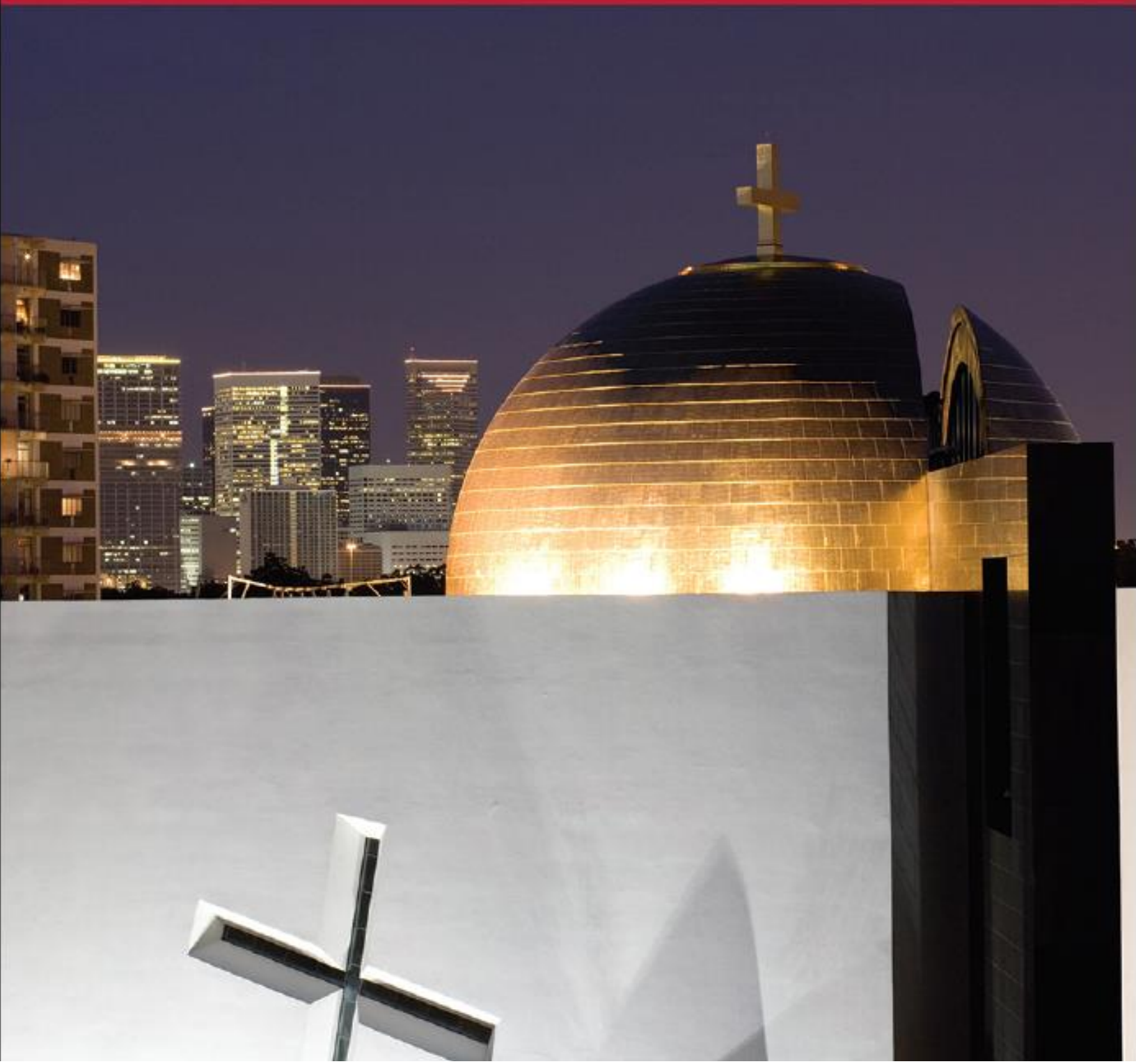




UNIVERSITY of ST. THOMAS  
*Educating Leaders of Faith and Character* HOUSTON

Including: St. Mary's Seminary statistics and policy statements

# ANNUAL SECURITY AND FIRE SAFETY REPORT 2017



## TABLE OF CONTENTS

---

### Page

3	From the President
3	From the Chief of Police
4	Annual Security and Fire Safety Report
4	Campus Resources
5	About the University Police Department
5	Reporting Crimes and Other Emergencies
7	Campus Safety and Crime Prevention, Security Awareness Programming and Resources
9	Timely Warnings
11	Emergency Response and Evacuation Procedures
14	Security and Access to University Facilities
14	The University's Response to Sexual and Gender-Based Violence
25	Sex Offender Registration – Campus Sex Crimes Prevention Act
25	Missing Student Notification for Students Residing on Campus
26	University Policies Governing Alcohol and Other Drugs
32	Weapons and Firearms
32	Annual Disclosure of Crime Statistics
38	Fire Safety Report
41	Student Housing Fire Drill Record
42	Student Housing Fire Safety Systems Description
42	Student Housing Policies With Regard to Fire Safety and Prevention
43	Student Housing Evacuation Procedures
44	Fire Safety Training
44	Fire Safety Inspections
45	Fire Reporting
45	Future Improvements on Campus Fire Safety
St. Mary's Seminary Campus	
47	Campus Access and Security
47	Alcohol
47	Evacuation and Lockdown Notification
47	Campus Fire Safety Report
48	Annual Disclosure of Crime Statistics

## FROM THE PRESIDENT

To the University Community,

The University of St. Thomas is committed to fostering a climate where all students can pursue an outstanding education. To reach that goal, the UST community shares a responsibility to make the campus safe. This annual report documents safety measures and statistics about crime in and near the university community, following federal reporting requirements. It also describes the university's efforts to prevent crime, work with victims, and improve safety. Please take the time to read this report, learn about UST's safety initiatives, and help create a safer university.

Dr. Richard Ludwick

President, University of St. Thomas

## FROM THE CHIEF OF POLICE

To our UST community,

In this year's Annual Security Report, you will find important factual information related to criminal activity which occurred in the three previous calendar years. The members of the University of St. Thomas Police Department remain steadfast in our commitment to the safety of all of our students, faculty, staff and visitors. That commitment manifests itself in a variety of ways, such as ongoing internal analysis as to the what, where, when and how crime occurs and whether there are notable trends that are developing so that we might respond proactively.

One of the most important concepts necessary for maintaining a safe campus is true "community policing." The phrase is often used but seldom fully understood. The bottom line for us is that we must be continually engaged with all segments of our community. USTPD does this through effective collaborative effort with our official campus partners, such as the Office of the Dean of Students, Emergency Preparedness, Residence Life and many others. However, one of the most important aspects to community policing is the positive interactions we strive to have with our students via formal and informal relationships. Examples include ongoing safety presentations to student groups, meeting and listening to student government and others about their particular concerns with emphasis on addressing any concerns that might be raised. Our police officers strive to be visible and approachable.

As you read this year's report, please know that your UST Police Department is here for you, and my office is always open to your feedback. Together, we will keep our community safe.

H.E. Jenkins

Chief of Police, University of St. Thomas Police Department

# ANNUAL SECURITY AND FIRE SAFETY REPORT

---

The University’s Annual Security and Fire Safety Report is prepared by the University of St. Thomas (“UST” or “University”) Police Department to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(f)) (“Clery Act”) and the Higher Education Act of 1965. It provides information containing safety and security at the University. All members of the University community are encouraged to use this report as a guide for safe practices on and off campus. At The University of St. Thomas (“University”), campus safety and security are shared responsibilities. Many departments are dedicated to making the campus a safer place to live and work.

In compliance with relevant provisions of federal law, the University is required to make policy and programmatic information available to the campus community as well as to prospective students and employees. Information about these reports and additional material that may be of interest is described below. Printed copies of individual reports (not catalogs) are available upon request. The data contained in this report is for the calendar year January 1, 2016 through December 31, 2016, including the two previous calendar years. To report crimes going forward, please reference the catalog in effect during the 2017-2018 academic year.

---

## CAMPUS RESOURCES

### University of St. Thomas

713-522-7911  
3800 Montrose Boulevard, Houston, Texas 77006  
[www.stthom.edu](http://www.stthom.edu)

### University Police Department

713-525-3888  
Moran Center Parking Garage, 1<sup>st</sup> Floor  
3807 Graustark Street, Houston, Texas 77006  
[www.stthom.edu/upd](http://www.stthom.edu/upd)

### Other Key University Offices

Counseling and Disability Services	713-525-6953	<a href="http://www.stthom.edu/cds">www.stthom.edu/cds</a>
Dean of Students	713-525-6972	<a href="http://www.stthom.edu/dos">www.stthom.edu/dos</a>
Health Promotion and Wellness	713-525-2169	<a href="http://www.stthom.edu/hpw">www.stthom.edu/hpw</a>
Human Resources	713-525-3142	<a href="http://www.stthom.edu/hr">www.stthom.edu/hr</a>
Office of Student Affairs	713-525-3570	<a href="http://www.stthom.edu/studentaffairs">www.stthom.edu/studentaffairs</a>
Title IX Coordinator	713-525-3142	<a href="http://www.stthom.edu/titleix">www.stthom.edu/titleix</a>
St. Mary’s Seminary	713-686-4345	<a href="http://www.smseminary.com">www.smseminary.com</a>

## ABOUT THE UNIVERSITY POLICE DEPARTMENT

### ROLE, AUTHORITY AND TRAINING

This section focuses on University Police jurisdiction, campus law enforcement authority and arrest powers; its working relationship with state and local police; and the need for accurate and prompt reporting of all crimes to police, including timely warnings of crimes that present a threat to the campus community.

The **University Police Department's** primary jurisdiction includes the main campus, **St. Mary's Seminary** and other properties owned by the University. UPD's commissioned police officers are fully empowered by the state and have authority to stop vehicles, make arrests, and enforce all state laws. UST commissioned officers have the same authority as Houston police officers, and their officers routinely work and communicate with campus officers on any serious incidents that occur on or near campus. UST operates no off-campus housing or off-campus student organizations; however, many graduate students and some undergraduate students live in neighborhoods surrounding UST. While the Houston Police Department has primary jurisdiction in areas off campus, UST officers can respond to incidents that occur in close proximity to campus. UST officers have direct radio communication with the city police to facilitate rapid response in any emergency situation.

### WORKING RELATIONSHIP WITH LOCAL STATE AND FEDERAL LAW ENFORCEMENT AGENCIES

UPD has a written Memorandum of Understanding "MOU" with the Houston Police Department that provides for a cooperative arrangement for regional law enforcement and public safety, the MOU pertains to the communication of criminal activity reported to each department as well as requests for assistance in investigation of some alleged criminal incidents. UPD also maintains close liaison with Harris County Sheriff's Office and Texas Department of Public Safety.

## REPORTING CRIMES AND OTHER EMERGENCIES

The Annual Report discloses statistics both for crimes reported to local police agencies and crimes reported to campus security authorities. Campus security authorities ("CSAs") include the following:

- A member of 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, the following positions: Vice President for Student Affairs; Dean of Students; Director of Residence Life; and all coaches for all areas in the Athletic Department.

An "official" is defined by the Clery Act as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The intent of including non-law enforcement personnel as CSAs is to acknowledge that many people, students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Pastoral and professional counselors who receive confidential reports are not required by the Clery Act to report those crimes to the **University Police Department** either for inclusion in UST's annual disclosure of crime statistics or for the purpose of giving a Timely Warning Notice. The **University Police Department** encourages and will assist crime victims in the acquisition of pastoral and/or professional counseling when it is requested by the victim or it is believed to be appropriate by the officer. However, receiving any such counseling services by a crime victim is strictly voluntary and any counseling services provided are strictly confidential. Professional and pastoral counselors are encouraged, if and when they deem appropriate, to inform the persons they are



counseling of the procedures for reporting crimes to the **University Police Department** on a voluntary, confidential basis so that the crimes may be included (on a confidential basis) in the UST annual disclosure of crime statistics for Clery Act purposes.

- Pastoral Counselor – means a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is acting within the scope of that recognition as a pastoral counselor.
- Professional Counselor – means a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is acting within the scope of his or her license or certification.

Several agencies and individuals are involved in the collection of data, including the **University of St. Thomas Police Department** (“UPD”), **Dean of Students, Residence Life, Counseling and Disability Services, Office of the Title IX Coordinator**, Campus Security Authorities, and the Houston Police Department (“HPD”). In addition, UPD investigates/reviews all reports of criminal activity reported to police occurring in its jurisdiction regardless of the source. Campus departments involved in the collection of crime statistics are provided guidance annually regarding the requirements of federal law, including the categorization of criminal activities and tabulation of locations involved in reported crimes and arrests.

UPD obtains relevant crime statistics from local and other law enforcement agencies which provides appropriate crime codes, nature, dates, times, and locations of crimes committed within their jurisdictions. The Clery Program Manager requests data from law enforcement agencies involved in collecting criminal statistics so the annual report is updated and disseminated to the University community. The published report is available to the general public, and the crime statistics are provided to the U.S. Department of Education. With the exception of certain alcohol-abuse violations that may be referred for handling by residence hall staff or the Dean of Students, individuals and departments are encouraged to report all crimes to UPD.

All students, faculty, employees and visitors are encouraged to promptly and accurately report all criminal offenses to the **University Police Department** so that the crime can be assessed for the need to issue a Timely Warning Notice to the UST campus community if it poses a serious or ongoing

threat to the UST community and also for the purpose of including the crime in UST’s Annual Report of Clery Act crime statistics. Individuals are also encouraged to promptly report any emergencies they are aware of to the **University Police Department** so that emergency warnings can be given to the UST community as appropriate.

All reported criminal incidents are taken very seriously by the **University Police Department** and will be thoroughly investigated and, when determined to be appropriate, will be referred by the **University Police Department** to the Harris County District Attorney’s Office for prosecution or other appropriate action.

In addition to the above means of reporting incidents, you may report crimes you witness or have information about that occur on the UST campus or on adjacent public property to Houston Crime Stoppers at (713) 222-8477.

The **University Police Department** maintains a **daily crime log** that is available for review in person by students, faculty, employees and the public in the lobby of the **University Police Department** office located on the 1st floor of the Moran Center Parking Garage, 3807 Graustark, Houston, Texas.

Each year, enrolled students are notified via email of the web site where this report can be accessed and reviewed. Faculty and staff receive similar notifications, either by e-mail or through campus mail. Copies of this report can also be obtained directly from the **University Police Department**. All prospective employees may obtain a copy of this report from **Human Resources**. Copies of this report will be provided to others upon request.

### VOLUNTARY CONFIDENTIAL REPORTING

Victims or witnesses wishing to make voluntary confidential reports of criminal activity may do so by requesting the agency or person to whom a report is made maintain confidentiality with regard to the identity of the individual making the report. Reports of this nature will be honored to the extent permitted by state law, criminal investigatory requirements, and university judicial processes. These confidential reports are counted and disclosed in the crime statistics for the University, but, as with all other crimes included in the annual crime report, no personally- identifiable information is included.

### REPORTING TO UNIVERSITY POLICE

Members of the UST community are encouraged to accurately and promptly report crime and emergencies to the **University**

**Police Department**, including when the victim of a crime elects not to, or is unable to, make such a report. Individuals may report alleged criminal actions (including sex offenses) or emergencies that occur on the University campus through any of the following means:

- Dial 911
- Call UPD at 713-525-3888 or go to the UPD station, located at 3807 Graustark Street
- Use an emergency telephone, designated by a blue light on a black pole marked "Emergency" in locations throughout campus
- Contact an officer in uniform on patrol

### DISCIPLINARY PROCEDURES AND SANCTIONS

All violations of federal, state and local laws and University regulations and rules should be reported to the **University Police Department**. Each violation is considered one offense. Once a criminal report is filed with UPD, it is investigated by trained criminal investigators. When a suspect is identified, the case is referred to the Harris County District Attorney's office for prosecution.

Aside from the criminal charges, the suspect may be referred to the **University Conduct Office**. All disciplinary hearings will adhere to the procedures for notification, evidence, counsel/advisors, burdens of proof, records, findings and appeals as outlined in the current edition of the **Code of Student Conduct**, which may be found in the **Student Handbook** and on the **Dean of Students** website, [www.stthom.edu/dos](http://www.stthom.edu/dos). University actions may include, but are not limited to, verbal or written warning, monetary fines, disciplinary probation, removal from campus housing, mandatory participation in specific awareness/rehabilitation programs and/or suspension or expulsion from UST. In all hearings, both the complainant and alleged will have the opportunity to present their versions of the facts, to present other evidence in support of the case including witnesses, and to question evidence presented. Please see the **Student Handbook** for a detailed description of the conduct process.

In cases of alleged sexual assault, domestic violence, dating violence or stalking:

- Proceedings will provide a prompt, fair and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault

and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- The accuser and accused are entitled to the same opportunities to have a support person/advisor of their choice at any proceeding or related meeting.
- Both the accuser and accused will be informed simultaneously in writing of the outcome of any disciplinary hearing, procedures for appealing the results of the proceeding, any change to the results that occurs prior to the time that such results become final and notification of final results. If the alleged victim is deceased as a result of such crime, or offense, the next of kin of such victim shall be treated as that alleged victim.

Detailed information on how sexual misconduct is handled on the University campus can be found later in this report, in the **Student Handbook** and on both the **Dean of Students** and **Human Resources** webpages.

For complete procedures and information involving discipline hearings, sanctions, penalties and appeals, please refer to the current edition of the **Code of Student Conduct** available in the **Student Handbook** and on the **Dean of Students** website, [www.stthom.edu/dos](http://www.stthom.edu/dos).

## **CAMPUS SAFETY AND CRIME PREVENTION, SECURITY AWARENESS PROGRAMMING AND RESOURCES**

It is of critical importance criminal activity is reported immediately and as accurately as possible.

Police investigations, whether by UPD or HPD, are hampered by the passage of time and incomplete or inaccurate information. In addition, some crimes pose risks or dangers that must be reported without delay to the campus community to minimize potential harm to individuals and their property. UST police and University administrators work closely to determine, on a case-by-case basis, when the campus community should be placed on alert regarding potential threats to the safety of its members. Members of the community are helpful when they immediately report crimes or emergencies to UPD. UPD will include them in the annual statistical disclosure, assess them, and issue Timely Warning Notices, when deemed necessary.

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the **University of St. Thomas** to inform students of good crime prevention and security awareness practices. UPD works with student and other campus groups to help educate the University community in crime prevention and reporting.

At the beginning of each academic year, the **University Police Department** speaks to groups of students and parents, such as residence life staff and student club and organizational leaders, making them aware of how to contact the **University Police Department** for help and also stressing the importance of their reporting to them any suspected criminal or suspicious activity or emergency. Additionally, UPD personnel give verbal crime prevention tips to students routinely on an informal basis, and encourage students to promptly contact the **University Police Department** with any information about any crime on the UST campus or immediately adjoining public property. Upon request, the **University Police Department** will also provide safety and crime prevention programs and tips to student organizations and to student, faculty, and employee gatherings.

Some practices that have been put in place by UPD include:

- **Crime prevention tips** to staff or students reporting a crime.
- Crime Prevention Month activities (October).
- Monthly reports on inoperable exterior lights, overgrown shrubbery, and unsecured doors, lock and door problems.
- If a pattern is revealed through the analysis of multiple reports of theft, the department reporting the theft(s) receives recommendations for securing their property and upgrading security.
- "Theft Reduction" cards left when vehicle is found unsecured or valuable items left inside.
- 28 emergency call boxes around campus.
- Daily foot patrols in high traffic areas.
- Monitoring and responding to alarm calls.
- Mobile patrols 24 hours a day.
- **Daily Crime and Fire Log** – available in the University Police Department and online at [www.stthom.edu/upd](http://www.stthom.edu/upd).

Other Services and Safety Efforts:

- Escorts to campus locations. Call 713-525-3888 for an escort.

- Monitoring and responding to residence hall system alarms.
- On-duty staff make nightly rounds of residence halls.
- Safety programs offered throughout the year.
- Background check of vendors, contractors, subcontractors working in residence halls.
- Active Shooter Response planning.

Although the **University Police Department** has a number of practices in place to keep the University community safe, students and employees are encouraged to take responsibility for their own security and the security of others. Below are some safety tips for you to consider.

#### Personal Safety Tips

1. Know how to contact UPD (713) 525-3888 or 3888 from a campus. Do not hesitate to call the **University Police Department** if something doesn't feel right. Trust your instincts. Program the **University Police Department** number into your office and cellular phones.
2. If you are on campus working after hours, keep your office doors locked and notify the **University Police Department**. Officers will periodically check on you and will arrange an escort to your vehicle, if desired.
3. Do not carry unnecessary valuables (jewelry, cash, apparel, etc.). If confronted by any individual(s) demanding your property, turn over any items they demand. Your safety is more valuable than personal property.
4. If possible, walk in groups of two or more. There is safety in numbers.

#### Vehicle Safety Tips

1. Do not leave valuables in your vehicle in plain view. This includes laptops, CD's, purse, wallet, anything of value. This is an invitation to potential thieves.
2. Make sure your windows are closed and the doors locked.
3. Make sure you have the right key ready, in your hand, when you get to your vehicle.
4. If you see anything suspicious, call UPD.
5. Look around before you get out of, or unlock, your car.

#### Office Safety Tips



1. Lock your office whenever you leave, even if you will only be gone for a minute.
2. Keep your purse, wallet and other valuables in a secure location such as a locked desk or filing cabinet. It only takes a few seconds for a theft to take place.
3. Do not bring excessive amounts of cash to work.
4. Do not leave cash unattended or in the office, especially overnight or over a weekend. Desks and filing cabinets are not secure enough.
5. Protect your property by marking your valuables with a unique identifier.
6. If you are entrusted with a key to a specific area, never lend it to anyone and keep it secured. Report immediately if it is missing or stolen.
7. If you receive an annoying or obscene phone call, hang up. Write down the time of the call, what the caller said, and note any background noises you heard. Call UPD immediately.
8. Report any suspicious person loitering in your area to Security immediately. Be alert to strangers in your office area.
9. Report the loss or theft of keys, equipment, or valuables immediately.
4. Do not wear flashy jewelry or expensive clothing that will make you stand out as a tourist and potential victim.
5. Know where the local police stations, fire station/EMS are located and how to reach them if you need assistance.
6. Take extra prescription/maintenance drugs with you. You may not be able to get them where you are going.
7. There are people out there who do not like America or American's. If you chose to wear t-shirts, hats, etc. that readily identify you as an American, you may be setting yourself up as a target.
8. Be aware of your surroundings.

For more information about safety tips while traveling overseas, go to the U.S. State Department website at <http://travel.state.gov>.

## TIMELY WARNINGS

UPD has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes, as well as providing emergency notifications when the health and safety of the campus community is at risk.

### THE DECISION TO ISSUE A TIMELY WARNING

Timely Warning notices are determined by the UPD Chief of Police. The following information is used during the determination process for issuing a warning:

1. The nature of the crime – Is it a Clery reportable criminal offense, Hate Crime, VAWA offense or Arrest for a reportable Law Violation? This includes reports of Criminal Homicide, Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Dating Violence, Domestic Violence and Stalking. Additional crimes include Larceny-Theft, Simple Assault, Intimidation and Vandalism/ Destruction of Property when motivated by Bias, Hate crimes. Lastly, offenses of arrests for violations of Weapons, Drug or Liquor Laws are Clery reportable crimes.
2. The crime occurred within a Clery reportable geographic location – did the crime occur On Campus, in On

### Study Abroad Safety Tips

When traveling to a foreign country, students should be aware that what is considered legal in the United States may be illegal in the country they are visiting. A minor violation of U.S. law may be a serious violation of a foreign country's law. Here are some tips for staying safe in a foreign country:

1. Be respectful. Do not make derogatory comments about another country while you are there. Freedom of Speech in America is not guaranteed in other countries.
2. Be aware of current political situations in the country you are visiting. If there is political unrest, consider delaying or canceling your trip until the situation is resolved.
3. Be aware of the currency exchange rate.

Campus Student Housing, or on Public Property?

3. The continuing danger to the campus community - was this crime serious or does it pose a continuing threat to the campus community?
4. The possible risk of compromising law enforcement efforts - is it possible the issuance of a timely warning would comprise efforts to mitigate the threat?

### DETERMINATION OF CONTINUED THREAT

Timely warning determinations are made on a case-by-case basis when all of the above listed circumstances have been met and the crime is considered by the institution as a serious or ongoing threat to the University community. Timely Warnings are typically issued for the following Clery reportable offenses, but each will be assessed on a case-by-case basis:

- Murder/Non-Negligent Manslaughter
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Chief of Police, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non- stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger UST community)
- Major incidents of Arson

A warning may be issued regarding other crimes as deemed necessary by UPD.

Examples of crimes that constitute a continuing threat include but are not limited to:

1. crimes where the perpetrator has not been apprehended, and there is either no apparent

connection between the perpetrator and the victim, or

2. where there remains a likelihood the crimes could continue to harm the community.

Crimes that would not constitute a continuing threat include, but are not limited to:

1. Crimes where the perpetrator has been apprehended, thereby neutralizing the threat, or
2. Crimes where the identified suspect targets specific individuals to the exclusion of others, such as in dating or domestic violence situations.

Note: The University of St. Thomas is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

### WARNING NOTICE CONTENT

The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect themselves. This includes:

- A succinct statement of the incident
- Possible connection to previous incidents, if applicable
- Physical description of the suspect
- Composite drawing of the suspect, if available
- Date and time the warning was released
- Other relevant and important information

In some cases, law enforcement may need to keep some facts confidential to avoid compromising an investigation.

### TIMELINESS OF THE WARNING

Timely Warning notices will be issued as soon as pertinent information is available and in a manner which is likely to reach the entire campus community and will provide community members with information that may potentially prevent them from being victims of similar crimes.

### DISTRIBUTION

The warning must be distributed in a manner reasonably likely to reach the entire campus community.

Depending on the circumstances, any of the following methods, or combination thereof, may be used:

- Campus-wide emails
- Text messages
- Postings to the University home page

- Press releases
- Voice messages over various public address systems

To insure that you receive timely warnings sent via text message and email, be sure your contact information is up-to-date in your MyStThom account.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### EMERGENCY MANAGEMENT AT UST

UST maintains an Emergency Management Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular departments or positions. University departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. Emergency Preparedness provides resources and guidance for the development of these plans.

### EVACUATION AND RELOCATION

Students, faculty, and staff should follow the below safety procedures in the event of evacuation emergencies, severe or inclement weather, and tornados or hazardous material releases.

#### Evacuation Procedures

1. Evacuate when prompted by continually sounding fire alarms or by an official announcement.
2. Be aware of, and make use of, designated primary and alternate evacuation routes.
3. Close classroom or office doors as you leave.
4. Leave the building in an orderly manner without rushing or crowding — do not use the elevators.
5. Provide aid to those who need it in an emergency evacuation.
6. Be aware of, and follow instructions given by UPD and other officials. You may be asked to proceed on foot to designated areas or evacuate the campus entirely.
7. Always evacuate crosswind and/or upwind away from any emergency by a safe route.
8. Evacuate at least 300 feet from the building and out of the way of emergency vehicles.

9. Report to emergency responders any individuals who have been injured or left behind.
10. Do not re-enter the building until the all-clear is given by official announcement.

#### What is an evacuation emergency?

In most cases, evacuations apply only to buildings immediately affected. In some cases, such as local terrorism, flooding, or earthquake, the evacuation could apply to the entire campus. Some potential causes for emergency evacuations may include, but are not limited to: a major fire or explosion, hazardous materials release, chemical/biological/radiological spill, structural failure, asbestos release, bomb threat, weapons, or an aircraft collision with a building.

#### Severe or Inclement Weather Procedures

1. Students, faculty and staff should follow the below procedures in the event of a severe or inclement weather warning:
2. Seek shelter immediately in designated areas.

If you're inside a building:

- a) If possible, go to the lowest level of the building;
- b) stay away from windows;
- c) go to an interior hallway; and
- d) use arms to protect head and neck in a "drop and tuck" position.

If there is no time to get inside:

- a) lie in a ditch or low-lying area or crouch near a strong building;
- b) be aware of potential for flooding;
- c) use arms to protect head and neck in a "drop and tuck" position; and
- d) use jacket, cap, backpack or any similar items, if available, to protect face and eyes.

### SEEKING SHELTER: TORNADOS AND HAZARDOUS MATERIAL RELEASES

#### Tornado Procedures

In the event of a tornado watch or warning, students, faculty, and staff should take the following steps:

- dial 3888 from a campus phone or 713-525-3888 to report tornado sighting to the UPD dispatcher; and

- seek safe shelter inside a building, in a ditch or beside an embankment.

If a tornado is imminent near you:

- a) use interior hallways away from building's exterior windows as a tornado shelter;
- b) close all doors to rooms with exterior windows;
- c) avoid all windows and other glassed areas;
- d) avoid the most dangerous locations of a building, usually along south and west sides and at corners; and
- e) protect yourself by going into a "drop and tuck" position.

#### Hazardous Material Procedures

Students, faculty, and staff should observe the following steps in the event of a hazardous material release on campus:

- a) You will receive a shelter-in-place announcement.
- b) Immediately move indoors.
- c) Close all windows and doors to shelter and seal as best you can, using towels, clothes or paper.
- d) If there appears to be air contamination within the shelter, place a paper mask, wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.
- e) Continue to follow instructions given by the response authorities.

#### When else is it important to seek shelter?

The procedures described above for tornados and hazardous material releases are known as shelter-in-place procedures. Sheltering-in-place is the use of any classroom, office, or building for the purpose of providing temporary shelter. Shelter-in-place procedures are internationally recognized as standard practices of providing shelter for any of the following reasons: a chemical truck overturning, tornado, chemical train derailment, chemical facility accident, pipeline rupture, terrorist attack, release of biological agents, release of chemical agents, drilling accident, hazardous materials release, or radiological release.

#### DRILLS, EXERCISES, AND TRAINING

In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year, such as table top exercises and tests of the emergency notification systems on campus. These tests, which may be

announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

The campus makes available a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Emergency communication processes are tested monthly to include a campus-wide email which contains information and direction to resources regarding emergency communication, response, evacuation and shelter procedures.

Each occupied building receives annual evacuation drills during the calendar year with residential facilities receiving one per semester. All evacuation exercise documentation is retained by the Emergency Management Coordinator for a minimum of seven years and includes the exercise description, date, time and whether the test was announced or unannounced. This information for the most recent year is included in the Annual Fire Safety Report.

#### Notifications/ Testing Dates for 2016:

- November 10, 2016 at 12:30pm; Active Shooter- Announced

#### Notifications / Testing Dates for 2015:

- May 26, 2015 at 7:11am: Inclement Weather – Unannounced
- June 16, 2015 at 5:36am: Inclement Weather – Unannounced
- September 14, 2015 at 11:01am: TEST - Announced

#### EMERGENCY NOTIFICATIONS

##### University Communication of Emergency

Emergencies may range from inclement weather, to building evacuations, to campus closures, the University has a variety of tools to communicate with the public in the event of these and other possible emergencies. Depending on the type of emergency, the University may use some or all of the following tools to communicate with faculty, staff and students:

- a) **Emergency Web Site.** The emergency web site, <http://www.stthom.edu/ready> is updated with information during actual emergencies or campus closures.
- b) University Emergency Information Line - 713-525- 5888.

Students, faculty, and staff members may call this main number for information about campus closures.

- c) Text Messaging Service. The University contracts with a third-party vendor that provides the technological ability to send text messages to members of the campus community. Only text messages about emergencies and messages used periodically to test the system are sent. Any data provided to the vendor by the University is protected by contractual arrangements. Students, staff and faculty are automatically enrolled to receive emergency university communications via text message and can update their contact information at [http://www.stthom.edu/-ENS/UST-Alerts/Emergency-Notification-System-ENS.aqf?Aquifer\\_Source\\_URL=%2FENS&PNF\\_Check=1](http://www.stthom.edu/-ENS/UST-Alerts/Emergency-Notification-System-ENS.aqf?Aquifer_Source_URL=%2FENS&PNF_Check=1).
- d) University Group E-mail. During emergencies, UST Safety Alert sends an "urgent" group e-mail to every student, faculty, and staff member. The message directs individuals to the emergency web site for additional information and instructions.
- e) Voice Mail to Office Telephones. This system leaves a voice message on every faculty and staff member's office phone on campus.
- f) Local News Media. The **University Marketing and Communications** office sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the University depends a great deal on broadcast media to notify students, faculty members, and staff members of emergencies before or during their commutes.
- g) Public Safety Patrol Car Announcements. UPD patrol cars are equipped with public address systems officers can use to provide instructions to pedestrians during emergencies.
- h) Telephone Tree. The President's Office has a telephone tree of department contacts which is activated during an emergency.
- i) Face to Face Communication. In addition to, or in lieu of, the systems listed above, face-to-face communication may also be used.

The implementation of each tool described above is assigned to an individual with a minimum of two backups who can also handle the communications task. Individuals with electronic communication tools assigned to them have remote access (from their homes, etc.) to those tools.

The process used to confirm a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is as follows:

- Initial confirmation by UPD may occur by observation of a police or campus safety officer, multiple witness telephone calls, alarms activating in the UPD Communications Center or a confirmed report from other emergency responding agencies (such as the Houston Police Department, Houston Fire Department of the Harris County Sheriff's Office).
- The University Chief of Police communicates situational information to University administration regarding the safety of the campus community. Upon considering the information, administration representatives develop the message content and activate campus-wide communications. The expectation of this process includes dissemination via text, email and campus desktop messaging, which are activated directly by UPD dispatch in extremely urgent situations where immediate action is required. Based on the confirmation of an ongoing threat, campus notification activation may include individual buildings, geographic zones or the entire campus. Immediate notification would not occur if doing so will compromise efforts to assist a victim, contain the emergency, respond or otherwise mitigate the emergency.
- The notification content will contain pre-scripted brief messages or tailored content developed in consultation with the University Chief of Police or designee and the Assistant Vice President for Marketing Communications or designee. This notification to the public may include protective actions or measures.
- Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

In addition to the University's text alert method of emergency communication, UPD may employ a variety of communication methods to inform building occupants or a larger portion of campus about imminent safety threats. Communication methods will be employed based on a number of factors that will be evaluated for each incident, such as the nature and extent of the threat, technology available in the building or area, time of day, etc. Other communication methods may include the use of fire alarm systems, handheld or vehicle-mounted bullhorns, portable radios, desktop pop-up alerts, mass media, door-to-door notification and social networking sites. Campus alert notifications will be posted on UST's



homepage, [www.stthom.edu](http://www.stthom.edu). The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the [UST homepage](#) and/or social media.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, university officials will immediately notify the campus community without delay. The University Chief of Police will communicate situational information to University administration regarding the safety of the campus community. Upon considering this information, administration representatives develop the message content and activate communications. The University Chief of Police, or designee, and Assistant Vice President for Marketing Communication or designee, will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the UST Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The exception to this process includes the dissemination of information via text, email, phone, and desktop pop-up messaging, which are activated directly by UPD dispatch in extremely urgent situations where immediate action is required. UST will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: UPD, Houston Police Department, and/or the Houston Fire Department) compromise efforts to assist a victim, contain the emergency, respond or otherwise mitigate the emergency. The larger community is notified via social media and local website postings.

University emergency communication representatives include the following:

- UPD Shift Supervisor
- UPD Dispatch
- University Operations Communications Director
- Emergency Preparedness Director

## SECURITY AND ACCESS TO UNIVERSITY FACILITIES

### MAINTENANCE OF UNIVERSITY FACILITIES

UST maintains campus facilities in a manner that minimizes hazardous and unsafe conditions.

Services include attention to lighting (including emergency lighting during power failures), locking all entrances on a regular schedule, security programming (including fire safety drills, rape awareness programs, theft reduction programs), card access system, controlled keyway lock system, building rounds and door checks performed by student staff, and enforcement of a guest escort policy.

### RESIDENCE HALL ACCESS

Residence Life and Food Service spaces, including, but not limited to, lounges and common areas within the residence halls, outdoor patios and courtyards directly outside the residence halls, are for the use of residents and invited guests. Note that quiet hours and courtesy hours must be followed in all Residence Life spaces. Students may not use property, buildings, facilities or University resources to operate a for-profit business. Authorized use must be conducted in compliance with applicable Student Handbook policy, rules of the institution, University computing policies, and federal, state and local laws and regulations. Residents who use residence hall facilities for unauthorized purposes are subject to disciplinary action.

All on campus student residential facilities are designed to limit and control access to the non-public areas through the use of a card access system. Student residents are required to use their identification card to enter the secured areas of the residence hall. Students are instructed to not allow others to enter without using their own card access. Residents are also instructed and encouraged to lock their rooms when they leave the area.

## THE UNIVERSITY'S RESPONSE TO SEXUAL AND GENDER-BASED VIOLENCE

### POLICY STATEMENT AND PROCEDURES

Sexual misconduct of any kind or any form of violence is inconsistent with the University's values and incompatible

with the safe, healthy environment that the University of St. Thomas community expects. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and dignity of each individual. The most egregious form of sexual harassment and misconduct is sexual assault, which is an affront to justice that will not be tolerated at the University of St. Thomas. Federal laws view sexual misconduct, sexual assault, and related violence as forms of sexual harassment and discrimination prohibited under Title VII of the Civil Rights Act, Title IX of Education Amendments of 1972, and the Violence Against Women Reauthorization Act. Sexual misconduct, sexual assault, and related violence also violate state law as well as University policy. Employees, students, or guests found responsible for sexual misconduct, sexual assault, or related violence will ordinarily face outcomes up to and including dismissal from the University and may include criminal prosecution.

The University believes that no person should bear the effects of sexual misconduct, sexual assault, or related violence alone. When sexual misconduct, sexual assault or some form of related violence occurs, the University's paramount concern is for the safety, health and well-being of those impacted. To support and assist employees and students, the University provides a wide range of services and resources. Please see the section below on Resources for Medical, Counseling and Pastoral Care.

### SEXUAL MISCONDUCT OFFENSES

Sexual misconduct offenses that are prohibited are:

- Non-consensual sexual contact, which is any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- Non-consensual sexual intercourse, which is any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as "sexual assault" in this policy.

Other forms of sexual misconduct include, but are not limited to:

- Sexual harassment
- Sexual exploitation
- Sexual intimidation and indecent exposure
- Sexual exhibitionism

- Sex-based cyber-harassment
- Prostitution or the solicitation of a prostitute
- Peeping or other voyeurism
- Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video, photography or audiotaping of sexual activity.
- Distribution of pornographic material

### Sexual Harassment

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

### Three Types of Sexual Harassment

Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These may include:

- The frequency of the conduct
- The nature and severity of the conduct
- Whether the conduct was physically threatening
- Whether the conduct was humiliating
- The effect of the conduct on the alleged victim's mental or emotional state
- Whether the conduct was directed at more than one person
- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance

Quid Pro Quo sexual harassment exists when unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature occurs and then submission to or rejection of such conduct results in adverse educational or employment action.

Retaliation involves harassment or intimidation of a person that includes but is not limited to verbal or physical threats or actual violence against the person or his/her property, adverse or educational or employment consequences, ridicule, taunting, bullying, or ostracism.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet that creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

Contact the [Human Resources Department](#) regarding allegations of sexual harassment involving an employee, [Student Affairs](#) regarding allegations of sexual harassment involving a student, or the [Title IX Coordinator](#).

#### Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

#### Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

#### Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

#### Dating Violence

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

#### Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

## CONSENT

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Intoxication or being under the influence of illegal drugs is not an excuse for failure to obtain consent.

An incapacitated person is incapable of giving consent. A person is incapacitated if that person is in a physical or mental state such that he or she lacks the ability to make a knowing and deliberate choice to engage in the sexual interaction. For the purposes of this policy, a person who is asleep or unconscious is incapacitated, without exception. A person may also become incapacitated due to other factors, which may include the use of alcohol and/or drugs to such a degree that the person no longer has the ability to make a knowing or deliberate choice to engage in the sexual interaction.

Persons who are considered sober and reasonable would be capable of giving consent for sexual interaction. When there is a question of whether consent was obtained, this is the model to apply in considering whether the respondent should have known that the complainant had the capacity to give consent.

Under this policy "No" always means "No" and "Yes" may not always mean "Yes."

## PRIVACY AND CONFIDENTIALITY

### Confidential Resources

Employees and students may access confidential, professional mental health counseling assistance at the [University's office of Counseling and Disability Services](#). Assistance through Counseling and Disability Services will remain confidential except within the following limiting circumstances:

- Risk of probable imminent physical or emotional harm to self or physical harm to another;

- Having cause to believe that a child, elderly individual or an individual with a disability has been or may be abused, neglected or exploited physically, emotionally or sexually;
- If there is a report by a patient/client or former patient/client of sexual exploitation by a mental health service provider;
- If a court-ordered subpoena demands release of information.

Confidential support is also offered by off-campus community health providers and/or off-campus rape crisis resources.

Within **Campus Ministry**, priests, deacons, and religious sisters and brothers will also honor an employee's or student's request for confidentiality. These individuals will honor confidentiality unless there is an imminent danger to the employee, student or to others. However, an employee's or student's disclosure during the sacrament of confession will not be revealed by the priest for any reason, which is a sacred obligation protected by law.

#### Parameters of Confidentiality and Mandated Title IX Investigations

In all instances and to the extent possible, the University will protect the privacy of all parties to a report of sexual misconduct or sexual assault. That said, under federal law, University officials (with the exception of those listed under Confidential Resources, above) who receive a report of sexual assault, whether from the employee or student involved or a third party, must share that information with the appropriate University authorities for investigation and follow-up. The University is obligated under the law to investigate the complaint, to take action to eliminate sexual misconduct, sexual harassment, and sexual assault, prevent its recurrence and address its effects. An administrative investigation under Title IX must be initiated if the University has enough information to reasonably determine key facts, e.g., time, date, location and names of parties involved in an alleged incident. This administrative investigation will be conducted by the Title IX Coordinator or his/her designee, and will include a review of obtained statements, interviews with both parties, interviews with witnesses as appropriate, and review of relevant documentary evidence. The University is obligated to conduct this investigation regardless of the complainant's requests.

#### REPORTING SEXUAL MISCONDUCT AND SEXUAL ASSAULT

The University strongly encourages the prompt reporting of prohibited conduct covered under this policy. Delays in reporting can greatly limit the University's ability to stop the alleged conduct, collect evidence and/or take effective action against individuals or organizations accused of violating this policy. A report of alleged violations of this policy may be made by

- a person who believes he/she experienced prohibited conduct (a complainant); and/or
- a person who has information that prohibited conduct may have been committed (a reporter).

To report an incident of sexual misconduct or sexual assault, please call the **University Police Department** at (713) 525-3888 or call 911. The **University Police Department** is available 24 hours a day, 7 days a week and is located in the Moran Center, 3807 Graustark Street. During business hours, you may also report incidents of sexual misconduct to:

- Randy Graham, Title IX Coordinator / Associate Vice President for Human Resources  
Human Resources House  
3818 Graustark Street, Room 104  
713-525-3813  
[titleixcoord@stthom.edu](mailto:titleixcoord@stthom.edu)
- Lindsey McPherson, Dean of Students  
Crooker Center, Student Affairs Suite  
3909 Graustark Street, Suite 215  
713-525-3570 / 713-525-6972  
[deanofstudents@stthom.edu](mailto:deanofstudents@stthom.edu)

If a complainant chooses not to participate in the University's investigation of a report, the University may, at its discretion, pursue the report without the complainant's participation.

#### Additional University Steps in Responding to a Complaint of Sexual Misconduct or Sexual Assault

1. Assignment of a Case Coordinator  
Whenever the University receives a report of sexual misconduct or sexual assault; the complainant will be referred to a designated individual who will serve as a resource person to the complainant to identify, explain and navigate the complainant's reporting options and the available support services. This can include referrals to counseling, educational support, pastoral care, and medical treatment, and information about University and legal processes. The designated individual can also provide assistance in rearranging class schedules, extracurricular activities and housing and on-campus dining arrangements; to the extent that

a student's requests are reasonable and can be accommodated, every effort will be made to do so. Where appropriate, the goal of any adjustment will be to minimize the burden on the complainant's educational program. Similarly, a respondent will also be assigned a designated individual, to provide him or her with support, information and assistance.

2. No Contact Orders Issued to the Complainant and the Respondent

Upon receipt of a report of alleged sexual harassment, misconduct, or sexual assault in which the respondent is a current University of St. Thomas employee or student, the Title IX Coordinator shall issue "no contact" orders to the complainant and respondent.

### INTIMIDATION OR THREATS TO INHIBIT REPORTING

The University strongly encourages employees and students to report any incident of sexual harassment, misconduct or sexual assault. The University of St. Thomas takes such reports very seriously. Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sexual harassment, misconduct or sexual assault or the participation in proceedings relating to sexual harassment, misconduct or sexual assault by a respondent or third party is itself prohibited and will result in immediate action by the Title IX Coordinator or his/her designee. A complainant or witness who is threatened in any way should immediately report these concerns to the Dean of Students or the Title IX Coordinator.

### TIMELY WARNING TO CAMPUS

In an effort to provide timely notice to the University of St. Thomas community, and in the event of a serious crime against people that occurs on campus, where it is determined that the incident may pose a serious, ongoing threat to members of the University of St. Thomas community, a mass email may be sent to all students and employees on campus and is posted on the University of St. Thomas website. Crime alerts may also be posted by the University in the residence halls and various other buildings on campus. Updates to the University of St. Thomas community about any particular case resulting in a crime alert may be distributed via email, text through the University's emergency management system, and/or may be posted on the University of St. Thomas website.

### REPORTING OPTIONS

An employee or student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to

pursue a complaint through the University Title IX Coordinator, or to pursue both processes consecutively or concurrently. Regardless of the option chosen, the University will initiate an administrative investigation under Title IX.

#### Option 1: Criminal Complaint

The University encourages employees and students to report all incidents of sexual harassment, misconduct or sexual assault to the police. If the incident occurred on University of St. Thomas property, University of St. Thomas Police Department is the appropriate agency with which to file a report. Off-campus incidents will likely fall in the jurisdiction of the Houston Police Department, Constable's Office, or Harris County Sheriff's Department. The University's Police Department can assist in contacting the appropriate law enforcement agency.

Incidents of sexual harassment, misconduct or assault involving employees or students that are reported to the **University Police Department** will also be referred to the **Title IX Coordinator** and/or **Dean of Students** for follow-up and administrative investigation.

The administrative investigation conducted by the Title IX Coordinator or his/her designee is distinct from the criminal investigation and flows from the University's obligation under Title IX or the Violence Against Women Reauthorization Act to ensure that it is providing a safe environment for all employees and students. If a complainant wishes to pursue a criminal complaint exclusively, the complainant may choose to temporarily defer the administrative investigation by making a formal written request to the Title IX Coordinator or Dean of Students, which may delay the administrative investigation and the University's ability to respond. The University may continue its administrative investigation where it has reason to believe that the alleged harasser may be an imminent threat to the safety of the complainant and/or other employees or students. At any time, the complainant may choose to rescind the deferral by making a formal written request to the Title IX Coordinator or Dean of Students, electing to resume the administrative investigation. The University will maintain documentation of the date of deferral. Information obtained through the criminal investigation may be used for consideration in the University's investigation.

If an employee or student pursues a criminal complaint, a member of the University Police Department will request that the Harris County District Attorney's Office keep the University informed and immediately advise of its decision whether to prosecute the complaint. The University will



maintain documentation of the date of the request to the District Attorney's Office. In cases where the District Attorney's Office declines prosecution, a member of the University Police will provide written notice to the complainant and Title IX Coordinator of the decision.

#### Option 2: University Conduct Process

Sexual harassment or misconduct involving employees and students, including sexual assaults, whether or not they have been reported to a police agency, should also be reported to the University for investigation and resolution through University processes.

If an employee or student reports an incident of sexual harassment, misconduct or sexual assault to the University, the Title IX Coordinator or Dean of Students or his/her designee will conduct a fair, prompt, and impartial administrative investigation and resolution of all reports of prohibited conduct by an investigator who is properly trained to investigate and resolve such allegations. An administrative investigation will include a review of obtained statements, interviews with both parties, interviews with witnesses as appropriate, and a review of relevant documentary evidence. Once the investigation is complete, the Title IX Coordinator or his/her designee, in conjunction with a review by the Dean of Students will make a determination based on the merits of the investigation. The investigation of a complaint will be concluded as soon as possible after receipt of the complaint. In investigations exceeding 60 days, a justification for the delay will be presented to and reviewed by the Title IX Coordinator.

#### Conduct Process and Sanctions for Students

- Upon completion of the investigation, if it is determined the allegations have merit, a Notice of Complaint letter will be sent to the alleged student. This letter will include the alleged **Code of Student Conduct** violation and a meeting request to discuss the alleged conduct. At the time of the meeting, the alleged student will have the opportunity to respond to the allegation in writing, at which point the Title IX Coordinator or Dean of Students can dismiss the allegations or proceed with the disciplinary process. If he/she proceeds with the disciplinary process, the next step is to determine if the offence is a major or minor violation of the **Code of Student Conduct**. A major violation of the Code is defined as any violation that may result in suspension or expulsion from the University. If the alleged violation is determined to be a potential major violation of the code, the student will be given a choice between an

administrative hearing or a hearing with a disciplinary hearing board. The choice must be made in writing at the time of election and presented to the Dean of Students. If the student elects an administrative hearing, he must affirm that he is aware of and understands that the full range of sanctions, including suspension or expulsion from the University, may be imposed by the Dean of Students.

- Administrative Hearing – During an administrative hearing, the Dean of Students presents the administrative disposition to the student in writing, which includes the violation charged, whether the student is responsible or not responsible for the violations charged, the sanctions imposed, and the right to appeal. All parties involved in the case will have the opportunity to appeal the finding sexual misconduct cases.
- Disciplinary Hearing Board – If the student elects to have a Disciplinary Hearing Board, the Dean of Students will select an ad-hoc disciplinary hearing board. This board is comprised of five faculty and/or staff and/or students members, not to exceed two student members. Student members are selected from the Student Judiciary. The Committee members will select a chairperson from among their number whose duties will be to see to the proper conduct of the hearing; rule on the admissibility of evidence, motions and objectives, prepare a letter listing the outcome of the hearing, including any applicable sanctions, and the procedures for appeal, and certify the hearing record, if notice of appeal is given. Both findings and sanctions determined by the Disciplinary Hearing Board shall be regarded as recommendations to the Dean of Students.
- Advisors – Both the complainant and the accused have the right to have an advisor present with them during both the administrative hearing process and disciplinary hearing board process.
- Sanctions – For all cases involving sexual misconduct, the full range of sanctions stated in the Student Handbook can be given, including removal from campus housing, removal from extracurricular activities to include collegiate athletics, suspension from the university, and expulsion from the university.

#### Conduct Process and Sanctions for Employees

The following steps will be followed if the individuals involved are both employees.

- Meet with the charging employee and obtain a written statement to ensure all details are documented.
- Investigate the allegations – meet with the employee that the charge has been filed against and obtain a written statement from them detailing what occurred.
- Interview other employees/managers, depending on the allegations, to obtain supporting information.
- Have follow up meetings with both parties, if necessary.
- A determination will be made after reviewing all the facts gathered, conversations with the parties involved, consulting with legal counsel, consulting, if necessary, with the department manager, and evaluating the merits of the allegations. The Associate Vice President for Human Resources is responsible for affirming the final determination.
- Upon completing the investigation, the following actions will be taken depending on the outcome.
  - Allegations have merit – depending on the seriousness and egregious nature of the actions that occurred, the employee will either be placed on leave while the investigation is conducted, be given a written reprimand with termination if another incident occurs or be terminated. If the employee is not terminated, they will be instructed to avoid interacting with the charging party. Meet with each individual to communicate and outcome.
  - Allegations do not have merit - a meeting will be held with each party to convey the outcome of the investigation. The charging party will be asked for any additional information they think would be important. If none is given, the case will be closed.

### Option 3: Simultaneous Processes

An employee or student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue an investigation by the University, or to pursue both processes consecutively or concurrently. In all cases, the Title IX Coordinator must be notified of the incident and/or complaint.

### WRITTEN NOTICES

Employees and students who report alleged sexual harassment, misconduct or sexual assault will be provided with written notice of the above referenced reporting

options. The University, through the Title IX Coordinator or his/her designee, must also obtain written acknowledgment from the employee or student of her/his decision regarding which options, if any, the employee or student wishes to pursue.

The complainant, and the respondent, will be provided updates on the progress of the investigation and issuance of the finding. Both complainant and respondent will be simultaneously informed in writing of the outcome of any University disciplinary hearing arising from an allegation of prohibited conduct and of the University's procedures for appealing the results of the disciplinary hearing.

### STANDARD OF EVIDENCE

The purpose of an investigation, which includes interviewing the parties and witnesses, is to gather and assess evidence. The standard of evidence used in investigation and adjudicating complaints made under this policy is the "preponderance of the evidence" standard. This standard is met if the allegation is deemed more likely to have occurred than not. All investigators shall have appropriate and ongoing training regarding issues related to domestic violence, dating violence, sexual assault, sexual misconduct and stalking, as well as, on how to conduct an investigation that protects the safety of complainants and promotes accountability.

### OTHER POTENTIAL POLICY VIOLATIONS

At times, employees or students are hesitant to report the occurrence of a sexual assault to University officials because they are concerned that they themselves, or witnesses to the misconduct, may be found responsible with other policy violations, e.g., pariets or alcohol violations. These behaviors are not condoned by the University, but the importance of dealing with alleged sexual harassment, misconduct or sexual assault outweighs the University's interest in addressing lesser violations. Accordingly, in these cases, the University may not subject an employee or student to further review for other issues that may surface as part of the investigation of a complaint of sexual harassment, misconduct or sexual assault.

### SANCTIONS

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual harassment, misconduct or assault in order to protect employees' and students' rights and personal safety. Such measures include, but are not limited to, modification of work arrangements, living arrangements, interim suspension from campus pending a hearing, and report to local law

enforcement. Not all forms of sexual misconduct will be deemed to be equally serious offenses, although all allegations are taken seriously, and the University reserves the right to impose differing sanctions ranging from oral warnings to, in the case of employees, termination, or in the case of students, expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the person accused of sexual harassment, misconduct, or assault.

### CONFIDENTIALITY AND ANONYMITY

Individuals wishing to remain anonymous can file a complaint (by telephone or in writing) with the University Title IX Coordinator. However, electing to remain anonymous may greatly limit the University's ability to investigate an alleged incident, collect evidence and/or take effective action against individuals or organizations accused of violating this policy.

The University has an obligation to maintain an environment free of sex discrimination, thus many University employees have mandatory reporting and response obligations and may not be able to honor a complainant's request for confidentiality. In the event confidentiality cannot be maintained, the University will share information only as necessary and only with people who need to know to fulfill the purposes of this policy and applicable law, such as investigators, witnesses, administrators, and the respondent. The University will comply with the **Family Educational Rights and Privacy Act (FERPA)**, with **Texas Education Code Section 51.971** and other confidentiality laws as they apply to Title IX investigations.

Complainants who want to discuss a complaint in strict confidence may use the confidential support resources described in this policy, should speak with a campus mental health counselor, Employee Assistance Program (EAP) counselors, priest or religious sister through Campus Ministry, and/or off-campus rape crisis resources who can maintain confidentiality.

#### University Counseling Center

713-525-2169 or 713-525-6953

After regular business hours – 713-525-3888

#### University Employee Assistance Program

1-800-227-1060

#### Campus Ministry

713-525-3589

#### Houston Area Women's Center

713-528-RAPE (7273)

[www.hawc.org](http://www.hawc.org)

### RESOURCES FOR MEDICAL, COUNSELING AND PASTORAL CARE

It is especially important for employees and students who have been sexually assaulted to seek immediate and appropriate medical treatment. Individuals who have been sexually assaulted can secure immediate help by going to a local hospital emergency room or contacting an off-campus rape crisis hotline. Texas law allows an individual to go directly to a medical facility for a sexual assault exam without police involvement.

While the University's staff is unable to perform procedures related to the collection of evidence for the purposes of pursuing criminal prosecution, they can provide assistance and support when a student requests or requires transportation to the hospital. Major hospitals in close proximity to the University have trained sexual assault teams available 24 hours a day, seven days a week. Emergency Room staff may ask if the employee or student wishes to speak to the police or other law enforcement personnel; this decision is up to the employee or student.

It is important to preserve forensic and other physical evidence that may assist in proving the alleged criminal offense occurred and such evidence may be helpful in obtaining a protection order against the respondent. Therefore, a medical exam should be performed immediately after the event, if possible. If a medical exam is not or cannot be performed immediately after the event, individuals may obtain a Sexual Assault Forensic Exam (SAFE) within five (5) days of the sexual assault if law enforcement is involved and within four (4) days if they are not. With the individual's consent, the physical evidence collected during this medical exam can be used as a part of a criminal investigation; however, and individuals may undergo a SAFE regardless of whether he/she has contacted, or intends to contact, the police. For additional information on SAFE exams, see <http://hopelaws.org/>. An individual may also seek an exam from his or her own physician. The cost of the forensic portion of the exam is covered by the law enforcement agency investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatments not part of the SAFE.

An individual who experiences any form of sexual assault, domestic violence, stalking, and dating violence are

encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, that would be useful to University adjudicators/investigators or police.

Reporting an assault to law enforcement does not mean the case will automatically go to criminal trial or through University disciplinary processes. If the police are called, a uniformed officer will be sent to the scene to take a detailed statement. A report may be filed with the police regardless of whether or not the accused was a UST student.

If a decision is made to make a report to the police, it is important to note that police jurisdictions depend on where the sexual assault occurred.

If the alleged incident occurred on campus, a report may be filed with UPD by calling 713-525-3888 or in person at UPD headquarters at 3807 Graustark Street, Houston, Texas 77006 (contained within the Moran Parking Garage).

If the alleged incident occurred in off-campus, a report may be filed with the respective police department for the jurisdiction such as the Houston Police Department, regardless of time elapsed since the assault occurred. If a report is made to a police department, a uniformed officer will be dispatched to the location to make a written report. Houston Police Department's contact information is listed below:

- Emergency: 911
- Victim Services: 713-308-0080
- Family Violence: 713-308-1100
- Non-emergency: 713-884-3131

An individual who has experienced a sexual assault is strongly encouraged to seek medical and psychological care regardless of whether he/she intends to request a SAFE or report the assault to the police. He/she may be prescribed medications to prevent sexually transmitted infections and/or pregnancy regardless of whether the police were contacted or a SAFE was performed. Medical care can be provided at a local emergency room or by a private physician. Psychological support can be provided by the **University Counseling and Disability Services office** or by an off campus care provider of the individual's choosing.

An individual who experiences any form of sexual assault may pursue any civil or criminal remedies provided by state law. An individual does not need to file a criminal police report to either use on or off-campus resources or to file a complaint

with the University. However, the University Title IX Coordinator or designee will assist any individual with notifying law enforcement if they so desire.

A protective order is a civil court order issued to prevent continuing acts of family violence, sexual assault, human trafficking or stalking. The Attorney General of Texas has extensive information on protective orders and can be downloaded from their website, <https://texasattorneygeneral.gov/cvs/victims-rights-resources#protectiveorders>

The University of St. Thomas complies with the State of Texas laws in recognizing orders of protection.

Any person who obtains an order of protection from the State of Texas or any other state should provide a copy to UPD. Students should also provide a copy of an order of protection to the **Dean of Students Office**. UPD can provide the protected individual with strategies for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. In some situations, UPD may be able to assist in obtaining an Emergency Protective Order, however, the victim is required to apply directly for these services through the county or district court where the victim resides.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

In a crisis situation, Counseling and Disability Services' professional mental health counselors can be reached after hours by contacting the **University Police Department** at (713) 525-3888 to request that a counselor contact him or her directly. The University is staffed by trained professionals who can provide specialized support and assistance to employees and students who have been assaulted. These services are available at any time, whether it is days, months, or years after the incident.

Confidentiality is offered by two University departments. Through the office of **Counseling and Disability Services**, current students may seek counseling and/or information and referral to off-campus resources; current employees may seek a counseling consultation and/or information and referral to off-campus resources. **Counseling and Disability Services** can be reached at (713) 525-2169 or (713) 525-6953. After regular business hours, call (713) 525-3888.

Within **Campus Ministry**, priests, deacons, and religious sisters and brothers are able to provide pastoral counseling support. These individuals will honor an employee's or student's request for confidentiality unless there is an imminent danger to the employee, student or to others. However, an employee's or student's disclosure during the sacrament of confession will not be revealed by the priest for any reason, which is a sacred obligation protected by law. **Campus Ministry** can be reached at (713) 525-3589 or at [campusministry@stthom.edu](mailto:campusministry@stthom.edu).

In addition to utilizing the confidential services of **Campus Ministry** and **Counseling and Disability Services**, employees or students may directly contact the Title IX Coordinator, the Provost and Vice President for Academic Affairs, or the Vice President for Student Affairs.

#### Additional Houston Area Resources

Houston Police Department  
<http://www.houstonpolice.org>

Phone: 911

- Provides emergency response and takes reports of sexual assault
- Offers victim services counselors

Memorial Hermann Hospital  
<http://www.memorialhermann.org>  
Phone: 713-222-2273

- Operates emergency room, located at 6411 Fannin Street, Houston, Texas 77030

St. Joseph Medical Center  
<http://www.sjmctx.com>  
Phone: 713-757-1000

- Operates emergency room, located at 1401 St. Joseph Parkway, Houston, Texas 77002

Rape, Abuse and Incest National Network  
<http://www.rainn.org>

Department of Justice  
<http://www.ovv.usdoj.gov/sexassault.htm>

Department of Education, Office of Civil Rights  
<http://www2.ed.gov/about/offices/list/ocr/index.html>

#### Education Programs and Ongoing Prevention and Awareness Campaigns

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and

campaigns intended to end dating violence, domestic violence, sexual assault and stalking.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

All incoming students and new employees participate in the Sexual Misconduct and Bystander Intervention education program. These primary prevention and ongoing awareness programs include:

- A statement that the University prohibits domestic violence, dating violence, sexual assault and stalking
- Definitions of "domestic violence," "dating violence," "sexual assault," and "stalking"
- Definition of "consent" in reference to sexual activity
- Safe and positive options for bystander intervention that a person may take to prevent harm or intervene when there is a risk of one of these offenses
- Information regarding risk reduction strategies to recognize warning signs of abusive behavior and how to avoid potential attacks
- Possible sanctions or protective measures the University may impose following a final determination of an SJS disciplinary procedure regarding domestic violence, dating violence, stalking and sexual assault
- Procedures individuals should follow if one of these offenses has occurred, where to report, resources available, and what happens after the report is made.

#### BYSTANDER INTERVENTION

One of the most effective methods of preventing sexual assault is through bystander intervention. Some people might be concerned that they are being encouraged to place themselves in jeopardy to stop crimes in progress. This is not the case. There may be observable signs that occur prior to sexual misconduct that would lead a witness to suspect an employee or student could be in an unsafe situation. Bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive and/or harassing.

#### Ways to Intervene

There are steps one can take if he/she observes or suspects an employee or student is in an unsafe situation. Having the



courage to intervene may prevent an assault from occurring. Possible steps for a bystander to take are listed below to include:

- Making up an excuse to get the person out of a potentially dangerous situation;
- Letting an individual know that his/her actions may lead to serious consequences;
- Remaining with a person who may be in trouble, despite another individual's efforts to isolate or entice that person;
- Employing a group dynamic to alert an individual that his/her behavior is inappropriate;
- Taking steps to curb someone's use of alcohol before problems occur;
- Calling the authorities when the situation warrants.

#### Title IX Coordinator

The designated **Title IX Coordinator** for the University is the Associate Vice President for Human Resources, located in the Human Resources Office at 3818 Graustark, Houston, TX 77006. The Title IX Coordinator can be reached at (713) 525-3813 or [titleixcoord@stthom.edu](mailto:titleixcoord@stthom.edu).

#### Filing of False Complaints

Any person who knowingly and intentionally files a false complaint of sex discrimination, sexual harassment (including sexual violence) or sexual misconduct is subject to disciplinary action, up to and including dismissal from the University.

#### Questions

Questions regarding this policy should be directed to the **University Title IX Coordinator**, the **Office of the Dean of Students**, or the **University Police Department**.

#### State Law Definitions

If a person would like to press criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code and Texas Family Code would apply, not the internal definitions used in this policy.

- **Dating Violence:** "an act, other than a defensive measure to protect oneself, by an individual that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim's marriage to or dating relationship with an individual

with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault. 'Dating relationship' means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a 'dating relationship.'" Texas Family Code **Section 71.0021**.

- **Domestic (Family) Violence:** "an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself, or abuse by a member of a family or household toward a child of the family or household, or dating violence." Texas Family Code **Section 71.004**.
- **Sexual Assault:** "a person commits an offense if the person (1) intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (2) intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means; causes the penetration of the mouth of a child by the sexual organ of the actor; causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or causes the mouth of a child to contact the anus or sexual organ of another person, including the actor. A sexual assault is without the consent of the other person if: the actor compels the other person to submit

or participate by the use of physical force or violence; the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat; the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge; the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; the actor is a public servant who coerces the other person to submit or participate; or the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor. 'Child' means a person younger than 17 years of age. 'Spouse' means a person who is legally married to another." Texas Penal Code [Section 22.011](#).

- **Stalking:** "a person who, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that: (1) the person knows or reasonably believes the other person will regard as threatening including bodily injury or death for the other person, bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship, or fear that an offense will be committed against the other person's property, and (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property, and (3) would cause a reasonable person to fear bodily injury or death for himself or herself, or bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating

relationship, or fear that an offense will be committed against the person's property. A fact finder may find that different types of conduct described above, if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct." Texas Penal Code [Section 42.072](#).

## SEX OFFENDER REGISTRATION - CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer's services, or is a student.

Texas Code of Criminal Procedure Chapter 62 mandates individuals that are required to register as sex offenders to report to their primary registering agency if they are living, working, or volunteering with an institution of higher education. You may search for information regarding registered sex offenders at the Texas Department of Public Safety website:

<https://records.txdps.state.tx.us/DpsWebsite/Index.aspx>

## MISSING STUDENT NOTIFICATION FOR STUDENTS RESIDING ON CAMPUS

The University of St. Thomas takes reports and concerns that students may be missing very seriously and will actively investigate all such credible reports.

- A. It is very important that information about missing or possibly missing students be promptly reported to at least one of the following persons or organizations:

- University Police Department
- Office of the President
- Provost and Vice President of Academic Affairs

- Vice President for Student Affairs
  - Assistant Vice President of Campus Life
  - Dean of Students
  - Rector or Dean (for St. Mary's Seminary students only)
- B. All missing student reports must be referred immediately to the **University Police Department**.
- C. A student shall be considered "missing" following an abnormal unexplained absence of 24 hours. A report will be made regardless of the time period, if there is reason to believe the student's life or well-being is threatened.
- D. All students in residence life facilities on the University campus will be required to provide the **Office of Residence Life** with an emergency contact individual and number upon move-in. This emergency contact will be notified by the University of St. Thomas within 24 hours of the determination that the student is missing, in the event that the student has been determined to be missing by UPD or a law enforcement agency.
- E. The student emergency contact information will be treated as confidential and be accessible only to authorized campus officials. Contact information will only be disclosed to law enforcement personnel responsible for a missing person investigation.
- F. If a student is under 18 years of age and not emancipated, UST must notify a custodial parent or guardian within 24 hours of the determination by UPD or other law enforcement agency that the student is missing. Any additional contact person(s) designated by the missing student will also be notified within 24 hours of the determination that the student is missing.

Many missing person reports in the University environment result from someone changing his/her normal routine and failing to inform others of this change. All individuals can take a proactive role in their own safety and the safety of others by:

- Keeping emergency contact information up-to-date on a semester basis
- Making sure student and family contact information is up-to-date in **MyStThom**.
- Updating friends and family members with changes to e-mail, cell and other contact information.
- Making sure that a roommate, designated friend, and/or family member knows how to reach you and what your

routine is.

- Establishing a habit of "checking in" with family and friends on a regular basis.

## UNIVERSITY POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

In coordination with the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act of 1989, the University of St. Thomas believes that the unlawful use of drugs and the excessive use of alcohol are inconsistent with the behavior expected of the members of a university community. The unlawful use and abuse of drugs or alcohol is inconsistent with the behavior expected of members of the University of St. Thomas community. The University is committed to the development and maintenance of a drug free environment on the campus as well as an environment that prohibits abuse of other drugs and alcohol. The University is committed to the expansion of a drug and alcohol abuse prevention program and to the dissemination of drug awareness information to the members of the entire University community. In addition, the University is committed to enforcing the provisions of the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act of 1989 and believes that these acts and their implementation regulations provide a proper framework for the drug and alcohol abuse policies of the University. Additionally, the impact of drug use and high risk alcohol consumption for college students cannot be overlooked in terms of its cost to the individual students affected and the University. For specific information related to alcohol and other drug consumption and consequences, go to the National Institute on Drug Abuse: <http://www.drugabuse.gov/>.

### POLICY/PROCEDURE

It is the policy of the **University of St. Thomas** that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (as defined in 21 U.S. C. 812 and 21 CFR 1300.15) or the unauthorized use of alcohol by employees and students in the workplace, on the campus, or as part of any University sponsored business activities and/or student activities off University premises, is prohibited.

### Definitions

The following terms are defined for the purposes of this policy

and are important for purposes of expressing the University's policy on a drug-free workplace:

- A. Controlled Substance means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Texas Controlled Substances Act (Texas Health & Safety Code, 481.001 et seq).
- B. Contract means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
- C. Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- D. Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.
- E. Employee means an individual receiving a salary, wages, other compensation and/or stipend support from the University.
- F. Federal agency or agency means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch or any independent regulatory agency.
- G. Grant means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veterans' benefits to

individuals; i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.

- H. Grantee means a legal entity which applies for or receives a grant or contract directly from a federal agency.
- I. Illicit drug use means the use, manufacture, sale, distribution, dispensation, or possession of illegal drugs and the abuse of other drugs and alcohol.
- J. Student means any person who (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).
- K. University sponsored activities mean any activity on or off University premises that is directly initiated, supported, or supervised by the University.
- L. Workplace means the physical boundaries of the University and facilities owned or controlled by the University.

#### Health Risks

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be found at their website at <http://www.dea.gov/druginfo/factsheets.shtml>. With any drug, prolonged use can lead to health issues as well as long-term dependency.

#### Alcohol

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have

irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs).

Additionally, alcohol-related accidents are the number one cause of death in the 16- to 24-year-old age group.

### Narcotics

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

### Other Depressants

Other depressants (including GHB or liquid ecstasy, valium, xanax, ambien, and barbituates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

### Stimulants

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

### Hallucinogens

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to

moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

### Cannabis

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

### Anabolic Steroids

Anabolic Steroids (including testosterone and others) may result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gynecomastia, acne, and aggressive behavior. Effects of overdose are unknown. Withdrawal may possibly include depression.

### Inhalants

Inhalants (including amyl and butyl nitrite, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

### Penalties

The policy to promote a Drug and Alcohol Abuse Free Workplace and Campus is a protection and support for the faculty, administration, employees and students of the University of St. Thomas. In addition, the University is committed to a caring relationship among its students and

employees; therefore, its disciplinary procedures are intended to be constructive and redemptive. Any employee or student seeking assistance through the **Office of Student Affairs** or the **Human Resources Department**, in consultation with **Counseling and Disability Services**, will be treated in a confidential manner. This does not shield either the employee or student from disciplinary action if this policy is violated. Therefore, the employee or student violating this policy is subject to the following actions:

- A. Any employee or student admitting to or convicted of unlawful possession, use or distribution of unlawful drugs and alcohol on campus, or at campus sponsored events held off campus, will be subject to disciplinary action.
- B. Employees and students may be referred to a drug and alcohol assistance or rehabilitation program in which they must maintain satisfactory participation.
- C. Employees may be subject to disciplinary action up to and including suspension, suspension without pay, termination, and may be referred for prosecution.
- D. Students in violation of the University of St. Thomas **Code of Student Conduct** and disciplinary procedures may be subject to disciplinary action up to and including probation, suspension, expulsion, and may be referred for prosecution.

Further information concerning disciplinary action and appropriate procedures for employees is available from **Human Resources** at 713-525-3142 and for students from **Student Affairs** at 713-525-3570.

#### Employee and Student Assistance Programs

The University of St. Thomas recognizing the need to have available to its students, employees and officers a program or accessibility to a program dealing with all forms of alcohol and drug problems, offers the following:

#### Employee and Student Initiated Assistance

An employee or student experiencing problems resulting from drug or alcohol abuse or dependency should seek information on resources and referral from his/her supervisor, the Human Resources Office, Dean of Students, Counseling and Disability Services, the Office of Health Promotion and Wellness, or the Vice President for Student Affairs. Such assistance will be kept confidential and will not influence performance appraisals or grades. Job or academic performance alone, not the fact that an employee or student seeks help, is the basis of all

performance appraisals/evaluations.

#### University Initiated Assistance

- A. Education
  - a. On-campus speakers presenting programs related to drug and alcohol abuse prevention, recognition or treatment.
  - b. Brochures describing drug and alcohol abuse prevention.
- B. Information and Referral
  - a. The **University's Office of Health Promotion and Wellness** makes available information about drug and alcohol abuse prevention.
  - b. The **Counseling and Disability Services Office** makes information available about local community drug and alcohol abuse rehabilitation programs.

While this policy covers drug and alcohol use at the University of St. Thomas, please be aware that there are penalties under Texas and federal law. All University of St. Thomas employees and students are responsible for complying with local, state, and federal laws regarding alcohol.

#### Underage Drinking Laws

Minors who purchase, attempt to purchase, possess, or consume alcoholic beverages, as well as minors who are intoxicated in public or misrepresent their age to obtain alcoholic beverages, face the following consequences:

- Class C misdemeanor, punishable by a fine up to \$500
- Alcohol awareness class
- 8 to 40 hours community service
- 30 to 180 days loss or denial of driver's license

If a minor is seventeen years of age or older and the violation is the third offense, the offense is punishable by a fine of \$250 to \$2,000, confinement in jail for up to 180 days or both, as well as automatic driver's license suspension.

A minor with previous alcohol-related convictions will have his or her driver's license suspended for one year if the minor does not attend alcohol awareness training that has been required by the judge.

#### Penalties for Providing Alcohol to a Minor



Adults and minors who give alcohol to a minor also face a stiff penalty. The punishment for making alcoholic beverages available to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement in jail for up to a year, or both. Additionally, the violator will have his or her driver's license automatically suspended for 180 days upon conviction.

Persons 21 or older (other than the parent or guardian) can be held liable for damages caused by intoxication of a minor under 18 if the adult knowingly provided alcoholic beverages to a minor or knowingly allowed the minor to be served or provided alcoholic beverages on the premises owned or leased by the adult.

Sale to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement up to a year in jail, or both.

#### Zero Tolerance Law

In Texas it is illegal for a person under 21 to operate a motor vehicle in a public place while having ANY detectable amount of alcohol in their system. On September 1, 2009, this law was expanded to include watercraft in addition to motor vehicles.

E. The consequences for the minor on the first offense of driving under the influence of alcohol:

- Class C misdemeanor, punishable by a fine up to \$500
- Attendance at an alcohol awareness class
- 20 to 40 hours of mandatory community service
- 60 days driver's license suspension. The minor would not be eligible for an occupational license for the first 30 days.

F. A second offense increases the consequences to:

- Class C misdemeanor, punishable by a fine up to \$500
- Attendance at an alcohol awareness class at the judge's discretion
- 40 to 60 hours of mandatory community service
- 120 days driver's license suspension. The minor would not be eligible for an occupational license for the first 90 days.

G. A third offense is not eligible for deferred adjudication. The minor's driver's license is suspended for 180 days

and an occupational license may not be obtained for the entire suspension period. If the minor is 17 years of age or older, the fine increases to \$500 to \$2,000, confinement in jail for up to 180 days, or both.

#### Application of Policy

The policy to promote a Drug and Alcohol Abuse Free Workplace and Campus, which applies to every person in the University workplace, is supported by a drug free awareness program available to the faculty, administrative staff, support staff and students of the University. Specific compliance and reporting items enumerated in the policy (items B, C, D, E) are applicable to all employees on federal contracts and grants. In support of this policy, the University of St. Thomas:

- A. Has established an ongoing drug and alcohol free awareness program to inform its faculty, administrative staff, support staff and students about:
  - a. the campus policy of maintaining a drug and alcohol abuse free workplace,
  - b. the dangers of drug and alcohol abuse in the workplace,
  - c. the availability of drug and alcohol abuse counseling/rehabilitation,
  - d. the development of employee and student assistance programs,
  - e. the penalties that may be imposed upon employees and students for drug and alcohol abuse violations.
- B. Will provide each employee a copy of this policy. In addition, all faculty, administrative staff, support staff and students will be notified of this policy through appropriate publications.
- C. Will notify each University employee and student that they must abide by the terms of this policy. All employees must notify their supervisor and Human Resources, and in the case of students, the Vice President for Student Affairs or the Dean of Students, of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
- D. Will notify the appropriate federal agency within ten (10) days after receiving notice of criminal drug statute convictions occurring within the workplace of

any University employee engaged in performance of the federal grant or contract.

- E. Will impose sanctions or require the satisfactory participation in a drug abuse assistance or rehabilitation program of any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension with or without pay and termination.
- F. Will not test for drugs.
- G. Will make a good faith effort to continue to maintain an environment that complies with the Drug Free Workplace Act of 1988 and the Drug-free Schools and Communities Act of 1989.
- H. The Campus Life Committee will conduct a review of its programs to assess their effectiveness, to determine changes, and to ensure the uniform application of sanctions to employees and students.

#### Student and Employee Resources

The University offers the following drug and alcohol abuse information, counseling, assistance and services:

- H. Information and Referral  
All members of the University community are eligible to consult with the professional staff of the **Office of Counseling and Disability Services** and the **Office of Health and Wellness Services** regarding the availability of substance abuse assistance programs. Substance abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. A collection of resource materials pertinent to issues of drug abuse is available.
- I. Individual Counseling  
Enrolled students can be seen for short-term counseling and crisis intervention for assistance with substance use problems. However, **Counseling and Disability Services** will make a referral for long-term substance use and detox. Faculty and staff are eligible for an initial consultation and referral for such services.  
  
Employees may access services through the University's Employee Assistance Program. Employees may call 1-800-227-1060 or access Members.mhn.com. The Company Code is: stthom.
- J. UST – On the Road to Recovery

UST – On the Road to Recovery is a program that assists and serves students and employees with substance use issues at the University of St. Thomas. UST – On the Road to Recovery works closely with multiple departments on campus including **Counseling and Disability Services, Student Housing and Residential Life, Office of the Dean of Students, and the Office of Health Promotion and Wellness**, to support student and employee health and wellness as it pertains to substance abuse issues.

- K. **UST Health Promotion and Wellness Office**  
Students and employees can visit the UST Health and Wellness Services Office and speak about any drug and alcohol questions in a safe and friendly environment. Appointments can be made contacting Health and Wellness Service at 713 525-3513.
- L. Formal Organizations  
Individuals can be assisted by participating in organizations like Alcoholics Anonymous or Narcotics Anonymous and information concerning these groups is maintained for dissemination to interested persons.
  - Alcoholic Anonymous [www.aahouston.org](http://www.aahouston.org)
  - Narcotics Anonymous [www.hascona.com](http://www.hascona.com) or [helpline@hascona.com](mailto:helpline@hascona.com)
- M. Community Resources  
Various community resources offer short-term counseling for anyone affected in any way by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step oriented program and/or appropriate treatment. Contact information:
  - The Council on Recovery [www.council-houston.org](http://www.council-houston.org)
  - National Council on Alcoholism & Drug Dependence (NCADD) [www.ncadd.org](http://www.ncadd.org); 24hr Hope Line 800-622-2255
  - Palmer Drug Abuse Program (PDAP) [www.pdaphouston.org](http://www.pdaphouston.org)
  - Memorial Hermann: Prevention and Recovery Center (PARC) [www.mhparc.org](http://www.mhparc.org)

#### Implementation of Policy

Implementation of this policy is a joint responsibility of the Office of the President, Vice President for Student Affairs, Office of Dean of Students, Office of Human Resources, and the Office of Financial Aid.

### Distribution of Policy

A copy of this policy will be distributed to faculty, staff and students at the beginning of each semester as a part of the annual notification process. Each newly hired employee will receive a copy as a part of the new hire orientation. Newly hired students will receive a copy as a part of new student worker orientation.

### Biennial Policy Review

The University of St. Thomas will review this policy biennially to determine its effectiveness and to recommend changes in the program to the President if they are needed. Such a review will also determine that the University's disciplinary sanctions are consistently enforced.

## **WEAPONS AND FIREARMS**

UST is committed to maintaining a safe and secure environment that supports the academic mission of the University. Accordingly, employees, students and visitors are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of the University. A limited exception to this Policy is that law enforcement personnel who are authorized to carry a firearm are permitted to do so while on UST property. Other state laws may provide exceptions as well.

Anyone found violating this University policy shall be subject to the disciplinary procedures applicable to students or employees and/or criminal prosecution by the appropriate jurisdiction.

For additional information about weapon and firearms on campus, please visit the [University Police Department](http://www.stthom.edu/upd) website, [www.stthom.edu/upd](http://www.stthom.edu/upd).

## **ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Clery Act requires institutions to include statistics for Clery reportable geography: On Campus, On Campus Student Housing, Public Property and Non-campus.

Buildings and Property. The Clery Act requires institutions to include statistics for four general categories of crime, including Criminal Offenses, Hate Crimes, VAWA Offenses and Arrests and Referrals for Disciplinary Action.

## **DEFINITIONS OF REPORTABLE GEOGRAPHY AND CRIMES**

### Geographic Definitions

On Campus Property is defined as 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 area identified in paragraph (1) 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).

On Campus Student Housing Facilities is defined as any student housing facility that is owned, or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

Public Property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-campus Buildings or Property is defined as 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 the 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.

### Criminal Offense Definitions

#### Criminal Homicide:

- a) Murder/Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.
- b) Manslaughter by Negligence is defined as the killing of another person through gross negligence.

Sexual Assault (Sex Offenses) Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a) Rape is 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.

- b) Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without consent from the victim, including incidents where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- c) Incest is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- d) Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Robbery is 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 is 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 is the unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft is the theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding).

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

### HIERARCHY RULE

Reporting and Counting Criminal Offenses includes applying the FBI's UCR Hierarchy Rule. Under this rule, when more than one Criminal Offense was committed during a single incident you should only count the most serious offense. With few exceptions, this rule is applied when reporting Criminal Offenses. This rule only applies to the counting of criminal offenses and does not apply to the reporting of hate crimes, VAWA offenses or Arrests or Disciplinary Referrals for Clery reportable law violations.

### HATE CRIMES

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the

perpetrator's bias against the victim. Under the Clery Act, only the following eight categories of covered classes are reported: race, religion, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

Categories of bias included in the annual statistical disclosure 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 or African Americans, whites).
- 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 actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic and/or emotional attraction to members of the same and/or opposite sex (e.g., lesbian, gay, bisexual, heterosexual individuals).
- Gender. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender (male or female).
- Gender Identity. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (bias against transgender or gender non-conforming individuals).
- Ethnicity. A preformed negative opinion or attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture 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.

For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable criminal offense (listed above) and the following additional offenses:

- Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- Simple Assault is the 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 is 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 is 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 over it.

### VAWA OFFENSES

Dating Violence, Domestic Violence, and Stalking

For the purposes of the Annual Security report, the following definitions apply for Clery classification:

- Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Domestic Violence is defined as a felony or misdemeanor crime of violence committed - by a current or former spouse or intimate partner of the victim; by a person with whom 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 situated 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 is defined as 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 to suffer substantial emotional distress.

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.

### ARRESTS AND DISCIPLINARY REFERRALS

Arrests and disciplinary referral statistics include the number of persons arrested and/or referred for disciplinary action for the following violations:

- Weapons: Carrying, Possessing, Etc., is defined as 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 are defined as 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 are defined as 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.

## THE UNIVERSITY OF ST. THOMAS – MAIN CAMPUS

Below are the tables containing the crime statistic information for the previous three years — 2014, 2015 and 2016 — for The University of St. Thomas main campus

University of St. Thomas-Main Campus Statistics for Clery Reportable Crimes for 2014, 2015, and 2016					
Offense	Year	On-Campus	On-Campus Student Housing	Non-Campus Buildings and Property	Public Property
Murder and Non-negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Rape	2014	1	1	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Fondling	2014	1	0	0	0
	2015	1	0	0	0
	2016	0	0	0	0
Incest	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	1
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Burglary	2014	1	1	0	0
	2015	1	0	0	0
	2016	5	2	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0



Offense	Year	On-Campus	On-Campus Student Housing	Non-Campus Buildings and Property	Public Property
---------	------	-----------	---------------------------	-----------------------------------	-----------------

**VAWA Offenses**

Dating Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Stalking	2014	4	0	0	0
	2015	0	0	0	0
	2016	2	1	0	0
Unfounded Cases	2014	0	0	0	0
	2015	0	0	0	0
	2016	1	0	0	0

**Arrests**

Weapons: Carrying, Possessing, Etc.	2014	0	0	0	0
	2015	2	0	0	0
	2016	1	0	0	0
Drug Abuse Violations	2014	0	0	0	0
	2015	1	0	0	0
	2016	2	0	0	2
Liquor Law Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	1	1	0	0

**Disciplinary Referrals**

Weapons: Carrying, Possessing, Etc.	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2014	0	0	0	0
	2015	2	1	0	0
	2016	0	0	0	0
Liquor Law Violations	2014	0	0	0	0
	2015	3	3	0	0
	2016	0	0	0	0

University of St. Thomas-Main Campus  
Statistics for Hate Crimes for 2014, 2015, and 2016

There were no reported Hate Crimes for the years 2014, 2015, and 2016.

## FIRE SAFETY REPORT

### PROLOGUE

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions. Specifically, it added:

- Fire safety reporting requirements for institutions with on-campus student housing facilities.

In compliance with appropriate provisions of federal law, the University of St. Thomas is required to make reports available to the campus community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics publish an Annual Fire Safety Report and keep a Fire Log.

In compliance with the Clery Act, the University of St. Thomas is required to prepare an Annual Security Report that contains security and safety related policies and procedures as well as the 3 most recent calendar years' worth of crime statistics. Consumers may access the [Annual Security Report](http://www.stthom.edu/Campus-Student-Life/University-Police-Department/Clery-Act-and-Statistics.aqf) by visiting <http://www.stthom.edu/Campus-Student-Life/University-Police-Department/Clery-Act-and-Statistics.aqf>.

### ANNUAL FIRE SAFETY REPORT-HEOA DIRECTIVE

The Annual Fire Reports contains per the Directive:

- Fire statistics listed for each on-campus student housing facility separately.
- Description of the fire safety system for each on-campus student housing facility.
- The number of fire drills held the previous calendar year.
- Institutional policies or rules on portable electrical appliances, smoking and open flames in student housing facilities.
- Procedures for student housing evacuation.
- Policies for fire safety education and training programs for students, staff, faculty.
- A list of the titles of each person or organization to which individuals should report that a fire has occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution.

### DEFINITIONS

#### a) Definition of a Fire

For fire safety reporting, a fire is, *"Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."*

#### b) Definition of On-Campus Student Housing Facility

For purposes of the Clery Act regulations, *"any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility"*.

#### c) Definition of a Fire Safety System

The Higher Education Opportunity Act defines a fire safety system as *"any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire"*.

### FIRE LOG-HEOA DIRECTIVE

A Fire Log will be maintained by the institution. This Fire Log should be easily understood and fires should be recorded on the date reported. For each report of a fire the following information should be included in the Fire Log:

- The nature of the fire
- The date the fire occurred
- The time of day the fire occurred
- The general location of the fire

The Fire Log may be in hard copy or in an electronic format. The Fire Log must be accessible on site. The Fire Log reports for the most recent sixty (60) day period must be open to public inspection upon request during normal business hours. Any portion of the log that is older than 60 days must be made available within two (2) business days of a request for public inspection. The Fire Log must be kept for three (3) years following the publication of the last annual report to which it applies (in effect: seven years).

The current [Daily Crime and Fire Log](http://www.stthom.edu/Campus-Student-Life/University-Police-Department/Daily-Crime-Logs.aqf) can be found at <http://www.stthom.edu/Campus-Student-Life/University-Police-Department/Daily-Crime-Logs.aqf>.

## FIRE STATISTICS-HEOA DIRECTIVE

Fire statistics must be collected and reported in both the annual fire safety report and the U.S. Department of Education's web-based data collection system. Fire statistics for each on-campus student housing facility must be reported.

The number of fires and cause of each fire. Categories to be used are:

- i. Unintentional Fire
  - A. Cooking
  - B. Smoking materials
  - C. Open flames
  - D. Electrical
  - E. Heating Equipment
  - F. Hazardous products
  - G. Machinery/Industrial
  - H. Natural
  - I. Other
- ii. Intentional Fire
- iii. Undetermined Fire
  - A. Number of deaths related to the fire.
  - B. Number of inquiries related to the fire resulting in treatment at a medical facility.
  - C. The value of property damage related to the fire.

## FIRE STATISTICS

2016 Statistics & Related Information Regarding Fires In On Campus Residence Halls							
Facility Name	Address	Total Fires Per Facility	Fire Number	Cause	Injury Number Requiring Treatment	Number of Fire Related Deaths	Value of Property Damage*
Guinan Hall	1301 Sul Ross	0	0	NA	0	0	0
Young Hall	4200 Mount Vernon	0	0	NA	0	0	0
1132 Colquitt	1132 Colquitt	0	0	NA	0	0	0
1301 Branard	1301 Branard	0	0	NA	0	0	0
4002 Graustark	4002 Graustark	0	0	NA	0	0	0
4004 Graustark	4004 Graustark	0	0	NA	0	0	0

2015 Statistics & Related Information Regarding Fires In On Campus Residence Halls							
Facility Name	Address	Total Fires Per Facility	Fire Number	Cause	Injury Number Requiring Treatment	Number of Fire Related Deaths	Value of Property Damage*
Guinan Hall	1301 Sul Ross	0	0	NA	0	0	0
Young Hall	4200 Mount Vernon	0	0	NA	0	0	0
1132 Colquitt	1132 Colquitt	0	0	NA	0	0	0
1301 Branard	1301 Branard	0	0	NA	0	0	0
4002 Graustark	4002 Graustark	0	0	NA	0	0	0
4004 Graustark	4004 Graustark	0	0	NA	0	0	0

### 2014 Statistics & Related Information Regarding Fires In On Campus Residence Halls

Facility Name	Address	Total Fires Per Facility	Fire Number	Cause	Injury Number Requiring Treatment	Number of Fire Related Deaths	Value of Property Damage*
Guinan Hall	1301 Sul Ross	0	0	NA	0	0	0
Young Hall	4200 Mount Vernon	0	0	NA	0	0	0
1132 Colquitt	1132 Colquitt	0	0	NA	0	0	0
1301 Branard	1301 Branard	0	0	NA	0	0	0
4002 Graustark	4002 Graustark	0	0	NA	0	0	0
4004 Graustark	4004 Graustark	0	0	NA	0	0	0

### STUDENT HOUSING FIRE DRILL RECORD

Each semester, every open and occupied residence hall conducts planned, unannounced fire drills in compliance with the HEA requirement regarding emergency response and evacuation procedure testing requirements.

### 2016 Calendar Year Fire Drills in On-Campus Residence Halls

Residence Hall	Address	Number of Drills	Spring Session	Fall Session
Guinan Hall	1301 Sul Ross	2	3/9/2016	9/7/2016
Young Hall	4200 Mount Vernon	2	3/9/2016	9/7/2016
1132 Colquitt	1132 Colquitt	2	3/9/2016	9/7/2016
1301 Branard	1301 Branard	2	3/9/2016	9/7/2016
4002 Graustark	4002 Graustark	2	3/9/2016	9/7/2016
4004 Graustark	4004 Graustark	2	3/9/2016	9/7/2016



## STUDENT HOUSING FIRE SAFETY SYSTEMS DESCRIPTION

### Guinan Hall – Occupant Number 340

- Fire Sprinklers 100%
- Fire alarm coverage 100% as per NFPA 72
- National Fire Alarm & Signaling Code
- Proprietary fire alarm monitoring as per NFPA 72
- National Fire Alarm & Signaling Code
- Emergency lighting coverage as per NFPA 101, Life Safety Code
- Elevator recall as per NFPA 101, Life Safety code

### Young Hall – Occupant Number 50

- Fire Extinguishers
- Smoke Detectors

### 1132 Colquitt – Occupant Number 4

- Fire Extinguishers
- Smoke Detectors

### 1301 Branard – Occupant Number 4

- Fire Extinguishers
- Smoke Detectors

### 4002 Graustark – Occupant Number 4

- Fire Extinguishers
- Smoke Detectors

### 4004 Graustark – Occupant Number 4

- Fire Extinguishers
- Smoke Detectors

## STUDENT HOUSING POLICIES

### a) Smoking

Smoking is not permitted in any area of the residence halls including individual student rooms and stairwells. For more information, see the “Tobacco Free Campus” information in the [Student Handbook](#).

### b) Banned Objects and Appliances

In accordance with university residence hall policy, the following objects, appliances and electrical devices

cannot be used in a university residence hall room:

- Space heaters
- Electric grills
- Motorized shopping carts
- Flammable liquids
- Barbeque grills
- Hookahs
- Explosives
- Fireworks
- Hot plates
- Toaster ovens
- Sun lamps
- Extension cords
- Electric blankets
- Hot oil popcorn popper
- Microwave oven (Guinan Hall)
- Mercury thermometers
- Hot pot
- Open-flame devices
- Toaster (Guinan Hall)
- Candles
- Torchiere halogen lamps and Christmas lights
- Holiday lights that are not LED rope format
- Hoverboards
- Weapons or facsimiles of weapons

The use of unauthorized electrical devices can present a fire hazard. Residents found in possession of unauthorized electrical devices will be directed to remove the item and will be subject to disciplinary action. See the [Student Handbook](#), under Residence Hall policy for more information.

### c) Open Flames

In accordance with university residence hall policy the use of open flame devices is not allowed within the residence halls. See the [Student Handbook](#), under Residence Hall policy for more information. The following open

d) flame devices are prohibited:

- Candles (with or without burned wicks)
- Incense
- Other open flame devices

### FIRE & LIFE SAFETY VIOLATIONS

To ensure that fire and life safety guidelines are followed within the residence halls, various types of appliances and items are prohibited. If you have questions regarding whether a particular item is permitted, residents should direct such inquiries to Resident Hall Assistants.

Student residents receiving notice of a first time fire safety violation are subject to disciplinary action. Subsequent violations of fire and life safety policies will result in further disciplinary action and possible removal of an individual from the residence hall.

### STUDENT HOUSING EVACUATION PROCEDURES

a) General Information Related to Student Housing Evacuation Procedures In Case of a Fire

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor, if possible. When the alarm sounds, they should shout out that there is an emergency and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.

- DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.

- Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

b) Emergency Evacuation

Student residents are required to evacuate residence halls upon activation of the building fire alarm system. Other types of emergencies requiring the evacuation of a facility can be performed via a handheld loud speaker. Any announcement of an emergency nature is performed by a trained Resident Assistant or staff member.

c) Evacuation Route

Emergency evacuation routes within each facility are posted on the interior door of each residence room. Residents are required to gather on sidewalks or other appropriate areas out of the traffic areas used by emergency responders. After being evacuated, residents should only return to the residence halls after an announcement by the municipal fire department or university police. Evacuation drills are performed for each occupied residence hall two (2) times per year. Drills are performed each fall and spring semester.

d) Evacuation Assistance

Residence hall staff provides a confidential list of students that may require assistance during evacuations to fire safety and police personnel. Students may request in writing to the residence hall area desk to be added or removed from this list at any time during the year. Resident Assistants provide assistance or assign personnel to assist any student that may be mobility impaired or that may require assistance in the event of an evacuation.

e) Emergency Communication Tools

Emergencies may range from inclement weather, to building evacuations, to campus closures. The university has a variety of tools to communicate with

the public in the event of these and other possible emergencies. Depending on the type of emergency, the university may use some or all of the communications tools to inform the faculty, staff, and students. These tools include:

- **Emergency Web Site.** The emergency web site, <http://www.stthom.edu/ready>, is updated with information during actual emergencies or campus closures.
- **University Emergency Information Line 713-525-5888.** Students, faculty, and staff members may call this main number for information about campus closures.
- **Text Messaging Service.** The University contracts with a third-party vendor that provides the technological ability to send text messages to members of the campus community. Only text messages about emergencies and messages used periodically to test the system are sent. Any data provided to the vendor by the University is protected by contractual arrangements. Students, staff and faculty are automatically enrolled to receive emergency university communications via text message and can update their contact information at [http://www.stthom.edu/-ENS/UST-Alerts/Emergency-Notification-System-ENS.aqf?Aquifer\\_Source\\_URL=%2FENS&PNF\\_Check=1](http://www.stthom.edu/-ENS/UST-Alerts/Emergency-Notification-System-ENS.aqf?Aquifer_Source_URL=%2FENS&PNF_Check=1).
- **University Group E-mail.** During emergencies, UST Safety Alert sends an "urgent" group e-mail to every student, faculty, and staff member. The message directs individuals to the emergency web site for additional information and instructions.
- **Voice Mail to Office Telephones.** This system leaves a voice message on every faculty and staff member's office phone on campus.
- **Local News Media.** The University Marketing and Communications office sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the University depends a great deal on broadcast media to notify students, faculty members, and staff members of emergencies before or during their commutes.
- **Public Safety Patrol Car Announcements.** UPD patrol cars are equipped with public address systems

officers can use to provide instructions to pedestrians during emergencies.

- **Telephone Tree.** The President's Office has a telephone tree of department contacts which is activated during an emergency.
- **Face to Face Communication.** In addition to, or in lieu of, the systems listed above, face-to-face communication may also be used.

## FIRE SAFETY TRAINING

Fire safety training is required for all Resident Hall Assistants. Training is provided by the university Fire Prevention Services Inspection staff prior to the fall semester. The training involves:

- Practical (hands on) training of portable fire extinguishers
- Presentation (1 hour) in dormitory room/ corridors/stairs/common area inspection procedures:
  - A. Overview of prohibited electrical appliances
  - B. Overview of building fire safety systems (sprinklers/fire alarm)
  - C. Practical fire safety inspection procedures and the reporting process
  - D. Evacuation procedures

## FIRE SAFETY INSPECTIONS

Fire safety inspections of all residence halls and individual rooms are performed by the facilities personnel and resident assistants assigned to each facility.

Inspections of residence halls are performed nightly by the resident assistants. Specific areas to be inspected are:

- Exit stairwells (check for obstructions)
- Exit corridors (check for obstructions)
- Exit signs (check for function and visibility)
- Building exit doors (check for function and security)
- Common areas (lounges, study rooms, entertainment areas)

Reports regarding building safety equipment requiring repair or replacement must be submitted to maintenance personnel in a timely manner.

## FIRE REPORTING

Reports of any type of fire are investigated and documented by the **University Police Department**. Fires involving an injury, death, significant property damage or suspicious fire incidents must be reported to the University of St. Thomas Chief of Police on a 24/7 basis. Any fire on the campus of The University of St. Thomas that causes injury, death, significant property damage or potentially suspicious fire incidents must be reported to the Texas State Fire Marshal's Office. The reporting of fires to the Texas State Fire Marshal's Office is notified by the UPD Chief of Police.

If a member of the UST community finds evidence of a fire that has been extinguished, and the person is not sure whether UPD has already responded, the community member should immediately notify UPD via their non-emergency number at (713) 525-5888 to investigate and document the incident for disclosure in the University's annual fire statistics.

Reports of fires within the Residence Halls are posted on the UPD daily crime and fire log.

### a) Notification of Fire Incidents

The University of St. Thomas reports fire incidents via a NFPA 72 Proprietary dispatch office to the following individuals:

- University Police Chief
- Associate Vice President of Facilities Operations

The Texas State Fire Marshal's Office is notified by the UPD

Chief of Police.

Additional technical personnel from the Texas State Fire Marshal's Office may be notified depending upon the nature of the fire incident. This could include:

- Deputy State Fire Marshal Inspectors
- Deputy State Fire Marshal Arson Investigators
- Deputy State Fire Marshal Forensic/Lab Investigators

## FUTURE IMPROVEMENTS ON CAMPUS FIRE SAFETY

The University of St. Thomas continually evaluates the need for improvements in all aspects of the campus fire safety program. It is the intent of the university to provide an environment that addresses the issues of fire and life safety for students, faculty, and staff.

Changes in student or personnel numbers, occupancy changes of campus buildings, the design and use of new buildings, renovations of existing structures, and the need to retrofit existing buildings with new fire/life safety equipment is continually under review.

Improvements or potential changes in fire safety at the university are reviewed and any required changes are implemented on a timely basis.

## SEPARATE CAMPUSES

The University of St. Thomas has one additional campus that must comply separately under the Clery Act. St. Mary's Seminary located at 9845 Memorial Drive, Houston, TX 77024. The University of St. Thomas reports the crimes required by the Clery Act that occurred on or within an institution's Clery geography that were reported to a Campus Security Authority.

## ST. MARY'S SEMINARY

**St. Mary's Seminary** is located near Houston's Memorial Park area, approximately 10 miles from UST's main campus. St. Mary's Seminary is a theologate which exists for the personal, spiritual, academic and pastoral preparation of men for the Roman Catholic priesthood. St. Mary's is committed to enabling men to grow in holiness and develop into pastoral leaders who desire to serve the Church as priests and who satisfactorily demonstrate their competence and willingness for effective ministry.

Below are the tables containing the crime statistic information for the calendar year of 2016 for The University of St. Thomas at our St. Mary's Seminary campus.

## CAMPUS RESOURCE INFORMATION

9845 Memorial Drive, Houston, Texas 77024  
713-686-4345

### Key Contacts for Seminarians:

Fr. Trung Nguyen, Rector           713-686-4345, ext 245  
Fr. Mike Grey, Vice Rector       713-686-4345, ext 287

### Key Contacts for All Other Students:

Dr. Sandra Magie, Dean           713-686-4345, ext 242

## ST. MARY'S SEMINARY CAMPUS

The following policies apply to students at the St. Mary's Seminary instead of those described above.

## CAMPUS ACCESS AND SECURITY

The St. Mary's Seminary campus is enclosed inside a gated area. There's only one main entrance that is open from 5:00AM until 11:00PM daily. The gate is typically closed during holidays when no one is in residence. No trespassing signs are posted throughout the property.

## ALCOHOL

Drinking of alcoholic beverages is permitted at those social events on campus which are organized by the Social Life Committee and are approved by the faculty. Possession and drinking of alcohol at other times on campus requires the permission of your formation director. You must show maturity and responsibility in your personal habits and behavior and in your recognition of your influence upon others. In the context of St. Mary's, this is considered a privilege, not a right. This privilege can be revoked.

Drunkenness and other irresponsible drinking or behavior on or off campus will be dealt with for the welfare of both the individual and the entire seminary community by the rector and the formation faculty. The sanctions may be light or severe to the point of probation and dismissal, depending upon circumstances.

## EVACUATION AND LOCKDOWN NOTIFICATIONS

If a life threatening situation has occurred or is known to be in progress or there are strong indications of probable immediate life-threatening situation on or near campus, there may be a call for individuals to evacuate from campus or possible shelter in place. Therefore, every member of the campus community is encouraged to sign up for the emergency notification system (Immediate Response Information System). Members of the St. Mary's Seminary campus are automatically signed up for access to the emergency notification system.

## CAMPUS FIRE SAFETY REPORT

If a fire occurs in a St. Mary's Seminary (SMS)\* building, community members should immediately notify Houston Fire Department at 911 and Steve Hawkins at 713-686-4345, ext. 652. SMS will initiate a response, and can summon the local fire department quickly through this communication link. If a member of the SMS community finds evidence of a fire that has been extinguished, and the person is not sure whether Houston Fire Department has already responded, the community member should immediately notify Houston Fire Department to investigate and document the incident.

### General Fire Evacuation Procedures for Students and Employees

The fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons!

St. Mary's Seminary publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for UST. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The compliance document is available for review 24 hours a day on the UST website at <http://www.stthom.edu/Campus-Student-Life/University-Police-Department/Clery-Act-and-Statistics.aqf>. A hard copy is also available from the Dean's Office upon request.

EXCEPT WHEN OTHERWISE SPECIFICALLY PROVIDED IN THIS ANNUAL REPORT, THE PROCEDURES AND POLICIES IN THIS ANNUAL REPORT ALSO APPLY TO UST'S STUDENTS AND EMPLOYEES AT THE UST SCHOOL OF THEOLOGY AT ST. MARY'S SEMINARY (THE "ST. MARY'S SEMINARY CAMPUS"), WHICH IS A SEPARATE CAMPUS FROM THE UST MAIN CAMPUS.



**St. Mary's Seminary**  
**Statistics for Clery Reportable Crimes for 2014, 2015, and 2016**

Offense	Year	On-Campus	On-Campus Student Housing	Non-Campus Buildings and Property	Public Property
Murder and Non-negligent Manslaughter	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Rape	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Fondling	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Incest	2014	N/A	N/A	N/A	N/A
	2015	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2014	N/A	N/A	N/A	N/A
	2015	0	0	0	0
	2016	0	0	0	0
Robbery	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Burglary	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arson	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Offense	Year	On-Campus	On-Campus Student Housing	Non-Campus Buildings and Property	Public Property
---------	------	-----------	---------------------------	-----------------------------------	-----------------

**VAWA Offenses**

Dating Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Domestic Violence	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Stalking	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Unfounded Cases	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

**Arrests**

Weapons: Carrying, Possessing, Etc.	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Liquor Law Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

**Disciplinary Referrals**

Weapons: Carrying, Possessing, Etc.	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Drug Abuse Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Liquor Law Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

St. Mary's Seminary  
Statistics for Hate Crimes for 2014, 2015, and 2016

There were no reported Hate Crimes for the years 2014, 2015, and 2016.