



UNIVERSITY OF
ST. THOMAS

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

ANNUAL SECURITY AND FIRE SAFETY REPORT 2018

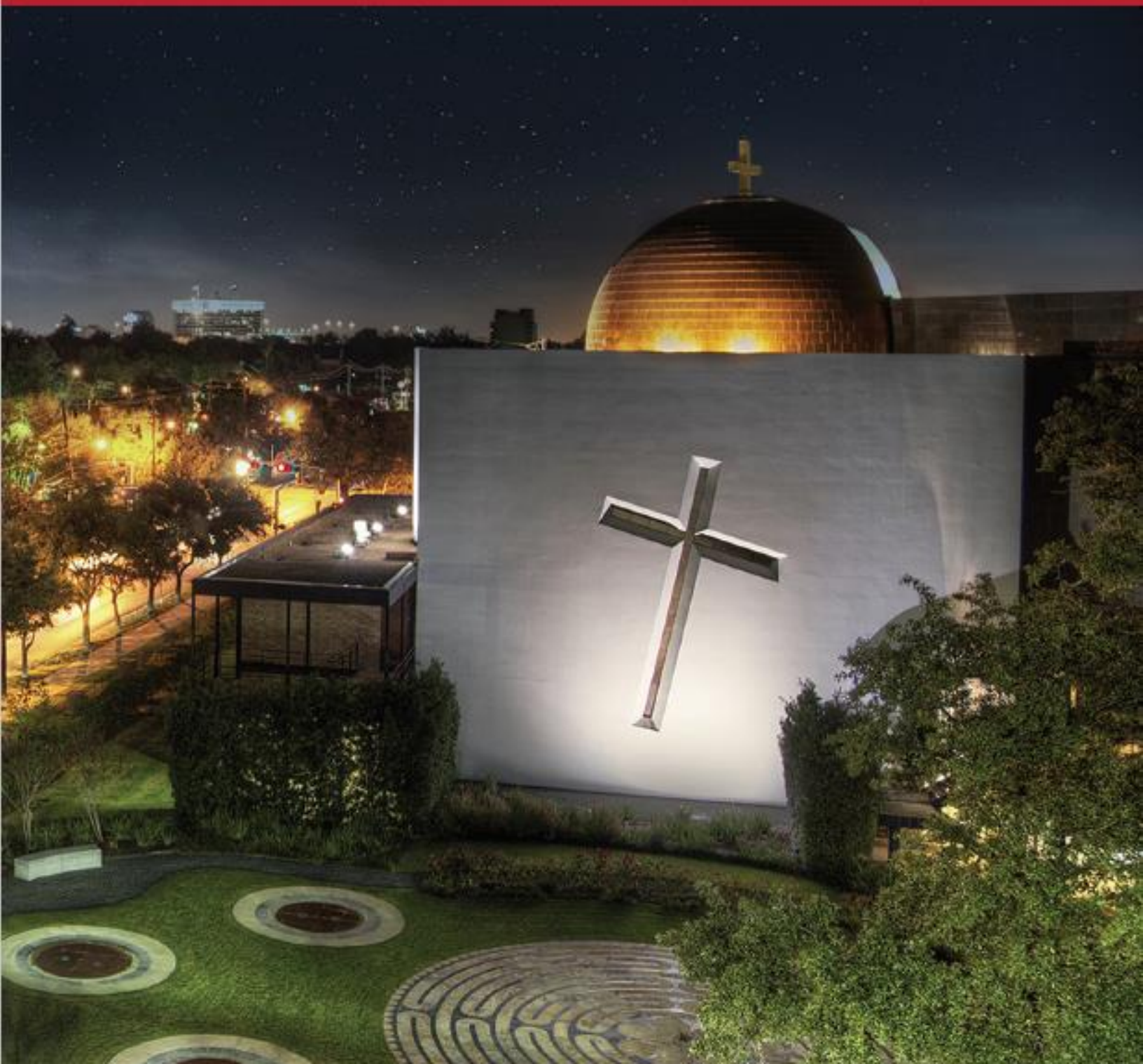


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FROM THE PRESIDENT

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, 2017 through December 31, 2017, including the two previous calendar years. To report crimes going forward, please reference the catalog in effect during the 2018-2019 academic year.

CAMPUS RESOURCES

University of St. Thomas

713-522-7911
3800 Montrose Boulevard, Houston, Texas 77006
www.stthom.edu

University Police Department

713-525-3888
Moran Center Parking Garage, 1st Floor
3807 Graustark Street, Houston, Texas 77006
www.stthom.edu/upd

Other Key University Offices

Counseling and Disability Services	713-525-6953	www.stthom.edu/cds
Dean of Students	713-525-3570	www.stthom.edu/dos
Health Promotion and Wellness	713-525-2169	www.stthom.edu/hpw
Human Resources	713-525-3142	www.stthom.edu/hr
Office of Student Affairs	713-525-3570	www.stthom.edu/studentaffairs
Title IX Coordinator for Employees	713-525-3183	www.stthom.edu/titleix
Title IX Coordinator for Students	713-525-3570	www.stthom.edu/titleix
St. Mary's Seminary	713-686-4345	www.smseminary.com

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 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. 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 respondent 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 complainant and respondent are entitled to the same opportunities to have a support person/advisor of their choice at any proceeding or related meeting.
- Both the complainant and respondent 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.

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.

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 and training.

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 UPD immediately. Be alert to strangers in your office area.
9. Report the loss or theft of keys, equipment, or valuables immediately.

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.

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 abroad, 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 also Clery reportable crimes.
2. The crime occurred within a Clery reportable geographic location – did the crime occur On Campus, in On-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). Often, cases involving sexual assault are 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

Students, faculty and staff should follow the below procedures in the event of a severe or inclement weather warning:

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 Date for 2017:

- August 24, 2017 at 3:39pm: Inclement Weather- Unannounced
- November 27, 2017 at 1:13pm: TEST- Announced

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 - 713-525-3888. 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/USTalerts>.
- 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. 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 take 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 in residential facilities.

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 policies, 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 halls. 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

Sexual Misconduct and Interpersonal Violence Policy and Resolution Procedure Governing Students and Employees

PREFACE TO POLICY

The University of St. Thomas ("UST", "St. Thomas" or "the University") is committed to providing timely support and

assistance to victims and/or survivors¹ of sexual misconduct, interpersonal violence and/or gendered harassment. This policy provides detailed descriptions of how the institution identifies and responds to such complaints. This preface is intended to provide a snapshot of essential information for persons who need immediate assistance, so they do not have to navigate the entire document. This information is also included within the document in more detail. You may also visit www.stthom.edu/sexualmisconduct that houses this policy and information regarding on and off campus resources that may be helpful.

“Sexual misconduct” is an umbrella term that refers collectively to the below offenses that are prohibited by the University of St. Thomas. Those offenses are the following:

- Sexual Harassment
- Sexual Assault, which includes Non-Consensual Sexual Penetration and Sexual Touching
- Forms of Interpersonal Violence or Intimate Partner Violence, which include Dating Violence and Domestic Violence
- Sexual Exploitation
- Stalking, regardless of if it occurs in the context of an intimate relationship
- Non-sexual gender-based harassment and discrimination

Students or employees who experience an incident of sexual misconduct or one of the other prohibited offenses should consider the information and resources provided below. Full definitions of the above offenses are found later in this document.

EMERGENCY INFORMATION

FOR IMMEDIATE ASSISTANCE

1. Confidential Support: Any student in need of immediate emotional support should contact Counseling and Disability

¹ The words “victim” and “survivor” are used interchangeably throughout this document. UST respects the decision of those who have experienced violence to identify as a victim or a survivor. We recognize that choosing to identify as a survivor is an important part of the healing process for some who have experienced sexual misconduct. When we are referring to the “victim” or “survivor’s” role in the administrative process, we refer to them as the “Complainant” or “Reporting Party”.

Services and request to speak with a confidential counselor (after hours, contact the police department or your housing staff to access the counselor on call). You may also access the Counseling and Disability Services website, www.stthom.edu/CDS. Survivors (employees or students) may also contact AVDA (sexual and domestic violence resource center off campus) to speak with a confidential advocate 24 hours a day, 7 days a week by calling (713) 224-9911. Access AVDA website at www.avda-tx.org.

2. Reporting: Students and employees are *strongly* encouraged to report sexual misconduct or other prohibited conduct to University authorities and to the police in order to protect themselves and others. Even if the survivor does not want to make a formal incident report with the University or cooperate with law enforcement, he or she still may have the right to other victims’ services, including reasonable accommodations and interim protective measures in addition to support services. To file a report, any person can contact any of the following or file a report online at www.stthom.edu/sexualmisconduct:
 - a. **Title IX Coordinator for Students:** (available during regular business hours) Lindsey McPherson, Assistant Vice President for Student Affairs / Dean of Students, 3909 Graustark, Room 215Q, Crooker Center, deanofstudents@stthom.edu, (713) 525-3570.
 - b. **Title IX Coordinator for Employees:** (available during regular business hours) Randy Graham, Associate Vice President of Human Resources, 3818 Graustark Street, Room 104, titleixcoord@stthom.edu, (713) 525-3813.

Reporting to the Title IX Coordinator will not result in a criminal investigation but will result in an administrative investigation to determine if this policy was violated. If the incident occurred on campus, limited information will be shared with the UST Police for purposes of determining if a Timely Warning Notice should be sent out to the community and for purposes of capturing and counting crime data.
 - c. **UST Police Department:** (available 24 hours a day, 7 days a week) **(713) 525-3888** www.stthom.edu/police.

Reporting to the UST Police may initiate a criminal investigation into your complaint. The UST Police will also determine if a Timely Warning Notice should be sent out to the community and will capture and count

crime data if the offense was reported to have occurred on campus or on a property owned or controlled by the institution. The UST Police will report your complaint to the Title IX Coordinator. You can tell the police as much or as little as you would like.

- d. **Houston Police Department:** (available 24 hours a day, 7 days a week) **Call 911 for emergencies or (713) 837-0311. Visit the Houston PD's website, www.houstontx.gov/police, for more information or to obtain the address or contact information for a specific division within the PD.** *Important Note* - The Houston PD may not share the details of your report with UST (however, the campus police must notify the Title IX Coordinator of a report made to their office). If you report to the city police, you should also report to the Title IX Coordinator so on campus accommodations, interim protective measures and resources may be provided, like changes in class schedule, housing, work location, or transportation options if you request these and if they are reasonably available.

MEDICAL TREATMENT AND EVIDENCE PRESERVATION

As of January 2009, victims of sexual assault may have a sexual assault forensic exam without reporting it to law enforcement.² State law allows you to have the sexual assault forensic exam (SAFE) up to 120 hours (5 days) after the sexual assault. You can report to law enforcement if you chose to. In Texas, you have ten years (statute of limitations on sexual assault) to make the report. Having a sexual assault forensic exam conducted allows you to preserve evidence that will be lost over time while you have time to decide how to proceed.

UST police officers and City of Houston police officers encourage victims to report the sexual or domestic assault even if it is past the statute of limitations. Your case cannot go forward with prosecution, but it is important to document the assault and the perpetrators who commit them (in addition to allowing UST to prevent recurrence of similar crimes, if applicable).

In circumstances of sexual assault, if a complainant does not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually-transmitted infection. It is

² Violence Against Women Act, 2005.

important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where she or he was assaulted within 120 hours after the incident occurred so that evidence may be preserved.

Complainants of sexual assault, domestic violence, dating violence, or stalking also are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exist that may be useful to University investigators, UST Police personnel, or local police.

Below is a chart of area hospitals where victims of sexual or intimate partner violence may go for medical services. The chart also indicates whether or not the facility has forensic evidence collection services available.

Hospitals in and around the Houston area:

Memorial Hermann Hospital
6411 Fannin Street, Houston, TX 77030
713-704-1261
(Forensic Nurse Response Team available at any Memorial Hermann Hospital in the greater Houston area)

Ben Taub Hospital
1504 Ben Taub Loop, Houston, TX 77030
713-873-2000
(Forensic Kits available)

INVESTIGATIONS

Survivors who wish to pursue an investigation may choose to:

1. Contact the UST Police Department to pursue a criminal investigation if the reported conduct occurred on property owned or controlled by UST.
2. Contact the Houston Police Department to pursue a criminal investigation.
3. File a civil complaint in a civil court. (This is equivalent to personally suing your attacker- this action may require you to obtain your own attorney.)
4. Report to the UST Title IX Coordinator. An investigation of a campus policy violation is independent from criminal investigations or civil court action and the Title IX Coordinator accepts complaints of all kinds of conduct (criminal and non-criminal) as well as conduct that occurred on and off campus.
5. Decide not to file charges or make a report for investigation. Survivors are strongly encouraged, but not required to report the incident. Survivors have the right to

be free from any suggestion that victims must report the crime to be assured of any other rights or resources. Campus personnel will not pressure survivors to report a crime if the survivor does not wish to report, but will assist any person in filing a report with law enforcement no matter where the misconduct occurred. You should contact the Title IX Coordinator for assistance in filing a police report if you should require assistance.

6. A victim/survivor may report to all of the above and have concurrent criminal and administrative investigations. UST will not wait for the completion of a criminal investigation to begin or conduct its' administrative investigation but can temporarily yield to law enforcement so law enforcement can conduct preliminary fact-finding into your complaint.

ACCOMMODATIONS

A survivor may make a request for accommodations to the Title IX Coordinator. The survivor does not need to participate in an investigation or file charges in order to request accommodations. The Title IX Coordinator will work in conjunction with relevant parties to determine which measures are appropriate to ensure the victim's safety and equal access to educational programs and activities. Accommodations include:

- Accommodations related to academics, transportation, and/or your working environment.
- Relocation in their on-campus job if either will bring them into proximity with the accused party. Survivors may also request changes to their class schedule if they have classes in common with the accused party.
- A "no-contact" order may be put in place between the survivor and the accused party³ or if the accused party is a non-UST member, the institution may be able to work with law enforcement to prohibit the party from entering campus property.

³ The words "accused party", "Respondent" and "perpetrator" will be used in this document to refer to the person who is alleged to have engaged in the harm or misconduct depending on which process (administrative policy violation or criminal process.) UST is not assigning any blame to the use of those word, rather using the word to refer to the party.

- Providing Reporting Parties with financial aid-related information, such as how to apply for a leave of absence or addressing concerns about loan repayment.

INTRODUCTION

The University of St. Thomas ("UST", "St. Thomas" or "the University") values a learning community in which all members feel secure, physically and intellectually, and prohibits sex-based harassment. This includes having an environment free from sex-based harassment, to include sexual harassment, sexual assault, and the offenses of interpersonal or intimate partner violence (which include domestic and dating violence), stalking, sexual exploitation, complicity and retaliation (as those offenses are later defined in this policy and procedure.) Gender-based harassment, as defined later in this policy, is also prohibited. Faculty, staff, and students of the University of St. Thomas are expected to commit themselves to be examples of the highest standards of personal and professional conduct. As an educational institution, UST affirms by this policy statement that acts of sex and gender-based harassment are detrimental to the integrity of the institution and cannot be tolerated in our community. The University will take prompt and equitable action to eliminate sex and/or gender-based harassment, prevent its recurrence, and remedy its effects, no matter if the conduct occurred on or off campus when it has the propensity to create a hostile environment on campus.

To foster a climate of respect and security on campus as it relates to preventing and responding to acts of sex and/or gender-based harassment, this policy and resolution procedure serve to demonstrate the University's commitment to:

- Identifying the forms of sexual misconduct or other forms of prohibited conduct that violate this policy;
- Disseminating clear policies and procedures for responding to sexual misconduct or other forms of prohibited conduct reported or reasonably known to the University;
- Developing a campaign for delivering primary prevention and awareness programs and ongoing training and education programs to students and employees so they may identify what behavior constitutes sexual misconduct and the other misconduct described in the policy; understand how to report such misconduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a

- risk of sexual misconduct or other forms of prohibited conduct against a person other than such individual;
- Engaging in investigative inquiry and resolution of reports that are adequate, reliable, impartial, prompt, fair, and equitable that support the due process rights of both parties;
- Supporting complainants and respondents and holding persons accountable for established violations of this policy; and
- Providing a written explanation of the rights and options available to every person who alleges that they have been the victim of sexual assault, dating violence, domestic violence and/or stalking, regardless of when or where the conduct occurred.

In addition, this policy:

1. Identifies the University’s Title IX Coordinators, the function of the Title IX Investigators, the role of the police, the appellate process and describes their roles in compliance with Title IX and the Clery Act, to include VAWA.
2. Identifies how students, employees, and others can report sexual misconduct or other forms of prohibited conduct to the University confidentially and what resources are available both on and off campus to aid them, including employees’ and students’ rights to notify campus and local law enforcement, be assisted in that notification, and their right to decline to notify such authorities.
3. Provides information about how reports are assessed, investigated, and resolved.
4. Provides the University with a means to take all reasonable steps to identify sexual misconduct and other prohibited conduct as identified in this policy, prevent recurrence, and to correct its discriminatory effects on the complainant and others, if appropriate.

This policy supersedes any conflicting information contained in other University policies with respect to the definitions or procedures relating to conduct prohibited by this policy.

JURISDICTION

This policy applies to students, University employees, contractors, vendors, visitors, guests or other third parties regardless of their sex, gender identity, gender expression and/or sexual orientation. This policy pertains to acts of sexual misconduct or other forms of prohibited conduct that may be based on sex or gender committed by or against students, employees and third parties when:

1. the conduct occurs on University property or other property owned or controlled by the University;
2. the conduct occurs in the context of a University employment or education program or activity, including, but not limited to, University-sponsored study abroad, research, on-line, or internship programs; or
3. the conduct occurs outside the context of a University employment or education program or activity but has continuing adverse effects on or has the propensity to create a hostile environment for students, employees or third parties while on University property or other property owned or controlled by the University or in any University employment or education program or activity.

NOTICE OF NON-DISCRIMINATION AND NOTICE OF COORDINATION WITH NON-DISCRIMINATION POLICY

The University is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. This policy prohibits specific forms of behavior that may violate Title IX of the Education Amendments of 1972 (Title IX); relevant provisions of the Violence Against Women Reauthorization Act of 2013 (VAWA); Title VII of the Civil Rights Act of 1964 (“Title VII”); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”); and the Texas Commission on Human Rights Act.

The University recognizes that it is important to coordinate this policy with other existing policies related to harassment and discrimination knowing that harassment related to an individual’s sex, sexual orientation, gender identity or gender expression, pregnancy or parenting status can occur in conjunction with misconduct and harassment related to a person’s race, ethnicity, national origin, religion, age, disability, or other protected status (intersectional discrimination). Therefore, when a report is made of harassment or discrimination based on sex or gender as well as harassment or discrimination based on some other protected status, the University’s response will be governed by the procedures referenced in this policy in addition to other relevant policies in place at the University. Questions about which policy applies in a specific instance should be directed to the Title IX Coordinator.

Employees should seek further information regarding equal opportunity, disability, harassment, discrimination and retaliation that **is not based on sex or gender** from:

Randy Graham
Associate Vice President for Human Resources
Title IX Coordinator for Employees
University of St. Thomas – Houston
(713) 525-3813
3818 Graustark Street
Houston, Texas 77006

TITLE IX COORDINATOR, DEPUTY TITLE IX COORDINATORS, AND INVESTIGATORS

The University has designated a Title IX Coordinator who is responsible for the oversight of this policy and any procedures related to it. The Title IX Coordinator is responsible for overseeing and resolving all Title IX complaints and identifying and addressing any patterns or systemic concerns that arise during the review of such reports. The Coordinator's responsibilities include oversight of a prompt, fair, equitable investigation and resolution process for reports of sexual misconduct or other forms of prohibited conduct at the University. The Title IX Coordinator also evaluates trends on campus by using information reported to them and makes recommendations for campus wide training and education programs and other remedial actions designed to eliminate sex-based harassment, prevent its recurrence and address its effects.

The Title IX Investigator(s) conduct thorough and impartial investigations into the facts of a complaint including interviewing the complainant, respondent, witnesses or others who may have relevant information, and collecting any other evidence deemed relevant to a case.

Title IX Coordinator for Students

Lindsey McPherson
(713) 525-6972 / deanofstudents@stthom.edu

Title IX Coordinator for Employees

Randy Graham
(713) 525-3813 / titleixcoord@stthom.edu

The U.S. Department of Education's Office for Civil Rights (OCR) is responsible for overseeing institutional noncompliance with Title IX. To file a report directly with the U.S. Department of Education, use the contact information below.

The OCR office for Texas is located at:

Dallas Office
Office for Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, Texas 75201-6810
Telephone: 214-661-9600
FAX: 214-661-9587; TDD: 800-877-8339
Email: OCR.Dallas@ed.gov

The OCR National Headquarters is located at:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

CONDUCT PROHIBITED UNDER THIS POLICY

Sexual Misconduct is a broad term used by the University to identify a number of forms of harassment based on sex. Sexual Misconduct includes the following specifically defined forms of behavior: Sexual Harassment, Sexual Assault, and Sexual Exploitation. Other forms of conduct prohibited by this policy include all forms of Interpersonal Violence to include Intimate Partner Violence (domestic and dating violence) and stalking (regardless of if the stalking occurs in the context of an intimate relationship.). All forms of gender-based harassment, complicity, and retaliation are also prohibited conduct under this policy and resolution procedure.⁴

A violation of this policy will be found when: (1) submission to such conduct is made as express or implicit term or condition of an individual's employment, performance, appraisal, or evaluation of academic performance; or (2) such conduct has the purpose or effect of unreasonably interfering with an

⁴ NOTE: The definitions in this policy may differ from those used in the civil or criminal laws of the State of Texas. In some cases, the definitions include behaviors that, while not torts or crimes under Texas law, still violate UST's standards of conduct for faculty, staff, and students. In addition, certain conduct may be punishable under Texas or Federal criminal statutes, civil law, and University policy and these processes may work concurrently and independently but are separate and distinct from one another.

individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive living, working, or learning environment.

Sex and Gender-Based Harassment

"Harassment" is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful.

"Sexual Harassment" is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.

"Gender-Based Harassment" is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature.

Generally speaking, harassment can be divided into two types of conduct:

1. **Quid Pro Quo Harassment.** Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any aspect of a University program or activity or is used as the basis for the University's decisions affecting the individual.
2. **Hostile Environment.** A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's education or employment programs and/or activities. Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective.

Harassing conduct can take many forms. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to: (1) the frequency of the conduct; (2) the nature and severity of the conduct; (3) whether the conduct was physically threatening; (4) the effect of the conduct on the Complainant's mental or emotional state, with consideration of whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities; (5) whether the conduct was directed at more than one person; (6) whether the conduct arose in the context of other

discriminatory conduct; and (7) whether the conduct implicates concerns related to academic freedom or protected speech.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal, written, or visual expression is typically not sufficient to constitute a hostile environment. It is also important to note that the University need not determine a hostile environment was created to call behavior harassment, to initiate an investigation, or to resolve the complaint. The creation of a hostile environment triggers a duty to respond, but a single act of conduct that is harassing is taken seriously and is sufficient to trigger a response from UST.

Sexual or Gender-Based Harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.
- May be a one-time event or can be part of a pattern of behavior.
- May be committed in the presence of others or when the Parties are alone.
- May affect the Complainant and/or third Parties who witness or observe harassment and are affected by it.

Examples of conduct that may constitute Sexual Harassment as defined above may include one or more of the following:

- **Physical conduct**, including unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements, or unwanted sexual advances;
- **Verbal conduct**, including making or using derogatory comments, epithets, slurs or humor; verbal abuse of a

sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; or objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes;

- **Visual conduct**, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters in a public space or forum; or severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading sexually oriented images that are not pedagogically appropriate;
- **Written conduct**, including letters, notes or electronic communications containing comments, words, or images described above;
- **Quid pro quo conduct**, including direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists; offering educational or employment benefits in exchange for sexual favors; making submission to sexual advances an actual or implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose; or making or threatening reprisals after a negative response to sexual advances.

This Policy is consistent with the University's commitment to Academic Freedom (Policy No. F.06.01). This commitment requires that the University protect community members' expressions of ideas in their teaching and learning, including topics that may be controversial, provocative, or unpopular. This protection extends to the expression of ideas, however controversial, in the classroom, and other campus-related activities.

It must be recognized, however, that this protection has its limits. This Policy defines those limits and conduct which is found to be "harassing" is not consistent with the University's commitment to academic freedom and free speech. No member of the University community may escape responsibility for engaging in harassing conduct merely by labeling the conduct as "speech" or other expressive activity.

Sexual Assault: Two Forms

Non-Consensual Sexual Penetration

"Non-Consensual Sexual Penetration" is having or attempting to sexually penetrate another individual:

- By force or threat of force;
- Without consent; or

- Where that individual is incapacitated and could not have provided consent.

Sexual penetration includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

Non-Consensual Sexual Touching/Contact

"Non-Consensual Sexual Touching/Contact" is having sexual contact with another individual:

- By force or threat of force;
- Without consent; or
- Where that individual is incapacitated and could not have provided consent.

Sexual Contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another's private parts without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

Examples of behavior that would constitute non-consensual sexual penetration or contact include the following:

- Engaging in sexual activity with an unconscious or semi-conscious person;
- Engaging in sexual activity with someone who is asleep or passed out;
- Engaging in sexual activity with someone who has said "no";
- Engaging in sexual activity with someone who is not reciprocating by body movement;
- Engaging in sexual activity with someone who is vomiting, unable to stand without assistance, or has to be carried to bed;
- Allowing another person to engage in sexual activity with your partner without his or her consent;
- Requiring any person to perform any sexual activity as a condition of acceptance into any organization affiliated with the University;
- Telling someone you will "out" them if they don't engage in sexual activity (e.g., threatening to disclose the person's sexual orientation without their consent);
- Having sexual contact with someone under the statutory age of consent (statutory rape) or with a family member that is situated within proximity in your family tree to violate state statute (incest);

- Telling someone you will fail them or give them a grade different from what they deserve if they don't agree to engage in sexual activity; or
- Facilitating or assisting in a sexual assault including purchasing or providing alcohol or drugs to further a sexual assault.

Sexual Exploitation

“Sexual Exploitation” occurs when an individual takes non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of Sexual Exploitation include, but are not limited to:

- Prostituting another;
- Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all Parties involved;
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all Parties involved or possession or distribution of any of the above when they depict a person under the age of 18 regardless of the Parties consent (possession or distribution of child pornography);
- Exposing one's genitals or inducing another to expose their own genitals in nonconsensual circumstances;
- Knowingly exposing another individual to a sexually transmitted infection or virus without their knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Stalking

“Stalking” occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

A *course of conduct* consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third Parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily,

require medical or other professional treatment or counseling.

Cyber-stalking is a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of stalking include, but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person;
- Surveillance and other types of observation, whether by physical proximity or electronic means; and
- Gathering of information about a person from family, friends, co-workers, and/or classmates.

To qualify as stalking, the conduct is not required to be sexual in nature.

Intimate Partner Violence: Two Forms

“Intimate Partner Violence” includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. The University will not tolerate Intimate Partner Violence of any form.

Intimate Partner Violence is often referred to as dating violence, domestic violence, interpersonal violence or relationship violence. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior. Intimate Partner Violence may take the form of threats, assault, property damage, violence or threat of violence to one’s self, one’s sexual or romantic partner, one’s pets, or to the family members or friends of the sexual or romantic partner. Intimate Partner Violence affects individuals of all sexes, sexual orientations, gender identities, and gender expressions, races and social and economic backgrounds.

Dating Violence

“Dating Violence” is physical acts of assault or threats of assault, detainment, or unwanted touching committed by a

person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence. Whether there was such a relationship will be determined based on, among other factors, the Complainant's and Respondent's statements, and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the Parties involved in the relationship.

Domestic Violence

"Domestic Violence" is physical acts of assault or threats of assault, detainment, or unwanted touching committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Texas; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws in the State of Texas.

Definitions of Additional Key Terms

To provide clarity to all individuals as to the kinds of behavior which constitute Sexual Misconduct or other Prohibited Conduct, the University further defines key terms which the University will use in evaluating whether Prohibited Conduct has occurred.

Consent: affirmative, conscious, and voluntary agreement to engage in sexual activity. Consent is required for any sexual activity to occur between two or more individuals. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other(s) to engage in the sexual activity.

It shall not be a valid excuse to alleged lack of consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances: (a) The Respondent's belief in consent arose from the intoxication or recklessness of the Respondent, or (b) the Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant consented.

The following are essential elements of consent at UST:

- *Informed and reciprocal:* All Parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.

- *Freely and actively given:* Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.
- *Mutually understandable:* Communication regarding consent consists of mutually understandable words and/or actions that indicate a mutually unambiguous willingness to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of active response. An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. **Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.**
- *Not indefinite:* Consent must be ongoing throughout the activity. **Consent may be withdrawn by any Party at any time.** Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. Withdrawal of consent can be an expressed "no" or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately, which means they must separate their bodies, and all Parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.
- *Not unlimited:* Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Even in the context of a current or previous intimate relationship, each Party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.
- *Age:* The State of Texas considers sexual intercourse with a person under the age of 17 to be unlawful. A person who engages in "unlawful" sexual intercourse as described in the Texas Penal Code does so without effective consent as defined by this University policy. Specifically, there is no consent under this University policy where one Party (the "minor") is under the age of seventeen, and the other Party is more than three years older than the minor.

Reports received that allege sexual contact with a person under the age of 17 will be reported to the Houston Police Department (or appropriate law enforcement agency if the act occurred outside of Houston) as this conduct could constitute sexual abuse of children.

Force: The use or threat of physical violence to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by force is not valid.

For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

Intimidation: The use of implied threats to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by intimidation is not valid.

Coercion: The use of pressure to compel another individual to initiate or continue sexual activity against that individual's will. Consent obtained through coercion is not valid.

Coercion can include a wide range of behaviors, including unwanted pressure, intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include continuously pressuring someone ("wearing them down" to engage in sexual activity), threatening to "out" someone based on sexual orientation, gender identity, or gender expression (whether true or not) and threatening to harm oneself if the other Party does not engage in the sexual activity. When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive. The University will evaluate the following in determining whether coercion was used: (a) the frequency of the application of pressure, (b) the intensity of the pressure, (c) the degree of isolation of the person being pressured, and (4) the duration of the pressure.

Incapacitation: A state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. For example, an individual is

incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition.

Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation.

The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's: (1) decision-making ability; (2) awareness of consequences; (3) ability to make informed judgments; or (4) capacity to appreciate the nature and the quality of the act.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition.

Whether the Respondent reasonably should have known that the Complainant was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis, particularly where the Respondent's failure to appreciate the Complainant's incapacitation resulted from the Respondent's failure to take reasonable steps to determine the Complainant's incapacitation or where the Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity.

It is the responsibility of each Party to be aware of the intoxication level of the other Party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all Parties. If there is any doubt as to the level or extent of the other individual's intoxication, it is safest to forgo or cease any sexual contact or activity.

Being intoxicated by drugs or alcohol is no defense to any violation of this Policy and does not diminish one's responsibility to obtain consent.

Retaliation: Any adverse action taken against a person for making a good faith report of sexual misconduct or other forms of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of Sexual Misconduct or other prohibited behavior. Retaliation does not include good faith complaints filed with the University.

Complicity: Any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of sexual misconduct or other forms of prohibited conduct by another person. The University reserves the right to investigate organizations affiliated by the University if the University knows or reasonably discovers that an organization facilitated the sexual abuse, harassment or physical violence against another based on their sex or gender.

Complainant: The person reporting prohibited conduct, who can be either the victim or a third party.

Employee: Categories of individuals employed at The University of St. Thomas include:

- Exempt
- Non-Exempt
- Full Time
- Part Time
- Faculty
- Staff
- Administrator
- Temporary
- Student Worker
- Graduate Assistant

FERPA: The Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

Gender and Sex: Often used synonymously, however, the terms have different meanings. “Sex” refers to whether a person anatomically is male or female, e.g., “he’s a boy” or “she’s a girl” whereas “gender” refers to either someone’s innate sense of being male or female or their presentation as male or female.

Gender Bias: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender identity: A person’s internal sense of being male, female, or a combination of both; that internal sense of a

person’s gender may be different from the person’s gender at birth. *Note: A transgender person may express their gender identity through gender characteristics, such as clothing, hair, voice, mannerisms, or behaviors that do not conform to the gender-based expectations of society.*

Gender identity bias: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Gender Non-conforming: A person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing, or a man wearing makeup.

Preponderance of the evidence: A standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

Respondent: The person reported to have engaged in Sexual Misconduct or other forms of prohibited conduct is the “respondent”.

Sexual misconduct: A broad term that includes sex-based harassment, to include sexual harassment, sexual assault, and sexual exploitation. Other forms of prohibited conduct included with sexual misconduct include the offenses of intimate partner violence, stalking, complicity, retaliation, and gender-based harassment, intimidation, bullying and assault.

Student: A new or re-admitted student will be considered enrolled if the following conditions are met:

- a. Is currently enrolled at the University (it will be verified that student has attended at least one class),
- 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,
- e. Or has engaged in prohibited conduct at a time when he/she met a, b, c, or d above.

After classes begin, students need to be attending classes to continue their enrollment status. Students are considered continuously enrolled when they are registered for consecutive fall and spring terms. Those who arrive to campus

prior the start of classes for official University functions including, but not limited to student employment, trainings, athletics, band, etc. are considered University of St. Thomas students.

CONSENSUAL RELATIONSHIPS

Sexual or romantic relationships between employees and students with whom they instruct, supervise, evaluate, or advise are prohibited at UST. The University agrees with the American Association of University Professors statement:

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

If you are engaged in a romantic or sexual relationship with another employee or student whom you instruct, supervise, evaluate, or advise, it is your professional responsibility to advise Human Resources of that relationship so that Human Resources can discuss and assess the situation with you and/or your supervisor to determine whether it is appropriate to make changes to the instructional, advisory, evaluative, or supervisory relationship. Information disclosed in these discussions shall be treated as confidential, and disclosure to others shall be made only on a need-to-know basis.

The University of St. Thomas prohibits romantic or sexual relationships between an employee and his or her manager. In these circumstances, even when both parties have consented, the relationship can give rise to problems that compromise the professional integrity of staff and faculty and may generate charges of unfair treatment or of sexual harassment. Human Resources, in conjunction with the employee's manager, will work to find an acceptable solution.

Please note: In the event you are the subject of a report of sexual harassment and if the facts show that you were engaged in a romantic or sexual relationship with someone whom you instructed, supervised, evaluated or advised, and you did not advise HR of the existence of that relationship so

that steps could have been taken to change, if appropriate or necessary, the instructional, advisory, evaluative, or supervisory relationship, the University may decline to assist you in your legal defense against the allegation(s), and you, not the University, may bear any litigation costs or fees associated with your legal defense. In addition, you may face disciplinary action, up to and including termination, for any substantiated misconduct resulting from such a relationship.

PRIVACY AND CONFIDENTIALITY

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this policy. The University also is committed to providing assistance to help students, employees and third parties make informed choices. With respect to any report under this policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate Sexual Misconduct and associated prohibited misconduct, prevent its recurrence, and remedy its effects.

Privacy and confidentiality have distinct meanings under this policy.

Privacy: Privacy means that information related to a report of sexual misconduct or other forms of prohibited conduct will be shared with a limited circle of University employees who "need to know" to assist in the assessment, investigation, and resolution of the report. All Employees who are involved in the University's response to reports of sexual misconduct or other forms of prohibited conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

Further, the University will maintain as private, any accommodations or protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the University's ability to provide the accommodations or protective measures.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"). All documentation related to a student's report, investigation, and resolution are protected by FERPA and will not be released, except as required by law. Non-identifying information about a report may be shared with the UST Police Department to comply with the Clery Act. A complainant's name will never be published in connection with the University's obligations under the Clery Act. In addition, the

University does not publish identifiable information regarding victims in the University's Daily Crime Log or online. In addition, any person including a victim of sexual misconduct may request that her or his directory information on file be removed from public sources. Complainants may request that directory information on file be removed from public sources by contacting the Title IX Coordinator at titleixcoord@stthom.edu / (713) 525-3813 (for employees) or deanofstudents@stthom.edu / (713) 525-6972 (for students).

The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act ("HIPAA"), excepting health records protected by FERPA and by Texas Penal Code. Access to an employee's personnel records may be restricted in accordance with the applicable Texas law.

Confidentiality: Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and licensed and/or credentialed clergy acting in that capacity, all of whom may engage in confidential communications under Texas law. The University has designated individuals who can have privileged communications as "Confidential Employees." When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18; and/or (iv) the employee is identified as a Campus Security Authority under the Clery Act, in which case they would need to report non-identifying aggregate data about the incident to the reporting structure of the institution. (The U.S. Department of Education does not consider the reporting of statistical data to be a breach of confidentiality.) In these circumstances, the information will be captured and counted for inclusion in the University's crime statistics and will also be assessed for purposes of assessing the incident for potential distribution of a Timely Warning Notice as required by the Clery Act).

The following classifications of individuals are Confidential Employees under University policy for Title IX purposes:

Licensed Professional Counselors and Psychologists

with the State of Texas whose official University responsibilities include providing mental health counseling to members of the campus community are not required by Title IX to report any information regarding an incident of sexual misconduct or other forms of prohibited conduct to the Title IX Coordinator or other University officials.

Clergy with whom are licensed and/or credentialed and whose official University responsibilities are to provide pastoral counseling to members of the University community are not required by Title IX to report any information reported to them regarding the abuse to the institution. Faculty members who are also licensed or credentialed clergy should take care to ensure students and others disclose to them while in their official church role as disclosures outside of this would constitute notice to the institution (faculty members are not confidential). If the clergy Faculty member also advised a student organization, then that faculty member may have additional responsibilities to report non-identifying aggregate data to the UST Police Department regarding numerous other types of misconduct if such misconduct is reported to have occurred on campus owned or controlled by UST.

Employee Reporting Responsibilities

Title IX uses the concept of notice and imposes obligations for a "prompt and effective remedy" on universities when notice of a sex and/or gender harassment complaint is given to a "responsible employee." A school has notice if a reasonable employee knew, or in the exercise of reasonable care should have known, about the harassment. Every faculty, staff, and volunteer on campus who has been identified as a responsible employee must immediately report to the Title IX Coordinator any sexual misconduct or other forms of prohibited conduct reported to them or observed by them, including the name of the complainant and respondent, if known, and all known details as a "Responsible Employee". The University requires everyone in the campus community, including Confidential Employees, to report the suspected abuse of children (those under the age of 18).

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs," or other forums in which students, staff, or faculty members disclose incidents of sexual misconduct, are not considered a report of sexual misconduct or other forms of prohibited conduct or notice to the University of Sexual Misconduct or other forms of prohibited conduct for purposes of triggering the University's obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and

the University will provide information about Title IX and Clery (VAWA) rights at these events. Similarly, information disclosed during a student's participation as a subject in an Institutional Review Board-approved human subjects research protocol ("IRB Research") is not considered a report of sexual misconduct or other forms of prohibited conduct for purposes of triggering the University's obligation to investigate any particular incident(s). Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all student subjects of IRB Research.

Request for Anonymity by a Complainant

Where the complainant requests that their identity not be shared with the respondent or that the University not pursue an investigation, the University must balance this request with the University's responsibility to provide a safe and non-discriminatory environment for all University community members. The University, through the Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the complainant's request will be balanced against the following factors:

- The seriousness of the conduct;
- The respective ages and roles of the complainant and respondent;
- Whether there have been other reports of sexual misconduct or other forms of prohibited conduct under this policy involving the respondent;
- Whether the circumstances suggest there is a risk of the respondent committing additional acts of sexual misconduct;
- Whether the respondent has a history of arrests or records indicating a history of violence;
- Whether the report indicates the respondent threatened further sexual violence or other violence against the complainant and other individuals involved;
- Whether the reported conduct was committed by multiple individuals;
- Whether the circumstances suggest there is a risk of future acts of sexual misconduct or other forms of prohibited conduct under similar circumstances;
- Whether the reported conduct was perpetrated with a weapon; and/or
- Whether the University possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

The University will take all reasonable steps to investigate and

respond to the report consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. Where the University is unable to act consistent with the request of the complainant, the Title IX Coordinator will inform the complainant about the chosen course of action, which may include the University seeking disciplinary action against a respondent. Alternatively, the course of action may also include steps to eliminate the effects of the sexual misconduct or other forms of prohibited conduct and prevent its recurrence that do not involve formal disciplinary action against a respondent or revealing the identity of the complainant.

Where the University determines that it must move forward with an investigation despite a complainant's request for anonymity, the University will notify the complainant and will make reasonable efforts to protect the privacy of the complainant to the extent possible. However, certain actions that may be required as part of the University's response, including an investigation and disciplinary resolution, will involve speaking with the respondent and others who may have relevant information, in which case the complainant's identity may have to be disclosed. In such cases, the University will notify the complainant that it intends to move forward with an investigation, but in no event will the complainant be required to participate in any such actions undertaken by the University. The University reserves the right to act as the complainant when pursuing complaints in which the complainant is not participating.

REPORTING

Any person who experiences sexual misconduct or other forms of prohibited conduct or who is aware of a member of the University community who has been subject to sexual misconduct or other forms of prohibited conduct is strongly encouraged to contact the Title IX Coordinator and the UST Police Department.

In addition, an individual does not have to be a member of the University community to file a report under this policy. The University will also take action to respond to allegations of sexual misconduct or other forms of prohibited conduct *when the University knows or reasonably should know* based on any available information that sexual misconduct or other forms of prohibited conduct has occurred.

Complainants may simultaneously pursue criminal and University disciplinary action. The University will support complainants in understanding and assessing their reporting

options. Upon receipt of a report, the University will inform individuals of their right to file (or decline to file) a criminal report as well as the availability of medical, counseling and support services, and additional interim measures to prevent contact between a complainant and a respondent, such as housing, academic, transportation and working accommodations, if reasonably available (see Interim Measures). Making a report to the University does not require participation in any subsequent University proceedings, nor is a report required for a complainant to receive support or remedial measures.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the complainant's choice whether to make such a report and victims have the right to decline involvement with the police.⁵ The University's Title IX Coordinator will assist any victim with notifying local police if they so desire.

If the complainant would like to contact local law enforcement authorities, either of the following processes may be used:

- A complainant may choose not to have law enforcement contacted and no report filed but still may have a rape kit collected. (Note: The complainant later may file a report and may pursue criminal charges.) (Important: Police will be called to the hospital when a sexual assault is reported. You do not have to speak to them, and you may still have evidence collected from your body.)
- A complainant may file a police report and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decision-maker in whether the perpetrator is charged criminally, the complainant can cooperate and provide as much timely cooperation and information as may be possible.

To the extent of the complainant's cooperation and consent, University offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, including taking interim measures before the final outcome of an investigation.

⁵ The Title IX Coordinator is a "Responsible Employee" under Title IX and also a "Campus Security Authority" under the Clery Act. Statistical information not including the victim's identifying information will be provided to the University official responsible for compiling the University's crime statistics for the annual security report, even if the victim chooses not to report the incident to campus public safety.

The University will provide resources to any person who has been a victim of sexual misconduct no matter where that conduct is reported to have occurred and will apply disciplinary procedures to those who violate this policy, if they have jurisdiction to do so. The procedures set forth below afford a prompt and equitable response to reports of sexual misconduct, maintain privacy and fairness consistent with applicable legal requirements, and impose appropriate sanctions on violators of this policy.

The University provides procedures and rights consistent with fundamental fairness to both parties involved; however, the University must ensure that steps taken to accord rights to the respondent do not restrict or unnecessarily delay the Title IX protections of the complainant. The University will complete an adequate, reliable and impartial investigation of reports that are made in good faith and will provide both parties their equitable rights during this process.

Anonymous reports also are accepted and should be directed to the Title IX Coordinator. An anonymous report can be made online at www.stthom.edu/sexualmisconduct. The University will respond promptly and equitably to anonymous reports, but the response may be limited if the report does not include identifying information and/or a description of the facts and circumstances. Anonymous reports that provide enough information to constitute certain criminal offenses will be reported to UST Police for purposes of inclusion in the University's Annual Security Report and to assess whether the University should send a Timely Warning Notice as required by the Clery Act.

REPORTING TIMEFRAMES

The University encourages prompt reporting of sexual misconduct or other forms of prohibited conduct so that the University can respond promptly and equitably; however, the University does not limit the timeframe for reporting. If the respondent is no longer affiliated with the University at the time the report is made, the University will provide reasonably appropriate remedial measures, assist the complainant in identifying external reporting options, and take other reasonable steps to respond under Title IX. The University may continue to investigate for purposes of complying with Title IX and take steps to prevent the recurrence of such conduct and remedy the effects, if appropriate.

PRESERVATION OF EVIDENCE AND MEDICAL ATTENTION

After an incident of sexual assault or intimate partner violence involving physical force, the victim should consider seeking medical attention as soon as possible. Victims who agree to have forensic evidence collection conducted as part of their care can locate hospitals with such emergency rooms in the *Resources* section of this policy or by calling the UST Police Department. Memorial Hermann Hospital and Ben Taub Hospital can complete forensic evidence recovery and preserve evidence in case the complainant decides to file a police report.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothes or clean the bed/linen/area where the victim was assaulted if the offense occurred within the past 120 hours, so that evidence may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of all forms of sexual misconduct are also encouraged to preserve evidence including saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any that may be useful to University investigators or campus or local police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a report regarding an incident, he or she nevertheless should consider speaking with the Title IX Coordinator or local law enforcement to preserve evidence if she or he changes her/his mind later.

UNIVERSITY ALCOHOL AND DRUG AMNESTY

Alcohol and other drugs amnesty is intended to encourage students to seek assistance for themselves or someone else by reducing fear of facing the University's Student Code of Conduct for other misconduct. It is an attempt to remove barriers that prevent students from seeking the medical attention or other assistance that they need when sexual misconduct or other forms of prohibited conduct has occurred.

This policy does not necessarily grant amnesty for criminal, civil or legal consequences for violations of federal, state or local laws. The UST Police Department consists of sworn

police officers with full arrest authority and, in some circumstances, they have discretion to exercise that authority as circumstances dictate per their training and professional experience.

However, the health and safety of the University community is a primary concern and this policy may provide amnesty for students from violations of the University's Student Code of Conduct where alcohol and/or other drug use is evidenced if granted by the Dean of Students.

PROTECTION ORDERS AND NO CONTACT ORDERS

The following information is available through the Office of the Attorney General, State of Texas. See the off-campus resource section for contact information.

What is a Protective Order?

In Texas, a protective order is a civil court order issued to prevent continuing acts of family violence, sexual assault, human trafficking or stalking.

Family violence (sometimes called Domestic Violence) is basically defined as (1) any act by one member of a family or household intended to physically harm another member, (2) a serious threat of physical harm, or (3) the abuse of a child.

Family includes blood relatives or relatives by marriage, former spouses, parents (married or not) of the same child, foster parents and foster children, or any member or former member of a household (people living in the same house, related or not).

How Can a Protective Order Help?

A protective order may prohibit the offender from:

- committing further acts of family violence, sexual assault, human trafficking or stalking
- harassing or threatening the victim, either directly or indirectly by communicating the threat through another person
- going to or near a school or day-care center of a child protected under the order attends

In some situations, a protective order may also include orders to: prohibit transfer or disposal of property, establish possession and visitation of a child, pay child or spousal support for a period not to exceed one year, attend mandatory counseling, vacate the residence or other specified property, if certain conditions are met. These additional provisions are not criminally enforceable. A person who

violates them is not immediately arrested, but may be taken to civil court, found in contempt, fined and jailed.

Who is Eligible for a Protective Order?

If the court finds that family violence, sexual assault, human trafficking or stalking has occurred and is likely to occur again, a court may render a protective order.

Ultimately, a court must determine on a case-by-case basis whether a protective order is warranted.

How Can I Get a Protective Order?

You can apply for a protective order through the district or county attorney, a private attorney, or through a legal aid service program. The application must be filed in the county in which you or the offender lives. There are no minimum time limits to establish residency, and protective orders are available in every county in Texas.

Who May File for a Protective Order?

1. An adult member of a family or household; or
2. any adult for the protection of a child; or
3. a prosecuting attorney; or
4. the Department of Human and Regulatory Services.

The person who is the alleged victim of family violence, sexual assault, human trafficking or stalking is considered to be the "applicant."

What Information Do I Need to Provide?

When you apply for a protective order, you must supply the following information:

1. The name of each applicant (victim) and the county where each applicant (victim) resides;
2. the name, address, and county of residence of each individual who has committed family violence the offense against which protection is sought;
3. the relationship between the victim(s) and the offender; and
4. a request for one or more protective orders.

The victim should file for the order as soon after the incident has occurred as possible. Additionally, if other incidents of family violence, sexual assault, human trafficking or stalking have occurred, the victim needs to provide this information to the attorney who files the protective order application.

What Does it Cost?

The applicant (victim) or an attorney representing the applicant may not be assessed a fee, cost, charge, or expense by a district or county clerk or by a sheriff, constable or other public official or employee in connection with the filing, serving, entering or for any other service including any fees for dismissing, modifying, or withdrawing a protective order, certifying copies, comparing copies to originals, court reporter fees, judicial fund fees, transferring a protective order or for any other service related to a protective order.

The court may require the offender to pay the fees incurred in connection with the protective order unless the offender shows good cause or is indigent.

How Long Does it Take to Receive and How Long Does it Remain in Effect?

Unless a later date is requested by the applicant, the court shall set a hearing date no later than 14 days after the application is filed. If, however, the court finds from the information contained in the application that there is a clear and present danger of family violence, the court may immediately issue a temporary ex parte order. The temporary order is valid for up to 20 days. Final protective orders are effective for 2 years, unless another length of time is specified.

What Happens if the Protective Order is Violated?

Call the police immediately! Remember, protective orders do not offer complete protection. No piece of paper can protect you from all instances of violence.

Law enforcement agencies are notified of all protective orders issued in their area and they are required to maintain a list of those orders. If an offender violates the order and law enforcement is notified, officials will act to arrest the offender and seek to have charges filed. If a person violates the protective order in the presence of law enforcement, the offender must be arrested immediately. In cases involving the violation of a protective order, including an ex parte order, the offender may be punished for contempt of court by a fine of as much as \$500 or up to six months in jail or both. In cases of violation, excluding ex parte orders, the offender may be punished by a fine of as much as \$4,000 or jail for up to one year or both.

How can the UST assist me?

The Title IX Coordinator and/or members of the UST Police Department are available to assist individuals seeking a protective order and will coordinate safety plans in

collaboration with Student Affairs or Human Resources, when appropriate. The University complies with Texas law in recognizing orders of protection and encourages any person who obtains an order of protection from Texas or any other state to provide a copy to UST Police and the Title IX Coordinator. A complainant may then meet with UST Police, HR, or the Title IX Coordinator to develop a Safety Action Plan, which is a plan for the University and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc.

What is a No Contact from the University?

No Contact directives from the University can serve as an interim measure from the University's Title IX Coordinator or designee. This prohibition of contact is between a respondent and a complainant including, but not limited to, in person and/or via third party, phone, text, written communication, or any form of social media.

Regardless of whether a complainant elects to pursue a criminal report, the University will assist a complainant and will provide each complainant with a written explanation of his/her rights. If a No Contact Directive is put in place, the Title IX Coordinator will also assess any other interim measures with both parties that may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc.

INTERIM MEASURES

The University may take interim measures at any point during an investigation. These measures may be both remedial (designed to address a complainant's safety and well-being and continued access to educational opportunities) or protective (involving action against a respondent). Interim measures are designed to eliminate the hostile environment, prevent its recurrence and remedy its effects. These measures may include, but are not limited to, no contact orders, changes in housing assignment for the respondent and/or complainant, academic accommodations, changes in supervisor or work location, removal from campus housing or grounds, social restrictions, changes in parking locations, increased security, and/or emotional and other support. An interim suspension, i.e. suspension from classes, work and other privileges or activities, or from the University, may also be instituted until resolution of a case.

Remedial measures are available regardless of whether a

complainant pursues a complaint or investigation under this policy. The University will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of the protective measures. The Title IX Coordinator has the discretion to impose and/or modify any interim measure based on all available information and is available to meet with a complainant or respondent to address any concerns about the provision of interim measures.

INVESTIGATION AND RESOLUTION

All persons involved in the intake through the resolution of complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and instructed on how to conduct effective investigations and administer a conduct process that protects the safety of victims and promotes accountability. In proceedings under this policy, the standard of proof used to determine whether a violation of this policy has occurred is a preponderance of evidence, which means it is more likely than not the sexual misconduct or other forms of prohibited conduct occurred.

The University reserves the right to bring reports forward against a student or employee and to act as the complainant for purposes of this policy.

PROCESS

- Upon receiving a report, the Title IX Coordinator will conduct an initial assessment of the available information to include the complainant's immediate and ongoing safety and well-being; the incident or conduct at issue; any risk of harm to the parties, any other individuals, or the broader campus community; the existence of severe, persistent or pervasive conduct, including evidence of a pattern, use of a weapon or other predatory conduct; and the necessity for any interim measures or accommodations. The Notice of Complainant's Rights will also be given to the complainant upon receipt of the report.
- As outlined above in the section titled "Request for Anonymity by a Complainant," the Title IX Coordinator will also consider the interest of the complainant and the complainant's expressed preference for manner of resolution or the initiation of an investigation to determine if disciplinary action is warranted.
- If the report and/or intake appear upon initial assessment to be a possible violation of this policy, the Title IX Coordinator will assign the case for investigation. (Private

information may also be disclosed to appropriate personnel if deemed necessary by the Title IX Coordinator including, but not limited to, the Vice President for Student Affairs, Vice President for Academic Affairs, a Department Chair or Dean, Athletic Director, Registrar, University President, etc.).

- The University, through a trained investigator, will conduct an adequate, reliable and impartial investigation into the facts of the case and will interview the complainant, respondent, witnesses and/or others who may have relevant information, and collect any other evidence deemed relevant to the case including electronic or other records of communications between the parties or witnesses (via voice-mail, text message, email and social media sites), photographs (including those stored on computers and smartphones), medical records (subject to the consent of the applicable party) and any other relevant evidence or witnesses.
- Absent consent of the applicable party, medical and counseling records are privileged and confidential documents that students will never be required to disclose during the resolution of a report under this policy. However, a party may choose to share medical and counseling records as part of the investigation.
- The sexual history of a complainant or respondent will never be used to prove character or reputation. Moreover, evidence related to the prior sexual history of either of the parties is generally not relevant to the determination of a policy violation and will be considered only in limited circumstances. For example, if the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the report. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.
- Prior or subsequent conduct of the respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of sexual misconduct or other forms of

prohibited conduct by the respondent may be deemed relevant to the determination of responsibility for the sexual misconduct or other forms of prohibited conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially like the conduct under investigation or indicates a pattern of similar misconduct.

- The University will provide the complainant and respondent timely and equal access to information that will be used during any informal and formal process.
- The University will provide the complainant and respondent an equal opportunity to participate in any process, present evidence and/or witnesses.
- At the conclusion of the investigation, the investigator will deliver the report to the Title IX Coordinator.
- The Title IX Coordinator will review the investigator's report and, if necessary, direct the investigator to conduct further investigation.
- At the conclusion of the investigation, the Title IX Coordinator will provide, in writing, to both parties that the conclusion of the investigation is complete and the fact-finding information related to the case. In preparing the letter, the Title IX Coordinator will review all facts gathered to determine what information is relevant to include in the fact-finding section. In general, the Title IX Coordinator may choose to not include information that is irrelevant, more prejudicial than probative, immaterial, statements of personal opinion, statements as to general reputation for any character trait, including honesty and any information that may interfere with the given confidentiality of the complainant.
- The complainant and respondent may offer any additional comment or evidence to the Title IX Coordinator at this time.
- Upon receipt of any additional information by the complainant and respondent, or no comments, the Title IX Coordinator will review the report and all related documents and additional comments from the parties to make a determination using the preponderance of the evidence of whether or not the respondent is responsible for a policy violation and what sanctions, if any, will be issued. This proceeding is not open to the public and the complainant, respondent, and witnesses are not permitted to be present.
- The Title IX Coordinator will communicate decisions regarding responsibility and any sanction(s) to the involved parties.

- The outcome of the investigation, the rationale for the findings, and any sanction(s) imposed shall be simultaneously conveyed to the complainant and respondent in writing by email, U.S. Mail or face-to-face by the Title IX Coordinator. (Private information may also be disclosed to appropriate personnel if deemed necessary by the Title IX Coordinator including, but not limited to the Vice President for Student Affairs, the Vice President for Academic Affairs, a Department Chair/Dean, Athletic Director, Registrar, University President, etc.).
- The complainant and the respondent have the right to appeal determinations regarding responsibility.
 - Students should submit appeals in writing to the Vice President for Student Affairs within 5 business days of the notice of outcome.
 - Employees should submit appeals in writing to the Human Resource Generalist within 5 business days of the notice of outcome.

Appellate opportunity is equitable, that is both parties have the right to appeal. Appeals should be based on a procedural error or the discovery of new evidence that would substantially change the outcome (evidence that was not discovered during the fact-finding NOT evidence that was not shared and the party now wants shared) or sanction inconsistent with finding.

ADVISORS

The complainant and the respondent each have the right to be advised by an advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing in which the complainant or the respondent is required to be present. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting nor may the advisor direct questions to any administrator, party, or witness in the process. The Parties must represent him/herself at the hearing. Should the advisor become disruptive during any meeting, the Coordinator or investigator may ask them to leave. No advisor (or party) will be given the opportunity to cross-examine or to directly question a complainant/respondent. In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, a hearing will not be delayed due to the unavailability of an advisor. The names of the advisors and their credentials must be presented to the coordinator of the hearing at least 48 hours in advance of the hearing. If the complainant or respondent elects to have an attorney present as the advisor, the University maintains the right to also have an attorney present and may postpone a hearing to a later date until such

an individual can be in attendance.

The advisor, on behalf of the complainant or respondent, may submit written questions to the Title IX Coordinator for consideration in the investigation. Upon review, those questions deemed appropriate will be forwarded to the Title IX Investigator for inclusion in the information-gathering process.

TIMELINE

Typically, the investigation and initial resolution under this policy will not exceed eight (8) weeks. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity and completeness of the investigation, to comply with a request by external law enforcement for temporary delay to gather evidence for a criminal investigation, to accommodate the availability of witnesses, to account for complexities of a case, including the number of witnesses and volume of information provided by the parties, or for other legitimate reasons. The investigator will notify the Coordinator who will then notify the parties in writing of any extension of this timeframe and the reason for such extension. The complainant and respondent will be notified, in writing, throughout the process by the Title IX Coordinator in regard to the major timeframes of the process to include the start of an investigation and the policy violation that is being alleged, any delay in the investigation, the conclusion of the investigation, and determination of the outcome resolution and any related appeals. The University is committed to being prompt.

COORDINATION WITH LAW ENFORCEMENT

The Coordinator will contact any law enforcement agency that is aware is conducting its own investigation to inform that agency that a University investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation. At the request of law enforcement, the investigator may delay the University investigation temporarily while an external law enforcement agency is gathering evidence. The Coordinator will promptly advise the resuming of the University investigation when notified that law enforcement has completed the evidence-gathering stage of its criminal investigation.

OBLIGATION TO PROVIDE TRUTHFUL INFORMATION

Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of sexual misconduct

or other forms of prohibited conduct is prohibited and subject to disciplinary sanctions under UST's related policies. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

SANCTIONS

Below is a list of sanctions that could be assigned if the Responding Party is found responsible for misconduct:

- Loss of selected rights and privileges for a specified period of time
- Social Probation: a loss of privilege to host or attend events on campus
- Residence Hall Separation
- Residence Hall Relocation
- No Contact Directive
- Discretionary Sanctions: work assignments, essays, behavioral contracts, community service, or other related discretionary assignments
- Restitution: compensation for loss, damage, or injury, this may take the form of appropriate service and/or monetary or material replacement
- Loss of Privileges: denial of specified privileges for a designated period of time, this includes, but is not limited to, loss of position in club or organization or athletic team, suspension from group, loss of privileges to use specified facilities, loss of privilege to have car on campus
- Conduct Probation: a written reprimand for violation of specified regulations
- Withholding Diploma: UST may withhold a student's diploma for a specified period of time. The student may also be denied participation in commencement exercises while charges are pending or as a sanction
- Suspension from the University for a specified period of time
- Expulsion from the University for a specified period of time
- Termination of employment

RECORDKEEPING

The University will retain all records related to reports of sexual misconduct or other forms of prohibited conduct under this policy in a locked storage area in the office of the Title IX Coordinator for a period of seven (7) years, regardless of case outcome. The University will destroy all case records after the applicable retention period unless the case resulted in permanent expulsion or termination from the University.

NON-RETALIATION

It is unlawful under Title IX and a violation of University policy to retaliate against any individual who has brought a good-faith report of sexual misconduct or other forms of prohibited conduct or who has assisted in the investigation of a report of sexual misconduct. Retaliation, whether actual or threatened, destroys the sense of community and trust that is critical to a learning and work environment. The University considers acts or threats of retaliation in response to such disclosures or participation to constitute a serious violation of University policy, which may result in disciplinary action, up to and including dismissal, against the individual responsible for retaliation.

For purposes of this policy and procedures, retaliation means any adverse action taken against a person for making a good faith report of Sexual Misconduct or other forms of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of "no responsibility" on the allegations of prohibited conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.

Retaliation may include the following forms of behavior:

- employment actions such as termination, refusal to hire, or denial of promotion;
- other actions affecting a person's employment or academic or school-related activities such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance; and
- any other action such as an assault or unfounded civil or criminal charges that are likely to deter reasonable people from pursuing their rights.

NOTE: Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, "snubbing" a colleague, not talking to a student, or negative comments that are justified by a student or employee's poor academic or work performance or history.

If you believe that you are being retaliated against because of making a report or assisting in an investigation in violation of this policy, you should promptly report your concerns to the Title IX Coordinator.

RISK REDUCTION

Experiencing Sexual Misconduct or other forms of prohibited conduct is never the victim's fault. Only abusers are responsible for the abuse they perpetrate. However, the following are some strategies to reduce risk of victimization.

The [Rape, Abuse, & Incest National Network](#) (RAINN) encourage individuals to:

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
5. **Make sure your cell phone is with you** and charged and that you have money.
6. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
7. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
8. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
9. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
10. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
11. **Watch out for your friends, and vice versa.** If a friend seems out of it, is too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
12. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
13. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
14. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
15. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

ANNUAL REVIEW

The University will review and update this policy, as appropriate, by August 15, of each year. The University will evaluate, among other things, any changes in legal requirements, existing University resources, and the resolution of cases from the preceding year (including, but not limited to, timeframes for completion and sanctions and remedies imposed).

PREVENTION AND EDUCATION

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate sexual misconduct or other forms of prohibited conduct which:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the U.S. Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in Texas and/or using the definition of consent found in this policy;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Delivers information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence; and
- The procedures that the institution will follow when one of these crimes is reported and the procedural requirements for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking.

BEING AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are “individuals who observe

violence or witness the conditions that perpetuate violence. These individuals are not directly involved but have the choice to intervene, speak up, or do something about it.”⁶ The University promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911, if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like he or she could be in trouble or need help, ask if he or she is ok.
2. Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this policy for support in health, counseling, or with legal assistance.

RESOURCE DIRECTORY

The University provides any complainant who reports an incident involving sexual misconduct or other prohibited conduct either on or off-campus with a copy of the Notice of Complainant’s Rights. The following information and resources are listed in this notice along with procedures, options and available assistance from this policy.

ON CAMPUS RESOURCES

Counseling and Disability Services
 Director: Rose Signorello
 Crooker Center, 206 / 3909 Graustark Street
 (713) 525-2169

Title IX Coordinator for Employees
 Randy Graham
 Human Resources / 3818 Graustark Street
 (713) 525-3813

⁶ Burn, S.M. A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

Title IX Coordinator for Students
Lindsey McPherson
Crooker Center, 215 / 3909 Graustark Street
(713) 525-3570

Human Resources
Associate Vice President for Human Resources: Randy Graham
Human Resources / 3818 Graustark Street
(713) 525-3813

Student Life
Dean of Students: Lindsey McPherson
Crooker Center, 215 / 3909 Graustark Street
(713) 525-3570

International Student Support Services
Director: Lily Swan
Crooker Center, 214 / 3909 Graustark Street
(713) 525-3503

Financial Aid
Dean of Scholarships and Financial Aid: Lynda McKendree
Herzstein Enrollment Center / 4115 Yoakum Street
(713) 525-2170

Employee Assistance Program: stthom
(800) 227-1060

OFF CAMPUS RESOURCES

Houston Police Department
1200 Travis Street, Houston, Texas 77002
(713) 884-3131

Houston Police Department Family Violence Unit
(713) 308-1100

Memorial Hermann Hospital for Forensic Testing
6411 Fannin Street, Houston, Texas 77030
(713) 704-1261

Counseling and Mental Health:
Associated Catholic Charities
2900 Louisiana Street, Houston, Texas 77006
(713) 526-4611 ext. 3418

Sexual Assault Hotline (Houston Area Women's Center)
1010 Waugh Drive, Houston, Texas 77019
(713) 528-7273

YWCA Advocacy Group
6309 Martin Luther King Jr. Blvd, Houston, Texas 77021
(713) 640-6820

The Montrose Center: LGBTQ Services
401 Branard Street, Houston, Texas

(713) 529-0037 office
(713) 529-3211 24HR Helpline

AVDA: Domestic Violence Support (including male victims)
1001 Texas Avenue, Suite 600, Houston, Texas 77002
(713) 224-9911

Where to get Protective Orders – AVDA
1001 Texas Avenue, Suite 600, Houston, Texas 77002
(713) 224-9911

Victim Assistance
City of Houston Victims Services Unit
(713) 308-0080

Visa & Immigration Assistance through Catholic Charities
2900 Louisiana Street, Houston, Texas 77006
(833) 468-4664

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
- Vice President of Academic Affairs
- Vice President for Student Affairs
- Assistant Vice President for Student Affairs
- 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 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.

- A. 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.
- B. 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.

- C. 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:

A. 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.

B. 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.

C. 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, Office of Residence Life & Conference Housing, 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.

D. 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.

E. 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
- Narcotics Anonymous www.hascona.com or helpline@hascona.com

F. 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
- National Council on Alcoholism & Drug Dependence (NCADD) www.ncadd.org; 24hr Hope Line 1-800-622-2255
- Palmer Drug Abuse Program (PDAP) www.pdaphouston.org
- Memorial Hermann: Prevention and Recovery Center (PARC) 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.

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, 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 — 2015, 2016 and 2017 — for the University of St. Thomas main campus

University of St. Thomas-Main Campus Statistics for Clery Reportable Crimes for 2015, 2016, and 2017					
Offense	Year	On-Campus	On-Campus Student Housing	Non-Campus Buildings and Property	Public Property
Murder and Non-negligent Manslaughter	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	2	2	0	0
Fondling	2015	1	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Incest	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Robbery	2015	0	0	0	0
	2016	0	0	0	1
	2017	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Burglary	2015	1	0	0	0
	2016	5	2	0	0
	2017	4	1	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2016	0	0	0	0
	2017	1	0	1	1
Arson	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

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

Dating Violence	2015	0	0	0	0
	2016	0	0	0	0
	2017	1	1	0	0
Domestic Violence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Stalking	2015	0	0	0	0
	2016	2	1	0	0
	2017	1	1	3	0
Unfounded Cases	2015	0	0	0	0
	2016	1	0	0	0
	2017	0	0	0	0

Arrests

Weapons: Carrying, Possessing, Etc.	2015	2	0	0	0
	2016	1	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2015	1	0	0	0
	2016	2	0	0	2
	2017	0	0	0	1
Liquor Law Violations	2015	0	0	0	0
	2016	1	1	0	0
	2017	3	1	0	0

Disciplinary Referrals

Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2015	2	1	0	0
	2016	0	0	0	0
	2017	3	3	0	0
Liquor Law Violations	2015	3	3	0	0
	2016	0	0	0	0
	2017	0	0	0	0

University of St. Thomas-Main Campus
Statistics for Hate Crimes for 2015, 2016, and 2017.

There were no reported Hate Crimes for the years 2015, 2016, and 2017.

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, and 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** 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.

- A. The number of fires and cause of each fire. Categories to be used are:
 - i. Unintentional Fire
 - ii. Intentional Fire
 - iii. Undetermined Fire

- B. Number of injuries related to the fire resulting in treatment at a medical facility

- C. Number of deaths related to the fire.

- D. The value of property damage related to the fire.

FIRE STATISTICS

2017 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
Aquinas	1130/1132 Colquitt	0	0	NA	0	0	0
Graduate Housing	1301 Branard	0	0	NA	0	0	0
Clare Hall	1210 Colquitt	0	0	NA	0	0	0
St. Therese	1208 Colquitt	0	0	NA	0	0	0
St. John	4205 Graustark	0	0	NA	0	0	0
4002 Graustark	4002 Graustark	0	0	NA	0	0	0

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
Aquinas	1132 Colquitt	0	0	NA	0	0	0
Graduate Housing	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
Aquinas	1132 Colquitt	0	0	NA	0	0	0
Graduate Housing	1301 Branard	0	0	NA	0	0	0
Graduate Housing	4002 Graustark	0	0	NA	0	0	0
Graduate Housing	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.

2017 Calendar Year Fire Drills in On-Campus Residence Halls

Facility Name	Address	Number of Drills	Spring Session	Fall Session
Guinan Hall	1303 Sul Ross	2	2/2/2017	9/13/2017
Young Hall	4200 Mount Vernon	2	2/2/2017	9/13/2017
Clare Hall	1210 Colquitt	2	2/2/2017	9/13/2017
Graduate Housing	1301 Branard/4002 Graustark	2	2/2/2017	9/13/2017
St. John	4205 Graustark	2	2/2/2017	9/13/2017
Aquinas House	1130/1132 Graustark	2	2/2/2017	9/13/2017
St. Therese	1208 Colquitt	2	2/2/2017	9/13/2017

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

1130 Colquitt – Occupant Number 5

- Fire Extinguishers
- Smoke Detectors

1132 Colquitt – Occupant Number 6

- Fire Extinguishers
- Smoke Detectors

1208 Colquitt – Occupant Number 5

- Fire Extinguishers
- Smoke Detectors

1210 Colquitt – Occupant Number 19

- Fire Extinguishers
- Smoke Detectors

1301 Branard – Occupant Number 4

- Fire Extinguishers
- Smoke Detectors

4002 Graustark – Occupant Number 4

- Fire Extinguishers
- Smoke Detectors

4205 Graustark – Occupant Number 7

- 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 “Smoking Policy” 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 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 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.
- "Residence 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. "Residence 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/USTAlerts>.
- **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 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 completed 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. The seminary also prepares men for the Diaconate as well as other men who are not in formation. Women take courses at St. Mary's Seminary campus.

Below are the tables containing the crime statistic information for the calendar year of 2015-2017 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 2015, 2016, and 2017.

Offense	Year	On-Campus	On-Campus Student Housing	Non-Campus Buildings and Property	Public Property
Murder and Non-negligent Manslaughter	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Fondling	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Incest	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Robbery	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Burglary	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Arson	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

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

Dating Violence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Domestic Violence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Stalking	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Unfounded Cases	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

Arrests

Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Liquor Law Violations	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

Disciplinary Referrals

Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Liquor Law Violations	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

St. Mary's Seminary
Statistics for Hate Crimes for 2015, 2016, and 2017.

There were no reported Hate Crimes for the years 2015, 2016, and 2017.