Center, please call (602) 557-2217. To make an appointment with the California Virtual Counseling Skills Center, please call (909) 472-3798 or email uopxccsc@gmail.com.

Crime victims seeking professional counseling through the Counseling Skills Centers will have their information kept in confidence. Even if a victim gives the counselor permission to release their identity,



the counselor may only report the occurrence of the event itself to be included in the crime log and annual crime statistics, unless otherwise required by law.

Note: UOPX does not have pastoral counselors, and it does not have policies or procedures that encourage its professional counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

Appendix: Phoenix Main Campus Clery Act Geography

Legend: On-Campus, Public Property, Patrol Jurisdiction

4035 S. Riverpoint Pkwy.
Phoenix, AZ 85040



Note: Patrol jurisdiction includes areas regularly patrolled 24/7.