

College of Osteopathic Medicine

Element 4.2: Security and Public Safety



Sam Houston State University

ELEMENT 4.2: SECURITY AND PUBLIC SAFETY

The SHSU Facilities Management Department is responsible for all SHSU Facilities. The responsibilities of Facilities Management include maintenance and operation of all SHSU facilities effectively and efficiently. The University Environmental Health and Safety Office is responsible for administering safety programs to assure a safe and healthy campus environment, including fire, health and occupational safety. The Safety Coordinator prepares a plan of action for all identified unsafe conditions. University Policies and Procedures are in place for the security and maintenance of all University buildings. Additionally, the State Fire Marshall's Office periodically inspects the buildings.

SHSU, being a state university, has significant resources for students in the area of security and public safety. The University maintains a university police department. The SHSU University Police Department responds to safety concerns and criminal activity and participates in safety and security planning. University Police Officers are authorized by State statute to enforce Federal, State, and local laws and/or any regulation issued by the Board of Regents of Sam Houston State University on property under the control and jurisdiction of Sam Houston State University. Section 51.203, Texas Education Code; Campus Peace Officers, states "The governing boards of each state institution of higher education and public technical institute may employ and commission peace officers for the purpose of carrying out the provisions of this subchapter. The primary jurisdiction of a peace officer commissioned under this section includes all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education or public technical institute that employs the peace officer or otherwise in the performance of their duties. Thus, the SHSU University Police respond to emergencies on the SHSU Huntsville campus, The Woodlands Center facilities and the SHSU-COM campus.

Sam Houston State University Campus Safety Procedures can be found on the SHSU website at: <https://www.shsu.edu/dept/human-resources/risk-management/safety.html>. The SHSU University Police serve all SHSU facilities, including those found in Montgomery County (The Woodlands Center and the College of Osteopathic Medicine). The Sam Houston State Police Department officers will serve the campus in Conroe. Additionally, the City of Conroe Police, The Montgomery County Sheriff's Department and the Montgomery County Precinct 2 Constable's Office have jurisdiction over the area that includes the COM Campus.

Additional resources include:

- SHSU Police Department Public Safety Awareness pamphlet: <http://www.shsu.edu/dotAsset/6bc29c4b-fc89-4e1f-9f61-a6da8b6bcc6b.pdf>
- SHSU Emergency Procedures Quick Reference (below): http://www.shsu.edu/dept/public-safety/upd/documents/epquickreference08final_000.pdf
- KatSafe Notification program and website which allows for phone and text message notifications for events affecting all SHSU facilities: <http://www.shsu.edu/katsafe/>
- SHSU Department of Public Safety Services Website: <http://www.shsu.edu/dept/public-safety/upd/upd-services.html>

- SHSU Department of Public Safety Resources and Links Page:
<http://www.shsu.edu/dept/public-safety/upd/resources-and-links.html>



SHSU EMERGENCY PROCEDURES QUICK REFERENCE



BOMB THREATS/SUSPICIOUS ITEMS:

- Pay close attention to the exact words the caller is using; document the call
- Contact University Police at **936-294-1000** (4-1000 on campus)
- **Do not** touch or handle suspicious items or packages
- Keep others away from area
- Notify your supervisor

DISRUPTIVE BEHAVIOR:

- Contact University Police at **936-294-1000** (4-1000 on campus)
- Give your name, location, what is happening and number of people involved (shooters/victims) if known
- If possible, exit the building or area immediately
- If exit is impossible, get to a room, lock or barricade the door, keep quiet, remain in place until all clear is given by law enforcement officials

FIRE – In case of fire or when the fire alarm sounds:

- Evacuate the building immediately using building emergency plan procedures
- **Do not** use the elevators
- Assist those with mobility problems
- Contact University Police at **936-294-1000** (4-1000 on campus)
- Report to supervisor at the designated site
- **Do not** re-enter the building until instructed by authorized personnel

HAZARDOUS MATERIALS:

- Contact University Police at **936-294-1000** (4-1000 on campus)
- Provide information on type and size of spill (if known)
- Evacuate the immediate area and building as directed
- Get decontamination instructions from authorities
- **Do not** re-enter area until all clear is given by authorized personnel

MEDICAL EMERGENCIES:

- Contact University Police at **936-294-1000** (4-1000 on campus)
- Provide your name, location, number injured and description of injuries
- Stay on the phone for instructions on what to do

SEVERE WEATHER:

- Stay away from windows
- Take immediate shelter
- Monitor local radio and television stations
- [Today@Sam](#) for University closings
- Contact University Police at **936-294-1000** (4-1000 on campus)

*Refer to the SHSU Emergency Response Plan at <http://www.shsu.edu/safety> for more information.

A Member Of The Texas State University System



2017 ANNUAL SECURITY & FIRE REPORT

ANNUAL SECURITY REPORT

Introduction

Sam Houston State University, a component of the Texas State University System, is required under Federal law to provide consumer information that could be useful to students, prospective students, prospective employees, employees and visitors interested in the university. The laws specifically include the Higher Education Act of 1965 and its amended forms, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and its amendments, the reauthorization of the Violence Against Women Act and its modifications as well as policies or processes that affect campus safety and security.

As part of the duties of Sam Houston State University Police Department, SHSU PD collects, compiles, and publishes required information regarding the various campuses of Sam Houston State University (both the Huntsville and The Woodlands campuses), the required information regarding campus' crime statistics, policies, and services outlined in for the year 2017 document. This document is produced each year and notification of its availability publicized to the public and university students, staff and faculty each year on or before October 1 via email to all faculty, staff, and student email addresses. Part of the requirements involve easily understood language and accuracy in the statements or descriptions of policy reflecting current SHSU procedures and practices. Where there is no policy or procedure for a particular section, which may or may not be required, the reference section to the policy will say "no policy." It does not mean that the procedures indicated for that policy or policy statement is incorrect, it does indicate we do not have an institutional policy in place or policy is not required.

All Federal Laws, university policies, and any required additional information may be written in this report or links to other websites provided due to the length and complexity of the law, policy, or procedures. Definitions for some terms are required to be in the policy statement. Other definitions you may be interested in and not required to be in the ASR policy statements is located in Annex A attached at the end of this report following the fire report.

This 2017 version of the Sam Houston State University Annual Security Report is available online September 28, 2018, at <http://www.shsu.edu/dept/public-safety/upd/annual.html> and a printed version is available during the hours of 8:00 a.m. – 5:00 p.m. Monday thru Friday at the Sam Houston State University Police Department, located at 2424 Sam Houston Avenue, Huntsville, Texas, 77341. The SHSU PD phone number is 936 294-1800.

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SHSU DEPARTMENT OF PUBLIC SAFETY AND SHSU POLICE DEPARTMENT

Reliance on Public Safety Services

[Annual Security Report policy statements citation 34 CFR 668.46\(b\)\(1\)\(c\)](#)

The Department of Public Safety Services reports to the Vice President for Finance and Operations, Dr. Carlos Hernandez. Within this office, direct oversight of this department's security policies are reviewed and supervised for proper implementation. Kevin Morris, Chief of Police and Executive Director of Public Safety Services for SHSU, completes and maintains the SHSU Annual Security Report. This is the most current publication.

The Sam Houston State University Police Department (SHSUPD) collects and maintains crime statistics for all offenses committed on SHSU property as directed by SHSU Safety and Security Policy. Crime Statistics based on the crimes that reported to the University Police Department come from different sources, including the Huntsville Police Department and SHSU Campus Security Authorities. The incidents that happen on public property are those incidents that the University Police Department responded to and reflect actions generated by Sam Houston State University officers, or crimes reported by request to Huntsville Police Department and other agencies. SHSU Police personnel are all Clery Campus Security Authorities.

Uniformed SHSU University Police officers patrol the campus area 24 hours each day in marked police units with a police radio, speakers, laptop computers and video systems. In addition, during the day, uniformed student parking control personnel are on patrol in the parking areas with each person issued a two-way radio for contact within the university police system. In the evening and early morning hours uniformed student foot patrol personnel patrol the main campus and upon request provide escort service to anyone who may be concerned with their safety. Regular patrol of SHSU properties includes in some cases leaving the main campus in order to include checks for property security.

For the reporting years 2015, 2016, and 2017 for Public Property, these statistics also include those crimes reported by the Huntsville Police Department (936 291-5480, 1220 11th Street, Huntsville, Texas, 77340) and obtained through a Memorandum of Understanding (MOU), reviewed each year in April.

Authority and Jurisdiction of Sam Houston State University Police Dept

Sam Houston State University's Police Department personnel is lawfully recognized by Texas State law as law enforcement officers under the Texas Code of Criminal Procedure, Article 2.12 (8) – Who are Peace Officers- Officers commissioned under Section 37.081, Education Code, or Subchapter E, Chapter 51, Education Code; and are authorized to make arrests. Section 51.203 of the Texas Education Code determines the primary jurisdiction of the Sam Houston State University Police Department encompasses all counties where SHSU owns, leases or controls property by written agreement within the State of Texas.

Working Relationship with Other Authorities

Chief of Police Kevin Morris has maintained a good working relationship with federal, state, local, city and county law enforcement authorities on behalf of the SHSU Police Department and Sam Houston State University. SHSU PD's good working relationship attempts to ensure that crimes involving Clery required statistics at off-campus sites, including student organizations with noncampus housing facilities, may be reported to the University Police, and if further assistance is needed at on or off campus locations by either agency. In ensuring statistical credibility and assistance when needed.

Sam Houston State University Police Department under Chief Kevin Morris has signed a Mutual Aid Law Enforcement Agreement in 2012 with the following agencies: These agreements are until the end of the year 2017, and all expected to renew in 2018. Copies of the MOU's are available to view through the Sam Houston State University Police Department office.

Agencies included in MOU's with SHSU PD are:

Conroe I.S.D Police	Oak Ridge North Police
Conroe Police	Panorama Police
Cut-N-Shoot Police	Patton Village Police
Huntsville Police	Roman Forest Police
Lone Star College System	Shenandoah Police
Magnolia Police	Splendora I.S.D. Police
Montgomery County Sheriff	Splendora Police
Montgomery I.S.D Police	Stagecoach Police
Montgomery Police	Willis Police
New Caney I.S.D Police	Woodbranch Police

The current MOU with City of Huntsville Police Department (HPD) reviewed yearly around April every two years and renewed every five years. The MOU's between SHSU PD and participating agencies are maintained at the SHSU Police Department by Chief Morris or his designee.

Reporting a Crime or Emergency

Sam Houston State University encourages all students, staff, faculty and visitors to report crimes occurring on or on public property adjacent the SHSU campus to the SHSU Police Department. Dispatchers are available 24/7 at 936.294.1800. The SHSU campus emergency phone number is 936.294-1000. You can always dial 911 in an emergency, and your call may be relayed to SHSU dispatchers or the emergency handled by the Huntsville/Walker County dispatch system.

The University encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the University, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

Emergency Call Boxes and Telephones

The university currently has sixteen emergency freestanding call boxes located in strategic locations across campus. In addition, most residence halls have emergency telephone boxes outside the main entrance to the halls. The call boxes allow direct communication with the police department and provide a rapid means for reporting emergencies and crimes, in addition to requesting police assistance. SHSU Infrastructure and Support Services maintains a bi-weekly schedule of testing involving these call boxes sirens and speakers. If necessary, emergency notices will be issued from these locations at all the call boxes across the main campus.

Clery Geography

Sam Houston State University Clery geography establishes the majority of the area that statistics are compiled from, and those properties are submitted to the SHSU Police Department by Mary Holland of the SHSU Facilities Management Department. Public property geography designations are determined by the SHSU PD Chief of Police Kevin Morris. The definitions for SHSU Clery geography provided by Federal law as follows:

For the purposes of collecting statistics on the crimes listed in Clery for submission to the Department and inclusion in an institution's Annual Security Report, Clery geography includes:

Buildings and property that are part of the institution's campus.

The institution's noncampus buildings and property.

Public property within or immediately adjacent to and accessible from the campus.

For the purposes of maintaining the crime log required by Clery, geography includes, in addition to the locations in the paragraph listed above, the patrol jurisdiction of the campus police. Areas generally within one mile of the campus are considered contiguous, and are considered whether campus or non-campus property on a case-by-case basis.

This non-campus property currently includes Gibbs Ranch, the SHSU Observatory, University Plaza, the Southeast Texas Applied Forensic Science Facility and Raven's Nest Golf Course.

For other property related considerations, see [Chapter 2 in the Campus Safety and Security Handbook 2016 edition](#)

[Geographic breakdown citation 34 CFR 668.46\(c\) \(4\)](#)

[On-campus definition 34 CFR 668.46\(a\)](#)

[Branch campus definition citation 34 CFR 600.2](#)

[Crimes by location citation 34 CFR 668.46©4\) \(ii\)](#)

[On-Campus student housing facility definition citation 34 CFR 668.41\(a\)](#)

[Noncampus definition citation 34 CFR 668.46\(a\)](#)



2017 Main Campus Crime Statistics

CRIMES	Criminal Offenses					Disciplinary Actions				
	On Campus	On Campus in Housing Facilities	Non-campus	Public Property	Hate Crimes	On Campus	On Campus in Housing Facilities	Non-campus	Public Property	Unfounded Crimes
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	1
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	10	7	0	0	0	0	0	0	0	1
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0	0
Simple Assault	9	7	0	0	0	0	0	0	0	0
Larceny-Theft	74	11	0	1	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	52	8	0	0	0	0	0	0	0	0
Sex Offenses Forcible										
Rape	7	7	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible										
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	1	0	0	0	0	0	0	0	0	0
Violence Against Women Act Offenses										
Domestic Violence	1	0	0	0	0	0	0	0	0	0
Dating Violence	6	6	0	0	0	0	0	0	0	0
Stalking	5	0	0	0	0	0	0	0	0	0
ARRESTS										
Weapons (Carrying, Possessing, etc)	2	1	0	1	0	0	0	0	0	0
Drug Abuse Violations	33	27	0	24	0	0	0	0	0	0
Liquor Law Violations	9	8	0	9	0	0	0	0	0	0

The Woodlands Center Information

Sam Houston State University's "The Woodlands Center" is comprised of a 144,164 sq. ft., 4-story facility with a 5 story-parking garage and 32 high tech classrooms with saturated Wi-Fi. The facility features a One Stop Center where students can speak with representatives about and admissions. They can also discover financial aid programs, registration, online tuition payments, and obtain a Bearkat OneCard, the official student ID of SHSU.

The Woodlands Center is located at 3380 College Park Drive, The Woodlands, TX 77384. Contact phone number is: 936-202-5000.

Adjacent Lone Star College shares a parking lot with The Woodlands SHSU Campus and provided the following statistics which are included with the SHSU Woodlands Campus statistics.

2017 The Woodlands Crime Statistics

CRIMES	Criminal Offenses					Hate Crimes	Disciplinary Actions				
	On Campus	On Campus in Housing Facilities	Non-campus	Public Property	On Campus		On Campus in Housing Facilities	Non-campus	Public Property	Unfounded Crimes	
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	
Larceny-Theft	1	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	
Destruction, Damage, Vandalism of Property	1	0	0	0	0	0	0	0	0	0	
Sex Offenses Forcible											
Rape	0	0	0	0	0	0	0	0	0	0	
Fondling	0	0	0	0	0	0	0	0	0	0	
Sex Offenses Non-Forcible											
Incest	0	0	0	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	0	0	0	
Violence Against Women Act Offenses											
Domestic Violence	0	0	0	0	0	0	0	0	0	0	
Dating Violence	0	0	0	0	0	0	0	0	0	0	
Stalking	1	0	0	0	0	0	0	0	0	0	
ARRESTS											
Weapons (Carrying, Possessing, etc)	0	0	0	0	0	0	0	0	0	0	
Drug Abuse Violations	1	0	0	0	0	0	0	0	0	0	
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	

2016

CRIMES

		Criminal Offenses					Disciplinary Actions				
		On Campus	On Campus in Housing Facilities	Non-campus	Public Property	Hate Crimes	On Campus	On Campus in Housing Facilities	Non-campus	Public Property	Unfounded Crimes
Murder/Non-Negligent Manslaughter	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Robbery	Main	2	1	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	Main	1	0	0	1	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Burglary	Main	3	2	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	Main	4	1	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Arson	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Simple Assault	Main	13	6	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	Main	82	9	1	0	0	0	0	0	0	0
	Woodlands	1	0	0	0	0	0	0	0	0	0
Intimidation	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	Main	72	7	1	1	0	0	0	0	0	0
	Woodlands	1	0	0	0	0	0	0	0	0	0

Sex Offenses Forcible

Rape	Main	7	4	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Fondling	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

Sex Offenses Non-Forcible

Incest	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Statutory Rape	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

Violence Against Women Act Offenses

Domestic Violence	Main	3	3	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Dating Violence	Main	4	2	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Stalking	Main	5	0	0	0	0	0	0	0	0	0
	Woodlands	1	0	0	0	0	0	0	0	0	0

ARRESTS

Weapons (Carrying, Possessing, etc)	Main	1	0	0	2	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	Main	30	23	0	28	0	5	5	0	0	0
	Woodlands	1	0	0	0	0	0	0	0	0	0
Liquor Law Violations	Main	10	7	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

2015

CRIMES

		Criminal Offenses					Disciplinary Actions				
		On Campus	On Campus in Housing Facilities	Non-campus	Public Property	Hate Crimes	On Campus	On Campus in Housing Facilities	Non-campus	Public Property	Unfounded Crimes
Murder/Non-Negligent Manslaughter	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Robbery	Main	0	0	0	1	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	Main	4	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Burglary	Main	2	3	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Arson	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Simple Assault	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Intimidation	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

Sex Offenses Forcible

Rape	Main	9*	7*	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Fondling	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

Sex Offenses Non-Forcible

Incest	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Statutory Rape	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

Violence Against Women Act Offenses

Domestic Violence	Main	1	1	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Dating Violence	Main	10	10	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Stalking	Main	2	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

ARRESTS

Weapons (Carrying, Possessing, etc)	Main	0	0	0	0	0	1	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	Main	29	19	0	28	0	8	7	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	Main	9	5	0	14	0	4	4	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

*On 8.8.18, a sexual assault was reported that occurred 8.1.15 in a residence hall

2014

CRIMES

		Criminal Offenses					Disciplinary Actions				
		On Campus	On Campus in Housing Facilities	Non-campus	Public Property	Hate Crimes	On Campus	On Campus in Housing Facilities	Non-campus	Public Property	Unfounded Crimes
Murder/Non-Negligent Manslaughter	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Robbery	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	Main	1	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Burglary	Main	7	6	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	Main	2	1	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Arson	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Simple Assault	Main	16	10	1	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	Main	89	11	0	1	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Intimidation	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	Main	59	1	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

Sex Offenses Forcible

Rape	Main	2	1	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Fondling	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

Sex Offenses Non-Forcible

Incest	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Statutory Rape	Main	0	0	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

Violence Against Women Act Offenses

Domestic Violence	Main	5	5	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Dating Violence	Main	7	7	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Stalking	Main	6	1	0	0	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

ARRESTS

Weapons (Carrying, Possessing, etc)	Main	0	0	1	2	0	0	0	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	Main	23	17	0	16	0	14	14	0	0	0
	Woodlands	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	Main	3	1	0	14	0	8	6	0	2	0
	Woodlands	0	0	0	0	0	0	0	0	0	0

2017 Huntsville Police Statistics

HUNTSVILLE POLICE DEPARTMENT CONSOLIDATED MONTHLY REPORT December 2017

CALLS FOR SERVICE	Actual This Month	2017 TO Date	2016 TO Date	2015 TO Date	2014 TO Date	ARRESTS	Actual This Month	2017 TO Date	2016 TO Date	2015 TO Date	2014 TO Date
Avg Response Time In Minutes	2.00	1.93	2.19	3.56	2.76	Adult	149	2248	2263	2225	2697
Citizen Requested Incidents	1644	21658	23043	21650	18552	Juvenile	9	65	50	80	44
Self Initiated	2367	38838	31587	22417	27097	TOTAL	158	2313	2313	2305	2741
TOTAL	4011	60496	54630	44067	45649						
TRAFFIC CONTACTS / CITATIONS	Actual This Month	2017 TO Date	2016 TO Date	2015 TO Date	2014 TO Date	ACCIDENTS	Actual This Month	2017 TO Date	2016 TO Date	2015 TO Date	2014 TO Date
Traffic Contacts	1624	28803	26433	11429	20324	Fatal	0	4	3	0	4
Traffic/Criminal Citations	322	6308	8673	3569	6788	Injury	4	96	98	105	92
Parking Citations	257	3169	2785	1752	989	Damage Only	78	909	983	893	914
TOTAL	579	9477	11458	5321	7777	TOTAL	82	1009	1084	998	1010
ACTIVITY SUMMARY	Actual This Month	2017 TO Date	2016 TO Date	2015 TO Date	2014 TO Date	Cleared This Month	Cleared To Date	% Cleared This Month	% Cleared To Date		
Homicide	0	2	1	2	1	0	0	0.0	0.0		
Sexual Assault	0	35	37	38	40	0	0	0.0	0.0		
Robbery	3	23	27	32	24	1	12	33.3	52.2		
Assault	40	448	500	495	531	24	333	60.0	74.3		
Burglary	8	122	125	153	183	0	20	0.0	16.4		
Theft	30	427	540	656	718	15	145	50.0	34.0		
Auto Theft	5	60	49	59	55	1	15	20.0	25.0		
Arson	1	4	1	4	6	1	1	100.0	25.0		
Forgery	2	38	38	64	51	0	3	0.0	7.9		
Criminal Mischief	12	145	184	211	208	3	32	25.0	22.1		
Public Intoxication	32	373	404	478	529	30	366	93.8	98.1		
Disorderly Conduct	3	23	42	25	27	3	20	100.0	87.0		
DWI	8	186	164	145	154	3	157	37.5	84.4		
Narcotics	22	441	220	113	169	8	163	36.4	37.0		
All Other	91	1486	1221	482	400	49	1003	53.8	67.5		
TOTAL	257	3813	3553	2957	3096	138	2270	53.7	59.5		

Both Main Campus and The Woodlands Crime Statistics Information

The Clery Act requires Sam Houston State University to include four general categories of crime statistics in the annual Security Report every year since 2015. All crime statistics are based on reports received from the SHSU Police Department or SHSU Campus Security Authorities of crimes that occur on Clery Geography for SHSU. If you wish to keep apprised of the current statistical reporting that is used in conjunction with the SHSU Annual Security Report or the SHSU general police activity, go to the Daily Crime Log and/or Daily Police Activity. Go to [Campus Security Authorities](#) on the SHSU Police Department Webpage for more information concerning the contribution of CSAs to statistical reporting and assistance to students, staff and faculty.

Clery specific reporting on crime statistics is maintained on the SHSU Police Department page under crime statistics for both the main campus of Sam Houston State University and the SHSU Woodlands Center. While SHSU at University Park in northwest Houston is no longer a part of SHSU reporting, the past statistics, submitted by Lone Star College, maintained at SHSU as University Park Crime Statistics.

Specific Clery Act reporting includes the criminal offenses of:

Murder	Motor Vehicle Theft
Non-negligent Manslaughter	Arson
Robbery	Rape
Aggravated Assault	Fondling
Burglary	Incest
	Statutory Rape

Hate Crimes, which includes any of the previously mentioned criminal offenses and any of the following incidents that were motivated by bias:

Larceny-Theft	Intimidation
Simple Assault	Destruction/Damage/Vandalism of Property

VAWA offenses not previously recorded under the criminal offenses category for Clery Act reporting purposes:

- [Domestic Violence](#)
- [Dating Violence](#)
- [Stalking](#)

Arrests and referrals for disciplinary action statistics are submitted by the SHSU Human Resources Department and the Dean of Students Office to SHSU PD.

Weapons Violations

Drug Abuse Violations

Liquor Law Violations

The definition of the majority of the crimes are provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program or Summary Reporting System (SRS) User Manual from the FBI's UCR Program. Others are taken from the FBI's National Incident-Based Reporting System (NIBRS).

Data Collection Guidelines edition of the UCR, such as Fondling, Incest and Statutory Rape. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

All crime statistics are based on reporting the number of offenses and not with any regard to the findings of a court, jury, coroner, or the decision of a prosecutor.

Statistics gathered from other law enforcement departments are the result of requests to other agencies who may have jurisdiction adjacent to or including SHSU Clery Act geography. When information is submitted to SHSU PD, the information is used to determine if additional Clery Act crimes occurred adjacent to or within SHSU's Clery Act geography. For the categories of Domestic Violence, Dating Violence, and Stalking, the definitions are taken from the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations.

The Department of Education states in its The Handbook for Campus Safety and Security Reporting that for the Clery Act requirements "it is essential that institutions classify and count reported incidents based on the definitions specified by the Clery Act." As a result, it is essential that you consult the SHSU PD Daily Log and Daily Activity reports to get a better picture of the criminal activity that occurs on and around the SHSU campus.

Definitions of Criminal Offenses

Criminal Homicide

This offense is separated into two categories: Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence. Murder and Non-Negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another, and includes any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

Manslaughter by Negligence

Defined as the killing of another person through gross negligence. This includes any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.

Sexual Assault (Sex Offenses)

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Rape

The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/ her temporary or permanent mental incapacity.

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

Aggravated Assault

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

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

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

The Hierarchy Rule

As required by the Clery Act, when more than one criminal offense was committed during a single incident within SHSU's Clery Act geography, SHSU PD will only count the most serious offense, with some exceptions. Those exceptions include when reporting arson and sexual assault along with another serious offense.

Hate Crimes

Hate Crime – is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

Race	Gender Identity
Religion	Ethnicity
Sexual Orientation	National Origin
Gender	Disability

If you are interested in how hate crimes and their many possibilities in statistical reporting, please go to [Chapter 3 of the "The Handbook for Campus Safety and Security Reporting 2016 Edition."](#) Guidelines for SHSU PD's inclusion of hate crimes and when or how it may be reported is explained.

VAWA Offenses

The third category of statistical reporting that is required to be disclosed and was added to the Clery Act by the Violence Against Women Act. Guidance for when these crimes are included are based on the definitions of each:

Dating Violence

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

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

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

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 others' safety.

Suffer substantial emotional distress.

For the purpose of this definition, course of conduct is defined as follows:

Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Weapons, Drug Abuse and Liquor Violations

The fourth category of crime statistics SHSU must disclose is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

Weapons Violations

Drug Abuse Violations

Liquor Law Violations

Under Clery Act requirements, SHSU must report statistics for violations of the law that occur on SHSU

Clery Act geography and result in arrests or persons being referred for disciplinary action. No statistical recording is for both. Statistical recording in a case of both an arrest and referral would only record the statistic for the arrest.

Unfounded Crimes

SHSU PD may on occasion, due to investigation and the totality of information, may unfound a crime due to it being false or baseless. If the statistic was originally reported, it may be removed from any statistics originally reported, and it would be included in the total count of unfounded crimes for the year in which it was reported. The unbounding of the crime requires changing the reported crime in the daily log or police activity within two business days once the investigation is completed.

Documentation

All documents are currently held in support of the submission of Clery Act statistics at the SHSU Police Department by the Chief of Police or his/her designee.

Conclusion

Sam Houston State University PD follows the guidelines as provided by the Department of Education through [The Handbook for Campus Safety and Security Reporting 2016 Edition](#).

[Reported crime statistics citation 34 CFR 668.46\(c\)](#)

[Uniform Crime Reporting Program definitions citation 34 CFR 668.46 \(c\)\(7\)](#)

[Violence Against Women Act of 1994 definitions citation 34 CFR 668.46\(c\)\(6\)\(A\)\(i\)](#)

[Hierarchy rule citation 34 CFR 668.46\(c\)\(9\) Reference: Hate crime citation 34](#)

[CFR 668.46 \(4\) \(c\) Reference: VAWA Offenses citation 34 CFR 668.46\(c\)\(1\)\(iv\)](#)

[Arrests and referrals citation 34 CFR 668.46\(c\)\(1\)\(ii\)](#)

[SHSU PD Policies](#)

[The Handbook for Campus Safety and Security Reporting 2016 Edition](#)

CAMPUS SECURITY AUTHORITY

Procedural Policy Statement

Why Campus Security Authorities?

Sam Houston State University encourages everyone in the campus community, whether students, staff, faculty or visitors, to promptly report crimes to the SHSU Police Department at 936 294-1800, whether on the SHSU main campus or at the Woodlands Campus. The emergency number for the SHSU PD is 936 294-1000 for either the SHSU main campus or the Woodlands' campus. If off campus, you can report to the Huntsville Police Department at 936 291-5480, or the Walker County Sheriff's Department at 936 435-8001. Whether in Huntsville, Walker County or Montgomery County, the emergency phone number is 911.

But for various reasons, not all victims of crimes wish to make a report to law enforcement. For example,

a victim of a sexual offense may turn to a resident advisor for assistance, or a student whose car was stolen may report the theft to the school's director. Campus Security Authorities fill the niche to improve accurate crime reporting for all Universities and Colleges.

Who is a Campus Security Authority?

A Campus Security Authority or "CSA" is a Clery Act regulation specifically defined to encompass four groups of individuals or organizations associated with Sam Houston State University.

Those groups or individuals named by Finance and Operations policy FO-64 , (which is currently under revision) and differing department procedures allows for the allegations of a crime or crimes that occurred on SHSU property to be statistically reported to the SHSU Police Department Chief of Police or his/her designee. The current groups or individuals listed include:

All Provosts/Associate Provosts

Vice Presidents, Associate Vice presidents

All Deans, Associate Deans, Assistant Deans

Directors of Campus Departments

Academic Advisors

Residence Life Managers and Resident Advisors

Athletics Directors and Coaches

Faculty & Staff Advisors to student organizations

All University Police Personnel

External agency law enforcement hired for special events

Are CSA's Trained?

There are approximately 450 CSA's, with changes constantly occurring with hiring's, terminations or reassignments at SHSU. Human Resources, based on SHSU policy and procedures, tracks the current personnel and lists in their duties as an employee who has been assigned the position of CSA. The CSA Coordinator, currently a designee of the SHSU Chief of Police, works with Human Resources to assure training for all CSA's, and is notified by HR with both the addition or deletion of a CSA, assigned training, registration of training and completion of training by SHSU Human Resources through Talent Management. Should a CSA fail to take the training in the 30-day window once the training is presented to the CSA, the CSA Coordinator is notified, and Human Resources will warn the CSA that his/her department head that the CSA has failed to complete the assigned training task. If the training is not completed within ten days, the director or other supervisor will then be notified advising that the employee CSA has not completed their training. All CSA's have completed their training at this point in the training cycle. Training has been modified each year for CSA's, with the addition of the CSA video provided by Clery.org for 2017 with the change in training again beginning in the Fall of 2017. Additional training is also provided by the CSA Coordinator in person to Resident Advisors or by request. Other agency law enforcement officers are personally trained at the SHSU Police Department and records of training retained at the SHSU PD.

What are the Duties of the CSA?

The function of a Sam Houston State University Campus

Security Authority is to report alleged crimes that they have personally received to the SHSU Police Department Chief of Police for the purposes of statistical reporting. Overhearing that a crime has occurred is not a reportable crime. It is not the duty of the CSA to investigate any crime reported to them, but simply to make the report.

What Is the CSA Reporting Process?

There are requirements for the CSA going over options and providing information to the person reporting the crime. The things needed to be given or explained to the victim or reportee include:

- 1 Insuring the reportee or survivor is in a safe environment to make the report.
- 2 Providing the option on behalf of the reportee or survivor to assist in contacting the law enforcement agency related to the jurisdiction where the crime occurred. It is not the CSA's duty to persuade the reportee or survivor to call law enforcement. Should you need to contact SHSU PD, call 936.294.1800 to arrange an officer to meet with the reportee, if they so desire.

The CSA will simply take the report and submit it to the SHSU Chief of Police for Clery statistical reporting in a timely manner through the use of the entry reporting form provided on the SHSU PD website (this is important for Timely Warning purposes). You must advise the reportee prior to taking the report that the report is private but not confidential, and that you as a CSA may forward the information with a request for anonymity. If the reportee is insistent on confidentiality, then direct him to a SHSU health or counseling professional for assistance or to Silent Witness to enter the information confidentially.

- 3 The CSA duties include explaining the SHSU requirements for providing the options concerning making the report. This may include, if the report involves a crime that also falls under the Texas State University System Sexual Misconduct Policy under article 4.16 Campus Security Authority, a submission of a report to the SHSU Title IX office, and may include a report of sexual assault, dating violence, domestic violence or stalking. In these cases, you can find the rights, policies and procedures

the victim or reportee needs to know. You will be able to print out from this location both University and Community Resources for the reportee as well as rights and options for the student or employee.

- 4 Listening to the reportee and demonstrating empathy is vitally important to both obtaining the information and lending support to the victim.
- 5 CSA's then go to the CSA login, also located on the SHSU PD web page, where the CSA logs in and registers (only named CSA's can gain access), and then completes the report. The reporting page also includes Clery Act definitions as reminders for what is a reportable crime. CSA's must make a copy of the completed report for their records as required by Federal law and retain those records for three years. The report that the CSA retains must have the reportee or victim's name in their copy. The report is then submitted. That number should be included with any report submitted to the SHSU Title IX Office as a responsible reporting property to indicate to the Title IX Coordinator that a report was submitted as a CSA, and reduces the likelihood of double reporting of statistical information.

What Crimes are to be Reported by the CSA?

The crimes and their definitions used in reporting offenses are located in the form for reporting a Clery Crime.

Who is Exempted from Being a CSA?

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.

An SHSU individual who is counseling students and/or employees, but who does not meet the Clery Act definition of a pastoral or professional counselor, is not exempt from being a campus security authority if they otherwise have significant responsibility for student and campus activities.

Under the procedures for Counseling, professional counselors could still submit a CSA report providing the statistical information of the report insure SHSU's accurate statistical reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (i.e., a timely warning or emergency notification).

What if I am a Faculty or Staff Advisor to an Organization?

If you are a faculty or staff advisor to an organization, you have an additional duty of reporting your organizations' overnight stays or longer when travelling. The organization's location (address) during the stay (hotel, motel, etc.) and the time of entry into the facility and when the stay has ended. This form is forwarded to the current CSA Coordinator. The Coordinator will submit a letter of request for crime statistics as required by law for that location during the time of the stay to the law enforcement agency having jurisdiction over that location based on the received information.

What Else Should I Know About the CSA Process?

The SHSU Chief of Police receives all CSA reports in an encrypted format and will forward information that is Title IX related to the Title IX Coordinator. The Chief of Police records all information and makes entries into the Daily Crime Log, into statistics submitted for the yearly Annual Security Report, whether an investigation should be conducted, and makes determinations should a Timely Warning be issued. (Last reviewed in July, 2017 by the SHSU CSA Coordinator)

Confidential Reporting

Sam Houston State University will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the University's sexual misconduct policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the Sam Houston State University disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the University without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the University take appropriate steps to ensure the future safety of the victim

and others. With such information, the University can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the University.

[Campus Security Authority definition citation 34 CFR 668.46\(a\)](#)

[Campus Security Authority exemptions citation 34 CFR 668.46\(b\)\(4\)\(iv\)](#)

[Finance and Operations Policy FO-64](#)

[SHSU PD Policies](#)

[The Handbook for Campus Safety and Security Reporting 2016 Edition.](#)

Requesting Local Police Statistics

Under the Clery Act, Sam Houston State University Police Department is also responsible for collecting crime statistics from agencies that may have jurisdiction in conjunction with SHSU PD over some or all the properties SHSU may own or control.

SHSU PD, usually at the end of January, submits requests to agencies such as Montgomery County Sheriff's Department, Huntsville Police Department, Walker County Sheriff's Department, Texas Department of Public Safety and other agencies to determine if additional crimes occurred within their jurisdiction over SHSU properties.

Not all agencies respond to the requests for the statistical information. Other agencies have responded to SHSU PD requests with charges ranging in the hundreds of dollars to supply the requested information. The Clery Act does not require SHSU PD to pay for that information, and any statistics that possibly existed is not recorded in the submitted Annual Security Report. Other agencies supply information in a format that only includes all of their reported crimes within their jurisdiction, and are unable due to their electronic formats to supply the requested statistical information. Any agency returning information that can be utilized covering just the SHSU campus property, non-campus property or public property is submitted and published along with SHSU PD's submitted report after comparison between Federal and State law crime definitions. Crimes that cannot be attributed to SHSU's Clery Act geography will be listed in a separate table. (last reviewed July 2017 by the CSA Coordinator Joe Thornton)

[Requesting local police statistics citation 34 CFR 668.46\(c\)\(9\)](#)

[SHSU PD Policies](#)

[The Handbook for Campus Safety and Security Reporting](#)

TIMELY WARNING/ EMERGENCY NOTIFICATIONS

Policy Statements

In the event of an emergency, call the Sam Houston State University Police Department at 936.294.1000 or 911.

Sam Houston State University Police Dispatchers will insure that regardless of the emergency, police, fire, EMS or other services will be quickly and properly notified. Should you call 911 or the SHSU Emergency Number, remain calm when reporting and provide the dispatcher requested information to insure the best response. Huntsville/Walker County dispatchers who receive calls from the Sam Houston University Campus will forward the information to SHSU PD dispatch.

Typically, police first responders from the SHSU Police Department will always be initially dispatched on any reported emergency, and are often the first to confirm the emergency.

Examples include outbreaks of serious illness, approaching extreme weather, earthquake, gas leak, terrorist incident, an armed intruder, bomb threat, civil unrest and/or explosion.

In the event of an emergency and upon confirmation of the emergency by a Sam Houston State University official(s), the Department of Public Safety through

Emergency Management will, without delay, and taking into account the safety of the community, determine the content of the notification. Using pre-prepared templates of notice by the SHSU Department of Public Relations, the notification is initiated, relaying the notice to SHSU Information Technology Department for dissemination, unless issuing a notification, will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

When implementing an emergency notification to the Sam Houston State University Community, the emergency notification may include one or more of the following formats and may be limited to a single building, or for the whole University Community, depending on the type of emergency:

[KatSafe](#): (To be registered for [KatSafe](#) go to this site and enter your phone or email) you will be notified by email or text message of any emergency notification. [KatSafe](#) notifications also go out to the community of Huntsville & Walker county.

[Postings on the University Webpage & KatSafe](#)
[The use of the University Email system](#)

[The use of Public Address Systems \(including patrol vehicles or by building or outside speakers\)](#)

[Electronic signboards](#)

[Posted bulletins or posters](#)

[Door to door notifications by University officials](#)

[Emergencies reported on campus can be immediately transmitted to Huntsville/Walker County dispatch by SHSU PD dispatch to make other agencies almost immediately aware of an emergency situation.](#)

The University Police Department works closely with the Huntsville Police Department and the Walker County Sheriff's Department. When an emergency occurs that may indirectly or directly affect the campus community, the University Police Department is contacted by the communicating agency and will then attempt to provide the best information to the University community for awareness of incidents that occur outside of the campus.

For Non-Emergency Notifications, such as power loss or weather related cancellation of classes, for example, [KatSafe](#) and/or the SHSU University Webpage will provide information regarding the event that was reported to the University Police Department so that the campus community is aware of incidents that affect the University Community. The Department of Public Safety Services is responsible as well for Timely Warnings that are sent to the

Campus Community.

Timely Warnings have a narrow focus dealing with reportable Clery Act crimes received from reporting SHSU PD Officers, outside law enforcement agencies or SHSU Campus Security Authorities, and represent a continuing threat to the University Community.

Timely Warnings are issued as soon as the pertinent information is available.

The Timely Warning requirement permits, in appropriate circumstances, the inclusion of personally identifiable information that is generally protected from disclosure by FERPA regulations, and is found under 34 CFR 99.36, which describes the rule relating to the disclosure of information in health and safety emergencies.

The University Police Department will also partner with Residence Life when crimes occur within the Residential Complexes or on Campus. Postings by Residence Life will direct students to information regarding Timely Warnings for information about crimes that have occurred in residence halls, and if serious, will be posted under Timely Warnings with KatSafe. Postings will be made in the residential hall and notifications will also be made by email dependent upon the situation and how the crime is assessed to represent a serious or continuing threat.

[Disclosure of emergency response and evacuation procedures citation 34 CFR 668.46\(b\)\(13\)](#)

[Requirements for emergency response and evacuation procedures statement citation 34 CFR 668.46\(g\)](#)

[FERPA and the Timely Warning citation 34 CFR 99.31\(b\)\(6\) and 99.36 SHSU PD Policies](#)

Procedures for Reporting an Emergency

To sufficiently prepare for an emergency situation on campus, SHSU Crisis Communication Team (CCT) tests the emergency procedures including informing the campus community and other individuals, such as parents and guardians, in the event of an emergency. At the core of the CCT is the Marketing & Communications Office, University Police, Risk Management, Legal, and Information Technology (IT). The Crisis Communication Flowchart below depicts the CCT notification flow.

Tests of KatSafe Notification System

At the beginning of each semester, the CCT completes an emergency notification drill that tests text messaging, voice and desktop alerts, social media platforms, and email notifications (<https://youtu.be/ehJV8nPO2EM>). The CCT conducted unannounced and documented tests on January 20th and September 13th in 2016. The siren platform is tested monthly to practice with various members of the

CCT and to ensure the functionality of the equipment. The CCT conducted the monthly unannounced and documented tests on the following dates: January 4th, February 1st, March 7th, April 4th, May 2nd, June 6th, July 11th, August 1st, September 12th, October 3rd, November 7th, and December 5th in 2016. Monthly tests continue in 2017. The assessment of the drill includes redundant means of initiating an alert, functionality of each siren tower, and number of those successfully notified via text, email, and voice alerts, and notification to the community. An example below highlights an issue identified and immediately repaired.

Information Available to Community and Family: To keep the campus community informed to include parents and guardians, the University provides key community leaders, parents, and concerned family members the opportunity to become members of the KatSafe notification system. Community leaders from Walker County, the City of Huntsville Police and Fire

Departments, Hospital, and Administration are enrolled in the notification system. Each University faculty and staff member, and student, has the opportunity to enroll up to ten other individuals such as parents or guardians to receive emergency notifications. New students also receive this information during summer orientations. The Emergency Management Coordinator presents this information at each orientation session. In addition to the KatSafe notification system, new students and parents receive instructions and access to the University's KatSafe phone app that include steps to take in the event of an emergency including evacuation. Each orientation session averaged 200 app downloads. The website and KatSafe app are open to all faculty, staff, students, parents, visitors, camps, and the community.

Publicizing Emergency Procedures and Instructions

The University's emergency procedures and instructions are publicized online at the KatSafe website and mobile application (<http://www.shsu.edu/katsafe/>). The website and phone/tablet application is accessible to all faculty, staff, students, family members, guardians, and visitors to the campus. The KatSafe Emergency Preparedness site includes procedures for Evacuation, Active Shooter, Hurricane, Bomb Threat, and special event checklists and the latest road access maps for those approaching campus (first responders) and those leaving campus (evacuees). Specific evacuation maps are prominently located in each building and on a shared University drive with access limited to those that need to know. The website above highlights the information available on the KatSafe website and phone/tablet application that includes text and video instructions.

Evacuation Procedures

The University's KatSafe website and phone/tablet appli-

cation include evacuation procedures due to unforeseen circumstances such as fire, active shooter, or other hazardous events. These procedures are for both response and evacuation in emergency or dangerous situations. The KatSafe website includes an All-Hazards Awareness training video that address preparing to evacuate based on those unforeseen circumstances using fire and active shooter as examples (<http://www.shsu.edu/katsafe/event-preparation/hazards-awareness-training>). The graphic below is an example of how these procedures appear in tablet form.

Special Event Procedures

For special events on campus, the KatSafe site includes a detailed checklist that addresses evacuation instructions (<http://www.shsu.edu/katsafe/event-preparation/special-event-checklist>). In addition to addressing evacuation considerations, the checklist includes a notification checklist and prepared emergency announcements that can be tailored for specific events.

For large scale events such as football games and commencement ceremonies, the University begins each large scale event with an instructional video reminding all to identify the location of the exits, how they will receive additional information, consideration of those with functional needs, and reunification reminders. The SHSU Coliseum hosts some of the University's largest events. This link is to a safety video specific for a Coliseum venue (<https://youtu.be/WR4xgByG-Ccs>). Depending on the assessment of each event considering estimated number of attendees, hazards analysis, and venue, a video may not be played due to low risk.

Active Shooter Situation Procedures

The University provides evacuation instructions in the event of an active shooter on campus and follows the "Run-Hide-Fight" Department of Homeland Security methodology. The material to include a video provides the procedures to follow when deciding to evacuate, or running from the shooter (<http://www.shsu.edu/katsafe/active-shooter.html>).

Severe Weather Procedures

The University has a KatSafe site that specifically addresses severe weather, such as hurricanes (<http://www.shsu.edu/katsafe/hurricane.html>). This site has references to key preparedness information, preparedness kits, and weather threat briefings. The site also has lessons learned and a "120-hour out" checklist for the staff in preparation for hurricane landfall.

Personal Safety Training Video:

The University produced a personal safety video based on an actual crime committed on campus. The video produced featured a dramatization of events that may have likely led to the motive for the robbery. The dramatization enhanced the key lessons of personal safety. The key points emphasized by the University Police Department included:

Discussing money and carrying cash

Being aware of your surroundings

Importance of the buddy system

Assessing hazardous situations

Contacting UPD for escort when concerned about walking alone

University Functional Exercise – Dormitory Fire

In February of 2017, SHSU conducted a functional exercise to assess the notification, evacuation, and recovery capability based on a reaction to a dormitory fire. The exercise included the President and executive leadership, and staff representation from across the campus. Community involvement include County emergency management personnel, City of Huntsville Fire Department, and City Administration. The exercise emphasized the emergency notification, evacuation, and sheltering needs of displaced students.

In November of 2017, SHSU staff met with Texas State emergency medical regional planners to facilitate the state-wide delivery of medical supplies in the advent of a medical emergency, such as a pandemic. Planners worked to determine how supplies would be delivered, storage, refrigeration needs and dispersal of products.

Follow-Through Activities

Based on test, drill, and exercise feedback, the University has taken several steps to improve emergency and evacuation procedures. Examples of these steps include the immediate KatSafe acknowledgement that a situation has occurred to minimize the volume of calls, improving the number of faculty, staff, and students capable of receiving emergency text messages through sustained marketing and opt-in default input selection, to repairs of emergency notification equipment. The example below is from a siren test that was immediately identified and repaired.

After Action Reviews

The University conducts After Action Reviews as part of their follow-through activities based on actual and simulated emergency and evacuation situations. These situations included the evacuation of an academic building due to smoke in an elevator shaft, and a situation where the campus lost complete power and subsequently closed. The

lessons learned are put in to action via our KatSafe System.

Emergency Preparedness Tips

Prior to the academic year, the University will publish the KatSafe Top 10 Emergency Preparedness Tips based on after action review topics, lessons learned, and the analysis of campus and community trends. The intent is to publish the preparedness tips emphasized by the leadership of the University. The “KatSafe

Top 10” remind faculty, staff, and students about preparedness and complement the spirit of starting a new semester.

KatSafe Top 10 Emergency Preparedness Tips

Check the SHSU KatSafe Emergency Website for situation updates and essential emergency preparedness information and videos.

[Rehearse multiple building evacuation routes from your location.](#)

[Report suspicious activity to our UPD at 294-1800. Activity includes face to face and online activity.](#)

[Maintain situational awareness at all times by identifying exits, strange activity, emergency situations, or conflict.](#)

[Familiarize yourself with the active shooter “Run- Hide-Fight” methodology by watching our KatSafe Active Shooter Video.](#)

[Anticipate inclement weather for your travel to work and for special events you are planning or attending.](#)

[Confirm that you are capable of receiving KatSafe text messages by going to your MySam KatSafe Communication Instructions to ensure you have “txt & voice” selected. If not, “add” your cell phone again to select the “txt & voice” option.](#)

[Go to your respective app store and download “SHSU Guidebook” to access the KatSafe guidebook for your phone/tablet.](#)

[Maintain a personal and department readiness kit for emergency situations. See the “Ready Houston Preparedness Kit” checklist on our KatSafe Hurricane Preparedness website.](#)

[Communicate with co-workers, family, and friends about concerns. Contact UPD to report your concerns.](#)

The links underlined are active and refer you to specific areas on our katsafe website.

Publicizing Exercise Information

Directions on how to evacuate or respond to differing emergencies is available to everyone on campus.

Visitors also have access to the KatSafe application referenced earlier. In addition, the website and the phone/tablet app, every desktop computer on campus has access to an emergency procedures “flip-chart” document. Each desktop computer is pre-loaded

with an icon that can be used to access the Campus Emergency Procedures document. This icon can only be removed by an IT administrator.

[Disclosure of emergency response and evacuation procedures citation 34 CFR 668.46\(b\)\(13\).](#)

[Requirements for emergency response and evacuation procedures statement citation 34 CFR 668.46\(g\).](#)

[Chapter 6 ASR submission under Emergency Response and Evacuation Procedures from The Handbook for Campus Safety and Security Reporting.](#)

Missing Student Notification Policy

Department of Residence Life Sam Houston State University

Federal law requires that SHSU report both to the University Police Department (UPD), Huntsville Police Department, and to the student’s designated contact person when campus residents are determined missing for 24 hours (i.e., no one can identify where they are).

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, that information should be reported immediately to the Sam Houston State University Police Department at 936.294.1800, or the Residence Life Office number at 936.294.1812. Any SHSU employee receiving a missing student report should immediately notify SHSU PD so that an investigation can be initiated.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the University only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the student is determined missing is in addition to identifying a general emergency contact person, but they

can be the same individual for both purposes. A student's confidential contact information will be accessible only by authorized campus officials, and it will only be disclosed to SHSU law enforcement personnel in furtherance of a missing student investigation.

Each year students who are residing in on-campus housing have the option to add to or modify who is to be contacted in the event the student is reported missing.

If the missing student is under the age of 18 and is not emancipated, SHSU will also notify that student's custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Sex Offender Information

[UPD Clery Policies](#)

Under Federal law the SHSU Police Department Chief of Police or his designee is directed to enter into the Annual Security Report each year where Sex Offender information may be found by students, faculty, staff or visitors to SHSU.

Information on where Sex Offender information is located in the SHSU Annual Security Report at <http://www.shsu.edu/dept/public-safety/upd/annual.html> and <http://www.shsu.edu/dept/public-safety/upd/sex-offenders.html> at the SHSU PD website at anytime.

Additionally, you may contact the Sam Houston State University Police Department at 936 294-1800 and speak with an officer with concerns or questions you may have concerning registered sex offenders on campus.

Texas DPS Mobile Application Overview

The Texas Department of Public Safety (DPS) mobile app presents a new interactive way to protect and serve the people of Texas.

With the Texas DPS mobile app, you can easily explore the state's Sex Offender Registry, Texas 10 Most Wanted lists, and much more.

Use the following link to find out more about this mobile app for more information on sex offenders: <http://www.dps.texas.gov/mobileApp/default.htm>

Policy Location: http://www.shsu.edu/dept/publicsafety/upd/documents/SHSUPD_Clery_Policy_09292016.pdf

[Sex offender registration information citation 34 CFR 668.46\(b\)\(12\)](#)
<https://www.congress.gov/104/plaws/publ236/PLAW-104publ236.pdf>

[Campus Safety and Security Handbook 2016 edition](#)

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Department of Public Safety and Access Control

Section 51.209 of the Texas Educational Code states “The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board’s control, and may eject any unauthorized person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property.” SHSU PD advises that members of the university community should have their university issued identification card with them at all times. The Board of Regents of the Texas State University System has vested the above authority to the Sam Houston State University Police Department.

Sam Houston State University Department of Public Safety Security Patrol and Police Officers both walk through the campus and check that doors are secured on campus and residence halls and providing escorts to students or staff when requested.

Facilities Management Access Control

SHSU Security of & access to campus facilities, including residence halls:

All keys, including card access is issued via a request through the SHSU Key tracking System

CCURE. In order for individuals to obtain these accesses the department director, building liaisons must approve.

All keys for residence halls are issued by residence life. Residence Life is responsible for auditing and tracking of keys issued to occupants.

Master Keys and Unrestricted Access Cards are only issued to the following:

Building Masters and Building Entrance keys must be approved by the Building Liaison or the designated representative.

Grand Master Keys may be issued to the following positions:

President

Provost

Vice Presidents

Associate Vice President for Facilities Management

Director of Public Safety Services

Assistant Director of Public Safety Services

Public Safety Services Officers

Director of Facilities Services

Director of Planning and Construction

Director of Building and Landscape Services

Security considerations used in the maintenance of campus facilities:

Service employees (Facilities Management, Information Resources, Telephone Services, etc.) requiring Grand Master or building Master Keys for daily duties will be required to check them out on a daily basis from Department lockboxes according to procedures developed by each department. Employees will return keys before departure from work on the same day.

Only workers on call will be allowed to sign Grand Master Keys out for a period longer than one day. This is necessary for them to provide

a quick response to valid emergencies involving safety, security, and health issues.

All card accesses are tracked via the key system each time a card is swiped.

Residence Life Access to Residence Halls

Using our Bearkat OneCard access system

The Sam Houston State University Department of Residence Life offers increased residence hall security through the use of the Bearkat OneCard system. Residence hall exterior doors are locked 24 hours a day after move-in. Each of the main doors is equipped with a card reader and, by sliding the magnetic stripe on the back of your ID card through the reader, you will gain access to your hall. Only the residents of your hall are coded for access to your hall, therefore, it is important not to admit nonresidents without an escort. This system offers better security because if you lose your ID it can be instantly deactivated so that no one else can use it. Some other features of this system and related security policies are:

Doors propped or remaining open longer than 30 seconds will trigger a local alarm at the door which will also notify the University Police that this door is open. Within minutes, any propped door can be detected and secured.

Entrances which do not have a card reader are labeled as emergency exits. An alarm will sound if an emergency exit door is opened at any time.

Should any card that is not authorized to access that particular hall be used in the reader, the system will identify the ID number, record the unauthorized attempt, and deny access.

Misuse of the card may subject bearer and/or student to whom it is issued to disciplinary sanctions. Students must present their ID card when requested by any official of the university, including University Police, dining hall personnel, and residence hall staff.

Security Considerations in the Maintenance of Facilities

The Sam Houston State University Police Department works with the Facilities Management Department to identify maintenance issues on campus that may be safety hazards. Safety checks by Officers are completed to identify street or

safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. Both Police Officers and Facilities Management maintenance personnel regularly check to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells. Documentation is completed when a request is made for repair through the FAMIS system.

Monitoring Off Campus Locations of Recognized Student Organizations

The University monitors and records, through local police agencies, any criminal activity in which students have engaged at off-campus locations of student organizations officially recognized by the University, including student organizations with off-campus housing facilities.

EDUCATIONAL PROGRAMS

Related to Security Awareness and Prevention of Criminal Activity

The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes.

The Sam Houston State University Police Department provides crime prevention information along with information on the services provided by the Police Department to all incoming freshman, and in 2017 that included 20 Orientations. SHSU orientations include orientations provided to the parents or guardians of new students. This information is in the form of posters and other displays, articles in the University newspaper, and KatSafe messaging. Among other things, it advises students and employees of the importance of reporting criminal activity, to whom crimes may be reported to, being responsible for their own safety and the safety of others and practices regarding timely warnings and emergency notifications. The Sam Houston State University Police Department also conducts a yearly Campus Safety Bash opened to the community held every September in conjunction with the National Campus Safety Month, and is the opening program for Neighborhood Night Out.

Crime prevention programs are also presented each semester by Student Services, the Office of Equity and Inclusion and Residential Life. In addition, timely warnings are periodically sent out to students and employees with crime prevention and other safety tips, and pamphlets and videos on crime prevention are available in the Office of Student Services, the Sam Houston Police Department Website and the Office of Human Resources. Other programs are offered to employees through Talent Management.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the SHSU will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. 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 the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act, with both the accused and accuser in these cases are given the results without the need to make a written request.

University Drug Free Work Place Policy Statement

[A description of any drug or alcohol programs CFR 668.46\(b\)\(10\) Section 120\(a\) through \(d\) of the HEA \(otherwise known as the Drug-Free Schools and Communities Act of 1989 SHSU Policy ER-8, Drug Free Work Place](#)

The University's policy ER-8, Drug Free Work Place, addresses illegal drug use and the institution's enforcement of existing laws. The policy specifically covers the University's Drug Free Awareness Program, obligations of employees to report drug convictions, and responsibilities of the University and employees once a conviction is reported. Human Resources, the Associate Vice President of Human Resources and Risk Management, is noted as the official to receive notice of conviction.

Reviewed by: David M. Hammonds, Associate VP for Human Resources & Risk Management-03/29/2013 Next review: 04/01/2018

Notification of the Drug Free Work Place Policy is made on an annual basis to all employees.

SHSU Alcohol and Drug Abuse Programs: An overview of drug free schools and campuses regulations for 2015-2017

Prepared by Edward Gisemba, MPH
Sam Houston State University | Alcohol & Drug Abuse Initiative

Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989 CFR 668.46(b)(10))

Preface

The 2017 Sam Houston State University (SHSU) Biennial Review qualifies fulfillment of the Drug-Free Schools and Campuses Regulation that requires institutions of Higher Education to conduct a biennial review of their Alcohol and Other Drug programs and policies. The following review is a report of AOD prevention activities conducted from Fall 2015-Spring 2017.

Philosophy

Sam Houston State University prides itself on providing the student body with a high quality education in a broad range of different disciplines. Reaching the overarching academic goal of the University demands that SHSU provides a social environment that is conducive to the intellectual and personal development of the University community. Furthermore, in pursuit of this goal SHSU must provide services to ensure that the health, safety, and well-being of community members. Alcohol & drug abuse is widely acknowledged as the biggest public health issue in higher education. Findings from the Harvard College Alcohol Study indicate that high-risk drinking and drug use in college is associated with violence, poor academic performance, and vandalism. Most significantly, each year approximately 2,000 college students die from irresponsible alcohol use.

SHSU is committed to providing a safe and healthy environment for all community members. With knowledge of the impact that alcohol and drugs have on the welfare of our student body, SHSU is committed preventing the incidence of the negative outcomes of alcohol and drug abuse. For several years SHSU has prioritized alcohol and drug prevention efforts. In 2004 SHSU administration formally created the Alcohol & Drug Abuse Initiative (ADAI) and created a steering committee to coordinate ADAI efforts. In 2011 the ADAI was transformed from a program to a department with a budget and staff committed to overseeing prevention efforts on a full-time basis.

In Fall 2015 SHSU formed the Office of Health Promotion and the ADAI began falling under the umbrella of the Student Health Center. This change expanded alcohol and drug prevention efforts from one full-time staff member to

3 full time staff members, and up to 6 student assistants/interns. This has improved the reach of prevention efforts which is reflected in a reduction of alcohol-related issues. SHSU benefits from having an office dedicated to health promotion and prevention. Other SHSU entities that take an active role in prevention include the Dean of Students' Office, Residence Life, University Police Department, First Year Experience, Athletics, and many others.

Description of SHSU AOD Prevention Support & Structure

President, Dana G. Hoyt

Vice President of Student Affairs, Frank Parker

Assistant Vice President of Student Affairs, Executive Director, Counseling & Health Services Andrew Miller

Director, Student Health Center, Erica Bumpurs

Assistant Director of Wellness Programs, Alcohol & Drug Abuse Initiative Coordinator

Staffing

Assistant Vice President of Student Affairs, Executive Director, Counseling & Health Services

After several years of operating independently, the responsibility for overseeing the SHSU Alcohol & Drug Abuse Initiative was assigned to the Assistant Vice President of Student Services in January 2012. Additional responsibilities of the Assistant Vice President of Student Services includes supervision of the Counseling Center, and Student Health Center. Thus, oversight of prevention services is a natural extension to their current responsibilities. When the ADAI was transformed for a program into a department funds were set aside for a full-time ADAI Coordinator, additional staff, and a programming budget.

History

The Alcohol & Drug Abuse Initiative (ADAI) is a coalition of members formed under the direction of SHSU President Dr. James Gaertner in September 2004. Originally, the Initiative focused solely on alcohol abuse and worked under the name Alcohol Abuse Initiative. In the spring of 2007, the members voted to expand the scope to include drug abuse issues as well. In Fall 2015, the ADAI transitioned into the newly formed SHSU Office of Health Promotion.

Director, Student Health Center

In Fall 2015, SHSU formed the Office of Health Promotion to oversee health and wellness promotion and education. Upon creation of this office, the ADAI transitioned to fall

under this umbrella, overseen by the Director of the Student Health Center. In addition to alcohol and drug prevention efforts, the OHP addresses cold/flu prevention, sexual health, stress management, healthy eating, and other college health issues. There are numerous benefits to this change, including consistency with the structure of these offices at other schools in the country, and the ability to address the contextual issues that are relevant to alcohol and/or drug abuse.

Assistant Director of Wellness Programs, Alcohol & Drug Abuse Initiative Coordinator

The full-time ADAI coordinator carries out prevention efforts on-campus aimed at reducing high-risk drinking, drug use, and the associated outcomes among students. Other duties include supervising student employees, ADAI interns, leading the ADAI steering committee, carrying out AOD-research, and updating prevention activities as needed.

Student Workers

The Office of Health Promotion employs 1-4 student employees each year to assist in prevention efforts. Responsibilities for positions are varied but include, various administrative tasks, data entry, marketing for events, and community outreach. Student workers are also helpful in providing staff with the student prospective regarding health and wellness to improve prevention efforts.

Funding

Internal Funding

The majority of ADAI funding comes from Student Service fees. Each February the ADAI requests funds for prevention programming from a committee including the Associate Vice President of Student Services, the SHSU Director of Budget, VPSS Director of Budget and Finance, and several SHSU student leaders. Each year the ADAI is typically provided with approximately \$80,000 annually to cover staff salaries, operations, and prevention programming. For the past two year, the Vice President of Student Affairs has provided \$10,000 in additional funds to support ADAI efforts. Funds provided from Student Service Fees are supplemented by the Student Health Center who provides \$5,000 annually to cover additional expenses. Each year, over 90% of the ADAI's budget comes from these sources.

External Funding

Funds for ADAI efforts also come from outside donations, and sporadically from partnerships with outside organizations. Most notably, the ADAI has collaborated with Texans Standing Tall who have provided funds to the ADAI to implement a number of different projects.

SHSU Alcohol & Drug Abuse Initiative

History

The Alcohol & Drug Abuse Initiative (ADAI) is a coalition of members formed under the direction of SHSU President Dr. James Gaertner in September 2004. Originally, the Initiative focused solely on alcohol abuse and worked under the name Alcohol Abuse Initiative. In the spring of 2007, the members voted to expand the scope to include drug abuse issues as well. In Fall 2015, the ADAI transitioned into the newly formed SHSU Office of Health Promotion.

The ADAI is a multidisciplinary group composed of faculty, staff, administrators, and students dedicated to ensuring the safety and health of SHSU students. The mission of the Alcohol & Drug Abuse Initiative is to prevent and reduce irresponsible alcohol and drug use among Sam Houston State University students through coordinated efforts to inform, educate, and modify student's knowledge, attitudes and behaviors regarding substance abuse.

The ADAI utilizes a research-based approach that is guided by the "Best Practices" identified by the National Institute of Alcohol Abuse and Alcoholism (NIAAA). The ADAI strives to include the cultural and economic diversity issues of the entire SHSU student population while working to achieve these proven strategies identified by the NIAAA.

Mission & Vision

The mission of the Alcohol and Drug Abuse Initiative is to prevent and reduce irresponsible alcohol and drug use among Sam Houston State University students through coordinated efforts to inform, educate, and change perceptions about substance use and abuse. Ultimately, through a multi-faceted approach, the ADAI envisions a safe, healthy SHSU community that is free of the negative and tragic outcomes attributable to alcohol and drug use.

ADAI Prevention Efforts

Campus Clarity

In Fall 2015 SHSU implemented Campus Clarity/EverFi's program "Think About It" into its prevention efforts. "Think About It" is an online, comprehensive education program that addresses four key areas, sex in college, partying smart, sexual violence, and healthy relationships. Completion of this program is necessary for incoming freshman and transfer students to complete before registering for their first semester at Sam.

KIN 2115 – Lifetime Health and Wellness Presentations

Each semester the ADAI gives guest lectures titled "All About Alcohol" to SHSU students enrolled in the Lifetime Health and Wellness course (KIN 2115). Other topics

addressed in these guest lectures include Sexual Health, Sexual Assault, and Campus Safety. Considering that alcohol and/drugs are contextual issues pertaining to this topic, they are also addressed in these lectures. Each semester roughly 2,500 students are enrolled in this course in lecture-based settings and through distance learning. In the state of Texas, health education, including alcohol and/drugs, is not mandatory in grade school.

This avenue of AOD education has numerous benefits. This includes:

KIN 2115 is a required course for all SHSU students, thus every student receives alcohol and drug education.

KIN 2115 is students are generally underclassmen but several upperclassmen are also enrolled.

It is generally fairly difficult establish an avenue for AOD prevention to upperclassmen. The mixed demographic of the group is very beneficial.

During the lecture students learn about the ADAI, the programs on AOD prevention offered, and about available resources.

UNIV 1301

The ADAI has a strong relationship with the First Year Experience (FYE) department which oversees the course UNIV 1301 (Introduction to Collegiate Studies).

UNIV 1301 is course that consists of mostly first- year students that aims to instill the knowledge and skills to enable students to have a success college experience. The course is required for students that appear to have struggled in High School and optional for all other students. Due to the strong relationship with FYE, UNIV 1301 instructors regularly request that the ADAI deliver guest lectures to students on alcohol and make them aware of other programs. This is a great benefit to prevention efforts because first-year students are at high risk for alcohol-related problems.

After dissolving of the Alcohol & Drug Summit, which was previously a staple program of the Outreach Request Form

There is an online 'Outreach Request Form' that can be utilized by on-campus departments and student organizations. With the form SHSU entities can request presentations and programs on AOD-related issues. This form has been utilized by course instructors, student organizations, and fraternities.

SAFE Week

Every fall, the Dean of Students Office and the Alcohol & Drug Abuse Initiative sponsor SAFE Week. SAFE Week is a series of events and activities designed to show students some of the risky situations they may encounter during their time in college. In addition to showing students the potential dangers they may face, students are educated on how to be safe despite these dangers and make smart decisions. Topics covered include, but isn't limited to, alcohol & drug use, hazing, drunk driving, and general campus safety.

iDrive

iDrive is a designated driver incentive program sponsored by the Sam Houston State University Alcohol Abuse Initiative and participating Huntsville bars and restaurants. Bars and restaurants sponsoring the iDrive program will provide free non-alcoholic beverages to you, if you choose to be the designated driver for your friends. When entering a sponsoring bar or restaurant, you will receive an iDrive wristband that will identify you as the designated driver. You can then ask for your free non-alcoholic drinks in an iDrive cup, which is yours to keep. URL for the iDrive program is: <http://www.shsu.edu/idrive>

Approximately ten bars, clubs, and restaurants in the Huntsville area support the iDrive program. Most notably, iDrive support comes from The Jolly Fox and Shenanigan's and Confetti's Beach Clubs. The later of which is noted as being "The biggest night club between Houston and Dallas."

Good SAM Program

The Good SAM program is SHSU's Good Samaritan program. With the Good SAM program we guarantee amnesty to anyone that is acting in the best interest of anyone in an Alcohol or drug-related crisis. In the event that a student's health and/or well-being is in danger the Good SAM program ensures that anyone that reports an incident does not face legal penalties.

Alcohol-Free Options

Student Activities, and Recreational Sports SHSU's Departments of Student Activities, Recreational Sports, and several student organizations plan programs and events for students to utilize throughout the academic year. These options include athletic events, informational conferences and lectures, concerts, shows, and more. There is extensive marketing of these options including, printed fliers, posting on SHSU social media pages, and promotion at locations on-campus with heavy student traffic. Since alcohol use often occurs at night and on weekends SHSU offers many of the alcohol-free options on nights and weekends so students have an alternative to alcohol use.

Student Activities

All activities on campus are publicized on the Student Activities webpage. An example of the programs offered during Welcome Week, one of our staple programs, is located in the Appendix. A full schedule is available at <https://events.shsu.edu/>.

Recreational Sports

The SHSU Recreational Sports department offers a wide variety of different activities for student participation with very flexible hours. The hours of operation on the Rec Sport's website. In regards to programming, Rec Sports offers various club sports, informal recreation, intramural sports, outdoor recreation, and contributes to Special Events held on-campus. The regularly publicize the programs and activities on their webpage and through four different forms of social media. The URL to the RecSports homepage is <http://www.shsu.edu/dept/recreational-sports/>.

	FACILITY	POOL	CLIMBING WALL	UNIVERSITY CAMP
MON	6:30AM – 12AM	12PM – 8PM	2PM – 8PM	Appointment Only
TUES				
WED				
THU				
FRI	6:30AM – 10PM			
SAT	9AM – 7PM	1PM – 6PM	CLOSED	
SUN	1PM – 12AM		3PM – 9PM	

Normative Environment

New Student Orientation

SHSU makes an ongoing effort to address the potential for alcohol and/or drug use with students before they matriculate for their first semester. The SHSU Dean of Students and ADAI Coordinator lead a session during Orientation regarding Student Conduct to incoming students and their families. During the session we address many of the pitfalls other students have had in their college experience and pass down some words of wisdom for student success. Each incoming student is required to attend one of the orientation sessions.

Faculty/Staff Support of Prevention

For several years the ADAI has flourished due to strong support from SHSU Faculty, Staff, and community members. Generating attendance at alcohol prevention programs is often difficult; however, faculty members across campus often incentivize these events by offering extra credit and

bringing their classes to the programs. Several SHSU Faculty/Staff also serve on a steering committee that works hard to plan events such as the Bearkat Wellness Incentive Program, RIDD Week, and others.

First Alert

In order to better serve students out-of-classroom needs, The SHSU Student Advising and Mentoring Center (SAM Center) has a program known as First Alert. This program serves as a platform for faculty to inform support staff about students' whose academic progress may be in jeopardy. First Alert enables Sam Houston State University faculty and staff to refer students whose in- or out-of-class performance demonstrates a need for academic support. Reasons for referring a student might include, low test scores, missing assignments, frequent unexcused absences, as well as a number of other issues. It is acknowledged that alcohol and/or drug use often compromises student success, therefore, students referred to First Alert are at higher risk for substance abuse related issues.

Additionally, a member of the SAM Center is on the Students of Concern (SOC) committee. The Students of Concern committee is led by the Dean of Students and has members from across campus. This includes, but is not limited to, Residence Life, UPD, the Counseling Center, and the Student Health Center. Students of particular concern that are identified through First Alert are discussed in the SOC meeting. Thus, there is a multidisciplinary team in place to address the needs of the student.

Students of Concern Committee

The Students of Concern committee is a group of student affairs professionals from various areas on-campus. The committee is led by the SHSU Dean of Students' and is designed to proactively address a variety of situations that compromise student success. The goals of the Students of Concern (SOC) Team are:

To assist in the direction of a student in crisis while paying special attention to the safety and security needs of community members.

To offer counseling, guidance, referrals, and any other feasible type of support needed to members of the SHSU community, including their families.

To use the experience of crisis, when appropriate, as a teachable moment which may enhance the quality of life for all of those touched by the experience.

Despite catering to a wide variety of students' crisis's, the SOC committee is well-equipped to address alcohol and/or drug-related situations as well.

Support for Substance Abuse & Dependence

SHSU recently built a facility to house the Student Health Center and Counseling Center. The decision was made for several reasons including, the need to expand the resources to cater to the growing student population, and the added benefits in housing the Counseling and Health services at the same location. With the expansion of these resources there are even better equipped to assist students with substance abuse and dependence-related issues. Especially considering that successful sobriety may require both counseling and medical services.

As of Spring 2017 the Student Health Center added a psychiatrist to the staff. This may provide opportunity to further improve alcohol and drug prevention efforts since substance dependence is a class of mental illness that is addressed within this specialty.

Alcohol Availability

Alcohol is restricted on-campus

See student guidelines pages 39-41 under 'Alcohol Beverage Distribution Policy'

The subject matter used in the course is state-approved for minor-in-possession violations and is often used for off-campus violations as well. This incidence of these referrals are tracked annually and the number of referrals in the past several years is listed below. The numbers indicate that the alcohol policy that prohibits underage use is being consistently enforced by the Residence Life staff and UPD.

Since the creation of the ADAI, the SHARP program was outsourced to a non-SHSU entity who handled enrollment, instruction, and administration if the program. In Fall 2015, oversight of the SHARP program became a responsibility of the ADAI Coordinator. The reason for this change was to facilitate more intricate collaboration between Residence Life, the Office of Health Promotion, and Dean of Students' Office surrounding alcohol policy violations. We are also able perform direct evaluation and quality improvement to ensure that efficacy is obtained considering the high-risk population that SHARP is intended to address.

<http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>

Alcohol is restricted on-campus

See student guidelines pages 39-41 under 'Alcohol Beverage Distribution Policy'

<http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>

'Alcohol' and 'Alcohol Containers'

See residence life handbook pages 15-16 under

<http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>

Alcohol use and possession strongly restricted oncampus and SHSU property

See student guidelines pages 39-41 under 'Alcohol Beverage Distribution Policy'

<http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>

'Alcohol' and 'Alcohol Containers'

See residence life handbook pages 15-16 under

<http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>

A strict "no tolerance policy" pertaining to illicit drug use and recreational use of prescription drugs.

See student guidelines page 76 under 'Alcohol and Drugs' 5.2

<http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>

See residence life handbook pages 22-23 under 'Drugs'

<http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>

Residence Life

According to Residence Life, 'the possession or consumption of alcoholic beverages by persons under the legal age is strictly prohibited'. Furthermore, a student who 'is found to have illegally possessed, used, sold, or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, will have their housing contract terminated'. Thus policies are put in place in order to prevent underage alcohol use and any recreational drug use from occurring. The Residence Life alcohol and drug policies can be found in the Residence Life Handbook, which is available as a hardcopy and online. It's is expected that students make themselves aware of the Residence Life policies before signing the housing contract.

<http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>

First time violations of this policy results in a fine of \$100 and attendance at an in-person alcohol awareness course. This course is referred to as our Sam Houston Alcohol Referral Program (SHARP).

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violations as well. This incidence of these referrals are tracked annually and the number of referrals in the past several years is listed below. The numbers indicate that the alcohol policy that prohibits underage use is being consistently enforced by the Residence Life staff and UPD.

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Years	SHARP Referrals
2005	117
2006	106
2007	100
2008	76
2009	82
2010	65
2011	48
2012	58
2013	45
2014	48
2015	54
2016	45

Policy Development and Enforcement

Dean of Students' Office

The SHSU Dean of Students Office is tasked with enforcing violations when students break University policy. In relation to alcohol and drugs, the Dean of Students Office handles all incidents in which students' violation the drug policy and the alcohol violations that occur outside of the Residence Halls.

SHSU has a no tolerance policy for drugs and weapons. Therefore, possession of drugs results is strongly enforced. Alcohol policy violations are addressed in a manner similar to how they are in Residence Life.

UPD – Alcohol & Drug-related Crime

The SHSU University Police Department publishes a crime report that notes all the offenses that they address throughout the year. All offenses listed take place on/near campus, and the majority of the offenses listed are among SHSU students.

The ADAI reviews this crime log periodically and extracts information on crimes that directly pertain to alcohol and/or drug use or catalyzed by substance use. This includes, but is not limited to, public intoxication, DUI/DWIs, possession of illicit drugs/paraphernalia, violent assault, sexual assault, and domestic violence. It is not known that alcohol or drugs are a factor in many of these violations, however, alcohol and drugs often make them more likely. Data from the past

several years is below. Similar to within Residence Life, the numbers indicate that the alcohol policy that prohibits underage use is being consistently enforced by local law enforcement.

Assessment of AOD Prevention

Assessment serves a critical role in the assessment of AOD prevention efforts at SHSU. The Alcohol & Drug Abuse Initiative regularly assesses the efficacy of prevention efforts with a survey completed by students every semester. With these surveys we gather data to determine the prevalence of alcohol use and the efficacy of the event or presentation. Furthermore, the ADAI regularly communicates with Residence

Years	AOD Related
2005	183
2006	180
2007	166
2008	206
2009	211
2010	134
2011	119
2012	222
2013	94
2014	90
2015	136

Life and the University Police Department to track the number of alcohol violations and the incidence of alcohol or drug-related crime. The surveys give us the ability to determine whether our alcohol and drug education serves the purpose of reducing irresponsible alcohol and drug use. Tracking the incidence of policy violations and crime enable us to determine if the broader goal of prevention is reached. That being, making the SHSU community a healthier and safer environment for student learning. Survey results and reporting from Residence Life and UPD are outlined below.

Office of Health Promotion - KIN 2115 Survey Results (Alcohol & Drug Use) – Spring 2017 (n= 450)

With a sample size of over 400 students, we are able to get a fair idea of alcohol and drug use trends for the entire student body. The survey respondents are not demographic specific; therefore, we see diversity is class standing, race/ethnicity, gender, and involvement in student organizations.

Prevalence of Alcohol Use

The prevalence of alcohol use among the SHSU student body is slightly lower the national average for college students at 65% (national average according to the Harvard College Alcohol Study is 72%).

Prevalence of Tobacco Use

The prevalence of tobacco use among the SHSU student body approximately 9%. This is lower than reported prevalence of tobacco use among the US adult population of

18-20%. Considering SHSU's tobacco policy, efforts to increase compliance may be better suited if it targets faculty and staff as opposed to students.

Prevalence of Marijuana Use

The prevalence of Marijuana use among SHSU students is approximately 25% according to respondents. This increase in prevalence is reflected in the increase in AOD-related issues cited in the UPD crime log. To improve student health, safety, and retention, the ADAI should further pursue efforts to prevent marijuana and other illicit drug use.

Impact of KIN 2115 "All About Alcohol" Presentation

The post-survey polls students on their responses to the following three questions. Summary of the responses to these questions are included below.

The post-survey polls students on their responses to the following three questions. Summary of the responses to these questions are included below.

Was the program informative? (scale for -2 to strongly disagree = -2, strongly agree = 2) Responses had a mean score of 1.04 with 70% of scores being a 1 or 2.

Was information delivered new? (scale for -2 to 2; strongly disagree = -2, strongly agree = 2) Responses had a mean score of 0.41 with 39% of scores being a 1 or 2.

Will the information provided help you make more responsible decisions concerning alcohol consumption?

Notable Findings in Analysis

Various analytics were used in evaluation data in order to assess efficacy and improve service delivery. Notable findings are included below.

Upperclassmen are more likely to be use alcohol than underclassmen (58% vs. 81%). This may indicated that policy is effective is reducing underage use.

Despite lower average ratings compared to low-risk drinkers, the majority of high-risk drinkers report that the education provided was informative, and will help them make more responsible decisions about their alcohol use in the future.

Users of marijuana are more likely to be heavy alcohol users and report more negative outcomes of their substance use than students that use neither or students that use only one

Strengths of AOD Prevention Program

Funding

After covering staff and student worker salaries the ADAI has operating budget of approximately \$30,000 from multiple sources. Taking into account the cost from AOD prevention efforts there are a variety of different types of programs that can be implemented.

Lack of a Pre-Matriculation AOD Education Program.

SHSU administration agreed to implement the program "Campus Clarity" as a pre- matriculation program for incoming students. The program is designed to deliver substance abuse and sexual assault prevention programming to students through an online platform. Campus Clarity is designed to fulfill some of the university's Title IX and Campus SaVE mandates; however, the content included is also pertinent to AOD Prevention. Completion of the educational modules is necessary prior to course registration.

A department of full time employees, student workers dedicated to prevention efforts

Programming and recreational options on nights and during weekends to serve as an alternative to high-risk drinking

Commitment from staff overseeing high-risk groups such as Greek Life, Athletics, and First Year Experience to prioritize the need for AOD and other prevention programming

Policies are in compliance with Drug Free Schools and Campuses Act

Code of Student Conduct effectively addresses on and off-campus violations

Support from SHSU Administration

Support for Huntsville Community

Weaknesses of AOD Prevention Program

Lack of mandated high school health education in Texas. Basic AOD education is often a component of high school curriculums. However, this isn't mandated in Texas. Therefore, a significant number of SHSU students may matriculate into college without adequate AOD education. This makes them more vulnerable to tobacco and alcohol corporations that target adolescents in marketing.

The general culture of heavy drinking on college campuses. The ADAI has acknowledged that notable reductions in substance abuse and the associated outcomes will require changes in the campus culture. In addition to continuing to educate students on alcohol and drugs, an emphasis will be placed on environmental prevention strategies.

Changing climate on public opinion about marijuana use.

Legalization of recreational marijuana in several states and medicinal marijuana in nearly half of the states in the United States has altered student opinion on the drug. They appear to see marijuana use as benign despite strict policies at SHSU and in the community about use. This may be the reason why there is an observably higher prevalence of marijuana use and drug possession violations.

Opportunities for AOD Prevention Program

Collaborating with more bars/clubs in the Huntsville area to promote iDrive, SHSU's designated driver incentive program.

Growing the student organization Peer Health Advocates

Willingness of various departments on campus to collaborate and contribute to indirect prevention efforts.

A working relationship with the SHSU Marketing and Communication department to promote general responsibility.

A Case Worker within the Counseling Center that is a Licensed Chemical Dependency Counselor.

A Collegiate Recovery Program run out of the SHSU Counseling Center

Threats for AOD Prevention Program

Changing landscape around the country regarding recreational drugs. E-Cigarettes are increasing in popularity, marijuana use is increasing, and we're seeing more recreational use of prescription medications. Generally speaking, many of the educational points and prevention tactics that have been used in prevention are having limited efficacy. Outcomes are often seen as trivial and it may not improve health behavior.

Conflicting messages between physical environment on-campus and in the surrounding Huntsville area Alcohol marketing is not allowed on-campus, but it is allowed in the surrounding area. Specifically, alcohol advertising directed to SHSU students by utilizing Sam Houston colors and the mascot.

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

Does the institution maintain a copy of its drug prevention program?

Yes, SHSU's Alcohol & Drug Abuse Initiative

Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

Yes, at the approval of University Administration, SHSU's Human Resources sends a notice to faculty, staff, and students regarding the drug-free campus policy.

REQUIRED NOTICE: DRUG-FREE CAMPUS AND WORKPLACE

Sam Houston State University (SHSU) is committed to ensuring the safety and health of its students and employees. This communication will serve as official notice of the Drug-Free Schools and Campuses regulations and the Drug and Alcohol Abuse Prevention regulations.

SHSU has implemented the Drug Free Work Place Policy (ER-8) that prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students and employees on University property, at any school activities, or while employees are on official duty. All students and employees are required to obey the law and to comply with the Rules and Regulations of the Board of Regents, Texas State University System and SHSU institutional rules. The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by employees will result in disciplinary action up to and including separation of employment.

The SHSU Drug Awareness and Prevention program is a three part program to inform students and employees about:

Health risks involved in the use of illicit drugs and the abuse of alcohol which often result in poor health and premature death.

Help available to all SHSU students and employees for drug and alcohol counseling, treatment, and rehabilitation.

Students may contact the SHSU Counseling Center at (936) 294-1720 for help regarding substance abuse and addiction issues.

All Sam Houston State University faculty, staff and family members have access to the University of Texas Employee Assistance Program (UTEAP). One of the services an EAP provides is referral to Substance Abuse Professionals for assistance to help resolve issues related to alcohol and drug problems. Employees who need to schedule an appointment may call (800) 346-3549.

Local sanctions which include fines and/or imprisonment for violation of local, state, or federal drug laws. SHSU upholds laws which prohibit the possession, use, or distribution of controlled substances. Anyone who is found to be in violation of these laws will be referred to the appropriate legal authority for prosecution. More details about SHSU discipline and the penalties

under state and federal law are included in the SHSU Annual Security Reports.

A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

Information regarding the health risks of AOD use/abuse is incorporated in Campus Clarity, an online education class required prior to course registration

A description of application legal sanctions under local, state, or federal law

Information regarding the legal sanctions under local, state, or federal law for AOD use/abuse is published in the 2013-2016 Student Guidelines (page 91)

See student guidelines page 40-41 under 'Student Code of Conduct' <http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>

A description of applicable counseling, treatment, or rehabilitation programs

See student guidelines page 14 under 'Counseling Center' <http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.Pdf>

A clear statement of the disciplinary sanctions the institution will impose of students and employees for AOD policy violations.

See student guidelines page 76 under Alcohol and Drugs <http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>

See Residence Life handbook pages 22-23 under 'Drugs' <http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>

Are the above materials distributed to students in one of the following ways?

Emails to each student each academic term - Yes

Through faculty/staff email addresses – Yes

Class Schedules which are available on the college website – No

During freshman and new student orientation – Yes

Does the method of distribution provide adequate assurance that each student receives the materials annually?

Yes, an email regarding the SHSU Alcohol & Drug policy is sent out at the beginning of every semester

Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Yes, the email regarding the SHSU Alcohol & Drug policy is distributed after the 12th day of class to account for late registrations

Are the above materials distributed to faculty/staff in one of the following ways? Email?

Faculty: Yes Staff: Yes

During new employee orientation?

Faculty: Yes Staff: Yes

Does the method of distribution provide adequate assurance that faculty, staff, and students receive that materials annually?

Faculty/Staff: Yes Students: Yes

Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Yes, as a component of New Employee Orientation faculty and staff are require to study the HR page that references certain state legislation. The Drug Free Schools and Communities notification is included among these laws. Furthermore, new employees must review all of these legislations and sign a form acknowledging that they have reviewed them. A signed version of this form in housed within the SHSU Human Resources department.

In what ways does the institution conduct Biennial Reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

Conduct student alcohol & drug use surveys

Yes, see Appendix

Conduct opinion survey of its students, staff, and faculty & Evaluate comments obtained from a suggestion box

Conduct focus groups

Yes, with student organization Peer Health Advocates

Conduct intercept interviews

Assess effectiveness of documented mandatory drug treatment referrals for student employees

Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Yes, there was a 0% reoffender rate between 2015-2017 and under 10% for drug-related offenses

Who is responsible for conducting these Biennial Reviews?

SHSU Division of Student Affairs Assistant Director of Wellness Programs

Alcohol & Drug Abuse Initiative Coordinator
Lee Drain Annex, Suite 111A SHSU Box 2059
Huntsville, TX 77341

If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the Biennial Review? Yes

Where is the Biennial Review documentation located?

Hard Copy of the Biennial Review approved by the SHSU President is located in the Lee Drain Annex and final version is available on the ADAI webpage

**Appendix
ATOD Use survey
"All About Alcohol" - Evaluation**
Please do not put name on form

1. Classification: (Circle one)	Freshman	Sophomore	Junior	Senior	Graduate Student
2. Age: (Circle one)	18-20	21-24	25 and over		
3. Within the last 30 days, how often have you used the following:					
Cigarettes?	None	1-5 days	6-10 days	11-19 days	20 or more days
Alcohol?	None	1-5 days	6-10 days	11-19 days	20 or more days
Marijuana?	None	1-5 days	6-10 days	11-19 days	20 or more days
4. Within the last 30 days, how often do you think the typical student at your school used:					
Cigarettes?	None	1-5 days	6-10 days	11-19 days	20 or more days
Alcohol?	None	1-5 days	6-10 days	11-19 days	20 or more days
Marijuana?	None	1-5 days	6-10 days	11-19 days	20 or more days
5. Over the last two weeks, how many times have you had 5 or more drinks of alcohol in one sitting (2 hours period)?					
One drink = 12oz beer, 6 oz glass of wine, or 1.5 oz of liquor (shot or mixed drink)	_____ days				
6. Within the last 12 months, have you experienced any of the following when drinking alcohol? (Please mark the appropriate column for each row with a checkmark or x)					
	N/A	No	Yes		
Did something you later regretted					
Forgot where you were or what you did					
Got in trouble with the police or University					
Physically injured yourself or someone else					
Missed class or came to work late after a night of drinking					
Gotten into arguments/conflicts with friends, family, or a significant other while drinking					
7. This program/presentation was informative.					
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	
8. Some of the information delivered in this program was new to you.					
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	
9. The information presented in will help you make more responsible decisions regarding alcohol consumption in the future.					
Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	

Greek Life Alcohol Policy Overview:

Submitted by: Jerrell Sherman, Associate Dean of Students and Greek ARR

All SHSU Greek organizations are to adhere to the state and university policies regarding alcohol and drugs, as they are all SHSU students. Greek organizations are prohibited from hosting that have alcohol related themes as well. Greek organizations are not allowed to purchase alcohol using organization funds, host drinking game competitions, nor have alcohol be a part of any of their new member recruitment or intake activities.

Greek Life Sanctions

Sanctions for violations due vary depending on the situation and depending on if it is a first or second offense. However typically sanctions given to Greek organizations are community service, fines, educational programming, restitution, social probation, social suspension, intramural suspension, being prohibited from recruiting and adding new members, chapter probation, and chapter suspension.

Texas Underage Drinking Laws

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.

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.

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 drivers license suspension. The minor would not be eligible for an occupational license for the first 90 days.

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.

Texas Marijuana Penalties

Possession			
2 oz or less	Misdemeanor	180 days	\$ 2,000
2 - 4 oz	Misdemeanor	1 year	\$ 4,000
4 oz to 5 lbs	Felony	180 days* - 2 years	\$ 10,000
5 - 50 lbs	Felony	2* - 10 years	\$ 10,000
50 - 2000 lbs	Felony	2* - 20 years	\$ 10,000
More than 2000 lbs	Felony	5* - 99 years	\$ 50,000
* Mandatory minimum sentence			

Sale			
7 g or less for no remuneration	Misdemeanor	180 days	\$ 2,000
7 g or less	Misdemeanor	1 year	\$ 4,000
7 g to 5 lbs	Felony	180 days* - 2 years	\$ 10,000
5 - 50 lbs	Felony	2* - 20 years	\$ 10,000
50 - 2000 lbs	Felony	5* - 99 years	\$ 10,000
More than 2000 lbs	Felony	10* - 99 years	\$ 100,000
To a minor	Felony	2* - 20 years	\$ 10,000
* Mandatory minimum sentence			

Hash & Concentrates			
Possession of less than 1 g	Felony	180 days - 2 years	\$ 10,000
Possession of 1 - 4 g	Felony	2 - 10 years	\$ 10,000
Possession of 4 - 400 g	Felony	2 - 20 years	\$ 10,000
Possession of more than 400 g	Felony	10 years - life	\$ 50,000
Manufacture or delivery of less than 1 g	Felony	180 days - 2 years	\$ 10,000
Manufacture or delivery of 1 - 4 g	Felony	2 - 20 years	\$ 10,000
Manufacture or delivery of 4 - 400 g	Felony	5 - 99 years	\$ 10,000
Manufacture or delivery of more than 400 g	Felony	10 years - life	\$ 10,000

Paraphernalia			
Possession of paraphernalia	Misdemeanor	N/A	\$ 500
Sale of paraphernalia (first offense)	Misdemeanor	1 year	\$ 4,000
Sale of paraphernalia (subsequent offense)	Felony	90 days* - 1 year	\$ 4,000
To a minor	Felony	180 days* - 2 years	\$ 10,000
* Mandatory minimum sentence			

Falsifying Drug Test			
Falsifying a drug test	Misdemeanor	180 days	\$ 2,000
A person's driver's license is automatically suspended on final conviction of a drug offense.			

Texas Penalty Group Drug Chart

Penalty Group 1		
Weight	Classification	Punishment
< 1 gram	State Jail Felony	Sentence: 180 days – 2 years in a state jail Fine: up to 10,000
1 – less than 4 grams	Second-Degree Felony	Sentence: 2 – 20 years in prison Fine: up to \$10,000
4 – less than 200 grams	First-Degree Felony	Sentence: 5 – 99 years in prison Fine: up to \$10,000
200 – less than 400 grams	Enhanced First-Degree Felony	Sentence: 10 – 99 years in prison Fine: up to 100,000
400 + grams	Enhanced First-Degree Felony	Sentence: 15 – 99 years in prison Fine: up to 250,000
Penalty Group 1A		
Weight	Classification	Punishment
< 20 units	State Jail Felony	Sentence: 180 days – 2 years in a state jail Fine: up to \$10,000
20 – less than 80 units	Second-Degree Felony	Sentence: 2 – 20 years in prison Fine: up to \$10,000
80 – less than 4,000 units	First-Degree Felony	Sentence: 5 – 99 years in prison Fine: up to \$10,000
4000 + units	Enhanced First-Degree Felony	Sentence: 15 – 99 years in prison Fine: up to 250,000
Penalty Group 2		
Weight	Classification	Punishment
< 1 gram	State Jail Felony	Sentence: 180 days – 2 years in a state jail Fine: up to 10,000
1 – less than 4 grams	Second-Degree Felony	Sentence: 2 – 20 years in prison Fine: up to \$10,000
4 – less than 400 grams	First-Degree Felony	Sentence: 5 – 99 years in prison Fine: up to \$10,000
400 + grams	Enhanced First-Degree Felony	Sentence: 10 – 99 years in prison Fine: up to 100,000
Penalty Group 3 and 4		
Weight	Classification	Punishment
< 28 grams	State Jail Felony	Sentence: 180 days – 2 years in a state jail Fine: up to 10,000
28 – less than 200 grams	Second-Degree Felony	Sentence: 2 – 20 years in prison Fine: up to \$10,000
200 – 400 grams	First-Degree Felony	Sentence: 5 – 99 years in prison Fine: up to \$10,000
400 + grams	Enhanced First-Degree Felony	Sentence: 10 – 99 years in prison Fine: up to 100,000

OFFICE OF EQUITY & INCLUSION: TITLE IX REPORT 2017

Sexual Assault Reporting, Policy, Prevention and Outreach Policy Statement

[Texas State University System Sexual Misconduct Policy and Procedures](#)
[Educational programs and campaigns citation 34 CFR 668.46\(j\)](#)
[Procedures victims should follow citation 34 CFR 668.46\(b\)\(11\)\(i\)](#)
[Procedures institutions should follow citation 668.46\(b\)\(11\)\(ii\)](#)
[Procedures for institutional disciplinary action citation 34 CFR 668.46\(k\)](#)

Sam Houston State University is committed to creating and maintaining educational communities in which each individual is respected, appreciated and valued. The University diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels in academia. The University's focus on tolerance, openness, and respect is key in providing every member of the community with basic human dignity free from harassment, exploitation, intimidation or other sexual misconduct. Any report of behavior that threatens our institutional values, and breaches our policies shall be promptly investigated and remediated in accordance with principles of law, fairness and equity to all parties involved. Sam Houston State University is firmly committed to maintaining an educational environment free from all forms of sex discrimination. In accordance with federal and state law, the University prohibits discrimination on the basis of sex and gender, as well as prohibits sexual misconduct including sexual harassment,

sexual assault, dating/interpersonal violence and stalking. Sexual Misconduct, as defined in our policy, is a form of sex discrimination and will not be tolerated. The University will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The University will take prompt and appropriate action to eliminate Sexual Misconduct when such is committed, prevent its recurrence, and remedy its effects. Our policy defines and describes prohibited sexual conduct, establishes procedures for processing complaints of sexual misconduct, permits appropriate sanctions, and identifies available resources.

Educational Programs and Campaigns

The University has educational programs, trainings and campaigns to promote the awareness and prevention of sexual misconduct including sexual harassment, sexual assault, dating violence, domestic violence and stalking.

Primary Prevention Training. Every incoming student, including undergraduate transfer students, and new employee shall attend prevention and education training or orientation regarding sexual misconduct and the campus sexual assault policy during the first semester or term of enrollment or employment.

All trainings include the University's statement prohibiting sexual misconduct including sexual harassment, sexual assault, domestic violence, dating violence and stalking. Sexual Misconduct, as defined in TSUS Sexual Misconduct Policy glossary section page 32, is a form of sex discrimination and will not be tolerated. All trainings also include the State of Texas definitions of consent, domestic violence, dating violence, sexual assault and stalking as well as provides information and options on being an active, yet safe bystander when intervening in situation when there is a risk of sexual misconduct occurring, and the role that drugs and alcohol plays a role in these types of situations.

[Campus Clarity is an interactive online training designed for all first time incoming Freshmen, Transfer, Master and Doctoral students. The training educates students about the elements of healthy relationships, understanding and reporting sexual assault, the importance of sexual consent, and the role of bystanders in creating safe, healthy communities.](#)

[Sexual Misconduct/Title IX Overview is provided to all new incoming students at New Student Orientation every summer. The presentation provides a brief history of what Title IX is, incorporates definitions,](#)

consent, bystander intervention, relationship violence and where to report Title IX incidents.

All New employees must access and complete training through Talent Management This training must be completed within 30 days of hire date. Training topics include reporting as a responsible employee, confidentiality, University policy and procedures, definitions and bystander intervention

Awareness Campaign and Programs. Sam Houston State University departments host several University wide awareness campaigns and programs annually to educate the campus community on various topics. Those programs include:

Self Defense program

“Consent is Sexy”

Let’s Taco ‘Bout Consent

Title IX & Dine

Clothesline Project

Denim Day

Scary Relationships

Students, faculty or staff may also request specialized presentations for groups and organizations.

Definitions

Dating Violence (TSUS Sexual Misconduct Policy section 2.6) is violence committed by a person:

who is or has been in a social relationship of a romantic or intimate nature with the Victim; and where the existence of such a relationship shall be determined by the Victim with consideration of the following factors:

- the length of the relationship;
- he type of relationship; and
- the frequency of interaction between the persons involved in the relationship (Texas Family Code Section 71.0021).

<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.71.htm#71.0021>

Family (Domestic) Violence (TSUS Sexual Misconduct Policy section 2.8) includes felony or misdemeanor crimes 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 or roommate, by a person similarly situated to a spouse of the Victim under the domestic or family violence laws of the State of Texas 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 State of Texas (Texas Family Code Section 71.004).

<http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.71.htm#71.004>

Sexual Assault (TSUS Sexual Misconduct Policy section 2.16) means any form of non-consensual sexual activity representing a continuum of conduct from forcible rape to non-physical forms of pressure designed to compel individuals to engage in sexual activity against their will (Texas Penal Code Section 22.011).

<http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011>

Stalking (TSUS Sexual Misconduct Policy section 2.22) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

2.221 fear for his or her safety or the safety of others; or

2.222 suffer substantial emotional distress (Texas Penal Code Section 42.072).

<http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.42.htm#42.072>

Consent (TSUS Sexual Misconduct Policy section 2.5) is an informed and freely and affirmatively communicated willingness to participate in a particular sexual activity. Consent can be expressed either by words or by clear and unambiguous actions, as long as those words or actions create mutually understandable permission regarding the conditions of each instance of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to ensure that s/he has the consent of the other to engage in each instance of sexual activity. (The definition of consent for the crime of sexual assault in Texas can be found at Texas Penal Code Section 22.011.)<http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011>

Bystander intervention is defined as safe and positive options that may be carried out by an individual or a group of individuals to prevent violence or intervene when there is a potential threat/risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes:

Signal your concern and willingness to act.

De-escalate the situation by being calm and respectful. Shift the focus away from the problem.

Find allies and make plans

Disrupt the situation

Separate the person at risk from the source of danger

If it's not safe to intervene, step back and get help

Risk reduction is defined as remedies designed to:

Understand and respect personal boundaries

Decrease perpetration

Take affirmative responsibility for alcohol and drug consumption and acknowledge alcohol and drugs lower sexual inhibitions and make a person vulnerable to someone who views a person under the influence as a target.

Risk Reduction resources are provided to the campus community and can be found <http://www.shsu.edu/titleix/RiskReductionTips.html>

Ongoing Sexual Misconduct Training (TSUS Sexual Misconduct Policy section 8.3). The component's commitment to raising awareness of the dangers of sexual misconduct includes offering ongoing education in the form of annual trainings/awareness. Ongoing awareness may include dissemination of informational materials regarding the awareness and prevention of sexual misconduct.

Programming, such as Walk a Mile in Her Shoes events or Ignite the Night, and the materials used to promote these activities

Programming delivered to individual groups on campus (e.g., presentations to residence

Booth on campus to recruit student ambassador awareness group and promote

awareness of Not on My Campus Campaign.

Annual Title IX Coordinator and Investigator Training

Annual Hearing Board and Appellate Authority Training

Annual Title IX/ Sexual Misconduct training for Residence Life Staff (Hall Directors and Resident Assistants

Annual Title IX/ Sexual Misconduct Awareness Training for Special Populations

–Athletics

–Greek Life

–Student Organization Advisors

–Student Leaders

Websites containing information and resources

<http://www.shsu.edu/titleix/>

<http://www.shsu.edu/katsafe/sexual-assault.html>

Procedures victims should follow

Reporting Options and Protocols (TSUS Sexual Misconduct Policy section 4.1). A victim of sexual misconduct is encouraged to report to any of the sources listed below along with other procedures to follow which include:

Consider preserving evidence in a paper bag in case you choose to pursue charges. Possible evidence might be physical (clothing, bedding, letters, etc.) or electronic (photos, emails, texts messages, etc.).

Students may report to local law enforcement and Sam Houston State University officials as listed below:

Individuals who makes a complaint through the Title IX Coordinator have the option to also pursue a criminal complaint. A criminal investigation into the matter does not preclude the component from conducting its own investigation. The result of a criminal investigation does not determine whether sexual misconduct, for purposes of this Policy, has occurred.

Interim measures are issued as appropriate and necessary for the victim/complainant's

safety and to limit potential retaliation. Such measures may include, but are not limited to campus no-contact orders. Institution will honor any order of protection, no contact order, restraining order or similar lawful order issued by any criminal, civil or tribal court.

Procedures Your Institution Will Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

Confidentiality (TSUS Sexual Misconduct Policy section 3.1). The institution will protect a complainant's confidentiality by refusing to disclose his or her information to anyone outside the institution to the maximum extent permitted by law. As for confidentiality of information within the institution, the institution must balance a victim's request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the university community.

Sam Houston State University Police Department

936.294.1800

Huntsville Police Department

936.291.5480

Walker County Sheriff's Office

936.435.2400

Montgomery County Sheriff's Office

936.760.5800

Title IX Coordinator Any complainant can be reported

Jeanine Bias
936.294.3026 | jbias@shsu.edu

Title IX Deputy Coordinator For Students

Chelsea Smith
936.294.4155 | Chelsea.smith@shsu.edu

Title IX Deputy Coordinator For Faculty/Staff

David Hammonds
936.294.2709 | david.hammonds@shsu.edu

Title IX Deputy Coordinator For Athletics

Chris Thompson
936.294.3542 | ctthompson@shsu.edu

Individuals who makes a complaint through the Title IX Coordinator have the option to also pursue a criminal complaint. A criminal investigation into the matter does not preclude the component from conducting its own investigation. The result of a criminal investigation does not determine whether sexual misconduct, for purposes of this Policy, has occurred.

Interim measures are issued as appropriate and necessary for the victim/complainant's safety and to limit potential retaliation. Such measures may include, but are not limited to campus nocontact orders. Institution will honor any order of protection, no contact order, restraining order or similar lawful order issued by any criminal, civil or tribal court.

The Texas Public Information Act permits the identity of Victims of sexual assault to be withheld from those seeking records under the Act (Texas Attorney General Open Records Decision 339 (1982)).

<https://www.texasattorneygeneral.gov/opinions/openrecords/46white/ord/1982/pdf/ORD19820339.pdf>

The Component shall maintain as confidential any measures provided to the Victim, to the extent allowed by law and to the extent that maintaining such confidentiality will not impair the ability to provide the measures.

Written notification. Initial Meeting with Complainant provide an electronic and/or hard copy of the Policy which explains the process and rights of all parties; refer the Complainant, as appropriate, to the Counseling Center or other resources which may include law enforcement, medical assistance, psychological counseling, victim advocacy resources, legal resources, Component disciplinary action, immigration services, and criminal prosecution; and discuss with the Complainant, as appropriate, possible interim measures as described herein.

Written notification. The Investigator will determine and implement interim measures as appropriate and necessary for the Complainant's safety and to limit potential retaliation. Such measures may include, but are not limited to (TSUS Sexual Misconduct Policy section 10.13):

Campus no-contact orders

Reassignment of housing or work assignments

Temporary withdrawal or suspension from the Component, in accordance with System Rules and Regulations Chapters IV §

2.2(14), V § 2.141, and VI § 5. (14)

Escort or transportation assistance

Modification of class schedules

Restrictions from specific activities or facilities.

Procedures for institutional disciplinary action

The responsible Component Administrator will issue a decision regarding sanctions simultaneously to the Complainant, Respondent, and Title IX Coordinator in writing within seven (7) class days of receipt of the Finding. Administrators responsible for imposing sanctions is The Dean of Students will issue sanctions for students. The Title IX Coordinator will determine whether the Respondent's status is that of student, staff, or faculty for disciplinary purposes.

Preponderance of the Evidence means the greater weight and degree of credible evidence. Preponderance of the evidence is the standard for determining allegations of sexual misconduct under this Policy. Preponderance of the evidence is satisfied if the waction is more likely to have occurred than not or better known as "50% + a feather".

Possible sanctions may include (TSUS Sexual Misconduct Policy section 12.1)

Withholding a promotion or pay increase

Reassigning employment

Terminating employment

Barring future employment

Temporary suspension without pay

Compensation adjustments

Expulsion or suspension from the Component and/or System

No-contact orders

Probation (including disciplinary and academic probation)

Expulsion from campus housing

Restricted access to activities or facilities

Mandated counseling (e.g. educational programs such as batterer's intervention)

Disqualification from student employment positions

Revocation of admission and/or degree

Withholding of official transcript or degree

Bar against readmission

Monetary restitution

Withdrawing from a course with a grade of W, F, or WF.

Range of protective measures the institution may offer to the victim may include, but are not limited to (TSUS Sexual Misconduct Policy section 10.13)

Campus no-contact orders

Reassignment of housing or work assignments

Temporary withdrawal or suspension from the Component, in accordance with System Rules and Regulations Chapters IV § 2.2(14), V § 2.141, and VI § 5. (14)

Escort or transportation assistance

Modification of class schedules

Restrictions from specific activities or facilities

The System and Components will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The Component shall make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as efficient a manner as possible, with an expectation that the process (exclusive of any appeal procedures) will generally be completed within sixty calendar days of the Complaint, absent extenuating circumstances.

All Title IX Coordinators, Deputy Coordinators, Investigators, and those with authority over sexual misconduct hearings and appeals shall receive training each academic year including knowledge of offenses, investigatory procedures, due process, policy and procedure. Training for these officials should address but not be limited to the following topics (TSUS Sexual Misconduct Policy section 8.4):

Appellate training overview on Title IX background, obligations, policy and procedure, and board role.

Hearing board trainings to review investigation, consider appropriateness of sanctions and techniques on procedural errors or omissions.

Faculty training overview on reporting requirements, confidentiality, retaliation and basic policy and procedural rules related to sexual misconduct.

The accuser and the accused will be pro-

vided with the same opportunities to be accompanied by an advisor of their choice. Both Complainant and Respondent may have one representative and/or one advisor present at all meetings a party has with the Investigator, Title IX Coordinator, Deputy Coordinator or other Component administrator related to a complaint. (TSUS Sexual Misconduct Policy section 10.233).

The representative or advisor may provide support, guidance or advice to the Complainant or Respondent, but may not otherwise directly participate in the meetings. (TSUS Sexual Misconduct Policy section 10.233).

The Title IX Coordinator will communicate the Finding in writing simultaneously to the Complainant, Respondent, and Component Administrator.

The Title IX Coordinator will make a written finding as to whether:

No reasonable grounds exist that the Sexual Misconduct Policy was violated and the matter is closed, or

It is more likely than not that Respondent violated the Sexual Misconduct Policy, and which specific sections of the Policy were violated.

The finding shall include the Title IX Coordinator's basis for the decision and recommended sanctions, if any.

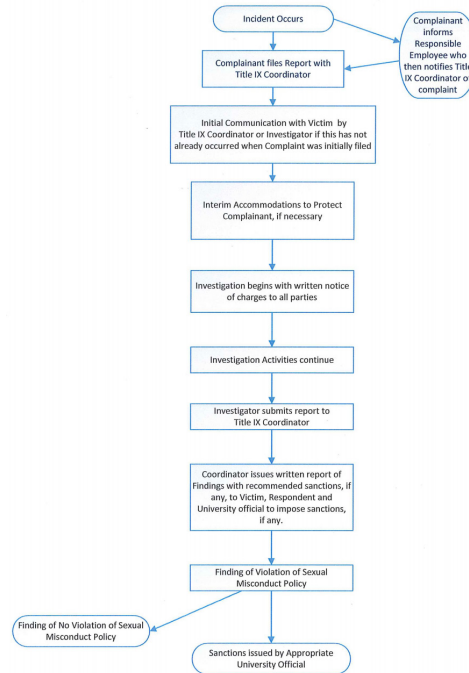
Complainant or Student Respondent may elect to dispute the Finding and/or the sanction through a due process hearing. Procedures for the hearing are outlined in the System Rules and Regulations, Chapter VI §§ 5.7-5.9 and the Component's Student Discipline Procedures.

Rights and options. Victims of dating violence, domestic violence, sexual assault or stalking will be provided with written documentation of their rights and options. Documentation will include written set of materials including detailed information on resources and options of "what to do". Victims will be given the option to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities. This also includes the right

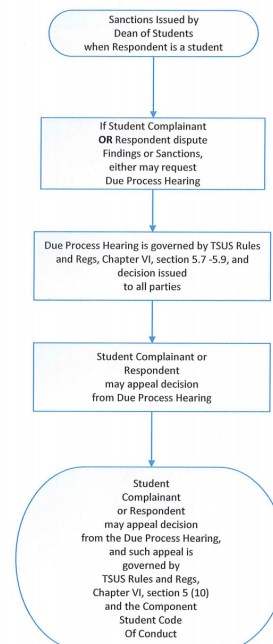
not to report, if this is the victim's desire. Victims will also be given the right to notification of and options for interim safety measures such as changing academic and living situations following an act of sexual assault, if requested and if changes are reasonable available (no formal complaint, or investigation, campus or criminal, need to occur before this option is available).

Statement of Rights can also be found at <http://www.shsu.edu/titleix/statement-of-rights.html>

Title IX Complaint and Investigation Process Overview



Student Due Process Hearing and Appeal Process Overview



ANNUAL FIRE SAFETY REPORT

Fire Safety

The purpose of this report is to record all fires in on-campus student housing facilities that were reported to any official at Sam Houston State University and to the Texas State Fire Marshal's Office. This report complies with the High Education Opportunity Act (Public Law 110-315).
Fire Statistics 2017

There were no fires reported to the Texas State Fire Marshal's Office in 2017.

Fire Reporting Requirements

Any fire occurring in on-campus student housing facilities are to be reported immediately to:

University Police Department (UPD)
(24-hours)

Residence Life Work Control (during working hours)

Physical Plant Work Control (during working hours)

SHSU Environmental Health, Safety & Risk Management (24 hours)

On-Campus Student Housing Fire Safety Systems

Fire alarm systems compliant with National Fire Protection Association codes are installed in all on-campus student housing buildings and smoke alarms are installed in each student sleeping area. Handicapped accessible rooms are equipped with low-frequency smoke alarms. These systems are continuously monitored, 24-hours a day, by the University Police Department via a dedicated data link and monitoring station. Fire sprinkler systems are installed in all on-campus student housing, sleeping, common, and storage areas constructed after January 2000.

University Policy: Portable Electrical Equipment, Smoking and Open Flames

Portable Electrical Appliances

Portable cooking appliances are not allowed in on-campus housing student rooms.

Open-coil heating devices are not allowed in on-campus student residence halls.

Hot-air popcorn appliances, drip coffee and tea brewers and blenders are allowed when used for their intended purpose only.

The use of microwave ovens is prohibited in residence halls, unless they are provided by the University.

Electric potpourri simmering devices are not allowed.

Festival lighting (Christmas, string/rope lights, etc.) shall be U.L. listed and not utilized for longer than 30 days.

When unauthorized cooking appliances are discovered, the student is charged \$25.00 for each appliance and the student must remove the appliance(s) from campus immediately.

Smoking

Smoking is prohibited in all on-campus residence halls, apartment buildings and PanHellenic houses owned or operated by Sam Houston State University. Smoking outside of these facilities is restricted to approved areas and violators may be fined \$100. (This includes “vaping devices.”)

Residents will be held responsible for the actions of their guests.

Open Flames

Candle/oil warmers, oil lamps, wax sculptures, potpourri pots/scent devices, paraffin baths, incense, and any device producing an open flame are prohibited in all on-campus residence halls, apartment buildings and PanHellenic houses.

Candles are not to be used during power outages or in holiday season decorations such as: jack-o-lanterns, Christmas wreaths, or menorahs.

Possession of candles, incense, or any item producing an open flame, may result in a fine of \$50 per item up to a maximum fine of \$250. Subsequent violations may result in a fine of \$250 regardless of the number of items.

Evacuation Procedures for On-Campus Student Housing

Evacuation Procedures

Emergency evacuation procedures and exit diagrams/pathways are posted in all on-campus student housing buildings to include individual student sleeping quarters/apartments and all building common areas and hallways. The emergency exit diagrams identify the location of the nearest exit, identify a secondary exit pathway and the location of fire extinguishers.

University fire and safety policies and procedures are located on the Environmental Health, Safety and Risk Management website: <http://www.shsu.edu/dept/human-resources/risk-management/> and on the Residence Life website: <http://www.shsu.edu/dept/residence-life/>

Requirements for Evacuations

All residents of on-campus student housing are required to evacuate their respective housing unit and building anytime the building fire alarm system activates.

Residents are required to use the nearest and safest designated emergency exit and move to an area a safe distance from the building.

Failure to evacuate a building during an alarm may result in a monetary fine and disciplinary action.

Residents are not allowed to return to their respective university housing until the alarm situation is investigated and the building cleared for re-entry by university officials.

Fire Drills

Fire drills are conducted at the beginning of each semester and are used to familiarize all residents with the function of the fire alarm systems, the availability of exit pathways and exits, and the procedures for evacuating the building.

Sam Houston State University is committed to the safety of its student residents. Through regular fire drills, training, inspections, repairs, and building fire system upgrades, the University ensures compliance with required federal, state and local laws regarding Fire and Life Safety.

FIRE SAFETY SYSTEMS IN ON-CAMPUS RESIDENTIAL BUILDINGS

BUILDING	Fire Alarm Monitoring (By UPD)	Fire Sprinkler System	Smoke Alarms in Residence Sleeping Rooms	Smoke Detection in Common Areas	Fire Extinguishers	Evacuation Plans Posted	Number of Fire Drills in Calendar Year
Alphi Chi Omega House	YES	NO	YES	NO	YES	YES	2
Alphi Delta Pi House	YES	NO	YES	NO	YES	YES	2
Anne Shaver House	YES	NO	YES	NO	YES	YES	2
Baldwin House	YES	NO	YES	NO	YES	YES	2
Bearkat Village A: 1-18	YES	YES	YES	YES	YES	YES	4
Bearkat Village B: 19-53	YES	YES	YES	YES	YES	YES	4
Bearkat Village C: 54-71	YES	YES	YES	YES	YES	YES	4
Bearkat Village D: 72-107	YES	YES	YES	YES	YES	YES	4
Bearkat Village E: Clubhouse	YES	YES	YES	YES	YES	YES	4
Bearkat Village F: 108-143	YES	YES	YES	YES	YES	YES	4
Bearkat Village G: 144-161	YES	YES	YES	YES	YES	YES	4
Bearkat Village H: 162-185	YES	YES	YES	YES	YES	YES	4
Bearkat Village I: 186-203	YES	YES	YES	YES	YES	YES	4
Bearkat Village J: 204-221	YES	YES	YES	YES	YES	YES	4
Bearkat Village K: 222-244	YES	YES	YES	YES	YES	YES	4
Bearkat Village L: 245-262	YES	YES	YES	YES	YES	YES	4
Bearkat Village M Laundry	YES	YES	YES	YES	YES	YES	4
Belvin / Buchanan Hall	YES	YES	YES	YES	YES	YES	2
Crawford House	YES	NO	YES	YES	YES	YES	2
Creager House	YES	NO	YES	YES	YES	YES	2
Elliot Hall	YES	YES	YES	YES	YES	YES	2
Estill Hall	YES	YES	YES	YES	YES	YES	2
Gibb's House	YES	NO	YES	YES	YES	YES	2
Houston House	YES	NO	YES	YES	YES	YES	2
Jackson Shaver House	YES	YES	YES	YES	YES	YES	2
Lone Star Hall	YES	YES	YES	YES	YES	YES	4
Mallon House	YES	NO	YES	YES	YES	YES	2
Piney Woods Hall	YES	YES	YES	YES	YES	YES	4
Rachel Jackson House	YES	NO	YES	YES	YES	YES	2
Randel House	YES	NO	YES	YES	YES	YES	2
Raven Village	YES	YES	YES	YES	YES	YES	4
Sam Houston Village	YES	YES	YES	YES	YES	YES	2
Sigma House	YES	NO	YES	YES	YES	YES	2
Vick House	YES	NO	YES	YES	YES	YES	2
White Hall	YES	NO	YES	YES	YES	YES	2
Zeta Tau Alpha House	YES	NO	YES	YES	YES	YES	2

ANNEX A

Clery Requirements

The Requirements for Clery in Summary

The HEA contains specific campus safety and security related requirements, but allows institutions a great deal of flexibility in complying with them. This flexibility acknowledges the myriad differences in types, locations and configurations of postsecondary schools. Although all institutions have immediate, ongoing and annual requirements, compliance might differ in some respects from one institution to another. For example, compliance for an institution with on-campus student housing facilities differs from compliance for a small commuter school located in a strip mall. A single institution might have some different compliance requirements for each of its campuses.

In any case, whatever the requirements are for your specific institution, they must be met completely and on time. As discussed throughout the handbook, remember to maintain detailed documentation of your compliance with each requirement. Institutions are routinely required to provide this documentation to Department officials during the conduct of program reviews. As discussed throughout the handbook, remember to maintain detailed documentation of your compliance with each requirement. Institutions are routinely required to provide this documentation to Department officials during the conduct of program reviews.

The requirements fall into three categories based on the configuration of an institution: (1) Clery Act crime statistics and security-related policy requirements that must be met by every institution; (2) an additional Clery Act crime log

requirement for institutions that have a campus police or security department; and HEA missing student notification and fire safety requirements for institutions that have at least one on-campus student housing facility. Following is a list of the requirements by category along with the number of the applicable handbook chapter or chapters.

Every institution must do the following: Collect, classify and count crime reports and crime statistics.

Issue campus alerts

To provide the campus community with information necessary to make informed decisions about their health and safety, you must issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees; and issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Provide educational programs and campaigns

To promote the awareness of dating violence, domestic violence, sexual assault and stalking, you must provide primary prevention and awareness programs to all incoming students and new employees; and provide ongoing prevention and awareness campaigns for students and employees.

Have procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking.

Disclose your policy and procedures in the annual security report.

Publish an annual security report containing safety-and security-related policy statements and crime statistics and distribute it to all current students and employees.

Schools also must inform prospective students and employees about the availability of the report.

Submit crime statistics to the Department. Each year in the fall, you must participate in a Web-based data collection to disclose crime statistics by type, location and year.

In addition to the requirements for all institutions listed under no. 1, if your institution maintains a campus police or security department, you must keep a daily crime log of alleged criminal incidents that is open to public inspection. The regulatory requirements regarding the daily crime log are discussed in Chapter 5.

In addition to the requirements for all institutions listed under no. 1, if your institution has any on-campus student housing facilities, you must disclose missing student notification procedures that pertain to students residing in those facilities; and disclose fire safety information related to those facilities. Specifically, you must keep a fire log that is open to public inspection; publish an annual fire safety report containing policy statements as well as fire statistics associated with each on-campus student housing facility, including the number of fires, cause of fires, injuries, deaths and property damage, and inform prospective students and employees about the availability of the report; and submit fire statistics to the Department each fall in the Web-based data collection.

Abbreviations

AD: Athletics director

Clery Act: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Clery Act geography: Buildings or property that meet the definition of On Campus, Public Property, or Noncampus buildings or property as defined by the Clery Act and discussed in Chapter 2 of this handbook
CSA: Campus Security Authority

DUI: Driving under the influence
DWI: Driving while intoxicated

FERPA: Family Educational Rights and Privacy Act
FBI: Federal Bureau of Investigation

FSEOGs: Federal Supplemental Educational Opportunity Grants

GO: General order

HEA: Higher Education Act of 1965

LEAP: Leveraging Educational Assistance Partnership

MOU: Memorandum of Understanding

NIBRS: Uniform Crime Reporting National

Incident- Based Reporting System

PPA: Program Participation Agreement
RA: Resident assistant

SOP: Standard operating procedure

The Department: U.S. Department of Education

UCR: Uniform Crime Reporting

VAWA: Violence Against Women Act

For other property related considerations, see Chapter 2 in the Campus Safety and Security Handbook 2016 edition

Links to the Higher Education Act of 1965 Safety- and Security-related Laws and Regulations

Federal Register, Nov. 1, 1999 (Vol. 64, No. 210), Student Assistance General Provision; Final Rule. 34 CFR 668.41, Reporting and Disclosure of Information 34 CFR 668.46, Institutional Security Policies and Crime Statistics: <http://www.ed.gov/legislation/FedRegister/finrule/1999-4/110199d.html>

Federal Register, Oct. 31, 2002 (Vol. 67, No. 211), Student Assistance General Provision; Final Rule. 34 CFR 668.46, Institutional Security Policies and Crime Statistics http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2002_register&docid=02-27599-filed

Federal Register, Oct. 29, 2009 (Vol. 74, No. 208), General and Non-Loan Programmatic Issues; Final Rule. 34 CFR 668.41, Reporting and Disclosure of Information 34 CFR 668.46, Institutional Security Policies and Crime Statistics 34 CFR 668.49, Institutional Fire Safety Policies and Fire Statistics <http://edocket.access.gpo.gov/2009/E9-25373.htm>

Higher Education Opportunity Act, Aug. 14, 2008, Program Participation Agreement Requirements http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=110_cong_public_laws&docid=f:publ315.110

Federal Register, Oct. 20, 2014 (Vol. 79, No. 202), Violence Against Women Act; Final Rule. 34 CFR 668.46, Institutional Security Policies and Crime Statistics <http://www.gpo.gov/fdsys/pkg/FR-2014-10-20/html/2014-24284.htm>

SHSU PD REQUIRED NOTIFICATIONS AND RESOURCES

State of Texas Victim Rights Art.56.021.

A victim of crime is defined by Chapter 56 of the Code of Criminal Procedure, as (1) someone who is the victim of sexual assault, kidnapping, or aggravated robbery or who has suffered bodily injury or death because of the criminal conduct of another, (2) the close relative (spouse, parent, adult brother or sister, or child) of a deceased victim or (3) the guardian of a victim. The law also applies to victims of juvenile crime, including victims who suffer property loss. The State of Texas intends that victims of crime receive the following safeguards, assurances and considerations:

Receive adequate protection from harm and threats of harm arising from cooperation with prosecution efforts

Have their safety considered by the magistrate when setting bail

Receive information, on request, of relevant court proceedings, including appellate proceedings, of cancellations and rescheduling prior to the event, and appellate court decisions after the decisions are entered but before they are made public

Be informed, when requested, by a peace officer about the defendant's right to bail and criminal investigation procedures, and from the prosecutor's office about general procedures in the criminal justice system, including plea agreements, restitution, appeals and parole

Provide pertinent information concerning the impact of the crime to the probation department prior to sentencing

Information about the Texas Crime Victims' Compensation Fund and payment for a medical examination for a victim of sexual assault, and, on request, referral to social service agencies that provide additional assistance

Information, on request, about parole procedures; notification of parole proceedings and of the inmate's release; and the opportunity to participate in the parole

Process by submitting written information to the Board of Pardons and Paroles for inclusion in the defendant's file for consideration by the Board prior to parole

A separate or secure waiting area at all public court proceedings

Prompt return of any property that is no longer needed as evidence;

Have the prosecutor notify, upon request, an employer that the need for the victim's testimony may involve the victim's absence from work

On request, counseling and testing regarding AIDS and HIV infection and testing for victims of sexual assault

request victim-offender mediation coordinated by the Victim Services Division of the Texas Department of Criminal Justice;

Be informed of the use and purpose of a victim impact statement, to complete a victim impact statement and to have the statement considered before sentencing and acceptance of a plea bargain and before an inmate is released on parole.

A victim, guardian of a victim, or close relative of a deceased victim may be present at all public court proceedings, with the consent of the presiding judge

A judge, attorney for the state, peace officer, or law enforcement agency is not liable for failure or inability to provide a service enumerated herein.

Victims should also know that they can have a victim advocate accompany them during the sexual assault exam if an advocate is available at the time of the examination. Please call your crime victim services contacts in law enforcement and the prosecutor's office for more information about victim services in your community.

Crime Victims' Compensation: Who is Eligible

Victims of violence and their families must deal with the emotional, physical, and financial aftermath of crime. The Texas Crime Victims' Compensation Fund helps victims and their families when they have no other means of paying for the financial cost of crime.

The Fund is administered by the Crime Victims' Compensation Program of the Office of the Attorney General. The money in the Fund comes from people who break the law.

If you are a victim of violent crime, you may be eligible for benefits. Please read the following information carefully before filling out the Crime Victims'

Compensation application form.

Basic Qualification Requirements

Residency

The crime must occur in Texas to a Texas resident or a United States resident, or the crime must involve a Texas resident who becomes a victim in another state or country that does not have crime victims' compensation benefits for which the victim would be eligible.

Reporting the Crime

The crime must be reported to the appropriate law enforcement agency within a reasonable period of time, but not so late as to interfere with or hamper the investigation and prosecution of the crime.

Filing for Compensation (TCCP, Art.56.37.)

You must file the application within three years from the date of the crime. The time may be extended for good cause, including the age of the victim or the physical or mental incapacity of the victim.

Cooperation (TCCP, Art.56.45.)

A claim may be denied or reduced if the claimant or victim has not cooperated with the appropriate law enforcement agencies.

Who May Qualify (TCCP, Art.56.32.)

An innocent victim of crime who suffers physical and/or emotional harm or death

An authorized individual acting on behalf of a victim

A person who legally assumes the obligations or voluntarily pays certain expenses related to the crime on behalf of the victim

A dependent of a victim

An immediate family member or household members related by blood or marriage who require psychiatric care or counseling as a result of the crime

An intervenor who goes to the aid of the victim or a peace officer, fire fighter, or individual whose employment includes the duty of protecting the public

What Crimes Are Covered (TCCP, Art.56.32.(4))

Crimes involving "criminally injurious conduct," which is defined as conduct that occurs or is attempted, poses a substantial threat of personal injury or death and is, or would be, punishable by fine, imprisonment or death. This includes sex offenses, kidnapping, aggravated robbery, assaultive

offenses, arson, homicide and other violent crimes in which the victim suffers physical or emotional harm or death.

The following motor-vehicle-related crimes are also covered:

Failure to Stop and Render Aid, DWI, Manslaughter, Criminally Negligent Homicide, Aggravated Assault, Intoxication Manslaughter and Intoxication Assault.

Who Is Not Eligible

Benefits may be reduced or denied if the behavior of the victim contributed to the crime. Benefits shall be denied if the victim or claimant:

Knowingly or willingly participated in the crime

Is the offender or accomplice of the offender

Was incarcerated in a penal institution at the time of the crime knowingly or intentionally submits false or forged information to the attorney general