



University
of Phoenix®

Campus Safety Policies

Safety and Security



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Safety and Security at University of Phoenix

Education requires a safe environment, whether in-person or virtually, for success and the University of Phoenix (UOPX) is strongly committed to crime prevention and the safety of our members. However, institutions of higher education are not without occasional crimes. Therefore, UOPX developed important programs to help protect the safety and well-being of students, faculty, staff, vendors, and visitors. Cooperation is essential to minimize criminal activity and create a safer community for all. Being aware of these policies and taking personal responsibility for our own conduct and safety improves the quality of life for everyone at UOPX.

Campus Security Authority (CSA)

To help ensure the safety of the campus community, UOPX designates Campus Security Authorities (CSAs) and Campus Safety Coordinators for reporting crimes. Each teaching campus has a designated Campus Safety Coordinator and several CSAs. All Campus Safety Coordinators are CSAs. At certain locations, we also provide security guards (via third-party contracted guard services). UOPX also fully cooperates with law enforcement and local, state, and federal regulations to help keep our campus community safe. UOPX complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)), or “Clery Act,” a federal statute requiring all institutions of higher education that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses and in all other areas located within their Clery geography. The Clery Act states that a CSA can be defined as any one of the following:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings.

In addition to notifying local law enforcement agencies, students, faculty, staff, vendors, and visitors should report crimes to any CSA or Campus Safety Coordinator. Individuals should also report any complaints regarding noncompliance with the Clery Act or any state-specific regulations to any CSA or their local Campus Safety Coordinator.

CSAs (UOPX-wide) and Campus Safety Coordinators (location-specific)

See [Appendix A](#) for a complete list of identified CSAs at UOPX. See [Appendix B](#) for a complete list of [Campus Safety Coordinators](#) by location. For quick access, see “[Campus safety contacts](#)” at <https://www.phoenix.edu/about/campus-safety.html>.



Corporate Security

UOPX has a centralized security department located at the Phoenix Main Campus that establishes policy, protection strategies, and response strategies. UOPX does not have an on-site police department.

Contracted Security Guard Services

Corporate Security provides security guards (via third-party contracted guard services) on its properties. These state-licensed personnel report all incident and crime information to the Security Operations Center (SOC), appropriate Campus Safety Coordinators, and/or any other CSA per the Clery Act. All information is reviewed by the Clery Compliance Officer for Clery Act crime reporting purposes. Corporate Security and local campus employees work closely with federal, state, and local law enforcement agencies to aid in the arrest of any individual who commits a crime against UOPX or its members on UOPX property or within its patrol jurisdiction.

The number of contracted security guards Corporate Security assigns to a local campus may vary depending on the size of the campus community and local crime trends. No security personnel has the authority to make law enforcement arrests. Corporate Security may choose to deploy authorized armed security personnel as needed.

Corporate Security works to provide at least one security guard at most local campus locations. These individuals serve as a point of contact in the event of an emergency, incident, or crime. The security personnel maintain a working relationship with local Campus Safety Coordinators to deter criminal activity and provide an environment of safety for the local campus communities. Additionally, during safety events, the Campus Safety Coordinator will communicate to students, faculty, and staff that Corporate Security's contracted security guards can assist with various security aspects, such as taking a written report, assisting local Emergency Medical Services (EMS), providing safety escorts when requested, patrolling the campus and, in certain instances, the surrounding area, and being a liaison with local law enforcement.

Training of Contracted Security Guards

Each contracted guard meets basic training requirements in their applicable state for uniformed security personnel. Authorized personnel must carry a guard license, guard certificate, security officer registration, or state-issued guard card. Corporate Security's contracted security guards receive training that covers the following:

- Laws of arrest; search and seizure; crimes and elements; and use of force
- Report writing basics and documentation requirements
- Workplace violence recognition, response, and prevention
- AED¹ (where applicable), First Aid, and CPR² certification

¹ Automated External Defibrillator

² Cardiopulmonary Resuscitation



- Clery Act and Campus Security Authority (CSA)
- Personal appearance and conduct that meets both security industry and UOPX standards
- Personal protection and patrols
- Skills such as verbal communications, customer service, interviewing, and crowd control
- Monitor and control access to restricted areas both visually and electronically (where available)
- Operate, monitor, and/or respond to central alarms, energy management or building automation equipment, Uninterruptible Power Supply (UPS) systems, electronic photo badging equipment, digital cameras, and/or other devices or systems that require monitoring
- Maintain records and logbooks as required
 - Legibly complete daily logs of incidents occurring on or around the premises, time schedules, and other information as required
- Fire control, prevention, and evacuation procedures
- Provide response and assistance during emergency situations

Safety Awareness and Crime Prevention

At UOPX, we take safety awareness and crime prevention measures seriously.

Crime Prevention Measures

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself, and the UOPX community, safer and more secure:

- Roll up windows and lock your car
- Always take and keep your car keys with you
- At night, travel in well-lit areas and in pairs, if possible; avoid short cuts and deserted areas
- Walk with a sense of purpose – show you are calm, aware, confident, and that you know where you are going
- Scan the area around and inside your car before entering
- Do not leave valuable items visible inside your car, including personal items and school related materials such as textbooks
- Do not park in isolated or poorly lit areas
- Leave valuable items at home
- Do not leave your personal property unattended
- Do not carry more cash than necessary
- Keep your purse, backpack, or briefcase close to your body
- Mark personal items that you bring on campus, including textbooks, laptops, and calculators with your name or some other traceable identification
- Never bring any kind of weapon onto UOPX property



UOPX routinely provides safety tips, like the ones above, to the campus community (students, faculty, and staff) annually via email, MyPhoenix, intranet, and/or postings to the UOPX website but does not offer any other specific crime prevention training programs.

Safety and Access to UOPX Facilities

Our goal is to provide an environment that is as safe and secure as possible. UOPX buildings and facilities are usually accessible to the public during the business hours posted at each location; however, classrooms and office buildings are generally locked when not in use. Only faculty and staff have access to secured administrative and institutional facilities. This restricted access is obtained using electronic access control badging systems or security locks. In addition to signing in at the Student Resource Center (SRC) or front desk area, non-employees must be escorted by an employee throughout their visit to any restricted access areas. Certain areas at each local campus (e.g., Faculty Resource Center and IT Support rooms) have secured access for all non-authorized personnel.

Note: UOPX does not have any residence halls or provide student housing at any of its locations.

The following list provides the security and access features for each UOPX facility:

- Arizona: **Phoenix Main Campus³**
 - Public address system
 - Access control to/within facility
 - Security cameras
 - Duress button
 - On-site duress notification
 - Window blinds
 - “No Weapons” signage
- California: **Southern California Campus Main - Ontario**
 - Access control to/within facility
 - Security cameras
 - Intrusion alarm
 - Duress button
 - On-site duress notification
 - Window blinds
 - “No Weapons” signage

Maintenance at UOPX Locations

The Campus Safety Coordinator ensures campus maintenance issues affecting safety or potentially enabling criminal activity are resolved by notifying the appropriate facilities manager and requesting prompt attention to the problem.

University facilities management personnel or its agents maintain and repair campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety. Campus Safety Coordinators (and contracted security guards,

³ Relocated from 1625 W. Fountainhead Pkwy. to 4035 S. Riverpoint Pkwy. in November 2018



where applicable) regularly check to ensure landscaping is not overgrown, pathways are well lit, and egress lighting is working in hallways and stairwells. Safety and security equipment such as alarms, video surveillance, and emergency call buttons are audited regularly by the Security Operations Center (SOC) to ensure that the equipment is functioning. We ask that you promptly report any problems or hazards you notice to your Campus Safety Coordinator or the SOC.

Safety Programs

Each UOPX teaching location sponsors up to four safety events annually, which are conducted during a time and at a location (i.e., classroom or virtual platform) to maximize participation from students, faculty, and staff. A common theme of our safety events is developing campus members' awareness of their responsibility for their own safety and the safety of others. We also focus on increasing security alertness.

The four annual safety events include 1) training describing the differences between a timely warning notification, an emergency mass notification, and a campus alert; 2) training on sexual assault awareness and prevention; 3) training designed to help recognize mental health issues and respond appropriately; and 4) training on recognizing the signs of relationship abuse. Please contact your local Campus Safety Coordinator for information on where and when these educational events will occur.

New employees are also required to complete the "Campus Safety: Awareness, Prevention, and Action" online course within 30 days of employment. In this online course, employees learn key information on environmental, medical, and criminal risks and the role of Campus Security Authorities (CSAs).

No Weapons on Campus

No weapons are permitted on UOPX property. Possession, use, or storage of weapons on land and/or buildings owned, leased, or under the control of UOPX or its affiliated/related entities⁴ is prohibited. However, a limited exception to this prohibition applies to University-controlled property within the State of Arizona as provided for in [A.R.S. § 12-781](#). Additionally, Corporate Security may choose to deploy authorized armed security personnel as needed.

A weapon is defined to include any object or substance designed to (or which could reasonably be expected to) inflict a wound, cause injury, incapacitate, or cause death including, but not limited to, all firearms (whether loaded or unloaded, simulated or real), devices designed to expel a projectile (e.g., bb gun, air guns, pellet guns, crossbow, bow and arrow, etc.), swords, clubs, explosives, incendiary devices, knives, martial arts weapons, electroshock devices (e.g., TASER), and chemicals such as tear gas. Additionally, a weapon includes any dangerous instrument that, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing serious injury or death.

Note: UOPX will not prohibit a law enforcement official from bringing their weapon on campus if they are on official law enforcement business or otherwise required by their law enforcement agency to always carry their weapon with them. UOPX values its cooperative relationships with federal, state, and local law enforcement agencies. Further, for those UOPX locations under a lease, the property manager,

⁴ Geography that is separately and collectively referred to as "University controlled property"



building owner, or landlord may restrict all carrying of weapons except for only on-duty qualified, active law enforcement officers while on their private property. Depending on specific federal and state regulations, this policy might be preempted if the property manager, building owner, or landlord posts such a restriction, which would prompt the Campus Safety Coordinator to seek further direction from Corporate Security, the Security Operations Center (SOC), and University Legal Services (ULS).

Non-Uniformed Law Enforcement Officers

Students, faculty, and visitors who are qualified active law enforcement officers that are off-duty and in plain clothes may request to carry their agency-approved firearm while on campus grounds. These requests should be directed to the Campus Safety Coordinator.

Exception Request Process for Students

1. Student requests to the Campus Safety Coordinator must include a letter of authorization from the commanding officer/supervisor of the agency regarding the requirement to carry their weapon while off-duty
 - a. The letter must be provided on agency letterhead, signed by the commanding officer/supervisor of the agency, and must confirm that the student is, in fact, a qualified, active law enforcement officer whose job requires the carrying of a weapon while off-duty
2. The Campus Safety Coordinator will provide the letter to the SOC for verification
3. The Campus Safety Coordinator will notify the student once the request is approved or denied
 - a. Approved students must sign-in at the front desk upon arrival
 - b. Denied students may secure the weapon in their vehicle while on campus (Phoenix only)
4. Students who have been approved via this exception process must re-verify with the Campus Safety Coordinator every two (2) years by showing their department-issued law enforcement identification
 - a. If the Campus Safety Coordinator is not able to verify the department-issued identification, the student will no longer be permitted to carry a weapon while on campus

Exception Request Process for Faculty

1. Faculty requests to the Campus Safety Coordinator must include their agency-issued law enforcement identification
 - a. If the agency-issued police identification is verified, no further action is required
 - b. If the agency-issued police identification cannot be presented or is non-verifiable, the officer will be advised that they are not permitted to carry a weapon while on campus
 - i. A faculty member who is an inactive (i.e., retired) law enforcement officer and requests to carry their weapon on campus will be denied
2. Verified faculty members must provide their direct supervisor's name, badge/employee number, and the expiration date on the agency-issued law enforcement identification card
 - a. If the agency-issued law enforcement identification card references an expiration date, the faculty member must be re-verified with the Campus Safety Coordinator prior to the noted expiration date
3. Approved faculty must sign-in at the front desk upon arrival



4. Denied faculty may secure the weapon in their vehicle while on campus

Exception Request Process for Visitors

- Upon arrival, the visiting non-uniformed law enforcement officer must approach the front desk area to notify the front desk personnel of their presence on the campus, officially sign-in, show the front desk personnel their agency-issued police identification, and state their purpose for being on the property
 - If the agency-issued police identification is verified, no further action is required
 - If the agency-issued police identification cannot be presented or is non-verifiable, the officer will be advised that they are not permitted to carry a weapon while on campus

Cooperation with Law Enforcement Agencies

UOPX values its cooperative relationships with federal, state, and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, Campus Safety Coordinators maintain working relationships with local law enforcement.

Occasionally, UOPX may employ contract-based, off-duty police officers. Currently, there is not a formal Memoranda of Understanding (MOU) in place with state or local law enforcement agencies and any of our campuses. Every campus does contact, at least annually, the local authorities which have jurisdiction over our Clery geography for annual crime statistics reporting purposes. In addition, law enforcement agencies are contacted in the event of an emergency on or near campus that would require their involvement.

On-going, cooperative communications and safety awareness programs may include:

- Inviting local law enforcement officers to participate in events on-campus
- Extending courtesy use of unused classroom space during business hours for training functions
- Requesting walkthroughs or safety assessments

Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

UOPX provides annual notice of the reporting and disclosure of campus safety policies and annual crime statistics to current students, faculty, and staff.

Notifying the UOPX Community

Every year, active students, faculty, and staff receive a notice of the Annual Security Report (ASR) electronically. The notice:

- Discloses that annual crime statistics are part of the annual security reports and are available on the University's public website
- Provides the exact electronic website address where each report is located:
<https://www.phoenix.edu/about/campus-safety.html>



- States how to request a paper copy of the reports (each separate campus has their own ASR)

Note: Please contact a [Campus Safety Coordinator](#) or any campus representative to request a paper copy of the most recent ASR.

Notifying Prospective Students, Faculty, and Staff

Inquiries from prospective employees (e.g., individuals applying for employment) or prospective students (e.g., individuals requesting enrollment information) will elicit a response from UOPX that contains the link to access the annual security reports, a brief description of content in the reports, and a statement that a paper copy will be provided upon request.

Procedure for Gathering and Disclosing Annual Crime Statistics

UOPX encourages accurate and prompt reporting of all crimes. Please refer to the [“Reporting” volume of the Campus Safety Policies](#) for additional information.

The Clery Compliance Officer prepares and distributes each separate campus’ Annual Security Report on behalf of UOPX. The Clery Compliance Officer is responsible for:

- Ensuring these Campus Safety Policies are reviewed and updated annually by respective subject matter experts to maintain continued compliance
- Reviewing all crime reports submitted by the CSAs to ensure the appropriate crime classifications and that Clery Act geographic locations are properly notated for insertion into the applicable location’s Annual Security Report and/or crime log
- Reviewing all crime data received by the Campus Safety Coordinators from local law enforcement for reportable criminal activities occurring at UOPX locations and ensuring this information is not reported twice in the crime statistics

The Campus Crime Log

Campus Safety Coordinators also maintain a Campus Crime Log of **all** reported criminal incidents and alleged criminal incidents (not just Clery Act crimes) that occurred on-campus, in or on noncampus buildings or property, on public property within the campus or immediately adjacent to and accessible from the campus, or in areas within the patrol jurisdiction of the UOPX Corporate Security contracted guards. The Campus Crime Log must be made available to the public and maintained at the front desk area for inquiring individuals. In the event a location does not have a front desk area, the Campus Crime Log will be kept in the Student Resource Center (SRC) (if one is on-campus). In rare instances where there is no front desk and no SRC, the Campus Safety Coordinator will retain the Campus Crime Log. The Campus Crime Log does not contain personal or private information regarding victims or witnesses of reported crimes.

The Campus Crime Log for the most recent 60-day period must be open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the Campus Crime Log, regardless of any association with UOPX. Any portion of the Campus Crime Log that is older than 60 days must be made available within two (2) business days of a request for public inspection. An archived Campus Crime Log must be kept for seven (7) years.



Annual Review of the Campus Safety Program

UOPX conducts an annual review of its campus safety program, including Clery Act-related obligations such as Campus Security Authority (CSA) identification, defining Clery Act geography, and updating each separate campus' Annual Security Report (ASR) to ensure continued compliance with Clery Act requirements.



Appendices

Appendix A: Campus Security Authorities

This section contains a list of all identified CSAs at UOPX. For a location-specific point of contact, please see the [Appendix B](#).

Members of the Security Department			
Security Operations Center (SOC)	(866) 992-3301	(602) 557-7000	SOC@phoenix.edu
Sr Director Security	Steve Lindsey	(602) 557-7537	Steve.Lindsey@phoenix.edu
Mgr Corp Security Ops	Eric Opp	(602) 387-6072	Eric.Opp@phoenix.edu
Bus Cont & Crisis Mgmt Mgr	Todd Kopcha	(602) 557-7502	Todd.Kopcha@phoenix.edu
AZ – Contracted Security Guards	Phoenix	(602) 387-1208	SOC@phoenix.edu
CA – Contracted Security Guards	Ontario	(909) 937-2407	SOC@phoenix.edu
Responsible for Campus Security			
VP Real Est & Facility Svcs	Octavio Mendoza	(602) 557-1434	Octavio.Mendoza@phoenix.edu
Dir Workplace Strat	Angelina Trajkovski	(602) 557-1527	Angelina.Trajkovski@phoenix.edu
Workplace Svc Mgr	Joy Bromund	(602) 557-1564	Joy.Bromund@phoenix.edu
Real Est Lease Admin Mgr	Todd Kingsley	(602) 557-1201	Todd.Kingsley@phoenix.edu
Designated by Safety and Security Policies			
Title IX Coordinator	Bridget Beville	(602) 557-1823	TIXC@phoenix.edu
Clery Compliance Officer	Jessica Flores	(602) 412-9253	Jessica.Flores@phoenix.edu
Title IX Services Mgr	Raquel Sosa	(602) 557-6176	Title.IXUOP@phoenix.edu
Ed Equity Compliance Mgr	Candie Sampson	(714) 338-1782	Title.IXUOP@phoenix.edu
Sr Ed Equity Specialist	Mayra Mendez	(714) 338-1788	Title.IXUOP@phoenix.edu
VP HR	Julie Fink	(602) 557-7833	HR.EmployeeServices@phoenix.edu
Sr Dir ECDP	Kirsten Lopez	(888) 310-9569	www.UOPXhelpline.com
Sr Mgr ECDP	Jenna Walraven	(888) 310-9569	www.UOPXhelpline.com
Program Mgr ECDP	Doni Mullins	(888) 310-9569	www.UOPXhelpline.com
Program Mgr ECDP	Ina Lerma	(888) 310-9569	www.UOPXhelpline.com



Significant Responsibility for Student and Campus Activities			
Campus & Acad Dir	Scott Myers	Phoenix	Scott.Myers@phoenix.edu
Mgr Campus Ops	Ashley Kucharik	Phoenix	Ashley.Kucharik@phoenix.edu
Campus Ops Coord	Jennifer O’Neal Kuznicki	Phoenix	Jennifer.Oneal@phoenix.edu
Campus Ops Coord	Kevin McCulley	Phoenix	Kevin.McCulley@phoenix.edu
Sr Univer Resource Spec	Daniel Flahive II	Phoenix	Daniel.Flahive@phoenix.edu
Univer Resource Spec	Amber Williams	Phoenix	Amber.Williams@phoenix.edu
University Resource Spec	Vanessa Flahive	Phoenix	Vanessa.Flahive@phoenix.edu
Program Chair	Sondra Burgoyne	Ontario	Sondra.Burgoyne@phoenix.edu
Mgr Campus Ops	Claudia Henderson	Ontario	Claudia.Henderson@phoenix.edu
University Resource Spc	Eddie Smith	Ontario	Eddie.Smith@phoenix.edu
University Resource Spc	Sophal Tes	Ontario	Sophal.Tes@phoenix.edu
University Resource Spc	Sylvia Cruz	Ontario	Sylvia.Cruz@phoenix.edu

Appendix B: Campus Safety Coordinators

Arizona			
Phoenix Main Campus	Ashley Kucharik	(480) 532-0106	Ashley.Kucharik@phoenix.edu
California			
Southern California Campus Main (Ontario)	Claudia Henderson	(909) 472-3709	Claudia.Henderson@phoenix.edu