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Clery Act Annual Report 2012

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INTRODUCTION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly known as the Crime Awareness and Campus Security Act of 1990) is a Federal Law that was enacted after the senseless assault and murder of a 19-year old Lehigh University freshman. The law was renamed in her memory in 1998.

In short, the Clery Act requires Universities and Colleges to disclose crime statistics for the prior three years, as well as current program for campus security and reporting procedures. Huston-Tillotson University (HT) Campus Safety Department, in compliance and support of this act, makes available the required information to all current and prospective students, their parents, and employees, both online and in print form.

Huston-Tillotson University is committed to providing a safe campus for students, faculty, staff, and visitors. Safety is a shared responsibility within the campus community and we rely on every community member to contribute by reporting crimes and suspicious activities in a timely manner. The material that follows is designed to familiarize the readers with issues of safety and security at HT.

We hope the information in this Report heightens your own awareness and helps support a safe campus for HT community members.

Publication of the Clery Report

As required by the Clery Act, crime, arrest, and student disciplinary data are requested from various sources. E-mails are sent to campus community members to obtain this information as well as agencies that border our

campus. Statistics from these sources are compiled and made available in this Report and the U.S. Department of Education web sites. Campus community members are notified directly of the availability of this Report via a campus wide e-mail. Prospective students are made aware of this report during Orientation.

A copy of the report is also available to all on the Campus Safety link on the Huston-Tillotson website <http://htu.edu>, and paper copies may be requested by contacting the Campus Safety Department campussafety@htu.edu or by calling 512.505.3011

Copies may also be obtained in person at the Campus Safety Department in the Conner-Washington Building, or by calling 512.505.3011

An open log of reported crimes is available for review, upon request, in the Campus Safety offices, in the Conner-Washington Building.

Timely Warnings

The University provides a Timely Warning to the HT community when certain crimes, defined by the Clery Act, occur on the Huston-Tillotson University campus or in close proximity to the campus and the crime represents a serious or continuing threat to members of the campus community. Timely Warning are issued within a reasonable amount of time after the incident has been reported to the Campus Safety Department. HT may also send out a Crime Advisory based on the nature of the incident. However, if there is an immediate threat to the health or safety of students or employees occurring on campus, the University will follow its emergency notification procedures.

Timely Warning notifications are issued using a variety of methods including but are not limited to electronic distribution through e-mail

and the HT website. Each Timely Warning contains a short description of the crime or incident, time and date, location, reported offense, weapon used (if any), suspect vehicle (if any), and method of operation used to facilitate the crime. The notification also includes personal safety information and or crime prevention tips.

A Timely Warning may also be issued for non-Clery Act crimes. Such situations are evaluated on a case-by-case basis taking into account the frequency of offense, likelihood for additional occurrence, continuing danger to the campus community, and risk of compromising law enforcement efforts to resolve the case in a timely manner.

Information about an emergency is also shared with the local community via local media. The Public Relations Office at Huston-Tillotson University is responsible for communicating information with the media during all phases of an emergency.

Annual Disclosure of Crime Statistics

The University's Campus Safety Department prepares this Annual Crime Report for the entire University, to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be obtained from our website at <http://htu.edu/>. This Report is prepared in cooperation with information and data from other state and local law enforcement agencies.

Campus crime, arrest and referral statistics include those incidents reported to the local law enforcement agencies and the University's Campus Safety Department. These statistics may also include crimes that have occurred in private residences or businesses that touch the

University's boundaries. Each year, by email and flyers placed on bulletin boards and electronic message boards, notification is made to all faculty, staff and students that the Huston-Tillotson website provides access to this report.

Copies of the Report may also be obtained at the Campus Safety Department office located in the Conner-Washington Building on the Huston-Tillotson campus.

Crime Statistics

Total occurrences in or on Non-Campus Buildings or Properties

	2011	2010	2009
Criminal Offense			
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible (<i>incest and statutory rape only</i>)	0	0	0
d. Sex offenses - Non-forcible (<i>incest and statutory rape only</i>)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Total	0	0	0

Total occurrences on Public Property

	2011	2010	2009
Criminal Offense			
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible (<i>incest and statutory rape only</i>)	0	0	0
d. Sex offenses - Non-forcible (<i>incest and statutory rape only</i>)	0	0	0
e. Robbery	0	0	1
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Total	0	0	1

Total occurrences On Campus

	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible (<i>incest and statutory rape only</i>)	0	0	1
d. Sex offenses - Non-forcible (<i>incest and statutory rape only</i>)	0	0	0
e. Robbery	0	0	1
f. Aggravated assault	1	1	1
g. Burglary	1	3	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Total	2	4	3

Total occurrences On-Campus Student Housing Facilities

	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible (<i>incest and statutory rape only</i>)	0	0	1
d. Sex offenses - Non-forcible (<i>incest and statutory rape only</i>)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	1
g. Burglary	1	3	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Total	1	3	2

Arrests - On Campus

	2011	2010	2009
Crime			
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	1
c. Liquor law violations	0	0	0
Total	0	0	1

Arrests - Student Housing Facilities

	2011	2010	2009
Crime			
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Total	0	0	0

Arrests - Non-Campus		2011	2010	2009
Crime				
a. Weapons: carrying, possessing, etc.		0	0	0
b. Drug abuse violations		0	0	0
c. Liquor law violations		0	0	0
	Total	0	0	0

Arrests Public Property		2011	2010	2009
Crime				
a. Weapons: carrying, possessing, etc.		0	0	0
b. Drug abuse violations		0	0	0
c. Liquor law violations		0	0	0
	Total	0	0	0

No hate crimes were reported for Clery offenses for 2009, 2010, or 2011.

Geographic Definitions

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 to the campus above of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Building or Property

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 is within the campus, or immediately adjacent to and accessible from the campus.

Reporting of Criminal Offenses

Huston-Tillotson University is committed to a safe and secure environment for all employees, students, and visitors. The entire campus community shares the responsibility for a safe and secure campus. All members of the campus community, staff, students, and visitors are required to report any emergency, crime, threatening or violent situations or knowledge of any criminal activity to Campus Safety Department or local law enforcement as soon as possible. These situations may include any conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapons(s) on University controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize an investigation due to the passage of time, fading memories, or departure of witnesses.

To report a crime or an emergency on the Huston-Tillotson Campus, call 911 or the Campus Safety Department at 512.505.3010. To report a non-emergency security or public safety related matter, call the City of Austin 311, or Campus Safety Department at 512.505.3011 or 512-505.3010.

All incident reports are forwarded to the Campus Safety Director for review. If necessary, incident reports are forwarded to the Dean of

Student Affairs and/or Provost and President. The Campus Safety Director will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Student Affairs and/or Provost and President if necessary.

Crimes should be reported to the Campus Safety Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Huston-Tillotson does not employ a Campus Police Department.

Voluntary/Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Safety Department can file a report on the details of the incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University and the Campus Safety Department can keep an accurate record of the number of incidents involving faculty, staff and students and determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Safety and Security Policies: Campus Facilities

Huston-Tillotson University is committed to providing a safe and secure campus. Many University departments work collaboratively to ensure that the University's buildings and grounds are secure. Campus Safety patrols campus grounds and buildings. The main duties for the security officers include opening, closing and checking doors to campus buildings; safe walk escorts; assisting faculty and staff who are locked out of buildings; assisting with special event security; and directing foot patrols of the campus.

The security officers do not have law enforcement authority and are not permitted to take police action. Anyone needing the services of a security officer for a campus safe walk escort or to assist with a lock out should call the Campus Safety Department at 512.505.3011 or the Main Gate at 512.505.3010

In addition, facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The entire campus including parking lots are well lit, monitored by surveillance cameras and routinely patrolled by security officers.

Campus Safety Department officers routinely perform checks on lighting and unsafe conditions and report them directly to Facilities Management. Community members are also encouraged to report any lighting concerns or problems or unsafe conditions to Campus Safety Department at 512.505.3011 or Facilities Management at 512.505.3016.

Safety and Access in On-Campus Housing

Access to on-campus housing is intended for residents, their approved guests, and other approved members of the campus community. All individuals who do not reside in one of the halls to which entry is desired must follow the guidelines outlined in the the Student Handbook. To report any concerns or problems or unsafe conditions in a residence hall, contact the appropriate professional hall staff.

Allen-Frazier and Beard-Burrowes Residence Halls are equipped with a Card Access System. The door is locked 24 hours a day. Access can only be gained with a student's card key, which is programmed into the card reader. Off-campus guests must follow the visitation hours policy. Off-campus guests are not permitted in Allen-Frazier or Beard-Burrowes Residence Hall before or after visitation hours. These buildings are also monitored with surveillance cameras inside and out.

Campus Law Enforcement

The Campus Safety Department and its officers have the authority to ask persons for identification and to determine whether individuals have lawful business on the HT's campus. Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement having jurisdiction on the campus. The Campus Safety Department maintains a highly professional working relationship with the local law enforcement agencies. Huston-Tillotson does not have a Memoranda of Understanding with the law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety Department and the appropriate local law enforcement agency. Prompt reporting will assure timely warning notices on campus and timely

disclosure of crime statistics.

Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the University Security Department in a timely manner.

To report a crime or an emergency on the Huston-Tillotson Campus, call 911 or the Main Gate Booth at 512.505.3010. To report a non-emergency security or public safety related matter, you may also call 311 with the City of Austin or the Campus Safety Department at 512.505.3011.

Security Awareness and Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. The Campus Safety Department personnel facilitate programs for student, parent, faculty, and new employee orientations, and student organizations. The Campus Resident Advisers and residents provide a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

The Campus Safety Department works closely with HT's Campus-Community Health/Mental Health Transformational Initiative to ensure that the campus and the surrounding community are safe for the well being of our campus students, staff, and faculty.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the University community through security alerts posted prominently throughout campus, through computer memos sent over the University's electronic mail system and the emergency alert system.

The Huston-Tillotson Campus Safety Department present crime prevention and awareness sessions.

Missing Students Who Reside in On-Campus Housing

If a member of the University community has reason to believe that a student is missing, he or she should immediately notify Campus Safety and Dean of Student Affairs. They will generate a missing person report and initiate an investigation.

After investigating the missing person report and if Campus Safety and the Dean of Student Affairs determine that the student is missing and has been missing for more than 24 hours The University will notify the student's missing person emergency contact. If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student's parent or legal guardian immediately after Campus Safety and the Dean of Student Affairs has determined that the student has been missing for more than 24 hours. Campus Safety will notify the appropriate local law enforcement agency(s) within 24 hours of the determination that the student is missing.

In addition to registering an emergency contact, students have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. If you wish to identify a confidential contact, you can do so with the Dean of

Student Affairs

A student's missing person contact information will be registered confidentially and will be accessible only by authorized campus officials and law enforcement in the case of a missing person investigation.

A student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence.

Alcohol Policy

Huston-Tillotson University is committed to maintaining a safe and healthful environment for members of the University community by promoting a drug-free environment as well as one free of the abuse of alcohol. In accordance with the Drug-Free Workplace Act, Tobacco Free Campus and the Drug-Free Schools and Communities Act, Huston-Tillotson University strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession or use of controlled substances, tobacco or alcohol on University property or as a part of any University activity. Certain University sponsored events (e.g., Masked Ball Gala, receptions) may permit service and/or consumption of alcoholic beverages by persons who have reached the age of (21) twenty-one or older as complimentary to that event. Under no circumstances should a University sponsored event or event taking place on University property have the consumption of alcohol as its primary focus. All faculty, staff and students must comply with this policy as a condition of their employment or enrollment. Faculty and staff members are prohibited from reporting to work under the influence of alcohol, chemicals, or drugs, including legally obtained prescription drugs, which impair one's ability to perform normal work activities..

Illegal Drugs

The possession, use, manufacture, or distribution of illegal drugs or other controlled substances by students, faculty or staff at Huston-Tillotson University is prohibited.

Huston-Tillotson University is committed to taking all actions consistent with individuals found in violation of Texas and/or federal laws pertaining to such substances. Huston-Tillotson University addresses this issue with a program of enforcement, education, prevention, counseling, and referral.

Sanctions and Penalties

Any employee engaged in such prohibited conduct, or convicted of a crime involving a workplace drug or alcohol violation, will be subject to discipline, up to and including discharge. The University will weigh all relevant facts and circumstances in reaching a decision to discipline. Without regard to, and independent of its decision to impose discipline, the University retains the right to require that an employee who engages in prohibited conduct participate in, and successfully complete, a substance abuse assistance or rehabilitation program. In addition, University employees must report in writing to the Office of Human Resources within five (5) calendar days of any drug or alcohol related arrest or conviction occurring in the workplace, in the conduct of University business, or in the employee's non-work related activities. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with responsibility to determine violations of State or Federal criminal drug statutes. Nothing contained in this policy statement concerning employees will be construed to limit or in any way restrict the University's treatment of drug and alcohol related incidents involving any of its employees or students.

Sex Offenses

Sexual misconduct is unacceptable and will not be tolerated at Huston-Tillotson University or institution sponsored events. Accordingly, Huston-Tillotson University urges an individual to make a formal report if that individual is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct. A report of sexual misconduct will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible.

All members of the Huston-Tillotson University community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers and independent contractors are subject to this policy.

Violators will be subject to disciplinary action that may include termination, expulsion, and suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior. Prosecution by civil and/or criminal authorities may also occur.

Sexual Misconduct

Definition:

This policy defines sexual misconduct as the threat or the commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame or mental suffering. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a

person's will, or when a person is incapable of giving consent. Silence does not in and of itself constitute consent. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidations, or through use of the victim's mental helplessness of which the accused was or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled and vulnerable individuals regardless of age.

Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling and threat of sexual assault.

Education and Prevention

Student Educational Programs

Huston-Tillotson University provides resources for education about and prevention of sexual misconduct. Members of the campus community are urged to take advantage of the following on-campus prevention and educational resources: New student orientation; Programming throughout the year geared toward prevention; and Personal counseling in the University Center for Counseling and Consultation.

Employee Training

Sexual misconduct often takes place when there is a power imbalance. A sound sexual misconduct prevention training program prioritizes awareness directly tied to prevention, along with strategies for a proactive response once a warning sign emerges.

Sexual misconduct prevention training is required for members of the Huston-Tillotson University campus community according to the following schedule: New faculty and staff, within six months of hire; All faculty, staff

and volunteers who come in contact with protected persons – biennially; Key students, camp counselors and program leaders prior to performing the duties or participating in the qualifying activity; and Additional training is provided for Student Affairs staff including Resident assistance and Peer Advisors.

Options Following an Act of Sexual Misconduct

Medical Treatment

A person who is the victim of sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible. For life-threatening conditions, call 911.

Individuals may be treated at various medical facilities across the city. Below is the name of a conveniently located hospital.

University Medical Center Brackenridge
601 East 15th Street
Austin, TX 78701 Phone: 512.324.7000
Medical-Legal Evidence Collection

A person who believes he/she is the victim of sexual misconduct (particularly rape, forcible oral copulation or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

Obtaining Information, Support and Counseling

Whether or not one makes a formal report, a person who is the victim of sexual misconduct is encouraged to obtain information, counseling and support. Counselors at a variety of agencies, both on and off campus, can

help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, or filing a report with authorities.

Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct, whether or not an act of sexual misconduct has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual misconduct or is a third-party.

The degree to which confidentiality can be protected depends upon whether Huston-Tillotson University has a legal duty to respond to the allegations and the professional role of the person consulted. The scope of confidentiality should be addressed by that professional person before specific facts are disclosed.

Faculty & Staff: Employee Assistance Plan (EAP) 1.800.343.3822

Students: Huston-Tillotson University Counseling and Consultation Center
512.505.3046

Community Resources: Austin Police Department Victim Services
512.974.5000 www.ci.austin.tx.us/police/victim.htm

SAFEPLACE-Ending Sexual and Domestic Violence 512.267.7233
www.safeplace.org

National Sexual Violence Resource Center (NSVRC) 877.739.3895 Toll Free
www.nsvrc.org

Rape, Abuse & Incest National Network (RAINN) 800.656.HOPE

Formally Reporting an Act of Sexual Misconduct

Huston-Tillotson University has policies and procedures in place for the confidential reporting by faculty, staff and students of ethics related issues such as sexual misconduct. A person who is the victim of sexual misconduct, has knowledge of another person being the victim of sexual misconduct or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct is urged to make a formal report to: The designated campus administrator; and Local law enforcement authorities. Huston-Tillotson University Campus Safety 512.505.3010

Whether or not a witness or victim elects to report an act of sexual misconduct or the warning signs of sexual misconduct to the police, he or she should make a formal report directly to:

Faculty and Staff: Human Resources Director 900 Chicon St., Austin, TX 78702

PH: 512.505.3015

Students: Dean of Student Affairs

900 Chicon St., Austin, TX 78702

PH: 512.505.3036

Policy enforcement

Disciplinary Action

All reported alleged incidents of sexual misconduct will be reviewed and investigated. If the evidence supports the allegation, the appropriate Huston-Tillotson University judicial procedures as described in the applicable handbook for students, faculty and/or staff will be initiated. Possible sanctions may include, but are not limited to, expulsion,

suspension, removal from campus, cancellation of contract and/or termination. Other members of Huston-Tillotson University's community who are not subject to an explicit judicial procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of appointment/contract or any other means necessary to address the behavior.

Sex Offender Registration Policy

The Campus Sex Crimes Prevention Act is a Federal law enacted in October 2002 that provides for the tracking of convicted, registered sex offenders who are either enrolled as students or working at institutions of higher education. The Act amended the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. Under the provisions of this Act, any person who is required to register under a State sex offender registration program must notify the State when the registrant enrolls at an institution of higher education or is employed at such an institution. Additionally, the sex offender registrant must notify the State of any change in enrollment or employment at an institution of higher learning. The State will provide a list of registered sex offenders who have indicated they are either enrolled or employed at the University to Campus Safety.

In accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (as amended by the Campus Sex Crimes Prevention Act), the University shall publish a statement in each Annual Campus Safety and Security/Crime Statistic Report where the list of registered sex offenders can be found.

The University encourages members of the campus community who wish to be informed of the identities of registered sex offenders residing in the surrounding area to contact the Texas Department of Public Safety at

<http://www.txdps.state.tx.us>; 512.424.2000; 5805 North Lamar Blvd. Austin, Texas 78752-4422; P. O. Box 4087; Austin, Texas 78773-0001.

Sexual Harassment

Definition: Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments in the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the University. Examples of sexual harassment include, but are not limited to the following actions:

- Accepting or tolerating such conduct is made a term or condition of student's status or individual's employment, either explicitly or implicitly.
- Accepting or rejecting such conduct is used as the basis for academic or employment decisions affecting the student or employee.
- Such conduct creates an intimidating, hostile, or offensive working or learning environment, or substantially interferes with an employee's work performance or a student's academic performance.

Student Reporting Procedures for Sexual Harassment:

Complaints of sexual harassment should be directed to the Campus Safety Department or Dean of Student Affairs. Allegations will be fully investigated

and appropriate corrective action will be taken immediately if warranted. If the accused is a student, the case will be handled according to procedures outlined in the Student Handbook. If the accused is a staff or faculty member the case will be handled by Human Resources according to the procedures outlined in the University's Policies and Procedures manuals. All reports will be treated confidentially and the complainant's identity will remain anonymous outside of any confidential disciplinary proceedings. Students who have concerns or questions regarding whether a particular behavior or situation constitutes sexual harassment are encouraged to confidentially consult a Counselor in the Counseling Center.

Evacuation Procedures

Emergency situations that call for evacuation of classrooms and buildings will be announced by the emergency fire alarm horns and visual alarm system (in addition to alarms, flashing lights are installed in some buildings). When these alarms sound or are seen, all persons should immediately leave the building. The following guidelines should be observed:

Always evacuate - Treat all alarms as if they warn of real emergencies. If it is found that the alarm is not being heard and/or seen in all buildings, continue with proper and complete evacuation of the building(s) in which the alarm is heard and/or seen.

Use appropriate exit- Do not use elevators - Exit the building following the posted routes in the classroom and /or office complex. Alternate exit routes are also indicated on the posted routes should there be a blocked exit.

Assist the disabled - All persons should be alert to the presence of disabled persons and provide assistance if needed.

Check all areas on you floor and/or in your building - All faculty and staff are expected to help in ensuring that all areas, including the snack bar, restrooms, and lounges are evacuated. Persons who do not have a class group or laboratory to take care of should be particularly alert to the need to assist in clearing all areas.

Close (but not lock) windows and doors - Remember that closed windows and doors can reduce the spread of fire and/or hazardous materials and fumes.

Turn off laboratory gases, exhaust fans, etc - Turn off all sources of fuel and oxygen (air) that might feed a fire or spread fumes.

Call the Fire Department/Emergency Services and Campus Safety

The first person(s) to discover the emergency is (are) responsible for calling Campus Safety (3010) who will contact the local fire department/emergency services. Be calm and carefully give all needed details of the specific location, type of emergency, your name, etc. The same numbers should be called for emergency medical care service and pertinent information given.

Make sure Campus Safety and Facilities Managemtn are aware of the alarm

- If you do not see definite indications that Facilities personnel are aware of the alarm, notify Facilities directly (3016). Telephone, send someone, or go yourself to ensure that Campus Safety and Facilities are aware of the alarm. Give them your name and the name of the building where the alarm is occurring.

Emergency Procedures

For most emergency or disaster situations, the following notification procedures will be followed:

1. Fire alarms and flashing lights will be activated to notify occupants of buildings in which an emergency or disaster has occurred and evacuation is required;

2. During work hours, faculty, staff and students will be notified by campus e-mail and campus television broadcast of emergency situations or pending emergency situations, such as severe weather or national emergency.

a. Supervisors will ensure that all employees in their area have read their e-mail and are aware of the situation;

b. Faculty will ensure that all students in their classes are aware of the situation;

c. The Dean of Student Affairs is responsible for ensuring students residing in the residence halls are aware of the situation; and

d. Campus television messaging will be coordinated by the Department of Campus Safety, Public Relations and IT.

3. After work hours, faculty, staff and students will be notified via local television and radio stations and by campus e-mail on the status of the University and of any delayed openings or closures, such as in the case of severe weather or national emergency. The notifications will be coordinated by Campus Safety, Public Relations and Marketing, and Human Resources.

a. Supervisors will develop a plan to contact employees to ensure they are aware of the status of the University; and

b. The Dean of Student Affairs is responsible for ensuring students residing in the residence halls are notified about the status of the University.

In the case of a prolonged emergency or disaster, the Director of Information Technology, in conjunction with the Director of Public Relations and Marketing, will coordinate to announce the status of the University on the website.

Emergency Response and Disaster Recovery Procedures

Emergencies can occur at any time without warning. We are all aware of the devastation that a serious fire or natural disaster can cause. Since September 11, 2001, we must also be prepared to respond to possible outbreaks of terrorism in the United States. The main concern during any of these occurrences is the safety of everyone on campus. Terrorism, fire, natural disasters and many other lesser emergencies also can result in the loss of assets and cause an interruption in some or all activities on campus.

For most emergency or disaster situations, the following notification procedures will be followed:

- 1.** Fire alarms and flashing lights will be activated to notify occupants of buildings in which an emergency or disaster has occurred and evacuation is required;

- 2.** During work hours, faculty, staff and students will be notified by campus e-mail and campus television broadcast of emergency situations or pending emergency situations, such as severe weather or national emergency.
 - a. Supervisors will ensure that all employees in their area have read their e-mail and are aware of the situation;
 - b. Faculty will ensure that all students in their classes are aware of the situation;
 - c. The Dean of Student Affairs is responsible for ensuring students residing in the residence halls are aware of the situation; and

d. Campus television messaging and electronic messaging will be coordinated by the Department of Campus Safety, Public Relations and IT.

3. After work hours, faculty, staff and students will be notified via local television and radio stations and by campus e-mail and website on the status of the University and of any delayed openings or closures, such as in the case of severe weather or national emergency. The notifications will be coordinated by Campus Safety, Public Relations and Human Resources.

a. Supervisors will develop a plan to contact employees to ensure they are aware of the status of the University; and

b. The Dean of Student Affairs is responsible for ensuring students residing in the residence halls are notified about the status of the University.

In the case of a prolonged emergency or disaster, the Director of Information Technology, in conjunction with the Director of Public Relations and Marketing, will coordinate to announce the status of the University on the website.

Daily Crime Log

The Campus Safety Department maintains a log of all criminal incidents reported to the department by date and time the incident was received. The Daily Crime Log includes the date and time received, the date and time occurred, the nature of the offense, the location of the offense and the disposition if available. The Daily Crime Log is available for public inspection at the Campus Safety Department Office located in the Conner-Washington Building during normal business hours.

Offense Definitions

Per the Clery Act, crimes are classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR). For sex

offenses only, the definitions used are from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it doesn't require Clery Act crime reporting to meet all UCR standards.

Murder and Non-Negligent Manslaughter—the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter—the killing of another person through gross negligence.

Sex Offenses, Forcible—any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:

- **Forcible Rape** is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- **Forcible Sodomy** is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With an Object** is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving

consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

- **Forcible Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

- **Sex Offenses, Non-Forcible**—incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

- **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

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

- **Aggravated Assault**—an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- **Burglary**—the unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking;

and all attempts at these offenses as Burglary.

- **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**—any of the aforementioned offenses, larceny, simple assault, intimidation and vandalism reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Categories of bias are:
 - **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
 - **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI’s Hate Crime Data Collection Guidelines.
 - **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
 - **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
 - **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

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

Fire Polices

Fire Alarms and Drills

Fire drills are conducted per semester. The drills are to familiarize each resident with the safe and proper exiting procedure and route to evacuate the building promptly. All occupants will leave the building. Anyone not exiting will be referred for disciplinary action.

If a resident discovers a fire in an on campus student housing unit, they are directed to activate a pull alarm, which initiates an audible alarm to notify building occupants and/or the campus dispatch office; evacuate the building and assemble in a designated area; and to contact the Campus Safety Main Gate by cell phone at 512.505.3010 or by contacting Austin Fire Department by calling 9-1-1. Each building has a posted evacuation

route map for residents to follow; residents are familiarized with the map when they move into the housing unit each semester.

Fire Log

The Campus Safety Department is required to maintain a public log of all crimes reported or made aware of. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. To review the log, you may stop by the Campus Safety Main Gate Booth at 900 Chicon Street, between the hours of 8 a.m. and 5 p.m., Monday through Friday.

Huston-Tilloston's 2011 Fire Safety Statistics

Date of Fire	Case Number	Time Fire Started	Date Fire Was Reported	Building/Location	Room	Cause of Fire	Property Damage	Injuries	Person Submitting Report
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

