



Sam Houston State University

# Annual Security and Fire Safety Report 2022

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**In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f), 34 CFR 668.46), the policies and procedures outlined in this report contains information for 2022 - 2023 academic year and statistical information for 2019, 2020, and 2021. All policies and procedures apply to the following campuses: Main Campus (Huntsville), The Woodlands Center, The College of Osteopathic Medicine, and the Center for Biological Field Studies.**

## INTRODUCTION

The decision of choosing a college is a major milestone in our lives and should not be taken lightly. Sam Houston State University prepares the Annual Security and Fire Safety Report (ASFSR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act. Sam Houston State University (SHSU) is a member of the Texas State University System (TSUS) and the main campus is located in Huntsville, Texas.

Named for one of Texas' greatest heroes, Sam Houston State University (SHSU) continually honors its historical roots through academic excellence. For more than 140 years, SHSU has prepared students for meaningful lives of achievement. The University maxim "The measure of a Life is its Service," resonates among its approximately 21,612 students, eight colleges and well beyond its Huntsville roots.

U.S. News and World Report ranks SHSU No. 1 in Texas in 'Top Performers on Social Mobility' and No. 6 in the '2022 Best Colleges in Texas.' Sam Houston State University offers top-ranked degree programs and is ranked No. 3 of the 'Best Value Online Colleges' by TexasOnlineColleges.com. Nationally, SHSU is among the top 100 colleges and universities for Hispanic students, according to Hispanic Outlook on Education Magazine.

The SHSU College of Osteopathic Medicine is only the third college of osteopathic medicine in Texas. Its mission is to train physicians who will serve the healthcare needs of rural and underserved Texans.

Service to self and others is paramount at SHSU and reflected in all university organizations and programs. In fact, USA Today named the University to the Top 50 in the U.S. for "commitment to civic engagement and global awareness," in addition to being classified a "Community Engaged" campus by the Carnegie Commission on Higher Education. This honor, bestowed to only 311 public institutions nationwide, acknowledges the University's significant commitment to service.

In 2022, SHSU was designated a Doctoral University of High Research Activity by The Carnegie Classification of Institutions of Higher Education. Sam Houston State University is one of only two universities that currently hold this research status within the Texas State University System (TSUS).

This report should be a valuable and informative tool for current and prospective students. Information will include current campus policies, procedures, reporting options, and resources, including tips for campus safety. Personal safety is the responsibility of all, and your assistance is important to maintaining a safe campus environment.

Please direct questions about this report to the Sam Houston State University Office of Compliance and Insurance at [CleryCompliance@shsu.edu](mailto:CleryCompliance@shsu.edu) or by calling (936)294-1065.

Sam Houston State University (SHSU), a component of the Texas State University System (TSUS), 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 amendments made in 1990 under the Crime Awareness and Campus Security Act of the Higher Education Act of 1965 and its amended forms, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 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.

## RELiance ON PUBLIC SAFETY SERVICES

SHSU Public Safety Services collects, compiles, and publishes the required information regarding campus' crime statistics and services for the year 2022. This document is produced annually, and notification of its availability is emailed to the University community on or before the deadline provided by the U.S. Department of Education.

Part of the requirements involve using common language and accuracy in reflecting current SHSU procedures and practices. Where there is no policy or procedure for a 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/ policy statement are incorrect. It does indicate that the University does not have an institutional policy in place. All federal laws, university policies, and any required additional information may be written in this report or linked to depending on the length and complexity of the information. Specific terminology is required to be defined within each policy statement.

This 2022 version of the SHSU ASFSR is available online at <https://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 through Friday at Sam Houston State University.

The SHSU Office of Compliance and Insurance (OCI) is located at One Financial Plaza, Huntsville, Texas, 77340. The phone number is (936) 294-1065.

## POLICY STATEMENT

The Office of Compliance and Insurance reports to the Controller's Office and is part of the Division of Finance and Operations. Maegan McKerrow, Compliance Coordinator, leads the coordination of the SHSU ASFSR. The Compliance Coordinator requests information from critical partners in the University Police Department, Title IX & Inclusion, Residence Life, and Dean of Student's Office.

The Sam Houston State University Police Department (SHSU PD) 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 are reported to the SHSU PD come from different sources, including the Huntsville Police Department, campus partners, and SHSU Campus Security Authorities (CSAs). The incidents that happen on public property are those incidents that the SHSU PD responded to and reflect actions generated by SHSU officers, or crimes reported by request to Huntsville Police Department and other agencies. SHSU PD personnel and assisting law enforcement officers receive training on Campus Security Authority duties and intent.

Uniformed SHSU PD officers patrol the Huntsville campus area 24 hours each day in marked police units with a police radio, speakers, laptop computers and video systems. Additionally, during the day, uniformed parking enforcement personnel patrol in the parking areas with each person issued a two-way radio for contact with the University Police Department.

In the evening and early morning hours, uniformed student foot patrol personnel patrol the main campus, and upon request provide escort service to anyone on campus who may be concerned with their safety. When security personnel may be unavailable, SHSU PD patrol officers conduct the escorts. Regular patrol of SHSU properties includes, in some cases, leaving the main campus to include checks for property security in other parts of the Huntsville/ Walker County community.

The Woodlands Campus and SHSU College of Medicine has patrol officers stationed on Campus during hours of campus operation and receives reports generated at the campuses.

The SHSU College of Medicine also has private security operating during non-operational hours.

A separate campus, the Biological Field Station, is served by SHSU main campus University PD personnel who respond to calls for service and offense reporting and conduct periodic patrols. This process also applies to the Gibbs Ranch location.

All policy statements contained in this report apply to all campuses unless otherwise indicated. See other campuses policy or procedural changes in the annexes found for each separate campus.

### **DURING AN ON-CAMPUS EMERGENCY, DIAL 911**

**Alternative options include calling SHSU Dispatch at (936) 294-1000 or using an emergency call box located on campus.**





## 01 Reporting

## REPORTING A CRIME

By policy, SHSU encourages all members of the SHSU community and all visitors to report potential criminal activity, suspicious behavior and any emergency occurring accurately and promptly on SHSU geography (properties including on- campus, non-campus, and public property-the streets and sidewalks bordering university property) to the SHSU PD.

**Criminal Reporting can be conducted through the SHSU PD** with the following methods:

**Phone.** Call (936) 294-1800 regardless which campus the incident occurred.

**Online.** Visit <https://www.shsu.edu/dept/public-safety/upd/silent-witness.html> to anonymously report crimes or suspicious activity to make the Bearkat community safer.

**In-Person.** Visit 2424 Sam Houston Avenue Huntsville, Texas 77340. To report in-person at The Woodlands Center or the College of Osteopathic Medicine, you may report to the UPD Officer on-site.

**Report to the Huntsville Police Department** with the following methods:

**Phone.** Call (936) 291-5480

**In-Person.** Visit 1220 11th Street Huntsville, Texas 77340.

**Report to the Walker County Sheriff's Office** with the following methods:

**Phone.** Call (936) 760-5800

**In-Person.** Visit 717 FM 2821 Rd. W Huntsville, Texas 77340

You can also report to the Montgomery County Sheriff's Department at One Criminal Justice Drive in Conroe, Tx., or call (936) 522-3200.

For the College of Osteopathic Medicine Campus, you may contact the SHSU PD (936) 294-1800, Montgomery County Sheriff's Department, or the Conroe Police Department at (936) 522-3200 or in person at 2300 Plantation Drive, Conroe, TX.

All criminal reports that occur on all campuses are collected and investigated by SHSU PD.

## ACCURATE AND PROMPT REPORTING

Crimes should be accurately and promptly reported to the SHSU PD or the appropriate police agency, when the victim of a crime elects to, or is unable to make such a report.

All University faculty and staff are mandatory reporters for Title IX concerns.



Mandatory reporters must report any discrimination and harassment, including sexual harassment or other sex or gender-based discrimination, violence, or harassment. Reportable concerns are typically verbal and informal and can be about a student, staff, and/or faculty. Failure to report can result in loss of position.

Reporters can go to <https://www.shsu.edu/titleix/reporters.html> to report or for additional information.

## REPORTING SEXUAL MISCONDUCT & HARASSMENT

Anyone who has witnessed, knows about, or has experienced discrimination or harassment, including sexual harassment or other sex or gender-based discrimination, violence or harassment is encouraged to seek support and report the concern with the Office of Equity and Title IX. All reports to the Office of Equity and Title IX are confidential.

### Unsure about Reporting?

Whether an incident occurred recently or in the past, help is still available. Resources are available even if an individual chooses not to file a formal complaint to law enforcement or the university.

SHSU PD encourages anyone who is the victim or witness of any crime to promptly report the incident to the police. SHSU PD does not have a voluntary confidential reporting process because police reports are public records under state law, thus SHSU PD cannot hold reports of crime in confidence. **Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to any campus security authorities (the primary CSAs are identified in the Who is a CSA below on page 11).** However, some of the CSAs are also Responsible Employees under Title IX, and they are obligated to share reported information involving sexual misconduct, domestic/dating violence, and stalking, including information about the identity of the victim, and accused, with the Title IX Coordinator. Reports to professional and pastoral counselors can be kept confidential. Professional and pastoral counselors are encouraged to inform their clients, when they deem it appropriate, of the procedures to confidentially report crimes to primary CSAs.

## CONFIDENTIAL REPORTING

Confidential reporting can be conducted through the departments of the SHSU Counseling Center at 1608 Ave J, phone (936) 294-1720, the SHSU Health Center at 1608 Ave J, phone (936) 294-1805, and SHSU Student Legal and Mediation Services at the Lowman Student Center, Suite 327, phone (936) 294-1717.

## REPORT SEXUAL MISCONDUCT

### University Police

- ☐ (936) 294-1800
- ☐ 2424 Sam Houston Ave
- ☐ <https://www.shsu.edu/dept/public-safety/upd/silent-witness.html>

**Office of Equity & Title IX**

- ☐ (936) 294-3080
- ☐ Thomason 302, 1831 Sam Houston Ave
- ☐ [www.shsu.edu/titleix/](http://www.shsu.edu/titleix/)

**Student Health Center**

- ☐ (936) 294-1805
- ☐ 1608 Avenue J

**Student Counseling Center**

- ☐ (936) 294-1785
- ☐ Thomason 302, 1831 Sam Houston Ave

**Dean of Students Office**

- ☐ (936) 294-1785
- ☐ LSC Suite 210, 1717 Avenue J

**Residence Life**

- ☐ (936) 294-1812
- ☐ 910 Bearkat Blvd

**REPORTING A FIRE**

Any fire occurring in on-campus student housing facilities can be reported by anyone and should be reported immediately by dialing 911 or (936) 294-1000 to reach the SHSU PD.

SHSU Residence Life requests that all fires be reported regardless of extinguishment, as there could be smoldering that reignites and/or damages to electrical systems that need to be repaired immediately.

**Response to a Report**

Dispatchers are available at these respective telephone numbers 24 hours/day to answer your calls. In response to a call, SHSU PD will take the required action, either dispatching an officer or asking the victim to report to SHSU PD to file an incident report, or by requesting an officer to meet you on campus. All reported crimes will be investigated by the University and may become a matter of public record. SHSU PD Investigators will investigate a report when it is deemed appropriate. If assistance is required from the local Police Departments, Sheriff's Departments or Fire Departments in either Walker County or Montgomery County, SHSU PD will contact the appropriate department or their units directly. If a sexual assault or rape should occur, staff on the scene, including SHSU PD, will offer the victim a wide variety of services or assistance.

## REPORTING ALCOHOL & DRUG ABUSE

In the case of alcohol poisoning, dial 911 immediately! The on-campus emergency extension is 4-1000 or (936) 294-1000.

### Amnesty Reporting Program - [Office of Health Promotion](#)

Good SAM is SHSU's Good Samaritan program. Sometimes when potentially harmful or dangerous situations occur that involve alcohol or drugs, people may be reluctant to call for help. This is often because of a fear that they may face consequences for something they shouldn't have been doing. With the Good SAM program, amnesty is guaranteed to anyone acting in the best interest of another person.

In the case of alcohol poisoning, contact EMS immediately!

- On campus: call 4-1000
- Off-campus: dial 911

## CAMPUS SECURITY AUTHORITIES

For various reasons, not all victims or witnesses 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 (CSAs) fill the niche to improve accurate crime reporting and for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice, when deemed necessary. All CSA reports are sent to the Department of Public Safety Services where the Chief of Police and/or their designee reviews the CSA report. Upon review, a determination will be made if a statistical disclosure is necessary, and if a timely warning or emergency notification is necessary. SHSU's CSAs serve as a first line of defense for the university community.

### Crimes Reported by the CSA

The crimes and their definitions used in reporting offenses are included on the form for reporting a Clery Crime and are listed within this Annual Security Report within the statistical information section. These are also available on the Resources tab on the UPD website under the title "Clery Reportable Crimes" at <https://www.shsu.edu/dept/public-safety/upd/CSA-reportable-crimes>.

### Who is a Campus Security Authority?

CSAs support a Clery Act regulation specifically defined to encompass four groups of individuals or organizations associated with SHSU. Those groups or individuals named by Finance and Operations policy FO-64 and supporting department procedures allows for the allegations of a crime or crimes that occurred on SHSU property to be statistically reported to the SHSU PD Chief of Police or his/her designee.

**Students, employees, or visitors can report criminal offenses to the groups or individuals listed below. These include some, but not all the SHSU CSAs.**

### All Provosts/Associate Provosts

- Dr. Michael Stephenson, Provost and Senior Vice President for Academic Affairs:

Administration Building 3rd Floor (936) 294-1001

- Dr. Anne Gaillard, Vice Provost: Administration Building 3rd Floor (936) 294-1006
- Dr. Aneika Simmons, Interim Associate Vice Provost: Administration Building 3rd Floor (936) 294-1185

#### **Vice Presidents, Associate Vice Presidents**

- Mrs. Amanda Withers, Chief Financial Officer and Senior Vice President for Operations: 2nd Floor Administration Building (936) 294-2686
- Dr. Heather Thielemann, Senior Vice President for Strategic Enrollment & Innovation: 3rd Floor Estill Building (936) 294-1345
- Dr. Drew Miller, Interim Vice President Student Affairs: 3rd Floor Lowman Student Center (936) 294-1784
- Thelma Mooney, Interim Vice President University Advancement: University Plaza 4th Floor (936) 294-3625
- Mrs. Rhonda Beassie, Associate Vice President for Human Resources & Diversity: 2nd Floor Thomason Building (936) 294-2425

#### **All Deans, Associate Deans, Assistant Deans**

- Dr. Chelsea Smith, Dean of Students: Lowman Student Center 2nd Floor (936) 294-4155

#### **Directors & Associate Directors**

- Ms. Natalie Isaac, Director & Title IX Coordinator: Thomason Building 3rd Floor (936) 294-2329

#### **Academic Advisors**

- Ms. Ashley Pruitt, Director of Academic Advising SAM Center, CHSS 1st Floor (936) 294-4238

#### **Residence Life Managers and Resident Advisors**

- Mrs. Joellen Tipton, Executive Director of Residence Life: Lone Star Hall (936) 294-1812

#### **Advisors to Student Organizations**

- Ms. Meredith Conrey, Director of Leadership Initiatives: Lowman Student Center (936) 294-3602

#### **Athletics Directors and Coaches**

- Mr. Bobby Williams, Director of Athletics: Ron Mafrige Field House (936) 294-4205

#### **All University Police Personnel**

- Mr. Kevin Morris, Director of Public Safety Services: Charles W. Tackett Police Building (936) 294-1753

#### **External agency law enforcement hired for special events.**

If you are seeking a CSA, please contact the Compliance Coordinator at (936) 294-1065 or [CleryCompliance@shsu.edu](mailto:CleryCompliance@shsu.edu).

## **PASTORAL AND PROFESSIONAL COUNSELORS**

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes discussed. 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. As a matter of policy, the professional counselors at Sam Houston State University are encouraged, when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to SHSU PD. Crimes exclusively reported to a Pastoral or Professional Counselor are exempt from Timely Warnings.

### **Definition of Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

### **Definition of Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

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.

### **Supporting Information**

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, publicizes specific detail into the Daily Crime Log, and submits statistics in this report in coordination with OCI. Additionally, the Chief of Police determines where an investigation should be conducted and if a Timely Warning will be issued.

## **CSA REPORTING PROCESS**

Below are the requirements for CSAs. They provide guidance on what should be explained or given to the victim or reporter. They include going over options and providing information to the person reporting the crime:

### **1. Safety**

Ensuring the reporter or survivor is in a safe environment to make the report.

### **2. Offer Law Enforcement**

Providing the option on behalf of the reporter 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 reporter 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 reporter.

The CSA will take the report and submit it to the SHSU Chief of Police for Clery statistical

reporting in a timely manner using the entry reporting form provided on the SHSU PD website (**this is important for Timely Warning purposes**). You may directly contact UPD regarding making a CSA report via the telephone. Please disclose that you are a CSA when providing information. **You must advise the reporter prior to taking the report that the report is private but not confidential, and that, as a CSA, you may forward the information with a request for anonymity.** If the reporter is insistent on confidentiality, then direct the reporter to a SHSU health or counseling professional for assistance or to [www.shsu.edu/silentwitness](http://www.shsu.edu/silentwitness) to submit an anonymous report.

### 3. Be Clear

The CSA duties include explaining the SHSU requirements for reporting in compliance with the Clery Act. If the report involves a crime that also falls under the Texas State University System Sexual Misconduct Policy and under article 4.2.5 Campus Security Authority, the report may be shared with the SHSU Title IX Coordinator. These crimes include a report of sexual assault, dating violence, domestic violence, or stalking. In these cases, CSAs should direct the reporter to [www.shsu.edu/titleix](http://www.shsu.edu/titleix) to view their rights, policies, and procedures. For all other rights, CSAs can direct reporters to the UPD website at [shsu.edu/police](http://shsu.edu/police).

### 4. Obtain Information

Listening to the reporter and demonstrating empathy is vitally important to both obtaining the information and lending support to the victim.

### 5. Submit the Report via the CSA Crime Report Form or by calling UPD

To submit the report, CSAs will locate the reporting page on the SHSU PD website. The reporting page also includes Clery Act definitions as reminders for what is a reportable crime.

## TRAINING

There are many CSAs at SHSU, with changes constantly occurring with the hiring, termination, or reassignment of employees at SHSU. The Compliance Coordinator, in accordance with Human Resources, based on SHSU policy (FO-64), tracks the list of current personnel, and lists in their duties as an employee who has been assigned the position of CSA. The Compliance Coordinator works with Human Resources to assure training for all CSAs 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 using Talent Management. Should a CSA fail to take the training in the 30-day window once the training is presented to the CSA, the Compliance Coordinator is notified, and SHSU Human Resources Department will warn the CSA and their 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 CSAs have completed their training at this point in the training cycle. Training will be reassigned on an annual basis.

Additional training is also provided by the Compliance Coordinator in person to Resident Advisors or others by request.

Other agency law enforcement officers' supervisors are provided the training program and supervisors

confirm training by submitting signed rolls yearly, prior to officers being hired for events at SHSU. Additional external Officers may be hired under emergency status by taking the training under the CSA Coordinator prior to employment before the event.





## 02 Notifications & Warnings



## TIMELY WARNINGS

The Clery Act requires Sam Houston State University, (policy FO-64) to issue a timely warning when a Clery Act crime occurs on Sam Houston State University geography (on Campus, Non-Campus or Public property) or near to SHSU property that is considered by SHSU to represent a serious or continuing threat to the campus community, a campus wide “timely warning” will be issued and is determined in most instances on a case-by-case basis. This purpose is to warn the campus communities to certain crimes or other events and be issued as soon as pertinent information is available and withholds the names of victims as confidential (FERPA). This enables all in the SHSU Bearkat community to better protect the Bearkat community.

SHSU issues timely warnings for all reported instances of crimes, whether reported directly to the SHSU University Police Department or local agencies, that are:

- Reported to Campus Security Authorities or local police agencies and
- **Considered by the SHSU Chief of Police or his designee to represent a serious or continuing threat to students and employees on, in most instances, a case-by-case basis.**

The considerations used in determining the issuance of a timely warning includes, on a case-by-case basis:

- The nature of the crime
- The continuing danger to the campus community

Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications, and includes the following crimes:

- Murder and Non-Negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assault
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Manslaughter by Negligence
- Burglary
- Motor Vehicle Theft
- Arson
- Dating Violence
- Domestic Violence
- Stalking
- Larceny-Theft, Simple Assault, Intimidation and Vandalism/Destruction of Property when motivated by bias (Hate Crimes)
- Offenses of arrests for violations of Weapons, Drug or Liquor Laws

Sexual Assaults are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Campus Police Department.

Timely Warning Notices may be distributed for other crimes, not included above, as determined necessary by the SHSU Chief of Police or his designee.

Upon reception of Clery Act crime information regarding the issuance of a Timely Warning, the SHSU Chief of Police or his designee shall send the pertinent Timely Warning information to the SHSU Marketing and Communications Department for creation of the warning, forwarded back to him for approval. Marketing & Communications then initiates the KatSafe Communications System, utilizing either the mobile application or the browser-based application to send an email alert to students, staff, and faculty. The information will also be posted to the KatSafe website. Additional communication channels may be utilized. SHSU Marketing and Communications may be consulted prior to the issuing of the warning. A matrix checklist is used to confirm documentation of the decision-making process.

Timely warnings and emergency notifications are automatically documented and stored to retain accurate reporting and use in reporting for the SHSU Annual Security and Fire Safety Report.

These procedures are not limited to certain types of Clery Act crimes, and with the intent to protect students and staff, SHSU may issue a Timely Warning related to non-Clery Act crimes or related to non-Clery Act Geography on a case-by-case review. This review is conducted by the SHSU Chief of Police or his designee. **Timely Warnings will contain best practices information regarding crime prevention to increase the SHSU campus community's level of safety and security.**

**The SHSU Police Department Chief of Police or a designee is not required to provide a timely warning for non-Clery Act crimes or for crimes exclusively reported to a pastoral or professional counselor by SHSU Counseling policy and Campus Security Authority exemptions citation 34 CFR 668.46(a)**

SHSU may include, in appropriate circumstances, personally identifiable information generally protected from disclosure under the Family Educational Rights and Privacy Act (FERPA) in an emergency using identifying information. Please see FERPA and Timely Warning citation 34 CFR 99.31(b)(6) and 99.36.

SHSU Chief of Police Kevin Morris or his designee provides training for SHSU Police Department first line supervisors regarding which types of incidents could potentially warrant timely warnings or emergency notifications. This is intended to increase recognition and thus improve timeliness and the pertinence of the information submitted by the SHSU Chief of Police.

You can report any crime or suspicious circumstance to SHSU PD at (936)294-1800, or in an emergency by calling (936)294-1000 (4-1000 on campus) or calling 911.

## EMERGENCY NOTIFICATION

SHSU has instructed the SHSU Chief of Police, Kevin Morris or his designee under the Clery Act designation 34 CFR §668.46(g) and by policy and procedure (FO-64 and PRE-07), to include in every SHSU Annual Security and Fire Safety Report a statement that accurately reflects SHSU's current emergency response and evacuation procedures, as well as the procedures involved in emergency notification.

### Purpose

SHSU Emergency Management's purpose is preparation through strong plan development, testing, and exercises aimed towards organizational coordination of emergency response in the event of an emergency. Focal points of SHSU Emergency Management, under the direction of Deputy Chief of Police and Associate Director of Emergency Management Dr. Lonnie Booker or his designee, and includes the saving of lives, minimizing trauma and suffering incurred to the SHSU community, and reducing the amount of damage to property and academic services. To accomplish these goals, it is important that students, staff, faculty, and visitors take responsibility for their own safety, and that SHSU and Emergency Management exists to support that responsibility and comply with the requirements of the Clery Act.

### Examples of emergencies may include:

- An outbreak of meningitis, rhinovirus, or other serious illness
- An approaching tornado, hurricane, or other extreme weather condition
- Gas leak
- Bomb threat
- Civil unrest or rioting
- Nearby chemical or hazardous waste spill
- Explosion or fire
- Armed intruder

In the event of an emergency, Sam Houston State University will initiate and provide, without delay, immediate notifications to the university community. Upon confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors, the SHSU PD staff is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders and/or the national weather center.

Excerpt from policy PRE- 07, titled "[Campus Closure](#)"

## NOTIFICATION AND EMERGENCY RESPONSE ACTIVATION PROCESS

- Upon notification to the Vice President for Facilities Management (VPFM) or designee of a service

disruption on campus, the VPFM will direct University Police (UPD) and Facilities Management employees to immediately begin conducting inspections of all affected areas and buildings experiencing a service or utility outage to verify the extent of the incident. UPD and Facilities Management will immediately report their findings to the VPFM.

- As soon as possible, the VPFM or designee will provide an initial briefing to the Cabinet, Chief of Police, Public Information Officer (PIO), and/or Emergency Management, including initial findings, the extent of the disruption to campus operations and services, and a plan for restoration of regular operations and services, if possible.
- The Provost & Senior Vice President for Academic Affairs (Provost) and CFO & Senior Vice President for Operations will analyze possible options and provide a recommended course or courses of action to the President.
  - The President will notify and consult with members of the Cabinet, as needed, to determine the best course of action, based on information known at the time.
  - The President will make the final determination regarding whether to close all campuses or a singular affected campus.
- The Provost or designee will notify, as quickly as possible, the appropriate individuals within the Provost's area of responsibility, including the academic deans. The deans, in turn, will notify, as quickly as possible, the academic department chairs who will inform the faculty and designated essential staff of the decision to cancel classes.
  - The Provost and the CFO will consult with MarCom to craft a notification that will be sent to the campus community via KatSafe.
  - MarCom will ensure that appropriate notifications regarding the affected campuses' procedures are timely communicated to the media in Huntsville and the surrounding areas for publication to university constituents.
- Members of Cabinet, or their designee, will notify, as quickly as possible, the appropriate unit employees and essential employees including those responsible for the buildings and properties.
- MarCom will provide continuous updates as necessary and provide a final message indicating a return to normal operations at the conclusion of the incident.

### **Notification and Response Due to Weather**

- Emergency Management or the Chief of Police will notify, as quickly as possible, the Provost and the CFO about pending weather events that may impact normal operations.
  - Depending on the nature of the weather incident and recommendations from Emergency Management, the Provost and CFO will determine whether to establish an Emergency Operations Center Group for compiling weather information and monitoring potential impacts to the campuses and surrounding areas.
  - The Provost and CFO shall use relevant and factual information to formulate recommendations regarding cancelation or continuation of classes and use of campus facilities.
  - Once the recommendation(s) from the Provost and CFO are approved by the President, the CFO will consult with MarCom to craft a notification message that will be sent to the campus community via KatSafe.
  - MarCom will ensure that appropriate notifications regarding the affected campuses'



procedures are timely communicated to the media in Huntsville and the surrounding areas for publication to university constituents.

- Members of Cabinet, or their designee, will notify, as quickly as possible, the appropriate unit employees and essential employees including those responsible for the buildings and properties.
- MarCom should provide continuous updates as necessary and provide a final message indicating a return to normal operations at the conclusion of the incident.
- For Emergency Weather Incidents (Tornados, Severe Thunderstorms) Emergency Management should follow established weather notifications (e.g., National Weather Service) and provide MarCom with appropriate messaging to be sent via KatSafe.

If the Chief of SHSU PD, or designee, in conjunction with other University administrators, local first responders, City or County Emergency Management Officials, Public Health Officials and/ or the National Weather Service, or any SHSU staff or faculty confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the SHSU community, the **SHSU PD Chief or Assistant Director of Emergency Management and SHSU Marketing and Communications will compose and will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the SHSU Community and includes all campuses.**

**Sam Houston State University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: SHSU PD, Local police department, and/or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.**

With the assistance of Marketing & Communications, this department will initiate KatSafe Communications System, either by text, voice message, email and or website. In addition, the University has other systems in place to help disseminate emergency notifications alerting students, staff, faculty, and visitors by differing means including speaker systems in buildings, SHSU siren and alert system, and appearing automatically on all SHSU computers and monitors under KatSafe. Additional methods that could be used includes posting information of the public safety services website, and social media. If any of these systems fail or the University deems it appropriate, in-person communication may be used to communicate an emergency.

## KATSAFE ALERTS

**For Timeline Warnings and Emergency Notifications-** <https://www.shsu.edu/katsafe/>

All SHSU community members are automatically enrolled in KatSafe voice and emails. Bearkats can update their personal information using the SamWeb portal and add up to 10 people.

Sign up for Text Message Alerts- SHSU students and employees can sign up for text message alerts with the following steps:

1. Login to SamWeb
2. Select “Miscellaneous” from the left-hand navigation bar
3. Select “KatSafe Emergency Contact Information”
4. Under “Phone”, ensure that “(txt & voice)” is beside your phone number. If it is not, select the “Add” button.
5. In the pop up, enter your phone number, select “txt & voice” then select the “Add” button

**Individuals can report emergencies occurring at or near Sam Houston State University by calling (936) 294-1000 or calling 911.**

**An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.**

With procedures outlined in the SHSU Warning annex of the Emergency Management Plan, the primary notification to the SHSU University community, depending on the emergency and type of response required, is initiated by SHSU’s Crisis Communications Team (SHSU CCT), normally led by either the Executive Director of Public Safety Services and Chief of the SHSU PD Kevin Morris, Associate Director of Emergency Management, Dr. Lonnie Booker, or their designees, and consisting of the President, Cabinet and the University Public Information Officer. As part of the team, the Emergency Planning Group is activated to assemble and, at the direction of the SHSU CCT, to execute the guidance of the President. **All timely warnings and emergency notifications are non-segmented.**

## INTERNAL/EXTERNAL COMMUNICATION PLAN

The KatSafe system will be used to notify students and employees of an emergency. Surrounding community leaders from Walker County, the City of Huntsville Police and Fire Departments, and Huntsville Memorial Hospital are enrolled in the KatSafe notification system.

Students commuting to and from SHSU main campus or commuting between campuses should pay special attention to possible emergency notifications to prevent driving or walking into an occurring emergency. **All timely warnings and emergency notifications are non-segmented.** SHSU Department of Marketing and Communications is responsible for dissemination of emergency information to external media. The local radio station for both Montgomery and Walker County who will be transmitting the SHSU emergency notification information or of other emergencies determined by other agency emergency operations is 101.7 KSAM. The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via the Sam Houston State University homepage and/or social media.

The Texas State University System and the Huntsville Item Online also receives the emergency notifications which leads to informing the outlying communities through area news media.

The SHSU PD works closely with the Huntsville Police Department, Department of Public Safety, and Walker County Sheriff’s Department for Huntsville’s main campus and separate campuses, as well as with

Conroe Police Department for the SHSU Osteopathic School of Medicine and Montgomery County Sheriff's Department for the Woodlands' Campus. When an emergency occurs that may indirectly or directly affect the campus community, the SHSU PD 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 SHSU PD or Marketing and Communications so that the campus community is aware of incidents that affect the university community.

Notification will be made by using some or all of the following methods depending on the type of emergency: University KatSafe (which contains email, cell phone text, voice message alert); fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency.

See the chart to the right (EN) for emergency communications operations information.

If there is an immediate threat to the health or safety of students or employees occurring at any SHSU campus, SHSU must follow its emergency notification procedures as required under the Clery Act. SHSU, in following its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, SHSU must provide adequate follow-up information to the community as needed.

**Report an emergency at 911 or (936) 294-1000.**

System To Use	Primary Message Creator	Backup Message Creator	Authority For Approving & Sending Messages	Primary Message Sender/ Distributor
Text, Voice, Email, Social, Media	Marketing & Communications (Mar/Com)  Police Department (SHSU PD)	IT	Mar/Com SHSU PD	Mar/Com KatSafe
Siren System	Mar/Com SHSU PD Dispatch	IT	Mar/Com SHSU PD Dispatch	IT KatSafe
Alertus	Mar/Com, SHSU PD Dispatch IT	Mar/Com, SHSU PD Dispatch IT	Mar/Com, SHSU PD Dispatch, IT	Mar/Com, SHSU PD Dispatch IT

## MISSING STUDENT NOTIFICATION

Federal law requires that SHSU report both to the SHSU PD, 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 SHSU PD 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, this includes CSAs.** If a missing person is reported to anyone other, then SHSU UPD, Residence Life, or a CSA, the department or person receiving the report will immediately contact SHSU UPD.

Students residing in on-campus housing **will be informed annually that each student have the option to identify a person designated as a confidential missing person contact (add to or modify)** who is to be contacted by SHSU no later than 24 hrs. after the time the student is determined to be missing by the designated University officials authorized to make that determination (specifically, SHSU PD) or the local law enforcement agency in which the student went.

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. When students are informed annually of their option to provide a confidential contact, they are advised that



their contact information will be registered confidentially, and that this 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 and that it may not be disclosed outside of a missing person investigation.

## PROCEDURES

**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.** For all missing students, SHSU will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

A student is determined to be missing when the SHSU PD has verified that reported information is credible and circumstances warrant declaring the person missing. **Should the SHSU PD investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the SHSU PD.** If the student is under the age of 18 and is not an emancipated individual, SHSU PD will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, SHSU will inform the Huntsville Police Department or Walker County Sheriff's Department (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

Procedures for Residence Hall staff when a student is reported missing are as follows:

- Residence Hall staff conduct a room check
- Residence Hall staff call student who is missing (outreach attempt to see if the student will respond)
- Residence Hall staff will immediately call SHSU Police Department and report missing student
- Resident Hall staff document the incident via an incident report submitted to upper Residence Life administration.

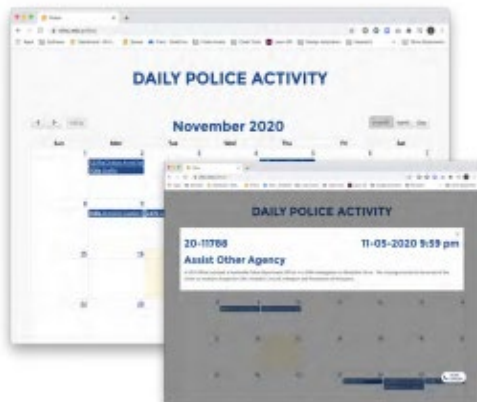
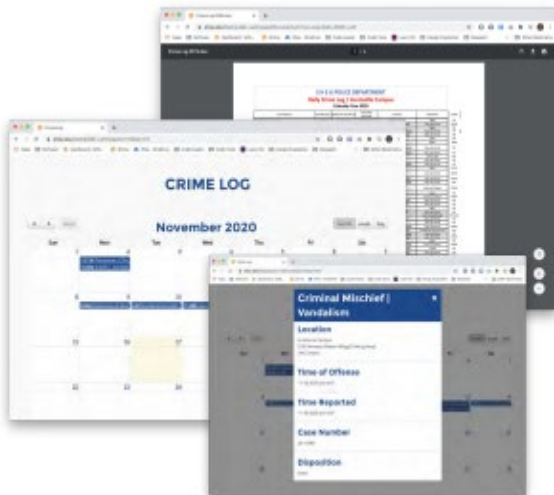
These procedures are taught to all Residence Hall staff in Hall Director and RA trainings, and all staff are provided copies of the training for consultation or review.

## DAILY CRIME LOG & DAILY POLICE ACTIVITY

Chief Kevin Morris (UPD is located at 2424 Sam Houston Ave, with contact phone number 936 294-1800, emergency phone number 4-1000), or his designee maintains the SHSU PD Crime log as required under the Clery Act, and includes the nature, date, time, and general location of crimes that occur on or within SHSU's Clery Act geography. Entries must be made within two business days of the reported crime unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. SHSU PD may withhold this information if there is clear and convincing evidence that releasing it would jeopardize an ongoing criminal investigation or safety of the individual, cause the suspect to flee or evade detection, or result in the

destruction of evidence. SHSU PD Clery policy discloses any withheld information once the adverse effect is no longer likely to occur. Anyone can go to see both the currently maintained crime log for the year at <https://www.shsu.edu/dept/public-safety/upd/crimelog.html> and the crime logs for the previous years.

The policy for the SHSU PD Crime Log applies to all SHSU campuses. The crime log switched formats in early 2020 for easier inspection of single days, weeks, or months for crime information you desire to find. The link for the UPD Crime Log is <https://www.shsu.edu/dept/public-safety/upd/crimelog.html>.



Screenshots of Crime Log and Daily Police Activity from UPD's website.





## 03 Geography



## AUTHORITY & JURISDICTION

SHSU PD law enforcement personnel are lawfully recognized by Sam Houston State University 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 Sub-chapter 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 SHSU PD and encompasses all counties where SHSU owns, leases or controls property by written agreement within the State of Texas.

**Outside a peace officer’s primary jurisdiction, a peace officer commissioned under this section is vested with all the powers, privileges, and immunities of peace officers and may arrest any person who violates any law of the state if the peace officer:**

- (1) is summoned by another law enforcement agency to provide assistance.**
- (2) is assisting another law enforcement agency; or**
- (3) is otherwise performing his duties as a peace officer for the institution of higher education or public technical institute that employs the peace officer.**

### **Monitoring and Recording of Criminal Activity by Students at Non-campus locations of Recognized Student Organizations**

SHSU has officially recognized student organizations that own or control housing facilities outside of the SHSU core campus. If a LOCAL Police Department is called by a citizen to respond to one of those locations, a LOCAL Police Department will typically notify SHSU PD to respond with them or they will notify SHSU PD after they have responded to inform SHSU of the situation. However, LOCAL PD does this out of courtesy and is not “required” to notify or involve SHSU PD when they respond to a call involving private property.

## NEIGHBORING LAW ENFORCEMENT

The SHSU Police Department maintains a good working relationship with federal, state, local, county and city law enforcement authorities on behalf of the university, including agencies Texas DPS, Walker County Sheriff’s Department, Montgomery County Sheriff’s Department, Conroe Police Department, Texas Parks and Wildlife, and the Texas Rangers.

SHSU serves as a hub for leadership and management training for many law enforcement agencies within the State of Texas. SHSU PD assists with the accuracy of maintaining criminal statistics at off-campus sites, including student organizations with non-campus housing facilities.

SHSU PD signed the Mutual Aid Law Enforcement Agreement on August 6, 2018. This agreement expires in 2023. The current individual MOU with the City of Huntsville Police Department (HPD) is reviewed around April every two years and renewed every five years. Copies of the MOUs are available upon request by contacting SHSU PD at (936) 294-1800.

**Mutual Aid Law Enforcement Agreement includes:**

- Montgomery County Sheriff's Department
- M.C. Constable Precinct 1
- M.C. Constable Precinct 2
- M.C. Constable Precinct 3
- M.C. Constable Precinct 5
- City of Conroe Police Department
- City of Oak Ridge Police Department
- City of Shenandoah Police Department
- City of Panorama Village Police Department
- City of Cut and Shoot Police Department
- City of Magnolia Police Department
- New Caney ISD Police
- Splendora ISD Police
- Montgomery ISD Police
- Lone Star College Police
- Texas Department of Public Safety
- City of Willis Police Department
- City of Montgomery Police Department

## CLERY GEOGRAPHY GUIDELINES

SHSU Clery geography establishes the area that statistics are compiled from, and those properties are submitted to the SHSU PD by Mary Holland, Campus Space Planner, of the SHSU Facilities Management Department. Ms. Holland's office is located at 2424 Sam Houston Avenue in the South Sam Complex and is the repository for all geography documentation received by SHSU Finance and Operations or through SHSU Facilities Management. Public property geography designations are currently determined by the SHSU PD Chief of Police Kevin Morris or his designee. Updates from Facilities Management concerning properties, including changes in names of properties, are also supplied by SHSU Facilities Management. Additional geography reporting obligations rests on Athletics, Academics and Student Affairs for non-campus travel under departmental procedures, with the information forwarded to the designated compliance officer upon request.

The definitions for SHSU Clery geography provided by Federal law are 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 SHSU's campus
- SHSU's non-campus buildings and property
- Public property within or immediately adjacent to and accessible from the SHSU campus.
- Student Housing Facilities

The proper identification of SHSU's property ensures that the statistical reporting to the Bearkat Community is accurate and dependable.

## DEFINITIONS FOR SHSU GEOGRAPHY:

**On-campus.** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On-campus Student Housing Facilities.** For purposes of the Clery Act (as well as the Higher Education Authority (HEA) missing student notification and fire safety regulations) any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Public property.** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-campus buildings or property.** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. For the purposes of maintaining the crime log required by the Clery Act, 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 data for 2019 currently includes Gibbs Ranch, the SHSU Observatory, University Plaza, and University Camp. In August 2020, the SHSU Osteopathic School of Medicine, The Woodlands Center, and the Biological Field Station were named separate campuses. For other property related considerations, see Chapter 2 in the Campus Safety and Security Handbook 2016 edition.

## MAIN CAMPUS

The Main Campus for SHSU is in Huntsville, Texas. The main portion of campus is located approximately four blocks south of the County Courthouse. The SHSU main campus is comprised of numerous academic buildings, residential complexes (operated by the university), and is surrounded by public streets and private property. In all, the main campus of SHSU covers approximately 500 acres (total property within Walker County approximately 2772.1 acres). The SHSU Physical Plant Administration (Facilities Management) maintains a list of all campus buildings, addresses, and locations or other properties owned by SHSU.

Huntsville's last population census indicated a population of 38,548. It is located approximately 70 miles north of Houston in the East Texas Piney Woods on Interstate 45, which runs between Houston and Dallas. Huntsville is also home to the Texas Department of Criminal Justice, Huntsville State Park, the Texas



Prison Museum, and became the home of Sam Houston, who served as President of the Republic of Texas, Governor of the State of Texas, Governor of Tennessee, U.S. Senator, and Tennessee congressional representative. General Houston led the Texas Army in the Battle of San Jacinto – the decisive victory of the Texas Revolution. Houston has been noted for his life among the Cherokees of Tennessee, and - near the end of his life – for his opposition to the American Civil War, a position which was a very unpopular in his day. Huntsville was also the home of Samuel Walker Houston (1864–1945), a prominent African American pioneer in the field of education. Samuel W. Houston founded the Galilee Communities Houstonian Normal and Industrial Institute in Walker County, Tx.

### THE WOODLANDS CENTER

Sam Houston State University's "The Woodlands Center" is comprised of a 144,164 sq. ft., 4-story facility, complete with 32 high tech classrooms and a 5-story parking garage. The facility features a one stop center where students can speak with representatives about admissions, financial aid programs, registration, online tuition payments, and obtain a Bearkat OneCard.

The Woodlands Center is located at 3380 College Park Drive The Woodlands, TX 77384 and can be reached at (936) 202-5000.

Adjacent Lone Star College shares a parking garage with The Woodlands Center and their provided statistics are included with the SHSU Woodlands Campus statistics.

### THE SHSU COLLEGE OF OSTEOPATHIC MEDICINE

Located at 925 City Central Avenue, in Conroe, Tx., the (SHSU COM) confers a Doctor of Osteopathic Medicine (D.O.) degree. The campus consists of a five-story, 107,000 square-foot building on 7.3 acres. SHSU COM has received accreditation from the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA).

### THE CENTER FOR BIOLOGICAL FIELD STUDIES

Located at 1866 Fish Hatchery Rd., Huntsville, Tx. 77340, the Center for Biological Field Studies (CBFS) is a biological field station, founded in 2001, owned by Sam Houston State University (SHSU) and operated by the College of Science & Engineering Technology, Department of Biological Sciences. The mission of CBFS is to serve as the institutional leader in ecology education, stewardship, research, and environmental sustainability for the East Texas Pineywoods.

In addition to our role in supporting research and education, CBFS is building legacy archives of data, specimens, and accumulated knowledge. Such legacies will contribute to the framework for documenting and understanding the nature and pace of ecosystem, regional, and global changes in environmental conditions; ecological processes; and biodiversity.

CBFS is important because of its proximity to Houston, population 2.2 million, the largest city in the Southern United States. The urban sprawl is rapidly expanding and will soon touch the southern edge of the Sam Houston National Forest, less than 30 miles from Huntsville. CBFS may play a critical role in research related to the sustainability of biotic resources and the quality of human life in this rapidly changing



landscape.



## 04 Statistical Guidelines



## Preparing the Annual Disclosure of Crime Statistics

**The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the SHSU PD, SHSU PD through SHSU Campus Security Authorities (CSAs), or the Huntsville Police Department of crimes that occur on Clery Geography for SHSU.**

Excerpt from Policy FO-64- Sam Houston State University Policy on Clery

- 3.03 Disclose Crime Statistics – Crime statistics for incidents that occur on our Clery Act geography must be disclosed on the Annual Security Report.

The Compliance Coordinator is responsible for gathering crime statistics from the University Police Department (UPD), Department of Housing and Residential Life, the Office of Institutional Diversity & Inclusion and Title IX, Dean of Students (Student Conduct and Community Standards and Student Involvement), local law enforcement, and other CSAs.

To view crime definitions, refer to the [Clery Act Crime Definitions webpage](#).

Unfounded crimes must be disclosed if any of the listed crimes are found to be false or baseless by UPD or any other local law enforcement agency. The Clery Act has specific guidelines for classifying a reported offense as unfounded.

If you wish to be aware 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 UPD 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 webpage located at <https://www.shsu.edu/dept/public-safety/upd/SHSU-main-campus-crime-statistics.html> under crime statistics main campus and for the SHSU Woodlands Campus at <https://www.shsu.edu/dept/public-safety/upd/the-woodlands-campus-crime-statistics.html>. While SHSU at University Park in northwest Houston is no longer a part of SHSU reporting, the past statistics, submitted by Lone Star College, is maintained at SHSU as University Park Crime Statistics.

## DEFINITIONS

The definitions for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons, law violations, drug abuse violations, and liquor law violations are from the “Summary Reporting System (SRS) User Manual” from the FBI’s UCR Program.

The definitions of fondling, incest, and statutory rape are from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI’s UCR Program.

The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI’s UCR Program.

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. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made annually to all Campus Security Authorities (as defined by federal law) which includes: All Deans, Assistant Deans, Directors and Assistant Directors, and others found under CSA listings by title.

By SHSU PD procedure, all the statistics are gathered, compiled, and reported to the University community via this report, which is published by the Office of Compliance and Insurance, who also submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. This is done in partnership with UPD.

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.

### Unfounded Crimes

SHSU PD may on occasion, due to investigation and the totality of information, 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 un-founding of the crime requires changing the reported crime in the daily log or police activity report within two business days once the investigation is completed.

### Hate Crimes

Hate Crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

Hate Crimes are criminal offenses that manifest 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, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

If you are interested in how hate crimes and their many possibilities present 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.

### The Hierarchy Rule

As required by the Clery Act and under SHSU PD Policy, 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.

## MAIN (HUNTSVILLE, WALKER COUNTY) STATISTICS

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Murder/Non-Negligent Manslaughter	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Rape	2021	6	0	0	6	6
	2020	11	0	0	11	11
	2019	4	0	0	4	4
Fondling	2021	1	0	0	1	1
	2020	0	0	0	0	0
	2019	2	0	0	2	1
Incest	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2021	2	0	0	2	2
	2020	1	0	0	1	0
	2019	0	0	0	0	0
Aggravated Assault	2021	3	0	0	3	2
	2020	0	0	0	0	0
	2019	5	0	1	6	2
Burglary	2021	14	1	0	15	8
	2020	3	0	0	3	1
	2019	13	0	0	13	8
Motor Vehicle Theft	2021	1	0	0	1	0
	2020	0	0	0	0	0
	2019	2	0	2	4	0
Arson	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0



Arrests and Referrals for Disciplinary Action	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Liquor Law Violation Arrests	2021	18	0	0	18	11
	2020	7	0	2	9	7
	2019	24	0	6	30	12
Drug Law Violation Arrests	2021	37	0	42	79	22
	2020	42	0	35	77	20
	2019	34	0	31	65	23
Weapons Law Violation Arrests	2021	0	0	4	4	0
	2020	0	0	1	1	0
	2019	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2021	1	0	0	1	1
	2020	2	0	0	2	2
	2019	3	0	0	3	3
Drug Law Violation Referrals for Disciplinary Action	2021	2	0	0	2	1
	2020	1	0	0	1	1
	2019	1	0	0	1	1
Weapons Law Violation Referrals for Disciplinary Action	2021	0	0	2	2	0
	2020	0	0	0	0	0
	2019	0	1	0	1	0

VAWA Offenses	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Domestic Violence	2021	9	0	0	9	8
	2020	1	0	0	1	0
	2019	8	0	0	8	8
Dating Violence	2021	1	0	0	1	1
	2020	4	0	1	5	3
	2019	5	0	0	5	4
Stalking	2021	5	0	0	5	5
	2020	1	0	0	1	1
	2019	11	0	0	11	8

Residential Facility crime statistics are a subset of the On-Campus category, i.e., they are counted in both categories.

### **UNFOUNDED CRIMES**

If a crime is reported as occurring On-Campus, in On-campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is 0.

The total number of unfounded crimes for the 2020 calendar year at this campus is 0.

The total number of unfounded crimes for the 2019 calendar year at this campus is 1.

### **HATE CRIME REPORTING:**

There was one hate crime reported for Main Campus in 2019, none in 2020 or in 2021.

2019 Hate Crime Synopsis 19-13426: An officer was dispatched to the Performing Arts Center on December 12, 2019. Upon arrival, the officer met with a University staff member who reported that graffiti was discovered in the men's restroom located on the second floor. The graffiti was a swastika with demonizing words against a protected class. An offense report was completed, and an investigator was assigned.

## THE WOODLANDS CENTER (THE WOODLANDS, MONTGOMERY COUNTY) STATISTICS

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Murder/Non-Negligent Manslaughter	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Fondling	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Incest	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2021	1	0	0	1	0
	2020	0	0	0	0	0
	2019	1	0	0	1	0
Arson	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Arrests and Referrals for Disciplinary Action	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Liquor Law Violation Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Drug Law Violation Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Law Violation Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

VAWA Offenses	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Domestic Violence	2021	1	0	0	1	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Dating Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Stalking	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.

\*\*There are no residential facilities on this campus.

## UNFOUNDED CRIMES

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is 0.

The total number of unfounded crimes for the 2020 calendar year at this campus is 0.

The total number of unfounded crimes for the 2019 calendar year at this campus is 0.

**HATE CRIME REPORTING:**

There were no hate crimes reported for The Woodlands Campus in 2019, 2020, or in 2021.



## THE COLLEGE OF OSTEOPATHIC MEDICINE (CONROE, MONTGOMERY COUNTY) STATISTICS

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Murder/Non-Negligent Manslaughter	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Manslaughter by Negligence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Fondling	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Incest	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Statutory Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Robbery	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Aggravated Assault	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Burglary	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Motor Vehicle Theft	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Arson	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA

Arrests and Referrals for Disciplinary Action	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Liquor Law Violation	2021	0	0	0	0	0

Arrests	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Drug Law Violation Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Weapons Law Violation Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Liquor Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Drug Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Weapons Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA

VAWA Offenses	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Domestic Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Dating Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA
Stalking	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	NA	NA	NA	NA	NA

\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.

\*\*There are no residential facilities on this campus.

## UNFOUNDED CRIMES

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses, hate crimes, and domestic violence, dating violence, or stalking incidents that have been unfounded. It should be noted this campus opened in August of 2020.

The total number of unfounded crimes for the 2021 calendar year at this campus is 0.

The total number of unfounded crimes for the 2020 calendar year at this campus is 0.

The total number of unfounded crimes for the 2019 calendar year at this campus is 0.

**HATE CRIME REPORTING:**

There were no hate crimes reported for The College of Osteopathic Medicine in 2021, 2020 and there were no students in 2019 on the campus.

## CENTER FOR BIOLOGICAL FIELD STUDIES STATISTICS

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Murder/Non-Negligent Manslaughter	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Fondling	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Incest	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Arrests and Referrals for Disciplinary Action	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
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Liquor Law Violation Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Drug Law Violation Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Law Violation Arrests	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Noncampus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities*</b>
Domestic Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Dating Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Stalking	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.

\*\*There are no residential facilities on this campus.

## UNFOUNDED CRIMES

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of criminal offenses, hate crimes, and domestic violence, dating



violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2021 calendar year at this campus is 0.

The total number of unfounded crimes for the 2020 calendar year at this campus is 0.

The total number of unfounded crimes for the 2019 calendar year at this campus is 0.

#### **HATE CRIME REPORTING:**

There were no hate crimes reported for The Center for Biological Field Studies in 2021, 2020, and 2019.

### **LOCAL CRIME STATISTICS**

Under the Clery Act, SHSU PD 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 are not recorded in the submitted Annual Security Report. Other agencies supply information in a format that only includes all 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 may be listed in a separate table.

#### **Huntsville Police Statistics**

Type	2021
Homicide	2
Sexual Assault	28
Robbery	17
Assault	586

Burglary	74
Auto Theft	74
Arson	3
Narcotics	383



## 05 Criminal Offenses



## DEFINITIONS

Criminal Homicide is separated into two categories: Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence.

### **Murder and Non-Negligent Manslaughter**

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.

### **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.

### **Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

### **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.

### **Larceny-Theft**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Larceny and theft are the same for purposes of Clery Act reporting.

**Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction / Damage / Vandalism of Property**

To destroy willfully or maliciously, damage, deface or otherwise injure any public or private property, real or personal, without the consent of the owner or person having custody or control. This malicious behavior is directed at property such as cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.





## 06 Sexual Offenses, Domestic Violence, & Dating

## SAM HOUSTON STATE UNIVERSITY RESPONSE TO SEXUAL AND GENDER VIOLENCE

### INTRODUCTION

Sam Houston State University prohibits discrimination on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts also can be forms of sex-based discrimination and are prohibited whether sexually based or not and include dating violence, domestic violence, and stalking.

Sam Houston State University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs and procedures that address sexual assault, domestic violence, dating violence and stalking whether the incident occurs on or off campus and when it is reported to a university official.

**In this context, Sam Houston State University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.**

The TSUS Sexual Misconduct Policy classifies sexual misconduct matters as either Title IX Sexual Harassment or Non-Title IX Sexual Misconduct. Allegations of sexual misconduct shall be classified as Title IX Sexual Harassment provided:

- The sexual misconduct meets the definition of Title IX Sexual Harassment.
- The sexual misconduct occurred against a person participating in or attempting to participate in a university's education program or activity; and,
- The sexual misconduct occurred against a person located within the United States.
- Sexual Misconduct that does not meet all the requirements does not constitute Title IX Sexual Harassment and shall be classified as Non-Title IX Sexual Misconduct.

Title IX Sexual Harassment refers to sexual misconduct that meets one or more of the following three behaviors:

- A university's employee conditioning provision of an aid, benefit, or service of the university on an individual's participation in unwelcome sexual conduct ("quid pro quo" harassment which may be express or implied and need not be "severe" or "pervasive" as a single incident is inherently "offensive" and jeopardizes equal educational access;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity, or

- “Sexual Assault,” “Dating Violence,” “Domestic Violence” or “Stalking” as defined in referenced statutes.

Sexual Harassment under other applicable state and federal law means unwelcomed sex-based verbal or physical conduct that:

- In the employment context, unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or
- In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with the student’s ability to participate in or benefit from education programs or activities at a post-secondary educational institution.

Sexual Misconduct is a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes but is not limited to sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, strangers, or acquaintances, and can occur between or among people of the same or opposite sex.

University refers to Sam Houston State University.

## UNIVERSITY PROHIBITED CONDUCT

The TSUS, its colleges and universities are committed to creating and maintaining educational communities in which everyone is respected, appreciated, and valued. The TSUS diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels in academia. **The TSUS focus on tolerance, openness, and respect is key in providing every member of the TSUS community with basic human dignity free from harassment, exploitation, intimidation, or other sexual misconduct (to include domestic violence, dating violence, sexual assault and stalking as defined below).** Any report of behavior that threatens our institutional values and breaches this policy shall be promptly investigated and remediated in accordance with principles of law, fairness, and equity to all parties involved.

The TSUS and its universities are firmly committed to maintaining an educational environment free from all forms of sex discrimination. Sexual misconduct, as defined in this policy, is a form of sex discrimination and will not be tolerated. The TSUS and universities will maintain an environment that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. The universities will take prompt and appropriate action to eliminate sexual misconduct when such is committed, prevent its recurrence, and remedy its effects. This policy defines and describes prohibited sexual conduct, establishes procedures for processing complaints of sexual misconduct, permits appropriate sanctions and identifies available resources.

### Dating Violence 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 based on a consideration of the following factors:
  - the length of the relationship
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship

**Family (Domestic) Violence** 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, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas.

**Retaliation** means any adverse action threatened or taken against a person because they have filed, supported, or provided information in connection with a complaint of sexual misconduct, including but not limited to direct and indirect intimidation, threats, and harassment.

**Sexual Assault** 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.

Sexual Assault is defined as forcible or nonforcible sex offenses under the FBI's Uniform Crime Reporting (U.C.R.) program [20 U.S.C. 1092 (f)(6)(A)(v)], which includes these two offense categories:

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

**Forcible Rape: (Except Statutory Rape)** The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** To use an object or instrument to – Unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in



instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses, Nonforcible:** (Except Prostitution Offenses) Unlawful, nonforcible sexual intercourse.

- Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Examples of sexual assault include, but are not limited to, the following nonconsensual sexual activity:

1. Sexual intercourse (vaginal or anal);
2. Oral sex;
3. Rape or attempted rape;
4. Penetration of an orifice (anal, vaginal, oral) with the penis, finger or other object;
5. Unwanted touching of a sexual nature;
6. Use of coercion, manipulation, or force to make someone else engage in sexual touching, including touching of breasts, chest, buttocks and genitalia;
7. Engaging in sexual activity with a person who is unable to provide consent; or
8. Knowingly transmitting a sexually transmitted disease to another.

**Sexual Exploitation** occurs when a person takes nonconsensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Examples can include, but are not limited to, the following behaviors:

- Prostituting another;
- Non-consensual electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved;
- Voyeurism (spying on others who are in intimate or sexual situations);
- Going beyond the boundaries of consent (such as letting friends hide in a closet to watch another friend having consensual sex); or
- Distributing intimate or sexual information about another person without that person's consent.

**Sexual Violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. All such acts are forms of sexual misconduct.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

## RELATED UNIVERSITY POLICIES

Sam Houston State University prohibits sexual assault, sexual harassment, dating violence, domestic violence, and stalking. University policies define these terms and explain how Sam Houston State University addresses these issues when they are reported to a university official.



The following university policies address these issues:

- TSUS Sexual Misconduct Policy
- Non-Discrimination Policy (PRE-29)
- Code of Student Conduct

## FEDERAL CLERY ACT DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

### **Domestic Violence:**

- i. A felony or misdemeanor crime of violence committed —
  - A) By a current or former spouse or intimate partner of the victim;
  - B) By a person with whom the victim shares a child in common;
  - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - E) 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.
- ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence:** 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 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.

- ii. For the purposes of this definition —
  - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - B) Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape** is defined as 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.
- **Fondling** is defined as the touching of the private parts of another person for the purposes 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** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

**Stalking:**

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to —
  - A) Fear for the person’s safety or the safety of others; or
  - B) Suffer substantial emotional distress.
- ii. For the purposes of this definition —
  - A) Course of conduct means two or more acts, including, but not limited to, acts 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.
  - B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

## CRIMINAL CONDUCT AND STATE DEFINITIONS

The State of Texas criminalizes domestic violence, family violence, sexual assault, and stalking. Law enforcement can investigate a reported crime.

**Dating Violence.** Dating Violence, as defined by the Texas Family Code, Section 71.0021, states dating violence means an act, other than a defensive measure to protect oneself, by an actor that:

1. is committed against a victim or applicant for a protective order:
  - a. with whom the actor has or has had a dating relationship;
  - or
  - b. because of the victim’s or applicant’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
2. is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault.

For purposes of this title, “dating relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

- the length of the relationship;
- the nature of the relationship; and
- the frequency and type of interaction between the persons involved in the relationship.

A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a “dating relationship” under Subsection (b).

**Family Violence.** (Domestic Violence included) Domestic Violence, Family Violence, as defined by the Texas Family Code, Section 71.004, states family violence means:

1. an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;
2. abuse, as that term is defined by Sections 261.001(1)(C), (E), (G), (H), (I), (J), and (K), by a member of a family or household toward a child of the family or household; or
3. dating violence, as that term is defined by Section 71.0021.

**Sexual Assault.** Sexual Assault, as defined by the Texas Penal Code, Section 22.011, states a person commits an offense if the person:

1. intentionally or knowingly:
  - A. causes the penetration of the anus or sexual organ of another person by any means, without that person’s consent;
  - B. causes the penetration of the mouth of another person by the sexual organ of the actor, without that person’s consent; or
  - C. causes the sexual organ of another person, without that person’s consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
2. intentionally or knowingly:
  - A. causes the penetration of the anus or sexual organ of a child by any means;
  - B. causes the penetration of the mouth of a child by the sexual organ of the actor;
  - C. causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
  - D. causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
  - E. causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

## CONSENT (STATE LAW DEFINITION)

**The law states a sexual assault under Section 1 is without the consent of the other person if:**

1. the actor compels the other person to submit or participate by the use of physical force or violence;
2. the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
3. the other person has not consented, and the actor knows the other person is unconscious or physically unable to resist;

4. the actor knows that as a result of mental disease or defect the other person is, at the time of the sexual assault, incapable either of appraising the nature of the act or of resisting it;
5. the other person has not consented, and the actor knows the other person is unaware that the sexual assault is occurring;
6. the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
7. the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
8. the actor is a public servant who coerces the other person to submit or participate;
9. the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other;
10. person's emotional dependency on the actor;
11. the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or
12. the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code.

**Stalking.** Stalking, as defined by the Texas Penal Code, Section 42.072, states a person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

1. constitutes an offense under Section 42.072, or that the actor knows or reasonably should know the other person will regard as threatening:
  - A. bodily injury or death for the other person;
  - B. bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
  - C. that an offense will be committed against the other person's property;
2. causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
3. would cause a reasonable person to:
  - A. fear bodily injury or death for himself or herself;
  - B. fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
  - C. fear that an offense will be committed against the person's property; or
  - D. feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended



## SEXUAL ASSAULT REPORTING, POLICY, AND PREVENTION POLICY STATEMENT

### Excerpt from TSUS Sexual Misconduct Policy & Procedures

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) Procedure's institutions should follow citation 668.46(b)(11)(ii) Procedures for institutional disciplinary action citation 34 CFR 668.46(k).

“The Texas State University System (TSUS), its colleges, and universities (collectively referred to as “System” and/or “Components” and used interchangeably herein) are committed to creating and maintaining educational communities in which each individual is respected, appreciated, and valued. **The System’s focus on tolerance, openness, and respect is key in providing every member of the TSUS community with basic human dignity free from all forms of Sexual Misconduct, including Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.** Any report of behavior that threatens our institutional values and breaches this Policy 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.

Sam Houston State University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, Sam Houston State University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

## RISK REDUCTION

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have downloaded a rideshare app or have coordinated transportation with friends.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can

try:

- Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**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.

## **REPORTING INCIDENTS OF SEXUAL MISCONDUCT**

### **Reporting Options and Protocols (TSUS Sexual Misconduct Policy section 4)**

General Information. Each Component will identify and provide complete contact information for their Title IX Coordinator and all Deputy Coordinators in various locations, including but not limited to the Component's website; the Student's handbook; the Dean of Students Office; Human Resources; and Campus Police or Security; or their equivalents. Once a Complaint or Report of Sexual Misconduct is

received by the Component, the Title IX Coordinator will determine the appropriate grievance process for resolution.

**4.2. Victim Reporting Options. Although a victim of Sexual Misconduct may decline to report the incident, the Component supports, encourages, and will assist those who have been the victim of Sexual Misconduct to report the incident to any of the sources below. The alleged victim may use a pseudonym form when making a report to a law enforcement agency.**

4.2.1. Title IX Coordinator. Any incident of Sexual Misconduct may be brought to the attention of the Title IX Coordinator. The Title IX Coordinator will discuss with the reporting Party the options for:

- 4.2.1.1. Filing a Formal Complaint of a Title IX Sexual Harassment incident, if applicable; or,
- 4.2.1.2. Filing a Report of a Non-Title IX Sexual Misconduct incident, if applicable.

4.2.2. Responsible Employee. An individual may report alleged Sexual Misconduct to a Responsible Employee.

4.2.3. Official with Authority. An individual may report alleged Sexual Misconduct to an Official with Authority. A Report to an Official with Authority will impose Actual Knowledge on the Component provided the reported incident of Sexual Misconduct meets the definition of Title IX Sexual Harassment. Each Component will identify and provide contact information of the Official with Authority in various locations, including but not limited to the Component's website and the applicable online handbooks.

4.2.4. Component Police or Security. An individual may report an incident of Sexual Misconduct to the Component police or security. Although the Component strongly encourages reporting Sexual Misconduct to the police, a victim may request administrative action by the Component with or without filing a police report. Filing a police report does not obligate the victim to continue with criminal proceedings or Component disciplinary action. Components shall provide to the victim the contact information for the campus police or security personnel.

4.2.5. Campus Security Authority. A Report of Sexual Misconduct may be made to a Campus Security Authority (CSA) as defined in each Component's Annual Security Report. All CSAs will promptly inform the Title IX Coordinator of the Complaint or Report and comply with all other reporting obligations required by the Clery Act.

4.2.6. Local Law Enforcement. An individual may, but is not required to, report an incident of Sexual Misconduct directly with local law enforcement agencies. At the victim's request, the Component will assist the victim with reporting the incident of Sexual Misconduct to law enforcement.

4.2.7. Electronic Reporting. Each Component shall provide an option for electronic reporting of an incident of Sexual Misconduct. The electronic reporting option must:

- 4.2.7.1. enable an individual to report the alleged offense anonymously; and
- 4.2.7.2. be easily accessible through a clearly identifiable link on the Component's internet website home page. (For more information on anonymity, see Section 4.2.8 and Section 4.8.)

4.2.8. Anonymous Reports. Individuals who chose to file anonymous reports are advised that:

- 4.2.8.1. it may be very difficult, and in some cases, not possible for the Component to investigate an anonymous Report; and
- 4.2.8.2. filing a Report is not necessary in order to secure Supportive Measures through the Component.

4.3. Preservation of Evidence. Preservation of evidence is critical in incidents of Sexual Misconduct. If you experience sexual violence, you are encouraged to seek immediate medical care. Also, preserving DNA evidence can be key to identifying the perpetrator in a sexual violence case. Victims can undergo a medical exam to preserve physical evidence with or without police involvement. If possible, this should be done immediately. If an immediate medical exam is not possible, individuals who have experienced a sexual assault may have a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) within 4 days of the incident. With the victim's consent, the physical evidence collected during this medical exam can be used in a criminal investigation; however, a person may undergo a SAFE even without contacting, or intending to contact, the police. To undergo a SAFE, go directly to the emergency department of the nearest hospital that provides SAFE services.

4.4. Employee Mandatory Reporting. A Responsible Employee who has knowledge of Sexual Misconduct must report promptly to the Title IX Coordinator all relevant details known to the Employee about the alleged Sexual Misconduct shared by the Complainant or Reporting Party. A Responsible Employee must share all information relevant to the investigation, and if applicable, redress of the incident, including whether the Complainant has expressed a desire for confidentiality in reporting the incident.

4.4.1. Before a Complainant reveals any information to a Responsible Employee, the Employee should inform the Complainant of the Employee's reporting obligations. If the Complainant requests anonymity and confidentiality, the Employee should refer the Complainant to Confidential Employees. A Responsible Employee may not honor a request for anonymity or confidentiality.

4.4.2. A Responsible Employee should not share information with law enforcement without the Complainant's consent unless the Complainant has also reported the incident to law enforcement.

4.4.3. If the Complainant reports an incident to the Responsible Employee and requests confidentiality or no investigation, the Employee should tell the Complainant that the Component will consider the request but cannot guarantee that the Component will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will inform the Title IX Coordinator of the Complainant's request for confidentiality or no investigation.

4.4.4. A Responsible Employee will promptly report to the Title IX Coordinator all incidents of Sexual Misconduct, provided:



4.4.4.1. the employee is in the course and scope of employment at the time the employee witnesses or receives information regarding the occurrence of Sexual Misconduct.

4.4.4.2. the employee reasonably believes the incident constitutes Sexual Misconduct; and,

4.4.4.3. the incident of Sexual Misconduct was committed either by or against an enrolled Student or an Employee of the Component at the time of the Sexual Misconduct.

4.4.5. A Component may expand, but shall not narrow, the reporting obligations of Responsible Employees under this subsection.

4.4.5.1. A Component that expands the reporting obligations of a Responsible Employee shall inform such Responsible Employees of their mandatory reporting obligations.

## CONFIDENTIALITY

Excerpt from the TSUS Sexual Misconduct Policy section 3.15

### 3.15. Confidentiality

3.15.1. The identity of the following individuals is confidential and not subject to disclosure under the Texas Public Information Act, unless such individual(s) waive nondisclosure in writing:

- 3.15.1.1. an alleged victim of an incident of Sexual Misconduct;
- 3.15.1.2. a person who reports an incident of Sexual Misconduct;
- 3.15.1.3. a person who sought guidance from the Component concerning such an incident;
- 3.15.1.4. a person who participated in the Component's investigation of such an incident;
- or,
- 3.15.1.5. a person who is alleged to have committed or assisted in the commission of Sexual Misconduct, provided that after completion of the investigation, the Component determines the Complaint or Report to be unsubstantiated or without merit.

3.15.2. The identity of the individual(s) referenced in Section 3.15.1 may only be disclosed to the following:

- 3.15.2.1. a Component, as necessary to conduct an investigation and resolution of the investigation;
- 3.15.2.2. the person or persons alleged to have perpetrated the incident of Sexual Misconduct defined in this Policy, to the extent required by other law;
- 3.15.2.3. a law enforcement officer, as necessary to conduct a criminal investigation;
- 3.15.2.4. potential witnesses to the incident, as Necessary to conduct an investigation; or,
- 3.15.2.5. a health care provider in an emergency situation, as determined necessary by the

### Component.

3.15.3. Information reported to a health care provider or other medical provider employed by a Component is confidential and may be shared by the provider only with the Complainant's consent. The provider must provide aggregate data or other non-identifying information regarding incidents of Sexual Misconduct to the Component's Title IX Coordinator.

3.15.4. Breaches of confidentiality or privacy committed by Employees receiving a Complaint or Report of alleged Sexual Misconduct or investigating the Report of alleged Sexual Misconduct may result in disciplinary sanctions.

3.15.5. Release of information to the individuals referenced in Section 3.15.2 shall not be construed as a voluntary disclosure for purposes of the Texas Public Information Act.

3.15.6. If there is a direct conflict between the requirements of FERPA and the requirements of Title IX, such that enforcement of FERPA would interfere with the primary purpose of Title IX to eliminate sex-based discrimination in schools, the requirements of Title IX override any conflicting FERPA provisions.

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/sites/default/files/ord-files/ord/2020/ord19820339.pdf>

## THE PUBLIC INFORMATION ACT

**Complete publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20))**

Texas Government code, Chapter 552, gives the right to access government records; and an officer for public information and the officer's agent may not ask why you want them. All government information is presumed to be available to the public.

Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decisions, or information for which an exception to disclosure has not been sought. By SHSU Presidential Policy PRE-020 last reviewed January of 2022, to request information from SHSU involving records use the following information:

### Mail

Virginia Yount  
Legal Assistant and Public Information Coordinator  
Box 2045, SHSU  
Huntsville, TX 77341

**Email**

openrecords@shsu.edu

**Fax**

(936) 294-2423

**In Person**

Administrative Building Sam Houston

Texas State University System Office of General Counsel Suite 206

For complaints regarding failure to release public information please contact the Office of the Attorney General, Open Government Hotline at (512) 478-6736 or toll-free at (877) 673-6839.

For complaints regarding overcharges, please contact the Office of Attorney General's Cost Rules Administrator at (512) 475-2497.

## THE TEXAS PUBLIC INFORMATION ACT

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). [Open Records Decisions | Office of the Attorney General \(texasattorneygeneral.gov\)](https://openrecordsdecisions.org/Office-of-the-Attorney-General/texasattorneygeneral.gov))

According to the TSUS System Wide Sexual Misconduct policy confidentiality of victims will follow the procedure outlined below.

### Confidentiality

3.15.1. The identity of the following individuals is confidential and not subject to disclosure under the Texas Public Information Act, unless such individual(s) waive nondisclosure in writing:

3.15.1.1. an alleged victim of an incident of Sexual Misconduct;

3.15.1.2. a person who reports an incident of Sexual Misconduct;

3.15.1.3. a person who sought guidance from the Component concerning such an incident;

3.15.1.4. a person who participated in the Component's investigation of such an incident; or,

3.15.1.5. a person who is alleged to have committed or assisted in the commission of Sexual Misconduct, provided that after completion of the investigation, the Component determines the Complaint or Report to be unsubstantiated or without merit.

3.15.2. The identity of the individual(s) referenced in Section 3.15.1 may only be disclosed to the following:

3.15.2.1. a Component, as necessary to conduct an investigation and resolution of the investigation;

3.15.2.2. the person or persons alleged to have perpetrated the incident of Sexual Misconduct defined in this Policy, to the extent required by other law;

3.15.2.3. a law enforcement officer, as necessary to conduct a criminal Investigation;

3.15.2.4. potential witnesses to the incident, as necessary to conduct an investigation; or,

3.15.2.5. a health care provider in an emergency situation, as determined necessary by the Component.

### Contact information for reporting:

**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

**Director and Title IX Coordinator (Any complaint can be reported)**

Natalie Isaac

(936) 294-2329 | [nisaac@shsu.edu](mailto:nisaac@shsu.edu)

**Senior Investigator & Deputy Title IX Coordinator**

Chris Kowalski

(936) 294-3088 | [cjk001@shsu.edu](mailto:cjk001@shsu.edu)

**Title IX Deputy Coordinator for Athletics Chris Thompson**

(936) 294-3542 | [ctthompson@shsu.edu](mailto:ctthompson@shsu.edu)

**Complainant & Respondent Rights –**

<https://www.shsu.edu/titleix/yourrights.html>

## COMPLAINANT & RESPONDENT RIGHTS

**You have the right to-**

- report sexual misconduct to the university without discouragement and have report promptly, equitably, and fairly investigated
- be treated with respect by university officials
- preservation of privacy, to extent possible and allowed by law
- **be informed of available resources such as counseling, medical, mental health, law enforcement, immigration, or services for victims/respondents, both on campus and in the community**
- be fully informed of the sexual misconduct policy and process as described in the sexual misconduct policy
- petition that any investigator, coordinator, or university administrator be removed from the process on the basis of demonstrated bias
- timely notice of any meetings
- be provided timely access to review relevant documents or materials, subject to privacy limitations imposed by state and federal law
- identify and ask the investigator to question relevant witnesses
- have a representative or advisor present (although not directly participating) during any meetings with Investigator, Coordinator, or Appellate Authority
- be informed in writing of the outcome and sanction of any investigation involving sexual misconduct
- a finding and sanction (if any) based solely on evidence presented during the investigation



- appeal the finding and sanction of the applicable administrator, in accordance with the sexual misconduct policy
- have university policies and procedures followed without material deviation
- be informed in advance, when possible, of any public release of information regarding the complaint

Title IX and university policies protects students and employees from discrimination and sexual misconduct. If accused of such behaviors, you also have rights as a respondent.

### **Complainant and Respondent Rights- Know Your Nine**

1. Title IX prohibits gender discrimination in education programs that receive federal funding. This means all public and charter k-12 schools, some private k-12 schools, and nearly all colleges and universities.
2. Sexual harassment, including sexual assault, is a type of gender discrimination that's banned by Title IX. [What to Report](#)
3. Title IX is not exclusive to female students. Title IX applies to and protects all students, faculty, and staff.
4. Schools must have established procedures for handling gender discrimination and sexual assault. [Reporting](#)
5. Schools must take prompt action to ensure complainants continue their education free of ongoing harassment. [Support Services](#)
6. Schools must not retaliate against someone filing a complaint and must have procedures to protect complainants from retaliation. [Support Services](#)
7. Schools can issue "No Contact" directives to prevent accused respondents from interacting with victims and other parties. [Support Services](#)
8. Sexual harassment and assault create a hostile environment that interferes with students' abilities to benefit from educational programs.
9. If a school knows (or has actual knowledge) about sexual harassment, including sexual assault, that creates a hostile environment, Title IX requires the school to eliminate the harassment, prevent its reoccurrence, and address its effects.

### **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 3.18):

- 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

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at SHSU Health Center or other hospitals in the nearby vicinity.) In Texas evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to university adjudicators/ investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence if the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

### **Texas Constitution (Article 1, Section 30)**

The State of Texas intends that victim of violent crimes receive the following safeguards, assurances, and considerations: The Texas Constitution (Article I, Section 30) provides victims of violent crimes with the right, upon their request, to receive notice about court proceedings and the conviction, sentence, imprisonment, and release of the accused. For more information about victim rights notification, visit <https://texasattorneygeneral.gov/cvs/victimnotification> or call VINE 24-hour- information on jail status and court events: (877) 894-8463.

Texas State will, upon written request, 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 such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purpose of this paragraph.

### **Involvement of Law Enforcement and Campus Authorities**

**Although the university strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether to make such a report.** Furthermore, victims have the right to decline to notify law enforcement. **However, the University Police Department, SHSU Health Center, SHSU Counseling Center or the Office of Equity and Title IX) will assist any victim with notifying law enforcement if the victim so desires.** University Police Department may also be reached directly by calling (936) 294-1800 in person at 2424 University Ave, Huntsville, TX 77341 Additional information about the SHSU

University Police Department Police department may be found online at: <https://www.shsu.edu/police/>.

### **Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Natalie Isaac; [titleix@shsu.edu](mailto:titleix@shsu.edu); 1831 University Ave, Thomason Building, Suite 302; (936) 294-3080 by calling, writing, or coming into the office to report in person and Campus Public Safety (if the victim so desires). Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for review regardless of if the complainant chooses to pursue criminal charges.

### **Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported**

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and a Respondent, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The University will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the SHSU University Police Department or local law enforcement. Students and employees should contact the Office of Equity and Title IX and/or the Title IX Coordinator.

**If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow:**

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault, Stalking, Dating Violence, and Domestic Violence	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care</li> <li>2. Institution will assess immediate safety needs of complainant</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>4. Institution will provide complainant with referrals to on and off campus mental health providers</li> <li>5. Institution will assess need to implement interim or long-term protective measures, if appropriate.</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" directive to accused party if deemed appropriate</li> <li>8. Institution will provide written instructions on how to apply for Protective Order</li> <li>9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution</li> <li>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li> <li>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>

Victims may request that directory information on file with the University be withheld by request through the Title IX Coordinator in conjunction with the Registrar's Office

Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

## ADJUDICATION OF VIOLATIONS

The university’s disciplinary process includes **a prompt, fair, and impartial investigation, and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in each policy the institution maintains.** However, each procedure allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to investigate and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

- a. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- b. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
- c. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- d. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or



presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. Advisor refers to the person who may accompany the Party to any and all meetings, hearings, or proceedings and provides support, guidance, or advice to the Party. The Advisor may not directly participate in any meeting, hearing, or proceeding, except for the limited purpose of conducting oral cross-examination during a live hearing in a Title IX Sexual Harassment matter. The Advisor may not conduct oral cross examination during a hearing in a Non-Title IX Sexual Misconduct matter. as defined in the TSUS Sexual Misconduct Policy

- e. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim, and final decision of any disciplinary proceeding; and
- f. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the result once the appeal is resolved.

Whether or not criminal charges are filed, the university or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

**Texas State University System Sexual Misconduct Policy and Procedures are applicable to both students and employees.**

## REPORTING OPTIONS AND PROTOCOLS

A victim of sexual misconduct is encouraged to report to any of the sources listed below along with other procedures to follow which include:

- Reports may be made in person, online reporting form, phone or via email
- Preservation of evidence is critical in incidents of sexual harassment, sexual assault, dating violence, or stalking or any other sexual misconduct. **Victims are encouraged to go to a hospital for treatment and preservation of evidence as soon as practicable after such an incident if applicable. This evidence is essential and may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.**
- 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.). Other evidence that can be gather may include phone records, social media messages, text message history, etc.
- Complainants may report to local law enforcement and Sam Houston State University officials as listed below:

- Individuals who make 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.

### How the University Determines Whether This Policy will be Used

This Policy applies to all students, faculty, staff, and Third Parties within the System or its Components' Education Programs or Activities and prohibits Sexual Misconduct committed by or against students, faculty, staff, or Third Parties. The Policy applies to:

- all incidents of Sexual Misconduct;
- all incidents of Sexual Misconduct occurring on or after the effective date of this Policy;
- all incidents of Title IX Sexual Harassment; and
- with the exception of incidents of Title IX Sexual Harassment, all incidents of Non-Title IX Sexual Misconduct occurring prior to the effective date of this Policy are controlled by the Policy in effect at that time.
- Supersedes Existing Policies. In the case of allegations of Sexual Misconduct, this Policy supersedes any conflicting Sexual Misconduct procedures and policies set forth in other Component policies.
- This Policy applies to all incidents of Sexual Misconduct. However, provisions of the Policy that do not apply to Title IX Sexual Harassment are so indicated, as are provisions of the Policy that are exclusive to Title IX Sexual Harassment.

### Steps in the Disciplinary Process

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 action is more likely to have occurred than not or better known as "50% + a feather".

## POSSIBLE SANCTIONS MAY INCLUDE (TSUS SEXUAL MISCONDUCT POLICY SECTION 3.12)

- 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 3.8)

- 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 120 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 10.2.3):

- 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 provided 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 7.4).
- The representative or advisor may provide support, guidance or advice to the Complainant or Respondent, but may not otherwise directly participate in the meetings.

### **Anticipated Timelines**

Sam Houston State University shall make every reasonable effort to ensure that the resolution of a Sexual Misconduct Complaint or Report occurs in as efficient a manner as possible, with an expectation that the process (exclusive of any appeal procedures) will generally be completed within one hundred and twenty (120) calendar days of the date a Complaint or Report is submitted.

### **Decision-Making Process**

- Non-Title IX Sexual Misconduct Grievances
- 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.

- Title IX Sexual Misconduct Grievances
- The Title IX Coordinator will assign completed investigation to the Hearing Board
- Live Hearing will take place to determine:
  - 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 Hearing Board's basis for the decision and 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.

## STANDARD OF EVIDENCE

**Presumption of Non-Responsibility.** Any person accused of Sexual Misconduct under this Policy is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**Preponderance of the Evidence Standard.** The Decision Maker will weigh the admissible evidence using the preponderance of the evidence standard.

## Range of Protective Measures Available to a Victim Alleging Misconduct

- 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 or work schedules
- Restrictions from specific activities or facilities

## University-Initiated Protective Measures

In addition to those protective measures previously described the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: A University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies



may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures may constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Sam Houston State University.

## ASSISTANCE FOR VICTIMS: WRITTEN RIGHTS & 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>

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

### **Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution.**

Range of protective measures the institution may offer to the victim may include, but are not limited to (TSUS Sexual Misconduct Policy section 4)

- 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 120 calendar days of the Complaint, absent extenuating circumstances.

Additional sanctions for state offenses outlined in table on next page.

## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Type of Order:	Who Can File:	Court:	Based On:
<b>Domestic Violence Civil Protection Order</b> – up to 5 years, can be renewed**	Family or household members including: <ul style="list-style-type: none"> <li>• Spouses, former spouses</li> <li>• Parent, child, foster parent</li> <li>• People who have kids together</li> <li>• Intimate partners who lived together in the last 5 years</li> <li>• Same sex couples are eligible</li> </ul>	Domestic Relations Court – where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)
<b>Stalking Protection Order - up to 5 years, can be renewed**</b>	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court - where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm
<b>Sexually Oriented Offense Protection Order - up to 5 years, can be renewed**</b>	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
<b>Juvenile Protection Order – until abuser reaches age 19</b>	Victim of abuse by a person who is under age 18, or the victim's parent or other household member, or other parties the Court approves	Juvenile Court – where victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

Sam Houston State University complies with Texas law in recognizing orders of protection including restraining orders, no contact orders, or similar lawful order., any person who obtains an order of protection from Texas or any reciprocal state (list reciprocal states) should provide a copy to Campus Police and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location, or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

The victim is required to apply directly for these services IN CONJUNCTION WITH local law enforcement of the Title IX Coordinator. Protection from abuse orders may be available through the Office of Institutional Diversity & Inclusion.

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

## ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS

**Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Sam Houston State University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations.** The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a

victim should contact the Title IX Coordinator or designee in person or by visiting <https://www.shsu.edu/titleix/reporting.html> to complete online reporting. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact the Title IX Coordinator or designee as well.

### **ON AND OFF CAMPUS SERVICES FOR VICTIMS**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Sam Houston State University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:



## On Campus Services

Service	Type of Services	Service Provider	Contact Information
Counseling	Counseling Services	SHSU Counseling Center	(936) 294-1720
Health	Health Care Services	SHSU Health Center	(936) 294-1805
Mental Health	Mental Health Services	SHSU Counseling Center	(936) 294-1720
Legal Assistance	Legal Services and Assistance	SHSU Legal and Mediation Services	(936) 294-1717
Visa and Immigration Assistance	International Student and Scholar Services	SHSU International Programs	(936) 294-4737
Student Financial Aid	Financial Services Assistance	SHSU Financial Aid  SHSU Money Management Center	(936) 294-2600
Jack Staggs Counseling Clinic	Mental Health Services	Department of Counselor Education	(936) 294-1121

## Off Campus Services

Service	Type of Services	Service Provider	Contact Information
Counseling	Counseling Services	Tri-County	800-659-6994
Health	Medical Services	Huntsville Memorial	(936) 291-3411
Mental Health	Mental Health Services	Tri-County Behavioral	800-659-6994
Victim Advocacy	Victim Assistance	SAAFE House	(936) 291-3369
Legal Assistance	Legal Assistance	Attorney General	800-983-9933
Visa and Immigration Assistance	Visa and Immigration Assistance	Homeland Security	405-561-4546
Victim Advocacy	Victim Assistance	SAAFE House	(936) 291-3369

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- <http://www.rainn.org> – Rape, Abuse and Incest National Network
- <http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office for Civil Rights



## 07 Weapons, Drugs, and Alcohol



## DEFINITIONS

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** are defined as carrying, possessing, etc. is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

- Manufacture, sale, or possession of deadly weapons
- Carrying deadly weapons, concealed or openly
- Using, manufacturing, etc., of silencers
- Furnishing deadly weapons to minors
- Aliens possessing deadly weapons
- Attempts to commit any of the above

**Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (manufactured narcotics)

- All drugs, without exception, that are illegal under local or state law where your institution is located
- This means that if you have campuses in different states, the laws may differ for each of them
- All illegally obtained prescription drugs

**Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

- The manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor
- Maintaining unlawful drinking places
- Bootlegging
- Operating a still
- Furnishing liquor to a minor or intemperate person
- Underage possession
- Using a vehicle for illegal transportation of liquor
- Drinking on a train or public conveyance
- Attempts to commit any of the above

**Do not classify as a Liquor Law Violation:**

- Drunkenness (unless state law classifies drunkenness as internal possession and a violation

- of possession laws)
- Driving under the influence

## GENERAL UNIVERSITY POLICY

### Excerpt from Alcoholic Beverage Distribution Policy

The possession and consumption of alcoholic beverages on any property owned and/ or controlled by SHSU are prohibited except where permitted explicitly by published policies. The legal age for the purchase, consumption and/or possession of alcoholic beverages in the state of Texas is 21. Violators of this state law and university policy will be subject to university penalties and criminal charges.

Students who are 21 years of age or older may be permitted to have alcoholic beverages in their residence hall rooms, but not in common areas of residence halls as specified in other published alcoholic beverages policies.

The sale or service of alcoholic beverages on the campus of SHSU is not permitted except in “special use” buildings or facilities designated and approved by the university president.

Sponsoring organizations of events where alcoholic beverages are to be served in special use buildings or other designated facilities are required to complete a “Alcoholic Beverage Service Request” Form. The completed form will authorize the service of alcoholic beverages in conjunction with a scheduled special event. The form requires the approval signature of several university administrators including the university president; therefore, the request should be initiated at least fifteen (15) business days in advance of the event.

## STANDARDS OF CONDUCT

### Excerpt from Dean of Students Guidelines

Students. Any student who is found to have illegally possessed, used, sold, or distributed any drug, narcotic, or controlled substance, whether it occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion.

Each student is expected to act in a manner consistent with the university’s functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the Component or on the educational process.

Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

- Commission of an act that would constitute an offense under appropriate federal, state, or municipal law
- Violation of any Regents rule, regulation, or order or university policy, rule, or regulation, including policies or contracts relating to residential living in university-owned or operated facilities
- Possessing and/or using, without authorization according to the university policy, intoxicating



- Beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.
- Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance.
- Are found to be in violation of SHSU policies and/or laws of the State of Texas concerning the possession, use, sale, or distribution of any drug, narcotic, or controlled substance.

For more information, review the Dean of Students' Student Guidelines.

Employees - SHSU has a Drug-Free Workplace Policy that prohibits the unlawful possession, use, or distribution of drugs and alcohol by employees on university property or as any part of the university which could result in disciplinary probation, demotion, suspension without pay, or termination, depending on the situation (p. 78, SHSU Student Handbook 2016-2018).

### **Excerpt from Dean of Students - Code of Conduct -**

#### **Formal Mediation**

In matters involving interpersonal disputes, the Hearing Officer may suggest that the matter be submitted to mediation. If the involved parties (the accused[s] and complainant[s]) agree the matter will be submitted to mediation before the mediator acceptable to all parties.

The goal of the mediation is the execution of a "Contract of Resolution" which will specify the terms of the parties' settlement of their dispute. The Contract of Resolution will be placed in each involved student's disciplinary file. Any violation of the terms of the Contract of Resolution shall be grounds for formal disciplinary action.

If the involved parties are unable to agree upon a resolution, the matter will proceed to formal disciplinary proceedings. The Mediator shall at all times retain discretion to terminate the mediation and proceed to formal disciplinary proceedings where he/ she determines that the mediation process is not making adequate progress toward an appropriate resolution. All Contracts of Resolution must be approved by the Chief Judicial Officer. Whenever mediation is unsuccessful and the matter proceeds to formal disciplinary hearings.

1. **Student Disciplinary Hearings.** In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial person or committee, hereinafter called the hearing officer or hearing committee, selected in accordance with procedures adopted by the Component. Except in those cases where immediate interim disciplinary action has been taken under authority of Subsection 5.(14), the accused student shall be given at least five (5) class days written notice by the Chief Student Affairs Officer, or a designated appointee, of the date, time, and place for such hearings and the name or names of the hearing officer or hearing committee. Hearings held under Subsection 5.(14) will be held under the same procedures set forth below, but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

Upon a hearing of the charges, the Component representative has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. The hearing shall be conducted in accordance with procedures adopted by the Component that assure both parties (Component representative and accused student) the following minimal rights:

1. Both parties will exchange lists of witnesses, expected testimony, copies of documents to be introduced, and notice of intent to use legal counsel, at a reasonable time prior to the hearing.
  2. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence. The hearing may proceed notwithstanding the accused student's failure to appear.
  3. Both the Component representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. All questions shall be limited to relevant evidence.
  4. The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy for appeals purposes only.
2. Student's Right to Challenge Impartiality. The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduction of any evidence. The hearing officer or member of the committee shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve, a substitute will be chosen in accordance with procedures adopted by the Component.
  3. Determination of Hearing. The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the guilt or innocence of the accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to:
    1. Verbal written warning;
    2. Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term;
    3. Cancellation of residence hall or apartment contract;
    4. Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension;
    5. Ineligibility for election to student office for a specified period of time;
    6. Removal from student or organization office for a specified period of time;
    7. Prohibition from representing the Component in any special honorary role;
    8. Withholding of official transcript or degree;
    9. Bar against readmission;
    10. Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of Component, student, or employee property;
    11. Denial or non-recognition of a degree;
    12. Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic, extracurricular, or other student

- activities;
13. Withdrawing from a course with a grade of W, F, or WF;
  14. Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course;
  15. Suspension from the Component for a specified period of time. During suspension, a student shall not attend classes or participate in any Component campus activities;
  16. Loss of or ineligibility for student grant or loan;
  17. Expulsion from the Component. A student who is expelled from the Component is not eligible for readmission to the Component;
  18. Dismissal from the Component. A student, who is dismissed, is separated from the Component for an indefinite period of time;
  19. Recording sanctions in Subsections 5.9(9), (11), (13), (14), (15), (17), and (18) may be made on a student's permanent transcript. The Component may maintain confidential records of all other sanctions and may consider any prior sanction received by a student in assessing a subsequent sanction. The Component shall develop a procedure for expunging those records not transcribed on a student's permanent transcript within a reasonable time not to exceed five (5) years after the student ceases to be enrolled;
  20. A student who, by a preponderance of the evidence, under these Rules and Regulations, 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, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A student who has been suspended, dismissed, probated, or expelled from any system Component shall be ineligible to enroll at any other system Component during the applicable period of discipline. The registrar of each Component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the Component and from all other institutions in The Texas State University System.
4. Appeal. Neither party may appeal if the hearing officer or hearing committee determines that the allegations against the accused student are true, but the only punishment assessed is verbal or written warning. In those cases, the determination of the hearing officer or hearing committee is final. However, in all other cases, either party may appeal to the Chief Student Affairs Officer. If the hearing officer has been an appointee designated by the chief student affairs officer or if the determination has been made by a hearing committee, the appeal will be made to the Chief Student Affairs Officer or designated appointee. If the Chief Student Affairs Officer has served as the hearing officer, the appeal will be made to the Vice President in charge of student affairs. Written notice of appeal must be received by the appeal officer within five (5) business days after the decision. An appeal is not simply a rehearing of the original case. An appeal must be based on: 1) whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct, and an opportunity to present evidence; 2) whether or not the sanctions levied were appropriate to

the offense; 3) whether or not the finding was supported by the evidence; and/or 4) whether or not new evidence is introduced that was not available at the time of the hearing. Both parties, at the discretion of the appeal officer, may submit oral or written arguments, to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments, when appropriate, to the appeal officer within five (5) business days after giving notice of appeal. The appeal officer may approve, reject, modify the decision, or remand the matter to the original hearing officer or hearing committee for reconsideration. The appeal officer shall respond to the appeal within ten (10) business days after all the documentation was received and all testimony was heard, or he or she may postpone a decision for good cause.

5. Review of the Vice President in charge of Student Affairs. The Vice President may review any disciplinary case and may approve, reject, modify the decision, or remand the matter to the original hearing officer or committee for reconsideration.
6. President's Right to Review. The President may review any disciplinary case, and approve, reject, or modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration.
7. Board of Regents' Right to Review. The Board of Regents retains the right to review any disciplinary action and approve, reject, modify the decision, or remand the matter to the original hearing officer or hearing committee for reconsideration.
8. Interim Disciplinary Action. The Chief Student Affairs Officer, the Vice President in charge of student affairs, or the President of the Component may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and regulation of the System or of the Component at which the accused is a student when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In the event that the interim disciplinary action includes suspension, the Component official involved shall, as soon as possible, notify the President and the Vice Chancellor and General Counsel of such action.
9. Civil Proceedings. Every student is expected to obey all Federal, State, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

## RESIDENCE HALLS

Excerpt from *Residence Life Handbook, 2016*; p. 15, 22

**ALCOHOL.** THE POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONS UNDER THE LEGAL AGE IS STRICTLY PROHIBITED. The legal age for possession and/or consumption of alcoholic beverages in the State of Texas is 21 years of age. For those of legal age, the possession and consumption of alcoholic beverages on any property owned and/or controlled by Sam Houston State University is limited to individual student residence hall rooms/apartments and areas specified in other published alcoholic beverage policies. Students of legal age who choose to consume alcohol in their rooms/apartments must keep their door closed. All residents and guests who are 21 years of age and choose to drink within a resident room/apartment are still responsible for their behavior and abiding by the Residence Life expectations and policies. All private parties held in student rooms/apartments

must be confined to the specific room/apartment with the door closed. For safety reasons, no more than 8 people should be in a residence hall room or apartment and no more than 12 per suite. Any public advertisement of private room/apartment parties is prohibited. Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in university housing sponsored programs. If both residents of a room/apartment are under 21 years of age, no alcohol may be consumed or possessed in that room/apartment. If both residents of a room/apartment are under 21 years of age, there can never be alcohol containers in the room/apartment, even if they are empty. Empty containers of alcohol may be considered evidence of prior consumption. At any given time, if there is a combination of 21(+) year old students (of which one must be an occupant of the room/apartment) and underage students in a room/apartment, there should only be one open alcohol container per 21(+) year old student.

Each alcohol container must be disposed of before another is opened, otherwise, the minors in the room/apartment are in violation of the alcohol policy. The University Police Department will be called during EVERY alcohol incident/violation. If an alcohol violation takes place in a residence hall room or apartment, the occupants of that room/apartment will be fined \$100.00 for providing a habitat for illegal alcohol consumption and/or violation of the Residence Life Alcohol Policy. The occupants of the room will be responsible for all actions and guests whether the occupants are in the room/apartment at the time of the violation.

Possession of alcoholic beverages in public areas will be permitted only in the process of transporting the beverages to and from the resident's room/apartment. While in transit, the beverage must be in a closed container and the beverage container must be in a sack or a sealed box. Kegs, party balls and alcoholic beverages in punch form are not permitted in resident's rooms/apartments. The use of alcoholic beverages in any public area or any area accessible to the public, including hallways or lounges, is prohibited. Alcoholic beverages may not be brewed or distilled in residence halls/apartments.

All University regulations, including the Code of Student Conduct and Department of Residence Life policies, and local and state laws with respect or application to the possession and consumption of alcoholic beverages will be strictly enforced, and the individuals in violation will be subject to University discipline, fines, and/or civil charges. Illegal alcohol will be destroyed immediately. For the first alcohol violation, students will be required to attend the Sam Houston Alcohol Referral Program, also known as SHARP. There is a \$60.00 charge to enroll in this (seven) hour program. A \$50.00 fine will be assessed in addition to the SHARP enrollment fee for the first violation. Failure to complete this program will result in a fine of \$200.00. In addition to the fine, the housing contract will be terminated, and the student will be referred to the Dean of Students' Office for disciplinary action. A second violation will result in a \$75.00 fine and disciplinary action. Any additional offense will result in a \$200.00 fine and immediate referral to the next disciplinary level. In addition, the housing contract will be terminated. Students should be aware that an amendment to the Family Rights and Privacy Act (Warner Amendment) allows University officials the option to contact parents of students who are under 21 years of age and are found to be in violation of SHSU policies and/or laws of the State of Texas concerning the consumption or possession of alcoholic Beverages.

### ALCOHOL CONTAINERS.

Bottles, cans, and any other container packaged as an alcoholic beverage container may not be displayed in student rooms/apartments. Alcoholic beverage containers will be destroyed immediately. Empty alcohol



containers should not be displayed or used as a decorative item at any time. Residents 21 years or older who are found in violation of this policy are issued a warning for their first offense. Residents 21 years of age and older who display open alcohol containers after their first offense are required to complete the SHARP program and are subject to further disciplinary action. (See ALCOHOL) Rationale: University officials can't determine when alcohol has been consumed when there are empty "open" containers in a room/apartment. Any minor that is present while there are open container(s) present is in violation of the University alcohol policy and can be found in violation of state law. Any occupant of the room/apartment that is 21 years of age or older can be issued a ticket for "contributing to a minor" if there are open containers present while minors are in the room/apartment.

## DRUGS.

A student who, by a preponderance of the evidence, under these RULES AND REGULATIONS, 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 and will be referred immediately to the Dean of Students' Office for disciplinary action. Possession of drug paraphernalia (such as bongs, hookahs, water pipes, rolling papers, etc.) will result in the termination of their housing contract and referral to the Dean of Students' Office for disciplinary action. Any resident who has misused, abused or has been "under the influence" of a particular drug or product "regardless of legality" with the intent purpose to become intoxicated or "high", will be in violation of the Residence Life Drug Policy and will be disciplined accordingly. Examples include but are not limited to (synthetic marijuana, K-2, Kush, Serenity, Bath Salts, "over the counter" medicines, cleaning products etc.). Residence Life reserves the right to require residents to be drug tested (at the resident's cost) based on the resident's involvement in the drug related incident. Students should be aware that an amendment to the Family Rights and Privacy Act (Warner Amendment) allows University officials the option to contact parents of students who are under 21 and are found to be in violation of SHSU policies and/or laws of the State of Texas concerning the possession, use, sale, or distribution of any drug, narcotic, or controlled substance.

## WEAPONS AND EXPLOSIVES.

The University has the responsibility of promoting the health, safety, and welfare of students. State laws as well as institutional policies assist the University in accomplishing this. The State, as well as the University, has very firm policies on the possession of weapons. In accordance with Government Code Section 411.0231 and Texas Penal code 46.035, student residents who are at least 21 years of age and who possess a handgun license from the State of Texas, or an approved reciprocating state may legally carry a concealed weapon on or about their person in the residence halls. When not on or about their person, license holders are required to securely store their handgun in a locking case or safe that they provide, out of sight of roommates or guests. Except for licensed handguns, the other stipulations in the weapons policy as outlined below are still in effect for license holders.

Notwithstanding the laws cited above, students living in residence halls/apartments are strictly prohibited from keeping any weapons, explosives, and projectiles of any kind, in their rooms/apartments including but not limited to: guns (which includes BB guns, paint and pellet guns, cap guns and starter pistols, air rifles), blow guns, stun guns, ammunition, bows, arrows, swords, knives with blades over 5 1/2 inches, nun-chucks, sling shots, and fireworks. Any resident found to be in violation of the weapons and explosives policy will

be fined \$250.00. In addition to the fine, the resident will have their housing contract terminated and will be referred to the Dean of Students' office.

## POTENTIAL PENALTIES

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

The SHSU Drug Free Workplace Policy (HR-23) 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 comply with the Texas State University System Rules and Regulations and SHSU institutional rules. 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. Students shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion.

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

1. Health risks involved in the use of illicit drugs and the abuse of alcohol, which often result in poor health and premature death.
2. Help is available to all SHSU students and employees for drug and alcohol counseling, treatment, and rehabilitation.
  - o Students may contact the SHSU Counseling Center at (936) 294-1720 for help regarding substance abuse and addiction issues.
  - o 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. To schedule an appointment call (800) 346-3549.
3. Sanctions 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 in the SHSU Annual Security Report. The SHSU 2021 Annual Security & Fire Safety Report is posted on the website.

## **Penalties outlined in the Office of Health Promotion Annual Notification-**

- Verbal written warning
- Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.
- Cancellation of residence hall or apartment contract
- Disciplinary probation imposed for a definite period of time which stipulates that future

violations may result in disciplinary suspension • Ineligibility for election to student office for a specified period of time

- Removal from student or organization office for a specified period of time
- Prohibition from representing the Component in any special honorary role
- Withholding of official transcript or degree • Bar against readmission
- Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of Component, student, or employee property
- Denial or non-recognition of a degree
- Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic, extracurricular, or other student activities
- Suspension from the Component for a specified period of time. During suspension, a student shall not attend classes or participate in any Component campus activities
- Loss of or ineligibility for student grant or loan
- Expulsion from the Component. A student who is expelled from the Component is not eligible for readmission to the Component Dismissal from the Component. A student, who is dismissed, is separated from the Component for an indefinite period of time.

**Penalties Under Texas Law**

Offense/Authority	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs)	Sentence of 2 years to 10 years	Sentence of 20 to 99 years and a fine of >\$500,000
Delivery and Possession of Marijuana	Sentence not to exceed 180 days, and a fine of >\$1,000	15 to 99 years or less than 15 years and a fine of >\$250,000
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Sentence of 72 hours to 2 years, and a fine of \$100-\$2,000	Sentence of 30 days to 2 years, or TDC for a term of 60 days to 5 years, and a fine of \$500-
Public intoxication	Fine of \$25-\$200	A fine of >\$200
Purchase of alcohol by a minor		A fine of \$200-\$500
Consumption of alcohol by a minor	Fine of \$25-\$200	A fine of \$100-\$500
Possession of alcohol by a minor	Fine of \$25-\$200	A fine of \$100-\$500

**Penalties Under Federal Law**

Offense/Authority	Minimum Punishment	Maximum Punishment
Manufacture, distribution, or dispensing drugs (including marijuana)	Imprisonment term not to exceed 1 year and minimum fine of \$1,000	Life imprisonment without release (not eligible for parole) and a fine of \$800,000 (for an individual) to \$20,000,000 (other than individual)
Possession of drugs (including marijuana)	Imprisonment for not less than 1 year and a fine of not more than \$1,000	Imprisonment for not more than 20 years or less than 5 years, and a fine of not less than \$5,000 plus costs of investigation and prosecution
Operation of a Common Carrier under the influence of alcohol or drugs	Imprisonment for not less than 1 year	Imprisonment for up to 15 years, and a fine not to exceed \$250,000

## Federal Tracking Penalties

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	50-4999 gm mixture	First Offense: Not less than 5 yrs., and not more than 40 yrs. If death or serious injury, not less than 20 or more than life.  Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kg< mixture	First Offense: Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
		Second Offense: Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.		Second Offense: Not less than 20 yrs., and not more than life.  If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual,  \$75 million if not an individual.
				2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual,  \$75 million if not an individual



## ASSOCIATED HEALTH RISKS AND EFFECTS OF ALCOHOL AND DRUGS, (NIH, 2018)

Administration	Immediate Effects	Health Risk
<b>Alcohol (Ethyl Alcohol)</b> Found in beer, wine, and liquor		
Swallowed	In low doses: euphoria, mild stimulation, relaxation, and lowered inhibitions.  In higher doses: drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, and loss of consciousness.	Increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose
<b>Marijuana</b> Also known as: Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, skunk, weed, edibles, mota, hierba		
Smoked or swallowed	Euphoria, relaxation, slowed reaction time, distorted sensory perception, impaired balance and coordination, and increased heart rate and appetite	Panic attacks, psychosis, cough, frequent respiratory infections, possible mental health decline, and addiction
<b>Nicotine</b> Found in cigarettes, cigars, bidis, and smokeless tobacco		
Smoked, snorted, or chewed	Mild euphoria and relaxation. Increased blood pressure, breathing, and heart rate	Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed. Chronic bronchitis, emphysema, heart disease, cataracts, and pneumonia.
<b>Inhalants</b> Solvents: paint thinners, gasoline, and glues Gases: butane, propane, aerosol propellants, and nitrous oxide Nitrites: isoamyl, isobutyl, Cyclohexyl, laughing gas, poppers, snappers, and whippets		

Inhaled through nose to mouth	Cramps, muscle weakness, and unconsciousness  Also, varies by chemical: Stimulation, loss of inhibition, headache, nausea or vomiting, slurred speech, loss of motor coordination, and wheezing	Depression, memory impairment, sudden death, and damage to cardiovascular and nervous systems
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Administration	Immediate Effects	Health Risk
<b>Amphetamine</b> Also known as: Biphphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers		
Swallowed, snorted smoked, or injected	Feelings of exhilaration, increased energy, mental alertness, tremors, reduced appetite, irritability, anxiety, panic, and increased heart rate, blood pressure, body temperature, and metabolism	Paranoia, violent behavior, psychosis, nasal damage from snorting, weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction
<b>Methamphetamine</b> Also known as: Desoxyn: meth, ice, crank, chalk, crystal, fire, glass, go fast, speed		
Swallowed, snorted, smoked, or injected	Feelings of exhilaration, increased energy, mental alertness, tremors, reduced appetite, irritability, anxiety, panic, and increased heart rate, blood pressure, body temperature, and metabolism	Paranoia, violent behavior, psychosis, nasal damage from snorting, severe dental problems, weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction
<b>Heroin</b> Also known as: Diacetylmorphine: smack, horse, brown sugar, dope, H, junk, skag, skunk, white horse, China white, and cheese (with OTC cold medicine and antihistamine)		
Injected, smoked, or snorted	Euphoria, drowsiness, impaired coordination, dizziness, confusion, nausea, sedation, feeling of heaviness in the body, slowed or arrested breathing, and constipation	Endocarditis, hepatitis, HIV, addiction, and fatal overdose
<b>Anabolic Steroids</b> Also known as: Anadrol, Oxandrin, Durabolin, Depo- Testosterone Equipoise: roids, juice, gym candy, and pumpers		

Injected, swallowed, or applied to skin	Builds muscles and improves athletic performance. Acne and no intoxication effects.	<p>Hostility, aggression, hypertension, blood clotting, cholesterol changes, and liver cysts</p> <p>In adolescents: premature stoppage of growth In males: prostate cancer, reduced sperm production, shrunken testicles, and breast enlargement</p> <p>In females: menstrual irregularities and development of beard and other masculine characteristics</p>
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Administration	Immediate Effects	Health Risk
<b>Ketamine</b> Ketalar SV: Cat Valium, K, Special K, and Vitamin K		
Injected, smoked, or snorted	Anxiety, tremors, numbness, memory loss, nausea, feelings of being separate from one's body and environment, impaired motor function, and analgesia	Impaired memory, delirium, death, respiratory depression, and arrest
<b>Cocaine</b> Also known as: Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot, base, pase, perrico, and hieló		
Smoked, snorted, or injected	Feelings of exhilaration, increased energy, mental alertness, reduced appetite, irritability, weight loss, insomnia, and increased heart rate, blood pressure, body temperature, and metabolism	Tremors, cardiac or cardiovascular complications, anxiety, panic, paranoia, violent behavior, psychosis, nasal damage from snorting, stroke, seizures, and addiction
<b>MDMA</b> Also known as: Ecstasy, Adam, clarity, Eve, lover's speed, Molly, X, peace, and uppers		
Smoked or swallowed	Mild hallucinogenic effects, increased tactile sensitivity, empathic feelings, lowered inhibition, anxiety, chills, sweating, teeth clenching, muscle cramping, depression (high risk for suicide), sleep and appetite problems, problems with attention and memory, impulsivity, aggression, and less interest in sex.	

**Synthetic Cathinones**

Also known as: Bath Salts, Bloom, Cloud Nine, Cosmic Blast, Flakka, Ivory Wave, Lunar Wave, Scarface, Vanilla Sky, and White Lightning

Swallowed, snorted, or injected

Euphoria, increased sociability and sex drive, paranoia, agitation, hallucinations, psychotic and violent behavior, nosebleeds, sweating, nausea, vomiting, insomnia, irritability, dizziness, depression, suicidal thoughts, panic attacks, reduced motor control, cloudy thinking, increased heart rate and blood pressure, risk of HIV and hepatitis from shared needles, breakdown of skeletal muscle tissue, kidney failure, and death

**Synthetic Cannabinoids**

Also known as: K2, Spice, Black Mamba, Bliss, Bombay Blue, Fake Weed, Fire, Genie, Moon Rocks, Skunk, Smacked, Yucatan, and Zohai

Smoked or swallowed (brewed as tea)

Increased heart rate, vomiting, agitation, confusion, hallucinations, anxiety, paranoia, heart attack, increased blood pressure, and reduced blood supply to the heart

## SUPPORT SERVICES

### Employees

The Texas State University System group health insurance program provides for treatment of drug and alcohol abuse for all benefits eligible employees. Employees also have access to the University of Texas Employee Assistance Program, UTEAP, for free counseling sessions and referrals. The Human Resources Department will aid employees seeking treatment for drug or alcohol abuse.

**Website:** [shsu.edu/hr](http://shsu.edu/hr)

**Address:** Thomason Building 1831 University Ave, Suite 202 Telephone: (936) 294-1070

### Students

SHSU Counseling Center. The SHSU Counseling Center offers confidential treatment, education, and referrals to students who are currently enrolled. The Counseling Center is staffed by licensed psychologists, post-doctoral residents and graduate trainees and provides a range of services including individual counseling, group counseling, couples counseling, and outreach/preventive education presentations. Staff members are also available to assist students in a crisis.

Counseling groups that may be beneficial if you are struggling with alcohol or drug abuse are expressive arts, self-compassion, and mindfulness, and understanding self and others. More information, including the times group counseling are offered, can be found on the Counseling Center website.

**Website:** <http://www.shsu.edu/dept/counseling/> Telephone: (936) 294-1720

**Address:** 1608 Avenue J, Huntsville, TX 77340

[Jack Staggs Counseling Clinic](#). The Clinic is a training facility for Masters and Doctoral level students who are enrolled in a counselor education program at Sam Houston State University. Counselor education faculty supervise all counseling sessions provided by counselors-in-training. The Counseling Clinic offers counseling services to students and to the community.

Services Offered:

- Adolescent Counseling
- Couple Counseling
- Family Counseling
- Group Counseling
- Individual Counseling
- Play Therapy
- Sand Tray Therapy

There are two locations for services located at the Huntsville Main Campus, adjacent to the College of Education and in Conroe at The Woodlands Campus. To schedule an appointment or receive more information please visit their website.

## **VICTIM NOTIFICATION FOR CRIME VICTIMS**

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, trafficking of persons, or injury to a child, elderly individual or disabled individual 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 victim of violent crimes receive the following safeguards, assurances, and considerations: The Texas Constitution (Article I, Section 30) provides victims of violent crimes with the right, upon their request, to receive notice about court proceedings and the conviction, sentence, imprisonment, and release of the accused. For more information about victim rights notification, visit <https://texasattorneygeneral.gov/cvs/victim-notification> or call VINE 24-hour- information on jail status and court events: 1-877-894-8463.

The Texas State University System will, upon written request, 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 such institution 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 purpose of this paragraph.





## 08 Access & Security



## CAMPUS FACILITIES ACCESS

During normal business hours the administrative and academic facilities at SHSU are open and accessible to students, staff, faculty, and visitors of the University. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. SHSU police officers conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

Access to facilities, outside of normal business hours and operations, is approved by the requestors department chair, dean, and or vice president. This information is then sent to Facilities for proper access to be granted to the requested building and or office.

## RESIDENCE FACILITIES ACCESS

The SHSU Residence Life offers increased residence hall security using 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 the ID card. The card reader will verify permission and grant access to the residence. Only the residents and responsible employees of the hall are granted permission for access. Visitors must be accompanied by a resident or responsible employee. If an ID card becomes lost, the card can be instantly deactivated to ensure the residence remains secure. Additional security features include:

- Doors propped or remaining open longer than 30 seconds will trigger a local alarm at the door and notify the SHSU PD that this door is open.
  - 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 SHSU PD, dining hall personnel, and residence hall staff.

Based on separate policies and procedures for both SHSU Residence Life and SHSU PD, Housing staff and SHSU PD officers monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity. If an emergency, call UPD at 936 294-1000, or dial 911. Non-emergency is 936 294-1800.

## SECURITY MAINTENANCE

SHSU PD works with the Facilities Management Department to identify maintenance issues on campus that may be safety hazards. Officers' complete safety checks to identify street or safety lights that are not functioning properly, or to determine if shrubs or other landscaping might need trimming. In addition to Officers making these checks, both Residence Life and Facilitates do periodic checks throughout the year

as part of their day-to-day operations. 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 for exterior lighting now attached to residential halls. For lighting attached work orders are completed through Star Rez. FAMIS and Star Rez is a cloud- based facilities and maintenance management solution that caters to higher education and public sector industries and helps them to automate work life cycle process and manage buildings, utilities, and assets.



## 09 Programs & Outreach



## SECURITY, SAFETY AWARENESS AND CRIME PREVENTION PROGRAMMING

All SHSU crime prevention and security awareness programs encourage students, staff, faculty, and visitors to be responsible for their own safety and security for and safety/security of others. One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Sam Houston State University to inform students of good crime prevention and security awareness practices. Presentations are scheduled based on request from students, faculty, staff, and student organizations.

**As part of the department's community-oriented policing philosophy, SHSU PD offers crime prevention presentations each semester to classrooms, campus clubs, staff, faculty, and student groups as requested.** Topics of these presentations include personal safety awareness and property protection strategies. All participants in these programs are asked to be alert, security-conscious and involved, and advised to call SHSU PD to report suspicious behavior. If you have a specific topic you wish to be addressed, or if you are interested in having a SHSU PD Officer speak to your classroom or group please contact UPD at (936)294-1800.

In 2012, officers within the SHSU PD created an officer led initiative, CORE, to “bridge the gap” between the police department and the communities they serve. CORE is responsible for presenting numerous crime prevention topics to student, staff, and faculty members throughout the school year. CORE consistently participates in community events, including Relay for Life, parades, new student orientations, and other events to continue the positive interaction with the communities they serve.

It is the hope of CORE that with continued connection and communication we can improve the trust and relationship with the SHSU PD, improving safety and security on all of our campuses at SHSU. UPD continues Community Engagement opportunities such as Cocoa with the PoPo (Table Event), TXDOT Virtual Reality Experience (Table Event), (2) Alcohol/Drug Programs (Table Events), (1) Clery Act Training for Staff and Faculty, (2) SHSU Birthday and Celebration Parades, (2) SHSU Police Recruiting programs in conjunction with other law enforcement and safety agencies, Law Enforcement Education, and Rally for Social Unity 2020 had new experiences for programming as the result of COVID-19. Of 73 programs offered in 2020 in regard to safety and security, 16 programs had to be cancelled, (4 other programs cancelled due to Hurricane duty), and the first use of virtual presentations and the use of videos was initiated. In some cases, there was a combination of in-person and virtual programming. The CORE group is constructed of volunteers who put together these presentations.

### **Alcohol & Drug Abuse Awareness and Prevention-** (Fall, Spring, Summer and Upon Request)

Participants will receive information pertaining to state laws regarding alcohol consumption and recreational/prescription drug use, statistics, and tips to raise awareness on a growing problem across college campuses. Presentations may include interactive demonstrations to show the physical dangers of excessive alcohol use, while keeping the participants in a safe environment. If requested, the topics can be presented in separated presentations.

**Interacting with Law Enforcement - (Fall, Spring, Summer and Upon Request)**

Interactions with law enforcement can be seen as intimidating, frightening, or overwhelming. With this course, participants will have the opportunity to learn about some of the best approaches when interacting with law enforcement, whether Sam Houston State University police officers or any other member of law enforcement. Topics will include what to do when stopped by the police, why and how police officers approach traffic stops/ interactions, and an individual's rights and law supporting those rights.



**Active Shooter Civilian Response to Active Shooter Events (C.R.A.S.E.)** - (Fall, Spring, Summer and Upon Request)

This presentation is designed and built on the “Avoid, Deny, Defend” strategy developed by the advanced Law Enforcement Rapid Response Training, Texas based (ALERT). It provides strategies, guidance, and a plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, civilian response options, and medical issues. Presentations may include interactive demonstrations to raise awareness in how to react during an active shooter situation. Designed for staff, faculty, and students.

**Sexual Assault Domestic Violence/Stalking** - (Fall, Spring, Summer and Upon Request)

Participants will learn various awareness, prevention, and intervention techniques related to domestic violence, stalking, and sexual assault. Participants will receive information about various assistance resources provided by local, state, and federal organizations; intervention strategies; federal laws; and safety awareness tips. Discussion may include the topics of alcohol and drug abuse awareness as related to sexual assaults. Participants will learn intervention techniques to assist in preventing sexual assaults, awareness of stalking behaviors on yourself or others, and how to best protect themselves from assault.

**Public Safety Orientation for Parents and Students** - (Fall, Spring, Summer and Upon Request)

SHSU Public Safety Services and program offerings made available to both the parents and students, including security escort services, parking assistance, and information about reporting crimes and response to timely Warnings and Emergency Notifications.

**Public Safety Orientation for Parents** - (Fall, Spring, Summer and Upon Request)

SHSU Public Safety Services and program offerings made available to both the parents and students, including security escort services, parking assistance, and information about reporting crimes and response to timely. These presentations are typically held during the summer for New Student Orientation.

**Warnings and Emergency Notifications-** (Fall, Spring, Summer and Upon Request)

Additional information concerning strategies for parents involved with communication and recognition of possible warning signs of trauma or unfavorable activities, and best practices to express support of their children.

**Bystander Intervention-** (Fall, Spring, Summer and Upon Request)

Tips and strategies Bearcats will learn to safely intervene based on choice, involving Sexual Harassment scenarios and promoting a culture of Bearkat community accountability.

**Kat Safety Bash-** (held annually)

Annual event with community partners will host, demonstrations and present displays that simulate real-life situations for students and community members. These demonstrations range from K9 bomb detection to mock dorm room fire demonstration, with other engaging displays in between. Topics covered will include fire safety, alcohol/drug abuse awareness, sexual assault/domestic violence awareness, seatbelt and vehicle safety, interactions with law enforcement and community public safety involvement (CERT, Blood Donation, etc.), weapons safety, and more.

## HEALTH

The Office of Health Promotion (OHP) operates within the SHSU Student Health Center under the direction of Erica Bumpurs and serves as the education and prevention arm of the Student Health Center, providing the university community information about health and well-being. Housed under the OHP is the Alcohol and Drug Abuse Initiative (ADAI), established by former SHSU President Dr. James Gaertner in 2004 in response to alcohol-related student deaths. The ADAI has changed over the years from being managed by a large committee to becoming its own department headed by a program coordinator to currently being a program element managed under the OHP.

The OHP works proactively with the Student Health Center, Dean of Students, and the SHSU PD, and continuously has events, programs, and tabling events where students can get information on drugs and alcohol. In addition, OHP fulfills program requests to residence halls, student organizations, and classes on the dangers of alcohol and drug abuse and tips on responsible alcohol use.

Email: [healthpromotion@shsu.edu](mailto:healthpromotion@shsu.edu)

Website: [www.shsu.edu/ohp](http://www.shsu.edu/ohp) Telephone: (936) 294-4347

Building: Lee Drain Annex Building, Suite 111

Address: 1916 Ave J Huntsville, Texas 77341

### What Is The Drug Free Schools and Communities Act?

The Drug Free Schools and Communities Act and the Education Department General Administration Regulations policy requires SHSU to adopt and implement programs “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities” (EDGAR Part 86, Subpart A 86.3).

The Annual Notification includes required reporting of:

- The health risks associated with the use of alcohol and drugs.
- Standards of conduct regarding the use and prohibition of alcohol and drugs for students and employees.
- Disciplinary sanctions and penalties for the violations of illicit behavior concerning alcohol and drugs at the school, state, and federal level.
- Campus resources to assist current students and employees.

A complete description of these topics, as provided in the University’s annual notification to students and employees, is available online at: [https://www.shsu.edu/dept/student-health-center/health-promotion/documents/2021\\_SHSU\\_OHP\\_Annual\\_Notification\\_Aug\\_prf2.pdf](https://www.shsu.edu/dept/student-health-center/health-promotion/documents/2021_SHSU_OHP_Annual_Notification_Aug_prf2.pdf)

### Mass Email Notification

Mass Email notification of the Drug Free Schools and Communities Act information is conducted twice each year, once in the spring semester and again in the fall semester.

### **SHARP Program**

The Sam Houston Alcohol Referral Program (SHARP) is a six hour-long, state-approved Alcohol Awareness program that utilizes the Alcohol Education Program for Minors curriculum from the Texas Department of State Health Services. Completion of the course fulfills the requirement of taking an ‘Alcohol Awareness’ course that may be required for breaches of the alcohol policy within SHSU Residence Life or Student Guidelines or to fulfill the mandate for an Alcohol Awareness course by a Judge for alcohol policy violations (e.g., minor in possession or public intoxication).

### **SAFE Week**

SAFE Week is a series of free 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. Past activities include: use of drunk driving simulators and participation in a Know Your Drink activity, where students learned about standard drink sizes for various types of alcohol.

### **The Health Fair**

Each semester in the KIN 2115 classes, students are required to watch our videos on sex education and alcohol and drug education. After watching the videos, the OHP in collaboration with the Kinesiology Department, host a health fair where students can get free STI testing and further education in specialized topics, such as alcohol and drugs.

### **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.

### **Kats 4 Recovery**

Kats 4 Recovery is a collegiate recovery program (CRP) that was previously housed under the Counseling Center. The program offers peer mentoring, guest speakers, a support network, and fun sober activities and events.

Twitter: @shsu\_ohp Instagram: @shsu\_ohp Phone: (936) 294-347

Email: [healthpromotion@shsu.edu](mailto:healthpromotion@shsu.edu) Address: Lee Drain Annex—Suite 111 Website: [www.shsu.edu/ohp](http://www.shsu.edu/ohp)

## **BYSTANDER INTERVENTION**

SHSU provides numerous avenues to be aware of the part you can play in intervention and prevention of Sexual Harassment within programs as listed above. Bystander Intervention strategies can work in many areas of bias and discrimination as well.

### **How to Be an Active Bystander**

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

**If you think intervention may lead to violence, back away and call UPD at 936 294-1000 or 911.**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911.

**This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.**

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

Here are some suggestions from the Intervention Initiative:

**ASK THE QUESTION**

If you see someone who looks like they are in trouble, ask if they are ok.

**DON'T LEAVE THEM ALONE**

Ensure that friends who are incapacitated don't leave without you or go to secluded places with someone. If a person is trying to get you to leave so that they can take advantage of someone, refuse to leave the area, or call the police.

**"I" STATEMENTS Three parts:**

- 1) State your feelings,
- 2) Name the behavior,
- 3) State how you want the person to respond.

Focuses on your feelings rather than criticizing the other person. Example: I feel \_ when you \_\_\_\_\_. Please don't do that anymore.

**SILENT STARE/ BODY LANGUAGE**

Remember, you don't have to speak to communicate. Sometimes a disapproving look can be far more powerful than words.

**DISTRACTION/INTERRUPTION**

Most effective for street harassment. Snaps someone out of their "sexist comfort zone."

Example:

Ask a man harassing women on the street for directions or the time.

**HUMOR**

Reduces the tension of an intervention and makes it easier for the person to hear you. Do not undermine what you say with too much humor. Funny doesn't mean unimportant.

**"BRING IT HOME" (EMPATHY)**

Prevents someone from distancing themselves from the impact of their actions.

Examples include:

"I hope no one ever talks about you like that." Prevents them from dehumanizing their targets as well.

"What if someone said your girlfriend deserved to be raped, or called your mother a slut?"

**"WE'RE FRIENDS, RIGHT..."** Reframes the intervention as caring and non-critical.

"Hey, Dave. As your friend, I've got to tell you that your t-shirt isn't doing you any favors, it's killing your rep with the ladies. Do yourself a favor and don't wear it again – chuck it out."

**PROVIDING INDIVIDUALISED NORMATIVE FEEDBACK**

(i.e., "most people our age don't think it's ok to...")

**GROUP INTERVENTION**



There is safety and power in numbers. Best used with someone who has a clear pattern of inappropriate behavior where many examples can be presented as evidence of their problem.

## ADMINISTRATIVE REQUIREMENTS- PREVENTION AND OUTREACH

### Excerpt from TSUS Sexual Misconduct Policy & Procedures

#### 10. Administrative Requirements

10.1. Component Website Requirements. A Component shall create and maintain a web page dedicated solely to this Policy.

10.1.1. The web page shall be easily accessible through a clearly identifiable link on the Component's internet website home page.

10.1.2. The Component's internet website home page shall contain a clearly identifiable link to enable an individual to make an anonymous Report of an incident of Sexual Misconduct.

10.2. Comprehensive Prevention & Outreach Program. Components shall distribute the sexual misconduct policy to all students, faculty, and staff annually. Each Component shall develop and implement a comprehensive prevention and outreach program on Sexual Misconduct. The comprehensive prevention and outreach program must address a range of strategies to prevent Sexual Misconduct. The program must also include a victim empowerment program, a public awareness campaign, primary prevention, bystander intervention and risk reduction strategies. The Component will engage in the risk reduction strategies outlined below to limit the risk of Sexual Misconduct for the campus community.

10.2.1. Primary Prevention Training. **Primary prevention training programs shall be designed to promote awareness of sexual offenses, and to incorporate risk reduction strategies to enable community members to take a role in preventing and interrupting incidents of Sexual Misconduct.**

10.2.1.1. The Component training will be based upon research and will be assessed periodically for effectiveness.

10.2.1.2. Specifically, training will include:

10.2.1.2.1. definitions of Sexual Misconduct  
offenses which are prohibited by the Component, as defined by applicable law;

10.2.1.2.2. definition of consent as defined by Texas law;

10.2.1.2.3. awareness and prevention of rape, acquaintance Rape, Sexual Harassment, Domestic Violence, Dating Violence, Sexual Assault, and Stalking;

10.2.1.2.4. risk reduction, such as recognition of warning signs of possible Sexual Misconduct, situational awareness, and safety planning;

10.2.1.2.5. bystander intervention, to encourage identification of situations that might lead to Sexual Misconduct, and promote safe intervention as a means to prevent the misconduct (bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene);

10.2.1.2.6. options for reporting Sexual Misconduct and the confidentiality that may attach to such reporting;

10.2.1.2.7. the grievance process for Sexual Misconduct, as described in this Policy;

10.2.1.2.8. procedures for accessing possible Sanctions for Sexual Misconduct, as described in this Policy;

10.2.1.2.9. campus and community resources available to Complainants or Respondents;

10.2.1.2.10. interim safety measures available for Complainants; and,

10.2.1.2.11. descriptions of additional and ongoing Sexual Misconduct prevention and awareness campaigns and training.

10.2.1.3. Each entering freshman and undergraduate transfer Student, and new employees shall attend an orientation regarding Sexual Misconduct and the Sexual Misconduct Policy during the first semester or term of enrollment or employment. The Component shall establish the format and content of the orientation, which may be provided online. The orientation must include the name, office location, and contact information of the Component's Title IX Coordinator. The orientation must contain a statement regarding:

10.2.1.3.1. the importance of a victim of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking going to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident;

10.2.1.3.2. the right of a victim of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking to report the incident to the Component and to receive a prompt and equitable resolution of the Report; and,

10.2.1.3.3. the right of a victim of a crime to choose whether to report the crime to law enforcement, to be assisted by the institution in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

10.2.2. Ongoing Sexual Misconduct Education. The Component's commitment to raising awareness of the dangers of Sexual Misconduct shall include ongoing education.

10.2.2.1. Ongoing education must include:

10.2.2.1.1. the same information as the primary training;

10.2.2.1.2. the name, office location and contact information of the Component's Title IX Coordinator, provided to Students by email at the beginning of each semester;

10.2.2.1.3. include a public awareness campaign; and,

10.2.2.1.4. include a victim empowerment program.

10.2.2.2. Ongoing education may include, but is not limited to:

10.2.2.2.1. annual training, lectures by faculty, staff, mental health professionals, and/or trained non-Component personnel;

10.2.2.2.2. dissemination of informational materials regarding the awareness and prevention of Sexual Misconduct; and,

10.2.2.2.3. event programming, both campus-wide, and coordinated with and delivered to individual groups on campus.

10.2.3. Training of Title IX Personnel. Title IX personnel includes Title IX Coordinators, Deputy Coordinators, investigators, Decision Makers, and facilitators of informal resolution processes.

10.2.3.1. All Title IX personnel shall receive training each academic year including:

10.2.3.1.1. knowledge of offenses, including specific definitions of Sexual Misconduct offenses which are prohibited by the Component as defined by applicable law;

10.2.3.1.2. the scope of the Component's Education Programs and Activities, in order to identify situations that require a response under Title IX; and,

10.2.3.1.3. investigatory procedures, due process, and Component Policy and procedures related to Sexual Misconduct.

10.2.3.2. All Title IX personnel shall receive training in the following areas:

10.2.3.2.1. how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes; and,

10.2.3.2.2. how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

10.2.3.3. Investigators shall receive training on issues of relevance to create an investigative Report that fairly summarizes relevant evidence.

10.2.3.4. Decision Makers shall receive the following training:

10.2.3.4.1. the use of technology to be used in a live hearing, to be received prior to that hearing; and,

10.2.3.4.2. issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

10.2.3.5. Materials used in training of Title IX Personnel must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints of sexual harassment.

10.2.4. Trauma-Informed Investigation Training. Each peace officer employed by a Component shall complete training on trauma-informed investigation into allegations of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking.

10.2.5. Posting of Training Materials. All materials used to train Title IX personnel as described in Section

10.2.3 must be made publicly available on the Component's website. This requirement applies regardless of whether materials were created by or procured by the Component.

10.2.6. Memoranda of Understanding Required. To facilitate effective communication and coordination regarding allegations of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking a Component shall enter into a memorandum of understanding with one or more:

10.2.6.1. local law enforcement agencies;

10.2.6.2. sexual harassment, Sexual Assault, Dating Violence, or Stalking advocacy groups; and,

10.2.6.3. hospitals or other medical resource providers.

## PRIMARY PREVENTION AND AWARENESS PROGRAMS

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.

Get Inclusive 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. This training must be completed during a student's first semester of enrollment. In addition, 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:

- Consent Week
- What would you do? Bystander Intervention Program
- Domestic Violence Awareness Month
- Self Defense program
- Title IX & Dine
- Clothesline Project
- Denim Day



- Scary Relationships
- Sexual Assault Awareness Month

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

### Ongoing Sexual Misconduct Training

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 Consent Week, Title IX Explained, 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 halls)
- 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
  - Orientation Leaders
  - ROTC
  - Recreational Sports

Websites containing information and resources <http://www.shsu.edu/titleix/>  
<http://www.shsu.edu/katsafe/sexual-assault.html>





## 10 Emergency Response & Evacuation Procedures



**Emergency Response and Evacuation Procedures are located at <https://www.shsu.edu/katsafe/evacuation.html>**

## TESTING EMERGENCY RESPONSE

SHSU maintains an Emergency Response Basic Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

SHSU units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans. Emergencies occurring on campus should be reported to (936) 294-1000 or dial 911, and calls will be responded to then transferred.

**In conjunction with other emergency agencies, such as the State of Texas Department of Emergency Management, Walker County Department of Emergency Management, City of Huntsville Emergency Management, SHSU conducts emergency response drills and exercises each year such as tabletop exercises and/or field exercises. Though this test may be on one campus per year the coordination will include representatives from all campuses.**

Tests of the emergency notification systems on campus, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution and are tested monthly except for when the University is closed for holidays or between semesters.

**Each test is documented by procedure by the departments involved, and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. All testing conducted in 2021 was announced.**

## PUBLICIZING EMERGENCY PROCEDURES AND INSTRUCTIONS

The university's emergency procedures and instructions are publicized online at the KatSafe website (<http://www.shsu.edu/katsafe/>) and the KatSafe mobile application. The website and phone/ tablet application are accessible to all faculty, staff, students, and family members of the campus community.

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). The Emergency Plans for SHSU can be found at <https://www.shsu.edu/katsafe/prepare-for-emergencies.html>.

Specific evacuation maps are prominently located in each building and distributed to special event personnel. 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 preloaded with an icon that can be used to access the Campus Emergency Procedures document. This icon can only be removed by an IT administrator.

The website above highlights the information available on the KatSafe website and phone/ tablet application that includes text and video instructions.

**As part of announced combined emergency management exercises, SHSU Emergency Management will annually send a notification to the SHSU community through a campus-wide email, directing students, faculty, and staff to visit the Katsafe site (referenced above) where all the evacuation and response information is held that meets the requirements of the Higher Education Opportunity Act.**

All buildings for SHSU on-campus properties, through the Building Liaison program by SHSU policy FO-FM-61 (through Finance-Operations and Facilities Management), have received training.

## EMERGENCY EVACUATION PROCEDURES

The University's KatSafe website and mobile/ tablet application 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 SHSU produced Preparation for the Disabled evacuation video, completed in January of 2019, as well as an All-Hazards Awareness training video that addresses preparing to evacuate based on those unforeseen circumstances using fire and active shooter as examples, and can also be found on the SHSU Guidebook app by downloading the KatSafe guide located at <https://www.shsu.edu/katsafe/>.

All-Hazard Training Video is brought to you by The Learning Academies @ SHSU: hazards-awareness-training <http://www.shsu.edu/katsafe/event-preparation/>

Also found on the evacuation website is the generalized evacuation video also produced by SHSU.

All buildings for SHSU on-campus properties, through the Building Liaison program by policy (through Finance-Operations and Facilities Management), have received training.

Residence Life paraphrased evacuation procedures found under the direction of (HEOA) Federal Law can be found under Chapter 12 of this report.

You are responsible for your safety! During an emergency, do not rely on an alarm or an alert. For certain emergencies, such as an active shooter, bomb threat, or natural gas leak, fire alarms or strobe lights may not be used to signal an evacuation and rely on verbal directions. When the fire alarm system is activated, occupants MUST evacuate the building, closing doors behind and reassemble at the designated location(s) required under SHSU policy and procedure as found in both Emergency Management planning and in the Residence Life Guidelines. The designated sites may change due to environmental conditions. Pay attention to directions from UPD Officers or other first responders.

## SHELTER-IN-PLACE PROCEDURES

What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes

dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, SHSU PD, Housing Staff members, other University employees, Local Police Department, or other authorities utilizing the University’s emergency communications tools.

### **How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter- in-place will generally remain the same. Should the need ever arises, follow these steps, unless instructed otherwise by local emergency personnel:

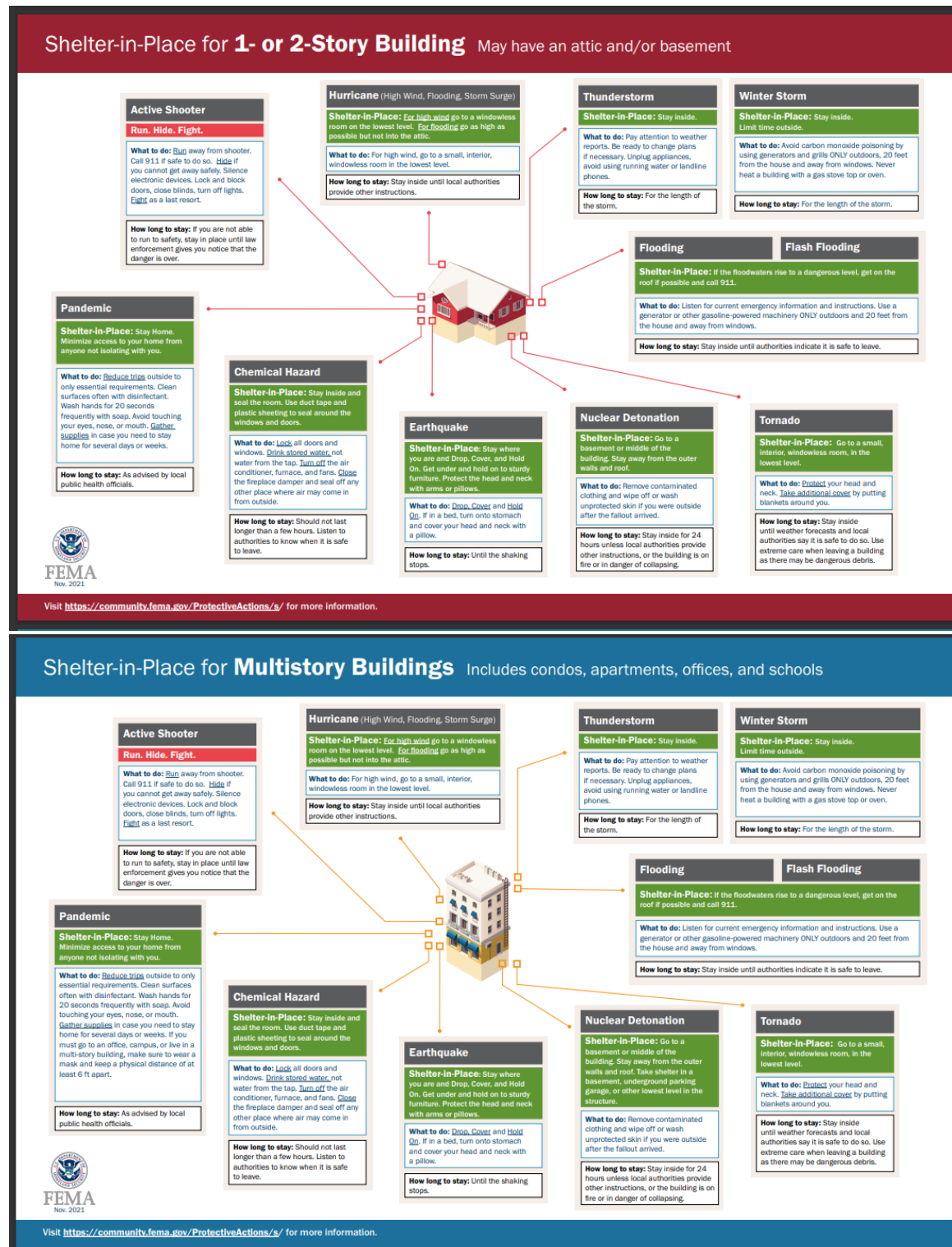
1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to SHSU PD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

**Always treat alarms as if they are real, protecting yourself and others.**

In the event of a fire, or the fire alarm is activated, SHSU expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present)



as they leave. Once safely outside a building, it is appropriate to contact 911 or the SHSU PD at 936 294-1000.



FEMA Shelter in Place Pictograms for 1-or-2- Story Buildings and Multistory Buildings.





## 11 Fire Safety Residence Halls



## FIRE SAFETY RESIDENCE HALLS

The Office/Individual Responsible for the Fire Log, Fire Safety Statistics and the ASR Annual Fire Report is Assistant Director for Residence Life Facilities and Risk Management Katy Pelton. The procedures for record retention and Clery report requirements are documented as part of the Department of Residence Life standard operating procedures for the Facilities and Risk Management position. Information about fire safety policies, fines, procedures for reporting fires, evacuation procedures, availability of records are publicized on the SHSU Residence Life website under the safety page <https://www.shsu.edu/dept/residence-life/communitylife/firesafety.html>.

The Residence Life Office is located at 910 Bearkat Boulevard and retains the records supporting this ASR submission and meeting Clery Act requirements for fire statistics. This office is supervised by the Executive Director for Residence Life and Living-Learning Programs Joellen Tipton.

Clery Act citation references to this document:

Fire log requirement citation 34 CFR 668.49(d)

Annual fire safety report citation 34 CFR 668.49(b)

Fire statistics disclosure requirement citation 34 CFR 668.49(c)

### Introduction

The SHSU main campus in Huntsville, having on-campus student housing facilities, is required to submit the following information concerning Fire Safety based information based on Clery Act requirements. Residence Life Policies and Procedures are all directed towards the safety of our students and visitors and is constantly reviewed for improvements.

### Definition of Fire

Under the Federal Institutional fire safety regulations citation 34 CFR 668.49, and for the purposes of fire safety reporting, a fire is defined as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. The reporting information that follows is based on this definition.

## REPORTING A FIRE

Any fire occurring in on-campus student housing facilities are to be reported immediately to 911 or University Police Department (24-hours) emergency (936) 294-1000.

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.

Mandatory floor meetings with residents are held at the beginning of the Fall, Spring, and Summer

semester/sessions where staff instruct residents to immediately evacuate the building to designated areas during fire drills and alarms using the nearest exits. They review the \$250.00 fine that is assessed to those that do not comply with evacuation procedures and instruction.

During drills and unplanned alarms, residence life staff evacuate the building along with the residents and do not assist with evacuating residents. Hall staff will not knock-on doors, force evacuation, or key into resident rooms.

Residence Life Policies for Safety-Security: Fall 2022, Spring 2023, and Summer 2023

Residence Life Handbook for the 2022-2023 Academic Year

[https://issuu.com/shsuresidencelife/docs/residence\\_life\\_student\\_handbook](https://issuu.com/shsuresidencelife/docs/residence_life_student_handbook)

The Residence Life handbook is published according to the university fiscal year. Updates are published each Fall semester prior to student move-in. Historical copies of the handbook are kept on file, electronically, with the Department of Residence Life.

Residence Life annually reviews and adjusts policy and procedures in relation to the safety and security of our on-campus residents.

## **EVACUATION PROCEDURES FOR ON- CAMPUS STUDENT HOUSING**

1. DO NOT PANIC. REMAIN CALM.
2. If there is smoke in the room, keep low to the floor.
3. Before opening a door, feel the door and the doorknob. If they are hot, do not open the door.
4. Before opening a door, brace yourself against it and open it slightly. If heat or heavy smoke is present, close the door and stay in the room.
5. If you can leave the room, take your room key, and close all doors behind you.
6. Go to the nearest exit or stairs. If the exit contains dense smoke, find another escape route. Posted in each room, hallway, and stairwell are evacuation plans for your reference.
7. After evacuating the building, meet at your designated area and stand clear. Listen as you evacuate for changes in your designated area due to possible changes in the outside environment.
8. If all exits are blocked, stay in your room. Remain calm.
9. Call 911. Tell them where you are and that you need assistance.
10. Open a window slightly to let fresh air in. Take care not to draw smoke into the room or feed the fire by creating a draft.
11. Draw water from the bathroom to keep towels and sheets wet.
12. Place wet towels and sheets around doors and cracks.
13. Hang an object out the window to attract fire department's attention (sheet, blanket, or jacket).
14. If heavy smoke is present, place wet towel over your nose and mouth and keep low to the floor.

## **RESIDENT AGREEMENT**

During the residence hall check-in process, all residents are required to sign a Resident Agreement. The resident agreement contains a section for the resident to acknowledge residence hall policies. The Resident

Agreement contains the following acknowledgement:

\_\_\_\_\_ (Initial) Acknowledgment of Residence Hall Policies

## Residence Hall Policies

Policies and procedures in all residential facilities will be consistently and strictly always enforced. University staff is expected to confront and document all violations of policy. Willful disruption of the educational environment, destruction of property and interference with the orderly process of the University and/or the rights of members of the University will not be tolerated. Residents will respect the rights of other residents and each resident will be responsible and held accountable for his/ her behavior. Residents must comply with directions of University officials, which include all Residence Life staff. A detailed explanation of the residence hall policies is located at [http://www.shsu.edu/~hou\\_www/](http://www.shsu.edu/~hou_www/) . Please see the RESIDENCE LIFE HANDBOOK link.

## PREVENTATIVE MEASURES

**CANDLES AND INCENSE.** Candles, candle/oil/wax warmers, diffusers, Scentsy devices, wax sculptures, potpourri pots, paraffin baths, incense, and any open flame are prohibited in residence halls/apartments for fire safety reasons. Candles should not be used during power outages or in holiday season decorations such as jack-o-lanterns, Christmas wreaths or menorahs. Violation of this policy will result in a fine of \$50.00 (for each candle or item) not to exceed \$250.00 for the 1st violation. Candles/Incense that are unused, have the wick removed or still in their original packaging (unopened) are also considered a violation and will be subject to the fine. The student must remove the candle or incense from the building immediately. Subsequent violations will result in a \$250.00 fine and disciplinary action which may include housing contract termination. Rationale: Candles/Incense are considered extreme fire hazards and have been banned by the State Fire Marshal for all residence halls/apartments.

**COOKING AND COOKING APPLIANCES.** (Residence Halls Only). Cooking and cooking appliances are not allowed in student rooms. This includes flame-less Chemical Heaters (found in military M.R.E.'s and commercial Heater Meals). Open-coil heating devices (for heating liquids, cooking, etc.) are not allowed in residence halls. Drip coffee, tea makers and blenders are allowed when used for their intended purpose only. The use of microwave ovens is also prohibited in all residence hall rooms (unless provided by the university). When a prohibited cooking appliance is found, the student will be charged \$25.00 (for each appliance). The student must remove the appliance from the building immediately. Rationale: A large number of appliances could overload electrical circuits in the hall. Cooking in student rooms may create fire hazards, problems with waste disposal and may contribute to pest problems. NOTE: Cooking and cooking appliances are allowed in Bearkat Village Apartments.

**DOORS (ROOM).** Materials hung from “grip-a-strips” can hang no further than 18 inches from the grip-a-strip and must remain within the width of the grip-a-strip. No materials can be posted on the outside surface of the room entry door or door frame.



**ELECTRICAL OUTLETS.** Residents may not alter or re-wire electrical outlets in rooms or apartments. Violations will result in a \$250.00 fine in addition to any cost for repair.

**ELECTRICAL POWER STRIPS.** Only one power strip per outlet should be used. Do not plug one power strip into another. All power strips should be UL approved and have a grounded plug. It is recommended that students purchase power strips with circuit breakers for additional safety. Misuse of power strips will result in a \$250.00 fine. (See EXTENSION CORDS)

**EXTENSION CORDS.** Use of extension cords is prohibited in the halls/apartments by order of the State Fire Marshal. Use of extension cords will result in a \$50.00 fine for the first offense and \$250.00 for subsequent violations. Power strips are to be used as an alternative. Heavy duty (14 amps or greater) extension cords may be used in the public areas for temporary events if approved by the hall staff. (See ELECTRICAL POWER STRIPS, HOLIDAY DECORATIONS)

**FALSE FIRE ALARMS.** False fire alarms will result in a minimum damage charge of \$250.00. If this damage charge cannot be assessed to the guilty person(s), it will be added to the vandalism charge for the residence hall/apartment and could be part of the group bill for damages. Also, any person found to be responsible for activating a false fire alarm will be assessed a \$250.00 fine and referred to the Dean of Students' Office for additional disciplinary action. (See GROUP BILLING FOR DAMAGES/VANDALISM)

**FIRE ALARMS.** If a fire alarm is sounded due to actions and/or student's negligence and the student can be identified, then that student will be billed \$250.00 for the fire alarm plus the student will be billed for any damage the fire caused to University property.

**FIRE DOORS.** Fire doors are intended to limit the spread of fire and smoke from one area to another. Propping these doors open adds to potential fire damage. Individuals responsible for propping fire doors may be subject to disciplinary action.

**FIRE DRILLS.** Fire drills are conducted to educate residents with the sound of the fire alarm, the emergency exits that are available and the procedure for evacuating the building. During a fire drill, all occupants will evacuate just as they would in a fire incident. Failure to evacuate during a drill or alarm in an immediate and cooperative manner will result in a \$250.00 fine and further disciplinary action.

**FIRE EXTINGUISHERS.** Fire extinguishers are provided throughout each residence hall/apartment. They should be used for their intended purpose only, and residence hall/apartment staff must be notified within 24 hours should an extinguisher be used to put out a fire. Failure to notify staff within 24 hours will result in a recharge fee of \$50.00. If a fire extinguisher is discharged falsely, the responsible student(s) will be billed the recharge fee of \$50.00 and a \$250.00 fine for tampering with fire safety equipment. Tampering with any part of a fire extinguisher including the safety protection strap, the pull pin, removing the extinguisher from its bracket, and/or removing the bracket from the wall, will result in a fine of \$250.00.

**HALOGEN LAMPS.** Halogen lamps are prohibited in the residence halls/apartments. Use of these lamps in residence halls/apartments is also against the National Electrical Code and the Life Safety Code. Several universities have experienced residence hall fires due to the amount of heat these lamps produce. These lamps may also put a strain on the building's electrical wiring due to the amount of amps they require. Possession of a halogen lamp will result in a fine of \$50.00. The student must remove the lamp from the building immediately.

**HEATERS.** Space heaters and radiators, whether electric or kerosene powered, are not allowed in residence halls/apartments. Possession of a space heater or radiator will result in a fine of \$25.00. The student must remove the heater from the building immediately. Rationale: Space heaters and radiators become very hot and therefore can cause damage or fires.

**HOLIDAY DECORATIONS.** No live trees or greenery are allowed in residence halls/apartments, however, artificial trees with "built-in" lights and "UL" listed may be used. Trees should be unplugged when the room is vacant. Trees must be taken down before you check out for the Fall semester. Residents staying in the hall over the Winter break must take down their trees by the first class day in the Spring semester. Decorations should be used with safety in mind. Keep flammable materials away from lights. Ornamental/seasonal/string lights are not allowed and will result in a \$50.00 fine. Use of extension cords is prohibited in the student rooms/apartments by order of the State Fire Marshal. Power strips are to be used as an alternative. The safety of residents must be always considered. (see ELECTRICAL POWER STRIPS, LIGHT BULBS)

**HOVERBOARDS.** Hoverboards are not permitted inside residence life buildings due to recent fire hazard issues. Violations will result in a \$250.00 fine.

**LIGHT BULBS.** The use of light bulbs must be in accordance with the rating of the light fixture. Ornamental/seasonal/string lights are not allowed and will result in a \$50.00 fine per incident. Rationale: Use of light bulbs of a higher wattage than the rating of the fixture can result in overheating and therefore, constitute a potential fire hazard.

**LIGHT FIXTURES.** The use of acetate, cellophane, fabric, tissue paper, or other combustible materials over or in the light fixture is forbidden by fire safety regulations. Rationale: There are risks of personal injury or fire. Acetate may get too hot and melt onto the fixture. Even when the acetate does not melt, it holds heat rather than allowing it to diffuse, resulting in a possible short that could cause a personal injury or a fire.

**MATERIAL SAFETY DATA SHEETS (MSDS).** Material Safety Data Sheets can be obtained by contacting Residence Life Facilities Maintenance at (936) 294-4474 or our custodial contractor at (936) 294-3771.

**MICROWAVE OVENS.** Microwaves are not allowed in resident rooms unless already provided by the University. Residents may not bring an additional microwave if the room/apartment has already been provided one by Residence Life. There is a \$25.00 fine for each un-approved microwave found in

student rooms. A microwave oven has been provided in the public area in each hall. Each hall with a microwave oven should have guidelines concerning usage and cleanliness posted near the oven; these should be carefully always followed. Microwave ovens are not intended for resident's constant use as a substitute for a meal plan but are available for snacks and special occasions. Microwave ovens found to be unsanitary or improperly used by residents are subject to removal by the Department of Residence Life. Rationale: Most of the residence halls are not wired to handle the use of microwaves in residence hall rooms and would create power outages as well as possible fire hazards.

**PARTIES.** Because of the small size of residence hall rooms/apartments, there should be no more than 8 people in a room or 12 people in a suite at one time. A smaller number of people may be asked to disperse if they are excessively loud or unruly.

**ROOM ENTRY.** The University reserves the right to enter a Resident's room, during regular business hours and at other times with advance notice, if possible, to the Resident, for the following reasons: to conduct periodic maintenance, custodial, and safety checks; to perform necessary maintenance; when the University reasonably believes any person(s) occupying the room may be physically harmed or in danger; and when the University reasonably believes that University rules, regulations, and/or policies are being violated. When University officials enter a Resident's room, the University officials may perform administrative searches of Residents' personal property in the room.

Every month, maintenance and safety checks will be conducted by the Residence Life staff. In conducting these checks, hall/apartment staff will go through resident's room/apartment and note any maintenance problems, safety concerns or policy violations. When possible, the staff will notify students in advance that they will perform these maintenance and safety checks. If residents are not home, the staff will leave a notice of entry. (See ROOM ENTRY)

**SAFETY EQUIPMENT.** Any student found to be responsible for the misuse of safety equipment, which includes but is not limited to: fire hoses and valves, emergency lights, exit signs, smoke/heat detectors, fire panels, security cameras, electrical panels, fire extinguishers, and public area lighting, will be assessed a \$250.00 fine and be subject to further disciplinary action. NOTE: Tampering, pulling, disabling, disconnecting, and/or dismantling a fire alarm system for any reason is both a federal and state criminal offense. Anyone found in violation of the above criminal offense will be prosecuted to the full extent of the law.

**SMOKE DETECTORS.** Smoke detectors should be operational at all times. Staff will perform routine checks to determine that all smoke detectors are functioning. Report all problems (beeping sounds, etc.) to the staff immediately so staff can replace the battery or report the problem to Residence Life Maintenance for repair. Staff duty phone numbers are located on the back of your room door and should be used to report issues outside of normal business hours. Tampering with a smoke detector (detaching, removing batteries, unplugging, or covering up the smoke detector with an item) is a safety violation and is subject to a fine of \$250.00 plus the cost to replace the damaged item(s).

**SMOKING.** Sam Houston State University is a tobacco free campus. Residents are not allowed to use or possess any tobacco related items or products on campus. The ban also includes electronic

cigarettes and/or vaping. Cigarette lighters and matches are not permitted in residence halls or apartments. Violation of this policy will result in a \$100.00 fine. Subsequent violations will result in an additional \$100.00 fine and disciplinary action which may include housing contract termination. Residents will be held responsible for the actions of their guests.

**TELEPHONES.** The University does not provide phone lines in individual student rooms. Public phones are provided in the hallways for emergency use only.

(See COMMUNICATIONS)

**WEAPONS AND EXPLOSIVES.** The University has the responsibility of promoting the health, safety, and welfare of students. State laws as well as institutional policies assist the University in accomplishing this. The State, as well as the University, has very firm policies on the possession of weapons. In accordance with Government Code Section 411.0231 and Texas Penal code 46.035, student residents who are at least 21 years of age and who possess a handgun license from the State of Texas or an approved reciprocating state may legally carry a concealed weapon on or about their person in the residence halls. When not on or about their person, license holders are required to securely store their handgun in a locking case or safe that they provide, out of sight of roommates or guests. With the exception of licensed handguns, the other stipulations in the weapons policy as outlined below are still in effect for license holders.

Notwithstanding the laws cited above, students living in residence halls/apartments are strictly prohibited from keeping any weapons, explosives and projectiles of any kind, in their rooms/apartments including but not limited to: guns (which includes BB guns, paint and pellet guns, cap guns and starter pistols, air rifles), blow guns, stun guns, ammunition, bows, arrows, swords, knives with blades over 5 1/2 inches, nun-chucks, sling shots, and fireworks. Any resident found to be in violation of the weapons and explosives policy will be fined \$250.00. In addition to the fine, the resident will have their housing contract terminated and will be referred to the Dean of Students' office.

**RESIDENCE HALL SAFETY VIOLATION FINES**

<b>Violations</b>	<b>Fine</b>
Candles and/or Incense	\$50.00 ea.
Failure to evacuate during building alarm / drill	\$250.00
False Fire Alarm	\$250.00
Fire Alarm Due to Negligence	\$250.00
Halogen Lamp	\$50.00
Misuse of Safety Equipment	\$250.00
Propping Exterior Doors	\$250.00
Tampering with Fire Extinguisher	\$250.00
Recharge Fire Extinguisher	\$250.00
False Discharge of Fire Extinguisher	\$250.00
Smoke Detector Unplugged / Missing Battery	\$250.00
Smoking / Tobacco Use	\$100.00
Space Heater	\$25.00

**FIRE SAFETY TRAINING****Resident Training**

Sam Houston State University Department of Residence Life takes measures to ensure that staff and students are trained on fire and safety procedures. Staff members conduct floor meetings once per semester (Fall, Spring, Summer 1, and Summer 2) to ensure that residents know what the alarm sounds like, know the distance they should be away from the building, and become familiar with evacuation routes (see attached for floor meeting fire safety agenda).

Residents are required to sign in at the floor meetings. Those sign in sheets are kept in the Residence Life Office for the current academic years + 3 academic years as dictated by the university records retention policy.

Floor meeting dates, times, and locations are also kept for the current academic year + 3 academic years. A list of floor meeting dates, times, and locations have been provided in addition to this report.

After every floor meeting (opening, confirmation, closing, renewal) a follow up email is sent to residents. The follow up email contains the information covered in floor meetings. The email is sent via StarRez (Residence Life/Housing software system) and the email is part of the students Residence Life record. These records are kept indefinitely in our software.

**Residence Life Employee Training**

Residence hall staff are trained to visibly monitor the operation of smoke detectors, smoke alarms, fire extinguishers, exit signs, and fire panels. During the planned drill, residence life staff will walk public



areas as they evacuate to ensure proper functioning of emergency equipment.

Initial training takes place during the first semester of employment with continued training each semester thereafter. Where applicable staff will physically test the smoke alarms. Testing is done on a monthly basis. Any audible alarms (building alarm or fire panel) are reported by staff to the Sam Houston State University Police Department. Any physical malfunctions with equipment are reported to Residence Life Maintenance via an online work order or called in to the Residence Life maintenance office. Both hall staff and students are able to report concerns with fire safety equipment.

Emergency call outs for fire safety equipment are routed to either the Sam Houston State University Police Department (UPD) or the Residence Life Maintenance Office. UPD and Residence Life Maintenance works collaboratively to ensure that all equipment concerns are corrected and repairs are made quickly.

SHSU Fire Technician(s) assigned to Residence Life actively participate in residence life staff training. Topics include fire system use, fire extinguisher use, types of smoke detectors/alarms, smoke detector/alarm testing, fire drill procedures, fire alarm procedures, demonstration of what a fire alarm sounds like, demonstration of a fire panel beeping.

## **FIRE LOG INFORMATION**

The SHSU fire log consists of the following elements:

- The date the fire was reported
- The nature of the fire
- The date and time of the fire; and
- The general location of the fire

SHSU and the Clery Act requires that an entry be made into the SHSU Fire Log within two business days of receiving the fire report information.

Prior to 2019 all fire incidents were documented via a Residence Life incident report and sent to the office of Sam Houston State University Risk Management for record keeping and inclusion in the annual fire report as required by Clery.

Starting in 2019 a copy of the Residence Life fire safety log is maintained at the Residence Life Office. Fire logs will be maintained on an Excel spreadsheet and available for printing and distribution as needed or requested. All fire logs will be kept on record for seven calendar years, following the Clery reporting calendar.

2021 – Two fire incidents reported and publicized on Residence Life website

In the event of a fire incident, a Residence Life incident report is written by the first responding residence life employee. Additional information is included in the report by the following:

- SHSU Residence Life full time employees (if applicable)
- Copy of report from SHSU Facilities Management (if applicable)

- Copy of report from Huntsville Police Department (if applicable and available)
- Copy of report from Huntsville Fire Department (if applicable and available)
- Information about any repairs made (if applicable)
- SHSU Residence Life damage report to note any cost associated with repairs (if applicable)

An initial notification is made to SHSU Environmental Health & Safety Office at the time of the incident. As the SHSU Residence Life incident report is updated, a copy is sent to SHSU Environmental Health & Safety Office up to and including a final report.

### Updating of the Fire Log

The person primarily responsible for updating the fire log is The Director for Facilities and Risk Management- Katy Pelton. In the event she is out of the office the following positions: Director for Residence Life Hall Staff and Student Development- Kyle Ashton, Assistant Director for Facilities and Risk Management- Kathryn Pelton, and Assistant Director for Student Discipline- Zachary Taylor (based on availability).

\* Crawford House and Mallon House were used for COVID-19 Isolation purposes. Due to this a drill was not conducted during the year. Students who may have been assigned to the house were provided written instruction to continue isolation during the time of the drill. Students were also notified when the drill was completed and then told that they should evacuate the house should alarms sound at any other time.

### Fire Drill Evaluations

- Fire drill and incident evaluation forms are now electronic via a Qualtrics survey. Information collected is noted below. At the conclusion of each academic year, the reports are printed and filed with other records. They are kept on file for three academic years following the academic year in which the record was obtained.

### Preventative Maintenance and Inspections

- Annual inspection of all fire systems FA & FS completed by a licensed contractor with the supervision and assistance of SHSU employed fire technician(s).
- Fire Pumps tested and maintained per NFPA 25
- Monthly testing of smoke detectors by residence life staff in the following residential locations: Bearkat Village, Sam Houston Village, Raven Village White Hall 109-118 and floors 2-4.
- Monthly visual inspection of smoke alarms by residence life staff in the following residential locations: Baldwin House, Belvin Hall, Crawford House, Creager House, Estill Hall, Elliott Hall, Jackson-Shaver Hall, Lone Star Hall, Mallon House, Piney Woods Hall

### Completed improvements in fire safety – 2021

- Fire training videos were updated to include removal of references to demolished buildings

and made available to Residence Life staff. They continue to be available to Residence Life staff via Blackboard.

- Continued inspections of equipment.
- No projects were completed due to lack of funding. Projects that need to be complete include install of sprinkler suppression systems and typing fire panels to the SHSU Police Department.

#### **Plans for future improvements in fire safety**

- During the summer 2022 fire drills, the residence hall staff will start to conduct a fire drill debrief with residents. This will give staff and residents the opportunity for a secondary review of policies and procedures. We will review the debrief checklist and make necessary modifications for future use. We will complete the debrief in during each future fire drill.
- Establishing proper signage, equipment, policies, and guidelines for training for students and staff on evacuation of differently abled individuals. The residence life office has reached out to SHSU Environmental Health & Safety to establish a volunteer program to help with the evacuation of differently abled individuals. Residence Life is waiting on the University to establish campus wide procedures that can be modified and implemented in the residence halls.
- Establishing Points of refuge in our residential facilities. Contact has been with Environmental Health & Safety Office made about this initiative. Residence Life is waiting on the University to establish campus wide procedures that can be modified and implemented in the residence halls.
- Including the request to have fire systems updated in Belvin & Elliott Hall so that they include a sprinkler system.

\* The following dorms were demoed in 2021:

- Anne Shaver House
- Gibbs House
- Houston House
- Rachel Jackson House
- Spirit House
- Texas House
- Tripod House
- Woodland House

\*\*Bearkat Village Bldg. E is the clubhouse for the Bearkat Village facility; therefore it is not listed as a residential facility.

## FIRE STATISTICS

## 2021 Statistics

	2021					
	STATISTICS AND RELATED INFORMATION REGARDING FIRE IN RESIDENTIAL FACILITIES FOR FY 21					
Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire No.	Cause of Fire	No. of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Anne Shaver House -1640 Avenue I, Huntsville, Texas 77340	Demoed in 2021					
Baldwin House- 1327 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. A, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA

## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Bearkat Village Bldg. B, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. C, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. D, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. F 2400 Montgomery Rd, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. G 2401 Montgomery Rd Huntsville, TX 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. H, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. I, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. J, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. K, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA



## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Bearkat Village Bldg. L, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Belvin-Buchanan Hall, 1008 17th Street, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Crawford House, 1319A 17th Street, Huntsville Texas, 77340	0	NA	NA	NA	NA	NA
Creager House, 1327A 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Elliott Hall, 1006 17th Street, Huntsville, TX 77340	0	NA	NA	NA	NA	NA
Estill Hall, 1002 Bearkat Boulevard, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Gibbs House, 1619 Avenue J, Huntsville, Texas 77340	Demoed in 2021					
Jackson-Shaver Hall, 1201 17th Street, Huntsville Texas 77340	1	1	Unintentional/ Open Flames	0	0	\$0-\$99
Houston House, 1641 Avenue J, Huntsville, Texas 77340	Demoed in 2021					

## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Lone Star Hall, 910 Bearkat Boulevard., Huntsville, Texas 77340	1	1	Unintentional/ Electrical	0	0	\$0-\$99
Mallon House, 1319 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Piney Woods Hall, 2120 Avenue J, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Rachel Jackson House 1660 Avenue I, Huntsville Texas 77340	Demoed in 2021					
Randel House (Demo 2019), 824 Bowers Blvd, Huntsville, Texas 77340	Demoed in 2019					
Raven Village, 2133 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Sam Houston Village, 1600 Sam Houston Village, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Spirit House, (Renamed in 2019 from Sigma Sigma Sigma) 1660 Avenue, Huntsville, Texas 77340	Demoed in 2021					
Spivey House (Demo 2019), 1929 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA

Texas House, (Renamed in 2019 from Zeta Tau Alpha House) 1661 Avenue J, Huntsville, Texas 77340	Demoed in 2021					
Tripod House (Renamed in 2019 from Alpha Chi Omega House), 1640 Avenue I, Huntsville, Texas 77340	Demoed in 2021					
Vick House (Demo 2019), 1929 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Woodland House (Renamed in 2019 from Alpha Delta Pi House) 1641 Avenue I, Huntsville, Texas 77340	Demoed in 2021					
White Hall, 2100 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA

## 2020 Statistics

	2020					
	STATISTICS AND RELATED INFORMATION REGARDING FIRE IN RESIDENTIAL FACILITIES FOR FY 20					
Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire No.	Cause of Fire	No. of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Anne Shaver House -1640 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Baldwin House- 1327 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. A, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. B, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA

## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Bearkat Village Bldg. C, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. D, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. F 2400 Montgomery Rd, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. G 2401 Montgomery Rd Huntsville, TX 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. H, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. I, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. J, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. K, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. L, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA



## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Belvin-Buchanan Hall, 1008 17th Street, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Crawford House, 1319A 17th Street, Huntsville Texas, 77340	0	NA	NA	NA	NA	NA
Creager House, 1327A 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Elliott Hall, 1006 17th Street, Huntsville, TX 77340	0	NA	NA	NA	NA	NA
Estill Hall, 1002 Bearkat Boulevard, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Gibbs House, 1619 Avenue J, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Jackson-Shaver Hall, 1201 17th Street, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Houston House, 1641 Avenue J, Huntsville, Texas 77340	1	1	Electrical short in switched located in exhaust duct	0	0	\$0-\$99
Lone Star Hall, 910 Bearkat Boulevard., Huntsville, Texas 77340	0	NA	NA	NA	NA	NA

## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Mallon House, 1319 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Piney Woods Hall, 2120 Avenue J, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Rachel Jackson House 1660 Avenue I, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Randel House (Demo 2019), 824 Bowers Blvd, Huntsville, Texas 77340	Demoed in 2019					
Raven Village, 2133 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Sam Houston Village, 1600 Sam Houston Village, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Spirit House, (Renamed in 2019 from Sigma Sigma Sigma) 1660 Avenue, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Spivey House (Demo 2019), 1929 Avenue I, Huntsville, Texas 77340	Demoed in 2019					
Texas House, (Renamed in 2019 from Zeta Tau Alpha House) 1661 Avenue J, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA

# SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Tripod House (Renamed in 2019 from Alpha Chi Omega House), 1640 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Vick House (Demo 2019), 1929 Avenue I, Huntsville, Texas 77340	Demoed in 2019					
Woodland House (Renamed in 2019 from Alpha Delta Pi House) 1641 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
White Hall, 2100 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA

## 2019 Statistics

	2019					
	STATISTICS AND RELATED INFORMATION REGARDING FIRE IN RESIDENTIAL FACILITIES FOR FY 19					
Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire No.	Cause of Fire	No. of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Anne Shaver House -1640 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Baldwin House- 1327 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. A, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. B, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA

## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Bearkat Village Bldg. C, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. D, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. F 2400 Montgomery Rd, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. G 2401 Montgomery Rd Huntsville, TX 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. H, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. I, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. J, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. K, 2401 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Bearkat Village Bldg. L, 2400 Montgomery Rd, Huntsville Texas 77340	0	NA	NA	NA	NA	NA



## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Belvin-Buchanan Hall, 1008 17th Street, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Crawford House, 1319A 17th Street, Huntsville Texas, 77340	0	NA	NA	NA	NA	NA
Creager House, 1327A 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Elliott Hall, 1006 17th Street, Huntsville, TX 77340	0	NA	NA	NA	NA	NA
Estill Hall, 1002 Bearkat Boulevard, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Gibbs House, 1619 Avenue J, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Jackson-Shaver Hall, 1201 17th Street, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Houston House, 1641 Avenue J, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Lone Star Hall, 910 Bearkat Boulevard., Huntsville, Texas 77340	0	NA	NA	NA	NA	NA

## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Mallon House, 1319 17th Street, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Piney Woods Hall, 2120 Avenue J, Huntsville, Texas 77340	1	1	Cooking microwave in	0	0	\$100-\$999
Rachel Jackson House 1660 Avenue I, Huntsville Texas 77340	0	NA	NA	NA	NA	NA
Randel House (Demo 2019), 824 Bowers Blvd, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Raven Village, 2133 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Sam Houston Village, 1600 Sam Houston Village, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Spirit House, (Renamed in 2019 from Sigma Sigma Sigma) 1660 Avenue, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Spivey House (Demo 2019), 1929 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Texas House, (Renamed in 2019 from Zeta Tau Alpha House) 1661 Avenue J, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA

Tripod House (Renamed in 2019 from Alpha Chi Omega House), 1640 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Vick House (Demo 2019), 1929 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
Woodland House (Renamed in 2019 from Alpha Delta Pi House) 1641 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA
White Hall, 2100 Avenue I, Huntsville, Texas 77340	0	NA	NA	NA	NA	NA

## FIRE SYSTEM INFORMATION PER RESIDENCE HALL (2022-2023 ACADEMIC YEAR)

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 2021	Evaluations	Note
Baldwin House- 1327 17th Street, Huntsville, Texas 77340	YES	NO	YES	NO	YES	YES	2	YES	
Bearkat Village Bldg. A, 2401 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. B, 2400 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. C, 2401 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. D, 2400 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. F 2400 Montgomery Rd, Huntsville, Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. G 2401 Montgomery Rd Huntsville, TX 77340	YES	YES	YES	YES	YES	YES	4	YES	

Bearkat Village Bldg. H, 2400 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. I, 2401 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. J, 2400 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. K, 2401 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Bearkat Village Bldg. L, 2400 Montgomery Rd, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	4	YES	
Belvin-Buchanan Hall, 1008 17th Street, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	2	YES	
Crawford House, 1319A 17th Street, Huntsville Texas, 77340	YES	NO	YES	YES	YES	YES	2	YES	
Creager House, 1327A 17th Street, Huntsville, Texas 77340	YES	NO	YES	YES	YES	YES	2	YES	
Elliott Hall, 1006 17th Street, Huntsville, TX 77340	YES	YES	YES	YES	YES	YES	2	YES	

## SHSU ANNUAL SECURITY AND FIRE SAFETY REPORT

Estill Hall, 1002 Bearkat Boulevard, Huntsville, Texas 77340	YES	YES	YES	YES	YES	YES	2	YES	
Jackson-Shaver Hall, 1201 17th Street, Huntsville Texas 77340	YES	YES	YES	YES	YES	YES	2	YES	
Lone Star Hall, 910 Bearkat Bolevard., Huntsville, Texas 77340	YES	YES	YES	YES	YES	YES	2	YES	
Mallon House, 1319 17th Street, Huntsville, Texas 77340	YES	NO	YES	YES	YES	YES	2	YES	
Piney Woods Hall, 2120 Avenue J, Huntsville, Texas 77340	YES	YES	YES	YES	YES	YES	2	YES	
Raven Village, 2133 Avenue I, Huntsville, Texas 77340	YES	YES	YES	YES	YES	YES	2	YES	
Sam Houston Village, 1600 Sam Houston Village, Huntsville, Texas 77340	YES	YES	YES	YES	YES	YES	2	YES	
San Jacinto Hall, 923 Bearkat Blvd., Huntsville, TX 77340	YES	YES	YES	YES	YES	YES	2	YES	Online/occupied as of August 17, 2022
Sycamore - Millennium Square, 2000 Sycamore Ave, Huntsville, TX 77340	NO	YES	YES	YES	YES	NO	0	NO	6/1/2022: mix of student and non-student; will be student only 8/2023.



White Hall, 2100 Avenue I, Huntsville, Texas 77340	YES	NO	YES	YES	YES	YES	2	YES	
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Please direct questions about this report to the Sam Houston State University Office of Compliance and Insurance at [CleryCompliance@shsu.edu](mailto:CleryCompliance@shsu.edu) or by calling (936)294-1065.

A COLLABORATIVE EFFORT BY:

**Office of Compliance and Insurance**

Responsible for Clery Compliance coordination and preparation of report and DOED reporting.

**Office of Health Promotion**

Responsible for alcohol & drug information.

**Office of Equity & Title IX**

Responsible for sexual misconduct & discrimination.

**Residence Life**

Responsible for fire safety information.

**Facilities Management**

Responsible for access and property information

**Public Safety Services**

Responsible for statistics, CSAs, emergency procedures, and publishing all information

**Business Solutions**

Responsible for uploading to the website.

**MarCom**

Responsible for email distribution.

Report completed: September 21, 2022

Report finalized: September 26, 2022