



Sam Houston State University Police Department Annual Security & Fire Safety Report 2011

To meet compliance for the Student Right-to-Know and Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Sam Houston State University Police Department collects, compiles and publishes required information regarding this campus' crime statistics, policies, and services. It should be noted that policies, procedures, and services are completed by numerous departments on the campus of SHSU. The information has been assembled and it is outlined in this document.

It is the goal of the Sam Houston State University Police Department to provide the best police services to the University community in the most professional manner. This provides focus in meeting our defined mission: "The Department of Public Safety Services' primary objective is to protect all persons within its jurisdiction, to insure that all are as free from criminal attack as possible, secured in their properties, which will permit them to develop life skills within a safe and peaceful academic environment."

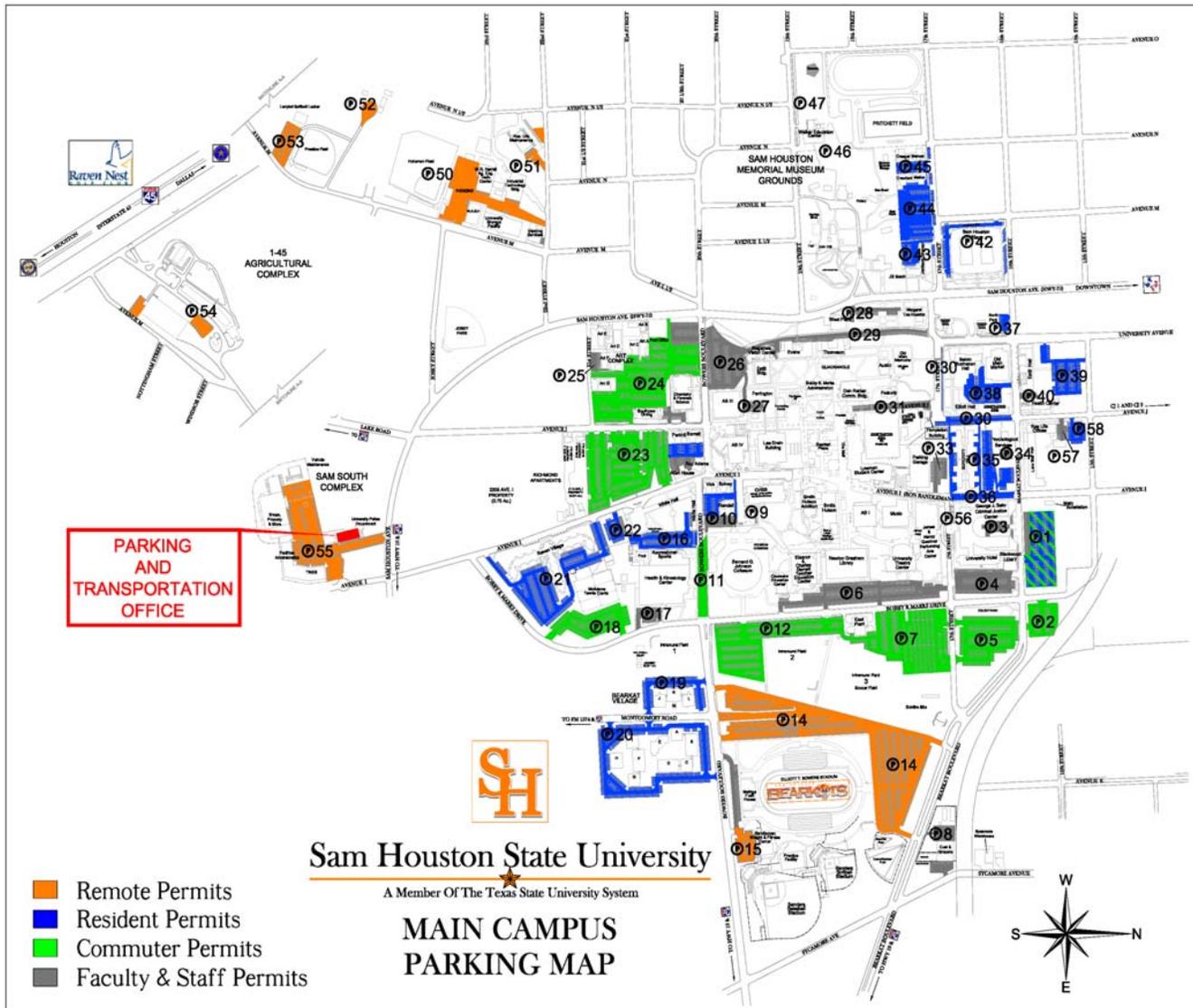
Sam Houston State University is located in the City of Huntsville, Texas. The main portion of campus is located approximately four blocks south of the County Courthouse. SHSU main campus is comprised of numerous academic buildings, residential complexes (operated by the university), and is surrounded by public streets and private property. In all, the main campus covers approximately 369 acres (total property in Walker County 2653 acres). The Sam Houston State University Physical Plant Administration maintains a list of all campus buildings, addresses, and locations of other properties owned by Sam Houston in Walker County, Montgomery County, and any other locations.

Sam Houston State University Police Department
2424 Sam Houston Avenue
Huntsville, Texas 77340
Or
Box 2329
Huntsville, Texas 77341-2329
936/294-1794
936/294-1000 (Emergency)

- **Contents**

- SHSU Campus Map (geography of the main campus area)
- Crime Statistics 2011 (SHSU)
- Crime Statistics 2011 (Huntsville Police Department)
- Campus Security Authority
- Procedures for Reporting Crimes or Emergencies
- Daily Crime Log
- Emergency Response & Evacuation Procedures
- Timely Warnings
- Annual Security Report Policy Statements
 - Security and Access to Campus Facilities
 - Security Awareness and Crime Prevention
 - SHSU Code of Student Conduct
 - Rights and Responsibilities on Campus
 - SHSU Discipline
 - Drug and Alcohol Policies
 - Penalties Under State and Federal Law
 - Dangerous Weapons on Campus
 - Campus Awareness on Education Counseling and Rehabilitation Programs
 - Sexual Assault Policy
 - Sexual Harassment
- Residence Life Policies Concerning Safety in Residence Halls
- Missing Student Notification
- Classes Held at Other Institutions (Lone Star College)
- Registered Sex Offenders
- Fire Safety and Report

Sam Houston State University



The above graphic shows the main campus of Sam Houston State University which is located in Huntsville, Texas. All structures that are maintained by SHSU are recorded with Physical Plant. The Physical Plant department maintains all addresses for each building that is owned by the University. The Physical Plant is directed by Douglas Greening, Associate Vice President in the Finance and Operations division.

Crime Statistics

The Sam Houston State University Police Department collects and maintains crime statistics. Crime Statistics are recorded based on the crimes that are reported to the University Police Department. The incidents that happen on public property are those incidents that the University Police Department responded to and reflect actions generated by our officers. Although we work closely together, the statistics for Public Property do not reflect those of the Huntsville Police Department, Walker County Sheriff's Office, the Texas Department of Public Safety, or any Walker County Constable's Office (Precinct One, Precinct Two, Precinct 3 & Precinct 4). The following are the reported crimes on campus for 2011.

Offense	On-Campus	Residential Hall	Non-Campus Building	Public Property	Hate Crimes
Murder	0	0	0	0	0
Manslaughter	0	0	0	0	0
Sexual Assault/Forcible	1	1	0	0	0
Sexual Assault/Non Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	1	1	0	0	0
Simple Assault	8	5	0	0	0
Burglary	0	4	1	0	0
Larceny/Theft	60	9	0	21	0
Vandalism	30	8	1	1	0
Arson	1	0	0	0	0
Intimidation	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arrests On Campus					
Offense	On Campus	On Campus Residence Hall	Judicial Referral		
Liquor Law Violations	1	13	0		
Drug Abuse Violations	5	16	1		
Weapons Possessions	0	0	0		
Arrests Off Campus					
Offense	Non-Campus Building	Public Property	Judicial Referral		
Liquor Law Violation	0	13	0		
Drug Abuse Violation	0	22	1		
Weapons Possession	0	1	0		

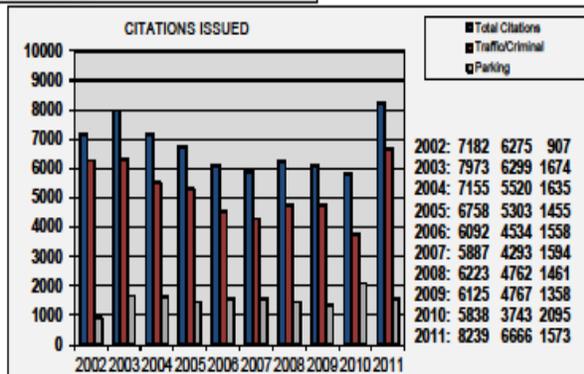
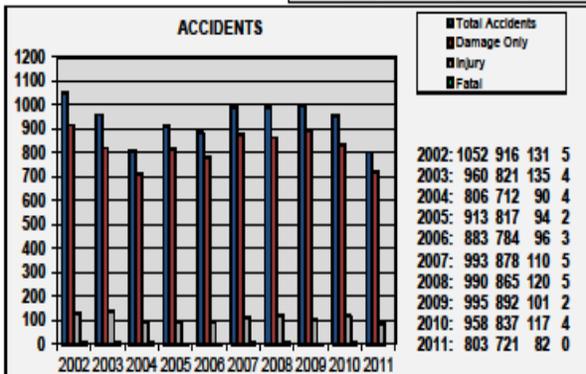
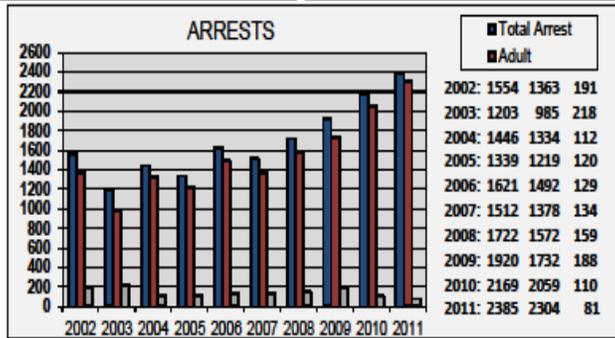
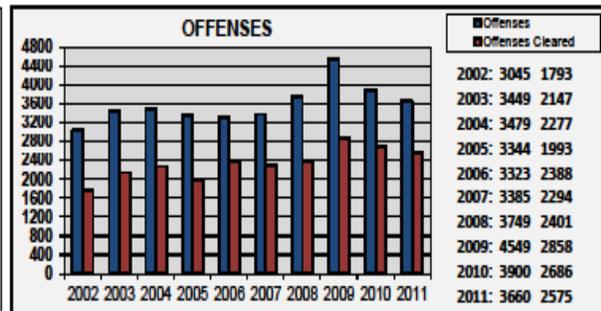
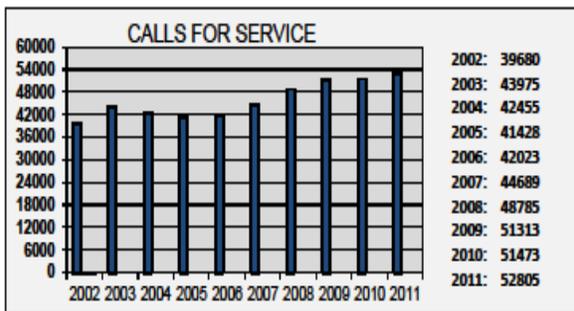
Crime statistics can be found and are generally updated on daily basis at http://www.shsu.edu/~upd_www/upd/stats.html

Statistics are reported to the US Department of Education as well.

Statistics for the City of Huntsville for 2011

Crime statistics for the City of Huntsville were requested and received. There is not a breakdown by category like reported by our department to meet the requirements of the Department of Education. The first page of the data sheet is inserted into this document on the next page. Further details of Huntsville crime statistics can be requested through the Huntsville Police Department. They can be contacted at 936-291-5480 (Administrative Phone Number).

**POLICE DEPARTMENT -
December 2011 YEAR TO DATE**



HUNTSVILLE POLICE DEPARTMENT CONSOLIDATED MONTHLY REPORT December 2011

CALLS FOR SERVICE	Actual This Month	2011 To Date	2010 To Date	2009 To Date	2008 To Date	ARRESTS	Actual This Month	2011 To Date	2010 To Date	2009 To Date	2008 To Date
Citizen Requested	2019	18517	19580	23399	21531	Adult	174	2304	2059	1920	1572
Self Initiated	1761	27542	24292	22522	21575	Juvenile	8	81	110	132	150
Multiple Officer Incidents	518	6746	7601	5392	5679	TOTAL	182	2385	2169	2052	1722
TOTAL	4298	52805	51473	51313	48785						
CITATIONS	Actual This Month	2011 To Date	2010 To Date	2009 To Date	2008 To Date	ACCIDENTS	Actual This Month	2011 To Date	2010 To Date	2009 To Date	2008 To Date
Traffic/Criminal	306	6666	3743	4767	4762	Fatal	0	0	4	2	5
Parking	94	1573	2095	1358	1461	Injury	7	82	117	101	120
Warning	4	127	49	181	106	Damage Only	66	721	837	892	865
TOTAL	404	8366	5887	6306	6329	TOTAL	73	803	958	995	990
ACTIVITY SUMMARY	Actual This Month	2011 To Date	2010 To Date	2009 To Date	2008 To Date	Cleared This Month	Cleared 2011 To Date	% Cleared This Month	% Cleared 2011 To Date		
Homicide	0	1	3	3	2	0	1	0.0	100.0		
Sexual Assault	1	30	32	21	27	1	21	100.0	70.0		
Robbery	1	25	46	49	35	3	15	300.0	60.0		
Assault	39	549	668	792	706	44	411	112.8	74.9		
Burglary	23	270	283	333	237	1	44	4.3	16.3		
Theft	56	748	847	1067	886	31	295	55.4	39.4		
Auto Theft	1	26	46	52	68	0	14	0.0	53.8		
Arson	0	1	0	4	5	0	0	0.0	0.0		
Forgery	6	23	68	67	59	6	20	100.0	87.0		
Criminal Mischief	20	272	270	316	320	16	165	80.0	60.7		
Public Intoxication	41	510	447	417	336	41	510	100.0	100.0		
Disorderly Conduct	2	24	35	60	41	2	25	100.0	104.2		
DWI	11	211	200	200	222	11	203	100.0	96.2		
Narcotics	9	207	279	247	216	12	198	133.3	95.7		
All Other	61	763	676	921	589	53	653	86.9	85.6		
TOTAL	271	3660	3900	4549	3749	221	2575	81.5	70.4		
Prepared By	Date 01-19-2012				Approved By	Date 01-19-2012					

Campus Security Authorities

[§ 204(C)(i)] University Police officers have full law enforcement authority on property owned and controlled by the university, including streets contiguous to and running through the campus. University Police officers are licensed “Peace Officers” by the state of Texas. University Police officers are authorized by State statute to enforce federal and state laws within their jurisdiction, in addition to rules and regulations issued by the Board of Regents of Sam Houston State University on property under the control and jurisdiction of Sam Houston State University. Under Section 51.203, Texas Education Code; Campus Peace Officers, states in part, “The governing boards of each state institution of higher education and public technical institute may employ and commission peace officers for the purpose of carrying out the provisions of this subchapter. The primary jurisdiction of a peace officer commissioned under this section includes all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education or technical institute that employs the peace officer or otherwise in the performance of their duties.” The University Police enjoy a good working relationship with federal, state, local, city and county law enforcement authorities. The University Police Department’s working relationship with other area law enforcement agencies ensures that crimes and alcohol violations at these off-campus sites may be reported to the University Police and if further assistance is needed at on campus locations.

Uniformed University Police officers patrol the campus area 24 hours each day in marked police units with a police radio system. In addition, during the day, uniformed student parking control personnel are on patrol in the parking areas; each person is issued a two-way radio for contact within the university police system. In the evening and early morning hours there are uniformed student foot patrol personnel patrolling the main campus and provide escort service to anyone whom may be concerned with their safety. The university assigns housing safety personnel to each housing facility to assist and manage the day-to-day operations of the residential complexes. The housing units are on a keyless entry system. Each student is required to use their BearkatOne Card to gain access to their respective complex. Residents must use their BearkatOne Card or be admitted by Residence Life Staff. Housing managers and residents assistants are on duty in the Housing Units.

The Department of Public Safety Services reports to the Vice President for Finance and Operations. Within this office, direct oversight of this department’s security policies are reviewed and supervised for proper implementation. At this time the Annual Security Report is completed and maintained by the Director of the Department of Public Safety Services. Policies and procedures are continuously reviewed. This is the most current publication.

Campus Procedures for Reporting Crimes or Emergencies

[§ 204(A)] All criminal offenses that occur on campus should be reported to the

University Police Department immediately. The Sam Houston State University Police Department is operational twenty-four hours a day, year around. The University Police Department is housed on campus in the Sam South Complex. You have easy access either by telephone, dialing 911, (936) 294-1794, or by going to the University Police Building, Sam South, located at 2424 South Sam Houston Avenue. This location is clearly marked on university campus maps. University Police officers are licensed police officers and are trained to respond to criminal actions or other emergencies that may occur on campus. All University Police reports are entered into the department's record management system and are printed on approved standard forms for criminal offenses. All incidents are investigated by the University Police Department, assessed, and forwarded to proper University Departments for notifications and other entities as needed and or requested.

Crimes that occur on campus may also be reported to any campus security authority, as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, listed as follows:

Provost and Vice President for Academic Affairs;
Vice President of Finance and Operations;
Vice President of Student Services;
Vice President of Enrollment Management;
Vice President of University Advancement;
Any Associate Vice President;
Any Dean of a particular College;
The Dean of Students';
A director of any campus department;
Academic Advisors;
Housing or Resident Managers;
Athletics – Directors and Coaches

*Crimes reported to these listed above campus authorities will report incidents to the University Police Department so that proper notifications and reporting can be completed.

Anonymous reports regarding criminal activity are encouraged to be made through Crime Stoppers. Also, anonymous reports can be through the University Police Department's Forms Page under the title Silent Witness (http://www.shsu.edu/~upd_www/upd/forms.html). **Those persons who choose to make reports anonymously should contact (936)294-9494.**

Confidential Crime Reporting Procedures

According to new law, the 1998 amendments to 20 U.S.C. Section 1092(f) have defined those who are considered not to be a campus security authority. Those who are acting in the capacity as a campus "Pastoral Counselor" or a campus "Professional Counselor" are not considered as a campus security authority and are not required to report crimes for

inclusion into the annual disclosure of crime statistics.

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.

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

The University Police Department Crime Log

The University Police Department's **Crime Logs** (maintained by the University Police Department) and shows all offenses generated and reported by or to this department. These crimes listed are those that happen on and off the campus of SHSU. The crime log shows the offense, case number, date and time of offense, reported date and time of offense, location, and the disposition of the offense. The crime log can be found on the University Police Department's web site, and it is updated as reported cases are generated. The web site is open to the public, and the document is in a printable format.

In addition, the department maintains a **Daily Police Activity** page. This page provides a general press release regarding the incident reported to the University Police Department. The description provided will include the type of offense, the location and time of the incident, and a brief synopsis of the activity. Furthermore, when dealing with a Clery Crime, the Public Relations Office is contacted to disseminate to the general public at large.

Additionally, The University Police Department works closely with its partner law enforcement agencies in Walker County. As needed, these partners will be contacted for assistance in responding to crimes or alerting of crimes that are occurring on campus. In likewise, we will be contacted in reference to serious or crimes that continue to be a threat that are or have taken place within Walker County in-order for information to be disseminated to the University Community.

All of these items can be found on the department's webpage located at the following address: http://www.shsu.edu/~upd_www/upd/

Emergency Response and Evacuation Procedures

Sam Houston State University will immediately notify the campus community (or segments of the University Community) once confirmation of an emergency incident or dangerous situation that involves a threat to the health and or safety of students, faculty, or staff. The university will use multiple components of our emergency notification systems to provide timely information to the benefit of the University Community.

If an emergency situation is reported, in most cases the University Police Department will confirm the existence of the emergency and type. The Chief of Police or a designee can initiate an emergency notification or contact the Director of Risk Management to begin the initial emergency notification. The situation as it is determined will dictate the type of response and if the notification should be segmented. A segmented response will be approved by the Chief of Police (or designee) and the Director of Risk Management (or designee).

In the event of an emergency, the first notification may have limited information that may only indicate directions to students, faculty, and staff. Following the initial notification, all further notifications will be provided by the University's Public Relations Department. Any number of systems, or all systems of notification, may be used to provide this information.

Disseminating Information on Campus Crime - The University has taken measures to ensure that the university community is fully aware and or notified of campus crimes or emergency incidents. These measures include but are not limited to the following:

In Person: The University Police Department or other staff members may provide warnings by their presence, door to door notifications, or by loud speaker systems in University marked police vehicles.

Postings: The University, in conjunction with the Department of Residence Life, has sometimes used paper postings in housing units to alert students to ongoing safety issues that affect residents on campus. The postings notify campus residents of issues related to safety and where to obtain further information.

Media Relations: The Public Relations Office prepares news releases on crimes for distribution to campus media, the Huntsville news media, and other media outlets as needed. Other outlets now being used by the University includes its main webpage (www.shsu.edu), **Facebook** and **Twitter** accounts owned or operated by the University. Furthermore, the University Police Department prepares news releases and publishes them to the Public Safety Services web page at www.shsu.edu/~upd_www/.

University Newspaper: The Houstonian (a campus newspaper) carries stories on serious criminal offenses.

Crime Stoppers: The Huntsville Police and the University Police, develop information regarding criminal activity. When information is needed or one wishes to report a crime, the local Crime Stopper program is used. Information is published for local news media using the Crime Stopper Program.

Emergency Alert Notification: The Chief of Police or other designated University officials may alert Faculty, Staff, or Students by other means that may include campus e-mail, postings on designated websites, through interdepartmental communications, or

through an emergency alert system (messages provided through telephone, e-mail, and/or text messages). At this time the University uses the Katsafe Emergency Notification System to alert the campus community of emergency related information.

The Office of Risk Management maintains and develops the University's protocols for emergency response, including notifications. The last update of the plan began in late 2010 and early 2011. SHSU will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the emergency notification system. However, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the incident in question. (All information can be found with the Office of Risk Management in their policy titled "Annex A Warning".

Sirens: In 2011, the University added a siren alert system to existing Orange Emergency Telephone poles located throughout central campus. The siren system is tested on the first Monday and Tuesday of each month. The IT Department maintains statistics on these tests. The siren system plays a loud siren and then gives voice messages informing the campus community of the emergency incident.

Emergency Call Boxes and Telephones

The university currently has sixteen emergency free standing call boxes located in strategic locations across campus. In addition, most residence halls have emergency telephone boxes outside the main entrance to the halls. The call boxes allow direct communication with the police department and provide a rapid means for reporting emergencies and crimes, in addition to requesting police assistance. University telephones, after punching "9" for an outside line, may be used to dial 911 (i.e., 9,911).

Evacuation and Lockdown Notifications

If there is an emergency on campus, there may be a call for individual to evacuate from campus or possibly shelter in place. Therefore, every member of the campus community is encouraged to sign up for the emergency notification system the University has in place. Access to the emergency notification system (KatSafe) sign up is located on the Sam Web under the "Miscellaneous" sub-navigation heading. It should be noted that only current students, faculty and staff are eligible to receive this emergency notification. If you are a current campus community member and are having difficulties registering for the emergency notification system, please contact the Information Technology Help Desk at 936-294-1950.

The University, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the KatSafe Emergency Notification System, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

At this time there are multiple University officials who can initiate the KatSafe Emergency Notification System. At this time when there is a confirmed emergency that affects the University community, the University Police, after contacting the Critical Incident Management members, will notify the campus community and then the whole community through other media related outlets.

It should be noted that the Office of Risk Management works closely with its counterparts associated with the Walker County Emergency Operation Center. In the event of a emergency that would require extensive assets, the office of Walker County Emergency Operations would be notified. Also, this office would be advised of emergencies that occur on the campus.

The Critical Incident Management team is comprised of the following individuals:

Oversight – President or Provost

Incident Commander – Charles Sturrock

Residence Life – Heather Thielemann, Vice President

Student Welfare – Frank Parker, Vice President

Security & Intelligence – Kevin Morris, Chief of Police

Communications – Mark Adams

Public Information – Julia May

Safety – Mark Shiflet

Operations – Dick Eglsaer

Finance & Administration – Alvin Hooten, Vice President

Logistics – Doug Greening

The emergency notification system is tested bi-annually, once during the fall semester and once during the spring semester. All test messages to the campus community are unannounced. The IT Departments maintains statistics in relation to these test. To update your settings, use the SamWeb and select the “Miscellaneous” section. From this location one will select “KatSafe”.

The University’s Emergency Response plan is located at the following link:

http://www.shsu.edu/safety/documents/erpfinalcopy_000.pdf

Timely Warnings

Current campus policy/practice that has been implemented in reference to **Timely Warning Notifications** to students, faculty and staff includes multiple formats. The Department of Public Safety Services is responsible for Time Warnings that are sent to the campus community. Policy regarding Timely Warning Notifications can be found in the Office of Risk Management in the Annex A publication. Incidents that are deemed to be an emergency that will affect the entire University Community in the immediate and represent a serious or continuing threat to students and employees, the KatSafe Emergency Notification System will be implemented (See Emergency Alert Notification Above).

Timely notifications will be made to the University community when a Clery Crime or criminal activity presents an ongoing threat. When a Clery Crime is committed and the incident is deemed to present an ongoing threat to the University Community, a timely warning will be issued. Dependant upon the situation and the immediacy of the notification, multiple formats can be used. The following formats listed below can be used.

Emergency: Katsafe, University webpage, Facebook Twitter, Siren System, the University Email System, door to door notifications by university officials, postings, loud speaker system in marked university patrol cars..

Non-Emergency: Same as provide above, University Police Department Webpage subheading Timely Warnings. This webpage will provide information regarding the event that was reported to the University Police Department so that the campus community is aware of incidents that are reported and affect the University Community.

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

The University Police Department works closely with the Huntsville Police Department and the Walker County Sheriff's Department. When crimes occur that may indirectly or directly affect the campus community, the University Police Department will attempt to provide the best information to the University Community for awareness of incidents that occur outside of the campus.

Policy Statements

This annual security report is published on October 1st of every year. The publication is located on the University Police Department's webpage in a downloadable file format. Copies of the publication may be requested by contacting 936-294-1794.

Security and Access to Campus Facilities

[§ 204(B)] Section 51.209 of the Texas Educational Code states "The governing board of a state institution of higher education or it's authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any unauthorized person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property." It is advised that members of the university community should have their university issued

identification card with them at all times. The Sam Houston State University Police have been vested with the above authority by the Board of Regents.

Uniformed University Police officers patrol the campus area 24 hours each day in marked police units, and all vehicles and officers have a law enforcement radio assigned. In addition, during the day, uniformed student parking control personnel are on patrol in the parking areas; each person is issued a two-way radio for contact within the university police system. In the evening and early morning hours there are uniformed student foot patrol personnel patrolling the main campus that provide escort services to anyone whom may be concerned with their safety. Residents must have use their access card, key or be admitted by the housing safety personnel on duty. Housing managers and residents assistants are on duty in the Housing Units. It should be noted that some of the housing facilities use a keyless entrance system. The BearkatOne Card (the student's ID) is used to gain access into the residential complex. Students who reside in these complexes should abide by Residence Life Policy regarding entry and exit.

The Physical Plant has an emergency after normal hours call out policy for maintenance and repair for educational and non-residence buildings on campus. These calls are received and processed through the University Police Department dispatcher. In residence halls, the hall director will determine if the physical plant personnel should handle the emergency. The responding physical plant personnel shall sign in at the University Police Department. In most cases this should be before responding to the emergency call. However, if this would cause an unnecessary delay resulting in further damages, injuries, losses, etc., the craftsmen may log in at the University Police upon completion of the emergency work. Every craftsman who is called out will log his or her arrival and exit times with the University Police. A call-out sheet is provided to the University Police for the purpose of logging all information regarding an emergency call-out. Physical Plant personnel will at all times, while on duty wear their photo identification badge in a manner that it is plainly visible to others.

To report a safety hazard or concern, visit the following link:
http://www.shsu.edu/~ppl_www/forms/safety.html

Or, one may also visit the University Safety Office for additional information at the listed following link: <http://www.shsu.edu/safety/>

Security Awareness and Crime Prevention

[§ 204(D)] An example of the type of information given to students during each semester is provided below. This information is presented by the Residence Life Department during their housing unit group meetings with residents. Officers meeting with students on campus supply this information also. This type information is also published in the campus newspaper. Dean of Students personnel also discuss this information at all orientation sessions for new students.

If a crime is to be committed, the offender must have the desire, ability, and opportunity

to commit the crime. Law enforcement can do little to remove the offender's desire and ability to commit crimes, but together **WE** can remove the element of opportunity. **THIS IS CRIME PREVENTION.** Together we can remove the temptation of opportunity by taking a few simple precautions.

General Safety

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

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

SEVERE WEATHER:

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

MEDICAL EMERGENCIES:

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

DISRUPTIVE BEHAVIOR:

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

BOMB THREATS/SUSPICIOUS ITEMS:

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

HAZARDOUS SITUATIONS:

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

Sam Houston State University provides this report to comply with the Students Right To Know and Campus Security Act of 1990. Sam Houston State University is a state-assisted institution of higher education located in Huntsville, Texas. The campus, including its agriculture facilities, consists of approximately 225 acres in and outside the city of Huntsville, Texas, which has a population of approximately 35,000. The university enrolls approximately 16,500 students supported by 1,500 plus faculty and staff.

Safety Tips***Protect Your Property:***

1. Lock your residence every time you leave, even for a short time. This includes your motor vehicle.
2. Do not leave valuables lying out in the open or in unlocked vehicles.
3. Engrave your driver's license number on all valuable property.
4. Record the serial numbers and brand names of all property of value.

Protect Yourself:

1. Lock your doors when you take a nap or retire for the evening. Do not block open entry doors to residence halls after hours.
2. Require identification before admitting someone unfamiliar into your residence or your vehicle.
3. Avoid walking alone at night, if possible, and stay on lighted routes.
4. Report suspicious persons or circumstances. This could stop a crime before it happens. You may offer confidential assistance to the University Police directly or through the Dean of Students' Office.

Crime prevention is important to the campus community and you can help by reporting any crime or suspected crime to your University Police immediately. By doing so, you may be preventing someone from becoming a victim of a serious crime.

[§ 204(E)] Throughout the academic year there will be group programs and individual counseling on crime prevention presented by the University Police, Huntsville Police, the local Sheriff's Department, Residence Life, and the Dean of Students' Office. There are also programs given by the College of Criminal Justice.

SHSU Code of Student Conduct

[§ 204(C)(ii)] Sam Houston State University's Code of Student Conduct and Discipline 5.1, Acquaintance with Policies, Rules, and Regulations, states the following: Each

student is expected to be fully acquainted with all published policies, rules, and regulations of the university, copies of which shall be available to each student for review in a specific place on each campus. The university will hold each student responsible for compliance with these policies, rules, and regulations. Students are also expected to comply with all federal and state laws. **THIS PRINCIPLE EXTENDS TO CONDUCT OFF CAMPUS WHICH IS LIKELY TO HAVE AN ADVERSE EFFECT ON THE UNIVERSITY OR ON THE EDUCATIONAL PROCESS.**

Rights and Responsibilities on Campus

Students, faculty, staff, and visitors are expected to maintain standards of personal discipline that are in harmony with the educational goals of Sam Houston State University, to observe federal, state, and local laws, university rules and regulations, and to respect the rights, privileges, and property of others. Students, staff, and faculty are encouraged to give accurate information to the University Police when reporting crimes, as The Texas Penal Code, Chapter 37., Section 37.08. False Report to Peace Officer, states: (a) A person commits an offense if he: (1) reports to a peace officer an offense or incident within the officer's concern, knowing that the offense or incident did not occur; or (2) makes a report to a peace officer relating to an offense or incident within the officer's concern knowing that he has no information relating to the offense or incident. An offense under this section is a Class B misdemeanor.

Filing a false report to the University Police could place a student in violation of the Code of Student Conduct and Discipline, under section 5.2, (1). The University Police may request a copy of an offense report from any law enforcement agency, if such report reflects conduct of a student which is deemed to have an adverse effect on Sam Houston State University or the educational process. The University Police may forward a report regarding such incident to the Dean of Students' Office.

SHSU Discipline

Section 5.9 (20) of Chapter VI of the Rules and Regulations of the Board of Regents, Texas State University System provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal, or local law and for illegal use and for unauthorized use of intoxicating beverages, and illegal use of any drug, narcotic or controlled substance.

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.

The Sam Houston State University Drug-Free Work Place Policy (ER-10), which became effective March 1989, prohibits the unlawful use, possession, or distribution of illicit drugs and alcohol by employees. University employees who violate this prohibition are subject to the sanctions set out in the policy, including possible discharge.

Drug & Alcohol Policies – Health Risks

Students

The university will impose a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

Employees

The unlawful use, possession, or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic

behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

Tobacco (Nicotine)

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy poses serious risks such as spontaneous abortion, preterm birth, low birth weights, and fetal and infant deaths. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Fewer than 20 percent of typical smokers succeed in stopping on the first try.

Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

Cocaine

Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increases pulse

rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users reported feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Anabolic Steroids

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than effects ranging in severity from liver cancer to acne, as well as psychological as well as physical reactions. The liver and cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include very aggressive behavior known as “roid rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Hallucinogens or Psychedelics

Lysergic Acid (LSD), mescaline, peyote, and phencyclidine (PCP or “angel dust”) cause illusions and hallucinations, and their use impairs and distorts one’s perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. The physical effects may include dilated pupils, elevated body temperatures, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, persistent memory problems, and speech difficulties. Users who discontinue use experience “flashback” consisting of distortions of virtually any sensation for long periods after discontinued use. Mood disorders, such as depression, anxiety and violent behavior, also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent Inhalants, e.g., Glue, Lacquers, Plastic Cement

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeating sniffing of concentrated vapors over time can permanently damage the nervous system. Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

Marijuana (Cannabis)

All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke. Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Narcotics

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may increase the risk of such diseases as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

Penalties under Federal and State Law**PENALTIES UNDER STATE AND FEDERAL LAW****I. Texas Law**

Offense/Authority	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs) <i>Health & Safety Code § 481.113</i>	Confinement in the Texas Department of Corrections (TDCJ) for a term of not more than 10 years or less than 2 years, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed \$10,000.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of controlled substances (drugs) <i>Health & Safety Code § 481.115</i>	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$1,000.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000 if 400 grams or more.
Delivery of Marijuana <i>Health & Safety Code § 481.120</i>	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$1,000.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed 100,000.
Possession of Marijuana <i>Health & Safety Code § 481.121</i>	Confinement in jail for a term not to exceed 180 days, and a fine not to exceed \$1,000.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000.
Driving While Intoxicated (Includes intoxication from alcohol, drugs, or both) Penal Code § 49.04, 49.09, and 12.34, TABC § 106.041	Confinement in jail for a term of not more than 180 days or less than 72 hours, and a fine of not more than \$2,000 or less than \$500.	Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDCJ for a term of not more than 5 years or less than 60 days, and a fine of not more than \$10,000 or less than \$500.
Public Intoxication	A fine not to exceed \$500.	
Purchase of alcohol by a minor	Fine of not less than \$25 nor more than \$200. A minimum of no less than 8 hours or more than 12 hours of community service.	For a subsequent offense, a fine of not less than \$250 nor more than \$2,000. 30 days license suspension if not previously convicted, 60 days if convicted once, and 180 days if convicted twice.

Consumption of alcohol by a minor	Fine of not less than \$25 nor more than \$200. A minimum of no less than 8 hours or more than 12 hours of community service.	For a subsequent offense, a fine of not less than \$250 nor more than \$2,000. 30 days license suspension if not previously convicted, 60 days if convicted once, and 180 days if convicted twice.
Possession of alcohol by a minor	Fine of not less than \$25 nor more than \$200. A minimum of no less than 8 hours or more than 12 hours of community service.	For a subsequent offense, a fine of not less than \$250 nor more than \$2,000. 30 days license suspension if not previously convicted, 60 days if convicted once, and 180 days if convicted twice.
<i>Alcoholic Beverage</i>		
Purchase of alcohol by a minor <i>Alcoholic Beverage Code § 106.06</i>	Fine not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than 1 year, or both.
II. Federal Law		
Offense/Authority	Minimum Punishment	Maximum Punishment
Manufacture, distribution or dispensing drugs (includes marijuana) <i>21USC § 841</i>	A term of imprisonment not more than a lifetime and not more than 10 years, and a minimum fine of \$100,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$2,000,000 (for an individual) or \$10,000,000 (if other than an individual).
<i>Possession of drugs (including marijuana)</i> <i>21USC § 844</i>	Imprisonment for not more than 1 year or a fine of not more than \$1000.	Imprisonment for not more than 3 years or less than 9 days, and a fine of not less than \$5000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs <i>18USCS Appx. 2D2.3 and 18 USCS Appx. 5A</i>	Imprisonment for not less than 1 year.	Imprisonment for up to 15 years, and a fine not to exceed \$250,000.

Dangerous Weapons on Campus

PARAGRAPH 4.5 OF CHAPTER VII
ON PAGES VII-9 AND 10

4.5 - Prohibition on Weapons. It is a violation of these *Rules and Regulations* to possess,

carry or otherwise cause a firearm, handgun or other prohibited weapon, licensed or otherwise, concealed or otherwise-to be brought onto the premises of a System Component.

4.51 - "Premises of a System Component" as used in this *Section* means a structure and the land (including parking lots, garages, or other appurtenances, on which the structure is situated) over which this Board has ownership or control. This prohibition extends to leased, borrowed or other facilities where a System or Component function, event, or activity takes or is taking place. But does not apply to: a) academic programs or Component sponsored or approved events in which the Component explicitly authorizes the use of handguns: b) law enforcement personnel acting in performance of their duties; or, c) the transporting of such firearms/handguns, or other prohibited weapons for registration with and storage by the Component public safety office.

4.52 - "Prohibited Weapon," as defined by *Texas Penal Code, section 46.01*, includes the following:

4.521 - "Club," meaning an instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person- (for example, a blackjack, nightstick, mace. Numbchuck or tomahawk);

4.522 - "Explosive weapon," meaning any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror (whether such a weapon is designed, made, or adapted for delivery shooting);

4.523 - "Firearm," meaning any device designed, made, adapted, or readily adaptable to expel a projectile through a barrel by using the energy generated by an explosion or burning substance (excluded are antique or curio firearms manufactured before 1899 or replicas thereof, provided they do not use rim fire or center fire ammunition) including, but not necessarily limited to handguns, machine guns, rifles, "zip guns," stun guns, and "short-barrel firearms":

4.524 - "Illegal knife," meaning any bladed, hand instrument that: a) has a blade over five and one-half inches: b) is capable of inflicting serious bodily injury or death on a person by cutting, stabbing, or throwing (for example, a dagger, dirk, stiletto, poniard, bowie knife, switchblade knife, sword, or spear):

4.525 - "Knuckles," meaning any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles;

4.526 - "Hoax bomb," meaning a device that: a) reasonably appears to be an explosive or incendiary device; or, b) by its design causes alarm or reaction of any type by police, public safety, or other administrators at a system component, who are charged with

assuring campus safety:

4.527 - "Chemical dispensing device," meaning a device (other than a chemical dispenser sold commercially for personal protection) that is designed, made, or adapted for the purpose of dispensing a substance capable of causing adverse psychological or physiological effect on a human being.

Explanation

The current rule speaks to firearms, handguns, or other prohibited weapons but does not define the term, "other prohibited weapons" clearly. At least one of the System campuses prohibits: a) possession or use, of any firearm, ammunition, weapon, or facsimile on university property; b) possession of any explosive device, fireworks, liquid or object that is flammable; and, c) bomb threats. Some of these particular violations are clear in the current rule while others are not as clear and have been the subject of campus debate.

Generally, the reference to the Texas

Penal Code causes people to look for the text references in other locations, and it is helpful to iterate clearly the definition of "prohibited weapon" in this rule.

Defining the term "land" as part of the "premises of a System Component" is important since we have activities sponsored by university entities, thus creating liability for the university, on land outside of an actual building. We also have jurisdiction over any university sponsored activity that might occur on property that is not owned by the university, and a duty of care may be owed to those in attendance.

The campuses have commissioned police officers that carry weapons as part of their job functions, and these officers also have formal or informal mutual aid agreements with the host cities to assist when necessary. The proposed change codifies existing practice that the prohibition does not apply to law enforcement personnel, acting in discharge of duty.

Campus Awareness, Education, Counseling, & Rehabilitation Programs

AVAILABLE DRUG COUNSELING OR REHABILITATION SERVICES CAMPUS SERVICES

Students

The university Counseling Center is available to assist students in dealing with alcohol and substance abuse problems. Confidential treatment, education, and referrals are available to students at no cost. The Counseling Center may be reached by dialing (936) 294-1720.

Employees

The Texas State University System group health insurance program provides for treatment of drug and alcohol abuse for all benefits eligible employees. Human Resources Department will provide assistance to employees seeking treatment for drug or alcohol

abuse.

COMMUNITY SERVICES

- Alcoholics Anonymous, 1214 12th Street, Huntsville, Texas; (936) 291-3376
- Montgomery-Walker County Council on Alcohol and Drug Abuse, 724 Thomason, Huntsville, Texas; (936) 291-7433

Campus Awareness and Education

The Counseling Center, the Dean of Students' Office, and the Department of Public Safety Services may have specific materials available, or other material information upon request, for all persons. Informational or instructional programs are organized by specific departments or committees on campus in regards to alcohol & drug abuse and sexual assault defense tactics.

Sexual Assault Policy

Statement of Policy

Sam Houston State University is committed to creating and maintaining an environment that discourages sexual assault. Sexual assault is defined within the context of this policy as sexual intercourse or other sexual act committed against another without their consent.

What to do if you are sexually assaulted:

- A. If you believe that you are still in danger, you should call the University Police Department at 936-294-1000.
- B. Seek medical attention as soon as possible. You can call the campus Health Center at 936-294-1805 during regular business hours or go to the Emergency Room at the Huntsville Memorial Hospital. Be sure to tell the examining physician or nurse that you were sexually assaulted.

Making a complaint of sexual assault:

- A. Sexual assault is a crime. If you have been sexually assaulted, SHSU strongly recommends that you make a report to the police who, where warranted, will pursue criminal charges. However, the decision to make a report to the police must be made by the victim. Except where the university believes there is a threat of imminent harm to the university, the university will not make a report of an alleged sexual assault to the police without the victim's consent.
- B. Sexual assault also violates SHSU's rules and regulations governing student conduct. The university has instituted this policy to protect the accused, and to maintain the confidentiality of the identity of those involved to the extent possible.
 1. How to report sexual assault at SHSU:
A student who chooses to make a complaint through the University's internal disciplinary

proceedings must make a report to one of the University's designated Sexual Assault Officers. These Officers are located in the Dean of Students' Office.

2. What happens once a complaint is made?

The Office of Judicial Affairs will investigate the allegation. This will require interviews with the victim and the alleged assailant. In some circumstances, interviews with other persons who have knowledge of the circumstances surrounding the alleged incident may also be conducted. Whenever possible, the Sexual Assault Officer will not reveal the identity of the victim during the investigative process. In any event, the Sexual Assault Officer will not reveal the identity of the victim without the victim's consent.

3. The University provides assistance to student victims of sexual assault through the Counseling Center. At the time of a reported sexual assault, victim assistance is immediately available to the student. It will be the student's option to deny this service; however, it is available at any time thereafter as well.

What to do if you are accused of sexual assault:

A. Take the allegation seriously.

B. You may wish to consult an attorney, especially if a criminal complaint has or may be filed with the local police.

SEXUAL HARASSMENT

It is the policy of Sam Houston State University to review and resolve complaints of sexual harassment by any member of the university community, including faculty, staff, students, or visitors. Sexual harassment is a form of sex discrimination and will be treated as such by the university. Sexual harassment occurs when any person, regardless of gender, is the recipient of unwelcome sexual advances, unwelcome requests of sexual favors, or other unwelcome verbal, visual or physical conduct of a sexual nature.

Quid pro quo harassment occurs when submission to sexually harassing conduct (as stated above) is made either explicitly or implicitly a term or condition of an individual's education or employment, or when submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual's education or employment. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile environment sexual harassment occurs when sexually harassing conduct (as stated above) by an employee, by another student, or by a third party is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, hostile, offensive or demeaning education or work environment.

Each supervisor has a responsibility to maintain the workplace free of all sex discrimination, including sexual harassment. This duty includes discussing this policy with all employees plus assuring students that they are not to endure sexual harassment from

university employees or other students. Allegations of sex discrimination will be given immediate attention, and the person charging harassment may do so without fear of retaliation or reprisal. However, false accusations may result in disciplinary action up to and including termination.

Students wishing information and/or consultation concerning sexual harassment may obtain a complete unabridged copy of this policy (which is contained in the Administrative Policies and Procedures Manual in the Newton Gresham Library) or contact the Dean of Students' Office.

Residence Life Policies Concerning Safety in Residence Halls

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)

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. 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 or not 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 residents= 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, your housing contract will be terminated and you will be referred to the Office of Student Life 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, your 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.

CANDLES AND INCENSE: Candles, candle/oil warmers, 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 considered illegal 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 your housing contract being terminated. 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. 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 an illegal 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 (EXTERIOR): Propping of exterior doors, as well as interior stairwell doors, laundry doors, etc. is prohibited for safety reasons. Residents who prop any door will be fined \$250.00 and may be subject to disciplinary action. If you are caught propping the door with an object (including any foreign objects impeding the crash bar), you will be fined \$250.00. The rationale for this policy stems from security issues, air conditioning issues, and consistent enforcement of policies. If your building has card access security, an alarm will sound if the doors are propped. Residents are not to allow non-residents into the exterior doors of the residence halls. Damages sustained to the card access devices will result in a minimum charge of \$80.00, not to exceed \$400.00 (vandalism/tampering).

DOORS (ROOM): Materials hung from Agrip-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.

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 Office of Student Life for disciplinary action. Possession of drug paraphernalia (such as bong, hookahs, water pipes, rolling papers, etc.) will result in the termination of your housing contract and referral to the Office of Student Life 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. Any resident found in violation of the DRUG policy will have his/her housing contract terminated as well as other University disciplinary action. Students that make a conscience decision to remain present during illegal activities (being present during the presence or consumption of illegal drugs or drug paraphernalia) will be disciplined accordingly which will include your housing contract being terminated and referral to the Office of Student Life for disciplinary action.

ELECTRICAL POWER STRIPS: Only one power strip per outlet should be used. 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. (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**)

EXTERIOR DOORS: Exterior doors to the residence halls are locked to promote safety and limit access to the buildings by non-residents. These doors should not be propped open at any time. Any person found to be responsible for propping open a door will be assessed a fine of \$250.00 and further disciplinary action. (See **DOORS, EXTERIOR**)

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, every room will be checked by a RA to ascertain that all areas have been evacuated. 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 electrical wiring due to the amount of amps they require. Possession of a halogen lamp will result in a fine of \$25.00. The student must remove the lamp from the building immediately.

HARASSMENT/BULLYING: Harassment is not tolerated and will result in disciplinary action which may include loss of University housing. "Harassment" is defined as verbal threats, intimidation, or conduct which tend to cause or incite a breach of the peace or are severe or pervasive enough to substantially interfere with a reasonable student's educational performance, opportunities or benefits, or mental emotional or physical well-being and which actually do so interfere. Behaviors and actions exhibited via electronic media including email, text messaging or social networking websites (e.g. Facebook or Twitter) may be in violation of the harassment policy.

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.

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 they can replace the battery or report the problem to maintenance for repair. 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).

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. Students living in residence halls/apartments are strictly prohibited from keeping any weapons, explosives and projectiles of any kind, in their rooms/apartments, including: guns (which includes BB guns, paint and pellet guns, cap guns and starter pistols, air rifles), blow guns, stun guns, ammunition, bows, arrows, knives with blades over 5 1/2 inches, Anunchucks, @ sling shots, and fireworks. Any resident in possession of an explosive device (fireworks, soda bottle bombs etc.) will be fined \$250.00. A resident who violates this policy/law will have their housing contract terminated and will also be subject to disciplinary action by the Dean of Students' Office.

Missing Student Notification for Students Living in University Housing

Sam Houston State University maintains on-campus housing facilities for students. A policy and procedure has been implemented to report students who reside in University housing as "Missing".

If a student has been missing from campus housing for 24 hours, any Residence Life staff may be notified, the University Police may be notified, or any other campus official. Each student living on campus has the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. The form can be obtained through the Department of Residence Life.

However, if the student has not filled out a confidential contact form, the University Police Department still will be contacted and informed of the missing student. Students who are under the age of 18 and are not emancipated, parents/guardians will be notified. All students who are believed to missing should be reported to the University Police Department or other local law enforcement.

When a student is reported missing to a University Official, the University Police

Department should be contacted so that a proper and prudent investigation can be completed. This requirement does not preclude implementing these procedures in less than 24 hours if the circumstances warrant a faster implementation.

Classes at the University Center The Woodlands, Texas

Information for the University Center can be obtained through the Lone Star College Police Department. The LSCS Police Department provides all policing and security services for this location. The information can be found at the following website:

<http://www.lonestar.edu/crime-stats.htm>

Registered Sex Offenders

Persons who are registered sex offenders, including faculty, staff, and students, and are on campus are required to register with their respective law enforcement agency and notify the Sam Houston State University Police Department. The Sam Houston State University Police Department maintains a list of registered sex offenders and makes the information public. This information can be located at http://www.shsu.edu/~upd_www/upd/offenders.html.

Fire Safety Report 2011

The purpose of this report is to document all fires that occurred on the properties owned, occupied or leased by Sam Houston State University This report is in compliance with the Higher Education Opportunity Act (Public Law 110-315).

Fire statistics for fires that are reported on University property can be found on the University Police Department's website under the "Fire Log" subheading.

Fire Statistics 2011:

01/21/2011, 09:15 AM - Smoke/Fire reported in the Administration Building 3rd Floor Mechanical Room.

Number of Deaths: None

Number of Injuries: None

Value of Damaged Property: \$500.00 estimate (replace Air Pusher that shorted out)

Cause of Fire: Air Pusher device shorted out and caught fire causing smoke.

04/26/2011, 1:35 AM - Power pole struck by lightning and caught fire located at the

intersection of Bowers Boulevard and Avenue J.

Number of Deaths: None

Number of Injuries: None

Cause of Fire: Lightning.

Value of Damaged Property: Approximately \$8,000.00 to replace electrical connections damaged by lightning and subsequent fire.

06/17/2011, 10:41 AM - Officer dispatched to Gibbs Ranch, located at 104 Fraser, in reference to a barrel that exploded, caught fire, while being welded on.

Number of Deaths: None

Number of Injuries: None

Value of Damaged Property: None

Cause of Fire: Welding Accident, Human Error

Value of Damaged Property: None - old barrel that was destroyed.

7/14/2011, 11:03 PM - Fire reported at Bearkat Village #B107 in the kitchen.

Number of Deaths: None

Number of Injuries: None

Value of Damage Property: \$7000.00 estimated

Cause of Fire: Cooking on stove top

09/29/2011, 3:10 PM - Officer was dispatched to the Smith-Hutson Building (located at 1821 Avenue I) in reference to smoke in the building. Smoke was determined to be by fire and or smoldering roofing material.

Number of Deaths: None

Number of Injuries: None

Value of Damaged Property: \$3,500.00

Cause of Fire: Construction Accident

Prior Fire Statistics

12/16/2010, 11:03 PM - Fire reported at Bearkat Village #158 in the kitchen (stove area).

Number of Deaths: None

Number of Injuries: None

Value of Damage Property: \$1,000 estimated

Cause of Fire: Cooking on stove top

12/15/08, 2:45 pm – electrical fire in HVAC unit in room 408 University Hotel.

Number of Deaths: None

Number Injuries: None

Value of damaged property: \$2000.00

Cause of fire: Mechanical failure

5/1/09, 1:37 pm – fire in trash dumpster in Bearkat Village Apartments parking lot.

Number of Deaths: None

Number Injuries: None

Value of damaged property: \$50.00

Cause of fire: Undetermined

5/12/09, 8:01 pm – fire in trash dumpster in Jackson Shaver Dormitory parking lot.

Number of Deaths: None

Number Injuries: None

Value of damaged property: \$50.00

Cause of fire: Undetermined

7/16/09, 4:10 pm – fire in trash can in room 203 in Smith Hutson Business Building.

Number of Deaths: None

Number Injuries: None

Value of damaged property: No damage

Cause of fire: Accidental

11/04/09, 10:59 PM - Fire in trash can located on the northeast exterior landing of the second floor in the Music Building.

Number of Deaths: None

Number of Injuries: None

Value of Damaged Property: No Damage

Cause of Fire: Accidental

12/24/2009, 4:18 PM - Fire reported in the 1300 block of Avenue O (Pritchett Field) on an electrical pole.

Number of Deaths: None

Number of Injuries: None

Value of Damage Property: Unknown

Cause of Fire: Weather

Description of fire safety systems in on-campus housing facilities:

All on-campus student housing facilities have smoke alarms in each bedroom and fire alarm systems in the common areas. In addition, all housing constructed since 2000 are protected by automatic fire sprinkler systems.

On-Campus Housing Facility	Fire Extinguishers	Fire Alarm System	Fire Suppression System
Raven Village	Yes	Yes	Sprinkler, Standpipe, Fire Pump
Jackson-Shaver Hall	Yes	Yes	Standpipe
Estill Hall	Yes	Yes	Standpipe

Sam Houston Village	Yes	Yes	Sprinkler, Standpipe, Fire pump
Bearkat Village A Apts 1-18	Yes	Yes	Sprinkler
Bearkat Village B Apts-19-53	Yes	Yes	Sprinkler
Bearkat Village C Apts-54-71	Yes	Yes	Sprinkler
Bearkat Village D Apts-72-107	Yes	Yes	Sprinkler
Bearkat Village E Clubhouse	Yes	Yes	Sprinkler
Bearkat Village F Apts-108-143	Yes	Yes	Sprinkler
Bearkat Village G Apts 144-161	Yes	Yes	Sprinkler
Bearkat Village H Apts 162-185	Yes	Yes	Sprinkler
Bearkat Village I Apts 186-203	Yes	Yes	Sprinkler
Bearkat Village J Apts 204-221	Yes	Yes	Sprinkler
Bearkat Village K Apts 222-244	Yes	Yes	Sprinkler
Bearkat Village L Apts 245 -262	Yes	Yes	Sprinkler
Bearkat Village M Laundry/Mailbox	Yes	Yes	Sprinkler
Belvin-Buchanan Hall	Yes	Yes	Sprinkler
Elliott Hall	Yes	Yes	Sprinkler
Zeta Tau Alpha House	Yes	Yes	No
Gibbs House	Yes	Yes	No
Houston House	Yes	Yes	No
Alpha Delta Pi House	Yes	Yes	No
Sigma Sigma Sigma House	Yes	Yes	No
Rachel Jackson House	Yes	Yes	No
Alpha Chi Omega House	Yes	Yes	No
Anne Shaver House	Yes	Yes	No
Baldwin House	Yes	Yes	No
Creager House	Yes	Yes	No
Crawford House	Yes	Yes	No
Mallon House	Yes	Yes	No
Barrett House	Yes	Yes	No
Parkhill House	Yes	Yes	No
Vick House	Yes	Yes	No
Spivey House	Yes	Yes	No
Randel House	Yes	Yes	No
White Hall	Yes	Yes	No
Lone Star Hall	Yes	Yes	Sprinkler, Standpipe, Fire Pump

Fire Drills Conducted by the
Department of Residence Life

Building	Fall 2011		Spring 2011		Summer 2010	
	Date	Time	Date	Time	Date	Time
Alpha Delta Pi	8/30/11	3:45	1/20/11	4:08 pm		
Alpha Chi Omega	8/30/11	3:30	1/20/11	7:14 pm		

Anne Shaver	8/30/11	3:30	1/20/11	4:41 pm		
Baldwin	8/30/11	3:30	1/20/11	6:00 pm		
Barret	8/30/11	3:30	1/20/11	7:03 pm		
BKV Clubhouse	8/30/11	3:30	1/20/11	8:30 pm		
BKV K-10	8/30/11	4:00	1/20/11	8:33 pm		
Belvin	8/30/11	3:30	1/20/11	3:57 pm		
Crawford	8/30/11	3:45	1/20/11	5:23 pm		
Creagar	8/30/11	4:00	1/20/11	5:33 pm		
Elliot	8/30/11	3:45	1/20/11	5:18 pm		
Estill	8/30/11	3:30	1/20/11	4:21 pm		
Gibbs	8/30/11	3:45	1/20/11	3:33 pm		
Jackson-Shaver	8/30/11	3:30	1/20/11	4:27 pm		
Houston	8/30/11	3:45	1/20/11	4:25 pm		
King	8/30/11	4:00	1/20/11	5:33 pm		
Mallon	8/30/11	4:15	1/20/11	5:33 pm		
Lone Star	8/30/11	4:30	1/20/11	4:18 pm		
Parkhill	8/30/11	3:45	1/20/11	3:37 pm		
Rachael Jackson	8/30/11	3:30	1/20/11	5:18 pm		
Randel	8/30/11	3:30	1/20/11	3:20 pm		
Sam Houston Village	8/30/11	4:00	1/20/11	5:18 pm		
Sigma Sigma Sigma	8/30/11	3:30	1/20/11	3:23 pm		
Spivey	8/30/11	4:00	1/20/11	5:33 pm		
Vick	8/30/11	3:45	1/20/11	5:33 pm		
White Hall	8/30/11	3:30	1/20/11	5:35 pm		

The university's policy on portable electrical equipment, smoking and open flames in student housing facilities:

Portable electrical appliances

Cooking and cooking appliances are not allowed in student rooms. Open-coil heating devices (for heating liquids, cooking, etc.) are not allowed in residence halls. Hot-air popcorn poppers, drip coffee and 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). Electric potpourri simmering pots are not allowed. When an illegal cooking appliance is found, the student will be charged \$25.00 (for each appliance). The student must remove the appliance from the building immediately.

Smoking

Smoking is prohibited in all halls and houses. Smoking outside of halls is restricted to approved areas. Smoking in non-smoking areas will result in a \$100 fine. Residents will be held responsible for the actions of their guests.

Open Flames

Candle/oil warmers, wax sculptures, potpourri pots, paraffin baths, incense, and any open flame are prohibited in residence halls 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. Possession of candles, incense or any item mentioned above will result in a fine of \$50 for each candle or item (capped at \$250). The student must remove the item from the building immediately. For any subsequent violation, the fine will be \$250.

Evacuation procedures for all 27 student housing facilities:

Fire drills are conducted at the begin of each semester and are use to educate residents with the sound of the fire alarm or air horns, the emergency exits that are available and the procedure for evacuating the building. During a fire drill, every room will be checked by a resident advisor to ascertain that all areas have been evacuated. Failure to evacuate during a drill or alarm will result in a \$50 fine and further disciplinary action.

The policies for fire safety education and training programs for student, faculty and staff are located on the Environmental, Heath and Safety Office website:

<http://www.shsu.edu/safety/> ; and on the Residence Life website:

http://www.shsu.edu/~hou_www/index.html.

- Any fire on campus should be reported to the following organizations:
- Public Safety Services (UPD).
- Residence Life Work Control for fires in dorms, houses or apartments.
- Physical Plant Work Control for all other buildings.
- Environmental Health Safety and Risk Management Office.

All new buildings constructed at Sam Houston State University are built to the requirements established by the National Fire Protection (NFPA) Code.