

2016 Annual Security & Fire Safety Report



University of Houston - Victoria
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September 30, 2016 revision
*Revisions to page 27-29

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Welcome

Whether you are a current or prospective University of Houston-Victoria (UHV) student or employee, or simply a visitor to our website, I would like to thank you for taking time to read the UHV 2016 Annual Security & Fire Safety Report. The University of Houston Department of Public Safety (UHDPS) provides police and security services at UHV. The UHDPS motto is “Effort and Respect”, and through this theory we strive to promote and preserve a safe campus environment; identify and implement efficiencies; and provide great customer service. This report is prepared in cooperation with UHDPS, the University of Houston System, UHV Student Affairs Office, and the UHV Title IX Office, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act).

The Campus Fire Safety Right-To-Know Act requires colleges and universities to report specific fire safety information and statistics in residential complexes owned or controlled by the university or college. For ease of reporting, all required elements of both reports have been merged into a single report entitled The 2016 Annual Security & Fire Safety Report.

For purposes of this report, each entity provides updated information on their educational efforts and programs to comply with both of these acts. Campus crime, arrest and referral statistics include those reported to the UHPD as well as to designated campus safety authorities. This report includes specific crime statistics from the previous three years. This report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, fire safety information and other matters. The title of the Annual Security & Fire Safety Report will reflect the year in which the most recent data is reported; for this year the most current data represents Calendar Year 2015 and will be comprised of the years 2013 through 2015.

Interested persons may obtain a printed copy of this report by coming by our Business Services Office located in Suite 107 of the University West Building, 3007 N. Ben Wilson, Victoria, TX 77901, or downloading the report in PDF format at the following URL address: www.uhv.edu/business/police/CurrentASR.pdf. In addition to the Annual Security & Fire Safety Report, UHPD maintains a daily log of crimes committed on campus and on adjacent public property which is available for review at the Business Services Office in Suite 107 of the UHV University West Building, 3007 N. Ben Wilson Street, or on our website at www.uhv.edu/business/police/DailyCrimeLog.pdf.



Ceaser Moore, Jr.
Chief of Police
University of Houston Police Department

Our History

The University of Houston-Victoria, UHV, was founded as an upper-level, off-campus center in 1973, and is one of four separately accredited institutions that comprise the University of Houston System. UHV is the only institution offering Bachelor's and Master's Degree programs within a 100-mile radius of Victoria, Texas.



The original role of UHV was to provide upper-level and graduate programs for students within the Coastal Bend region. In 1978, the university was accredited by the Southern Association of Colleges and Schools. In 1983, Senate Bill 235 was passed by the Texas Legislature establishing the University of Houston-Victoria with permanent status as a degree-granting university. The university was initially organized into three academic schools: the School of Arts & Sciences, School of Business Administration, and School of Education. In 2004, the School of Education was renamed the School of Education & Human Development. The School of Nursing was approved in December 2007.

In 2009, Texas Governor Rick Perry signed legislation that expanded the university's mission to include admitting freshmen and sophomores, a process referred to as "Downward Expansion". During fall 2010, UHV also opened its first residential facility, Jaguar Hall — part of the major transformation involved in making UHV a destination university. As the number of residential students has grown, Jaguar Hall has been joined by Jaguar Suites and Jaguar Court to comprise the Jaguar Village residential complex, with a total capacity of over 600 students.

With an overall enrollment of more than 4,200 students, UHV has been the fastest-growing regional university in Texas since 2000. Offering more than 60 undergraduate and graduate degree programs and concentrations, UHV provides a wide range of academic choices as well as one of the lowest tuition rates in the state.



Leadership

UH-Victoria is governed by the Board of Regents and the Chancellor of the University of Houston System. Administrative responsibility is vested in the UHV President. The System consists of four public universities: the University of Houston, University of Houston-Clear Lake, University of Houston-Downtown, and University of Houston-Victoria.

Location

Victoria, center of the Crossroads in the heart of the Golden Gulf Coast, is an expanding historic city on the banks of the Guadalupe River. More than 150 years old, it is one of three first towns chartered by the new republic when Texas won independence from Mexico in 1836. Famous battles of the Texas revolution were fought at nearby sites. Pioneer charm and high-tech industry mingle in the city of 63,000 inhabitants, near the Gulf of Mexico on a popular coastal route between Houston and Mexico. It is a short distance by vehicle to Houston, San Antonio, Austin, and Corpus Christi.

Public Safety Bureaus

No campus is free from crime, whether it is urban, suburban, or rural. All members of the University community should take reasonable precautions. The University of Houston-Victoria is committed to working with the community to make our campus a safe and secure environment. The University has developed a series of policies and procedures to assist in these efforts.

The following information has been prepared to increase awareness of the current programs that exist to assist students, faculty, and staff in maintaining their safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act (HEOA). Students, faculty, and staff are encouraged to actively participate in personal safety awareness.

Police Bureau

Police: The University of Houston Police Department (UHPD) is comprised of commissioned police officers who are granted the authority and responsibility to investigate all crimes occurring on the property owned or controlled by the University. As with any University police agency in the State of Texas, our police officers have jurisdiction in any county within the State in which the University has property that is owned, leased, rented, or otherwise under the control of the institution. UHPD officers are fully empowered by the state to stop vehicles, make arrests and enforce all laws. UHPD officers provide the same level of service offered by a municipal police department, as well as other services unique to an academic institution. The department operates 24 hours a day, 365 days a year. The department works closely with administrators, students, faculty, and staff to create and maintain a secure environment.

The university police department conducts initial and on-going training for all campus police and security officers. Training subjects include criminal law, civil law, public relations, race relations, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. Training includes guest lecturers, classroom and online courses, as well as hands on physical training. Training is also conducted during daily roll call sessions. This training usually includes updates on current issues, new court decisions impacting the University environment, and other timely topics. In addition, all UHPD police and security personnel are certified in standard first aid and CPR.

UHPD officers at UHV maintain a close working relationship with other law enforcement agencies in the Victoria area including the Victoria College Police Department (VCPD), City of Victoria Police Department (VPD), the Victoria County Sheriff's Office (VCSO), the Victoria City-County Office of Emergency Management and the Texas Department of Public Safety (DPS). We routinely coordinate efforts with the Victoria County District Attorney's Office, as well as local courts. The officers of UHPD and these other entities communicate regularly on the scene of incidents that occur in and around the campus area. UHPD Investigators may work closely with the investigative staff of these external agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information. Finally, UHPD police officers at UHV have direct radio contact with City of Victoria and the Victoria College police departments for Emergency Management communications purposes.

If other agencies are contacted about criminal activity occurring on campus involving UHV students, staff, or faculty, that agency may notify UHPD. However, there is no official protocol requiring such notification. Students in these cases may be subject to arrest by these outside agencies and still may be subject to university judicial proceedings through the Office of Student Life.

Security: Security officers are assigned to the UHV campus and are hired and trained by UHPD. Security officers may patrol the campuses on foot, bicycle, golf carts, or vehicles and they are easily identifiable by their highly visible bright yellow shirts. UHV Security officers work in conjunction with commissioned police officers to enhance overall safety of the campus.

UH-Victoria Safety and Risk Management

Safety and Risk Management plans, organizes, staffs, leads, and controls an organization's resources to minimize the possibility of loss or injury from various harmful events. More simply stated, Safety and Risk Management identifies and controls losses. The Safety & Risk Manager is responsible for the university's risk management program, including planning, organizing, coordinating, initiating risk control measures, identifying significant known perils and risks to which the University may be exposed and the manager monitors the program.

UH-Victoria Emergency Management

The Emergency Management mission is to help the University of Houston-Victoria prepare for, respond to, recover from, and reduce the effects of disasters. The mission is accomplished through preparedness, response, recovery and mitigation. Emergency Management oversees several emergency preparedness initiatives at the university including emergency plans and the PIER alert and notification system. Emergency Management maintains and may activate the Emergency Operations Center (EOC).

The Safety & Risk Manager is the designated Emergency Director and works closely with UHDPS Emergency Management to offer training on various topics and coordinates with external emergency management officials and other local, state and federal agencies. Emergency Management coordinates training for employees who have emergency management roles and responsibilities. The training is available through the Federal Emergency Management Agency (FEMA) online training offered by the

agency's Emergency Management Institute (EMI).

PIER System (Public Information & Emergency Response)

The University of Houston-Victoria utilizes the Public Information and Emergency Response (PIER) System to manage critical communication during an emergency event. PIER is an on-demand crisis management communication web-application. PIER's mass notification features allow the university to send alert messages to students, faculty, and staff in seconds via SMS text or text-to-voice message to cell phones, PDAs and landlines. Additionally, information may be delivered by sending mass emails, faxes or updates to social networks such as Twitter, LinkedIn, and Facebook.

UHDPS Fire Marshal

Fire and Life Safety involves everyone in every area of the university and refers to the prevention of fire, accidents, injury, and property damage. Through inspections, fire safety equipment is checked and maintained; food safety standards are adhered; and safety concerns such as frayed electrical cords, trip hazards, broken or inappropriate equipment and fire hazards are identified and removed. Through design and plan review, architects and engineers are assisted in ensuring that fire and life safety measures are built into areas under construction. Through emergency management, assistance is available to develop specific evacuation plans. Through training, classes are available for evacuation planning, fire and life safety, fire extinguishers, and food safety.

Definitions

Definitions that Apply to this Report

- a. Business day: Monday through Friday, excluding any day when the institution is closed.
- b. Business Hours: Between 8 A.M and 5 P.M. on business days.
- c. Campus:
 - 1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
 - 2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- d. Campus Security Authority:
 - 1) A campus police department or a campus security department of an institution.
 - 2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
 - 3) Any individual or organization specified in an institution's statement of

campus security policy as an individual or organization to which students and employees should report criminal offenses.

- 4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
- e. Non-campus building or property:
 - 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
 - 2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- f. On-Campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- g. Pastoral counselor: A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- h. Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.
- i. Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- j. Referred for campus disciplinary action: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.
- k. Test: Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Reporting Criminal Activities, Emergencies & Other Incidents

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public safety-related incidents to UHPD, particularly when the victim of a crime elects to, or is unable to, make such a report. Campus Security Authorities, as defined by the Clery Act, are required to promptly report all crimes affecting the University community to UHPD.

Timely Warnings and Security Alerts and Daily Crime Bulletin

In the event of a serious incident that poses an immediate or ongoing threat to members

of the UHV community reported to either UHPD, from a campus security authority or local law enforcement agencies, the University and UHPD will quickly communicate that information in a timely manner. This communication may include methods such as network emails, or emergency text messages that can be sent to a phone (individuals can sign up for this service by submitting the request in the PeopleSoft system).

- The University and UHPD will provide such reports to students and employees in a manner that is timely, and withholds the names of victims as confidential, in such a way that aids in the prevention of similar occurrences.
- The University and UHPD will also provide timely reporting of crimes based on the Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications, as required by the Campus Safety Act (Clery), such as: arson, criminal homicide, and robbery. These reports will also be reported in such a way that withholds the names of victims as confidential and aids in the prevention of similar occurrences.
- The University and UHPD may not provide immediate notifications to students and employees of incidents reported by pastoral or professional counselors, unless it is determined that such incidents poses an immediate health or safety risk to the community; at which time the above mentioned communications measures will be followed.
- UHPD in conjunction with UHV Police Services maintains and updates the **Daily Crime Bulletin**. This is a log of all crime reported to the UHPD and typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. The Daily Crime Bulletin is available during normal business hours at the Business Services Office, Room #107 of the University West Building. It is also posted on our website at <http://www.uhv.edu/business/police/DailyCrimeLog.pdf>.

Emergency Response and Evacuation Procedures

University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. UHDPS has received training in Incident Command and Responding to Critical Incidents. When a serious incident occurs that causes an immediate threat to the UHV campus, first responders to the scene are usually UHDPS Bureau personnel, UHPD, the Victoria Police Department and the Victoria Fire Department (VFD). These agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other UHV departments and other local or federal agencies may also respond to the incident

In the event of a serious incident that poses an immediate and ongoing threat, the University has various systems in place to communicate information quickly. The methods of communication include network emails and emergency text messages that can be sent to a phone (individuals can sign up for this service by submitting request in the PeopleSoft system), directing recipients to immediately go to www.uhvemergency.info to obtain emergency information. Some or all of these methods of communication may be activated

in the event of an immediate threat to the UHV community.

- UHPD will confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the UHV community.
- UHPD and the UHV Marketing and Communications Office will determine the appropriate segment of the UHV community to alert if the danger/threat is limited to a particular building or segment of the population to receive notification of the incident.
- UHPD and the UHV Marketing and Communications Office will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system. If issuing a notification will, in the judgment of the first responders, compromise an immediate investigation, or the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, and then notification may be delayed.
- UHPD and the UHV Marketing and Communications Office will communicate the threat to the entire UHV community or to the appropriate segment of the UHV community if the danger/threat is limited to a particular building or segment of the population.
- UHPD has vehicles equipped with Public Address Systems that can be strategically placed throughout the campus to facilitate communication of emergency information with the campus community.
- The University will post updates during an emergency on the UHV Emergency website.

All members of the UHV community are encouraged to notify UHPD of any situation or incident on campus that involves a significant emergency, or any dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff and/or visitors to campus. UHPD has the responsibility of responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, UHPD has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

The UHV Campus Safety Plan and general information about the emergency response and evacuation procedures for UHV can be found at <http://www.uhv.edu/Business/CampusSafety.aspx>.

Shelter-in-Place Procedures

What it Means to Shelter-in-Place

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

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

Basic Shelter-in-Place Guidance

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

How You Will Know to Shelter-in-Place

A shelter-in-place notification may come from several sources, including UHPD, Housing Staff members, other University employees, the federal or state government, VPD, or other authorities utilizing the University's emergency communications tools.

Notification of Missing Students

The University is committed to creating and maintaining an institutional environment which promotes the safety and well-being of its students. To this end, the University has established a policy and procedure designed to identify and assist enrolled UHV students who reside in on-campus housing and who have been reported missing for more than 24 hours. This policy is enacted in compliance with the requirements outlined in the Higher Education Opportunity Act of 2008.

1. All on-campus residents will be informed that they have the option to identify an individual that the institution can contact no later than 24 hours after the time that the student is determined to be missing.
2. UHV Student Housing and Residential Life will provide each on-campus resident a method of registering confidential contact information for the individual that they identify as the person to be contacted in the event that they are determined to be missing for more than 24 hours.
3. UHV Student Housing and Residential Life will inform each on-campus resident under the age of 18 (who is not emancipated) that they must register contact information for a custodial parent or guardian to be contacted in the event that they are determined to be missing for more than a 24 hour period.
4. Any person who suspects that an on-campus resident has been missing for more than 24 hours should immediately contact UHPD, the Office of the Director of Residential Life and Housing, or the Dean of Students Office. Any information regarding a suspected missing student provided to the Office of the Director of

Residential Life and Housing or the Dean of Students Office will be immediately reported to UHPD.

5. If an investigation conducted by UHPD concludes that the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, UHPD will initiate communication with the emergency contact that the on-campus resident has designated. Residential Life and Housing will be responsible for providing access to the emergency contact information to UHPD on a 24 hour, seven days a week basis through its on-duty or on-call staff.
6. If the on-campus resident who is the subject of a missing person report has not designated an emergency contact, UHPD will conduct an investigation using guidelines established by the Texas Department of Public Safety Bureau of Information Analysis Missing Person Clearing House Unidentified Persons/DNA Unit.

Preparing the Annual Disclosure of Crime Statistics

UHDPS compiles and publishes this Annual Security Report on or before October 1. The report can be downloaded at www.uhv.edu/business/police/CurrentASR.pdf. You can also call 361-570-4858 or e-mail campussafety@uhv.edu and request a copy be mailed to you. UHDPS gathers statistics from all campus security authorities as defined by the Clery Act for inclusion in this report. If someone has significant responsibility for student and campus activities, he or she is a campus security authority. UHPD obtains reports of crimes reported to the City of Victoria Police Department and other local law enforcement agencies of jurisdiction on public property adjacent to the University of Houston Victoria campus and in or on non-campus buildings or property. UHPD cross-references these incidents with those in its own files to avoid duplication of statistics.

This publication contains information about on and off-campus resources and is made available to all UHV community members. The information about “resources” is not provided to infer that those resources are “crime reporting entities” for UHV. Crimes should be reported to UHPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Incidents reported to UHPD that fall into one of the required reporting classifications will be disclosed as a statistic in this annual report published by UHDPS.

For the purpose of making timely warnings to the UHV community, reports of crimes or emergencies should be made directly to the UHPD. When the crime or emergency concerns the safety and welfare of the UHV community, UHPD issues a Security Alert.

Reporting Crimes or Emergencies

The University of Houston strongly encourages the accurate and prompt reporting of all crimes on campus to UHPD, particularly when the victim of a crime elects to, or is unable

to, make such a report. There are some very good reasons, in addition to prosecuting criminal activity, to promptly report crime.

- Timely notification about certain types of crime may affect the safety of others. These crimes may include murder, rape, sexual assault, robbery and arson. When UHPD receives reports of these types of crimes, we will notify the community members of possible risks; via email, electronic media or text messaging - while still protecting the victim's identity.
- When you make your report, you assist UHPD in initiating an investigation, which in turn could lead to arrest, which means a possible dangerous offender is removed from campus.

Requests for police assistance or to report suspected criminal activities and emergencies for on-campus matters may be made 24-hours a day, 7 days a week, as follows:

In Person

The UHV Police Services Bureau office is located in Jaguar Hall, 2705 Houston Highway, Suite #1122, Victoria, TX 77901. The normal operating hours for the office are Monday through Friday, 8:00 a.m. to 4:00 p.m. Please call 361-570-4357 in advance to ensure someone is available to meet with you immediately.

By Telephone

- **FOR EMERGENCIES, DIAL 9-1-1.**
- **FOR NON-EMERGENCIES, DIAL 361-570-4357 (570-HELP).**

Online (non-emergency only)

- Campus Safety Email: campussafety@uhv.edu
- Security Email: securityofficer@uhv.edu
- Police Email: police@uh.edu
- Online reporting form: www.uh.edu/police/offensereport.html
- MySafeCampus: www.mysafecampus.com

By Emergency Call Box

Emergency call boxes are located in the University West parking lot as well as the Jaguar Suites parking lot. They provide instant contact with UHPD. The call boxes are either pole or wall mounted, are blue in color, and have "Emergency/Information" signs above them. The call boxes also have a blue light on the top for increased visibility. Emergency telephones and call boxes are checked for operability.

Voluntary Confidential Reporting

The University of Houston - Victoria has made available the My Safe Campus anonymous incident reporting system for victims or witnesses who would rather remain anonymous while reporting a crime that occurred on the university campus, or any other violation of campus compliance or ethics. To make a report, simply visit www.mysafecampus.com, click on "Make a Report Now", then enter "University of Houston-Victoria" into the Institution Search Engine. Follow the prompts to make your report. If you prefer using the telephone, you may call the My Safe Campus hotline at 1-800-716-9007 to make your report. Again, you may submit these reports confidentially even if you do not want to pursue legal action. You must call UHPD or local law enforcement to make a report.

Facility Access

Non-Residential Buildings

During business hours, the University (excluding certain housing and other facilities) will be open to students, parents, employees, contractors, guests and the general public with a legitimate reason to be on campus. During non-business hours access to all facilities (including residential facilities) is by key or keycard if issued, or by admittance via UHPD or an appropriate facility authority. Some residential facilities on the UHV campus also have assigned personnel to monitor access into those facilities; both during business and non-business hours. In the case of periods of extended closing, the University will admit only those with prior written approval to enter all facilities.

Some facilities may have specific hours of operation, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have security surveys conducted. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

Residence Halls

Access to residence halls is restricted to residents, their approved guests (accompanied by the resident), and other approved members of the University community. Residents gain entry by swiping their cards in the card access readers. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. UHPD police and security officers patrol residential areas on a regular basis.

Housing Staff also enforce security measures in the residence halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Housing staff and UHPD also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

Security and Facility Maintenance

The Facilities Services Department is the service unit primarily responsible for maintaining facilities and grounds. Students, faculty, and staff are encouraged to report maintenance concerns or issues such as non-operational lights, improperly locking doors, elevator problems, etc. as well as other safety or security-related hazards. Maintenance concerns may be reported several ways:

- 1) Call Facilities Services at 361-570-4840;
- 2) Submit an online [UHV Facilities Service Request](#);
- 3) E-mail Campus Security Services at securityofficer@uhv.edu;
- 4) E-mail Campus Safety at campussafety@uhv.edu.

Security Officers check campus lighting nightly and monitor those areas having defects until the defect is corrected. When maintenance is needed that affects the immediate safety and security of the University community, security personnel remain on site until the problem is corrected.

Residence hall staff makes regular checks of the facilities on a daily basis looking for maintenance issues that may pose a hazard to resident's safety and security. All residence halls have maintenance personnel on call 24 hours a day, seven days a week to handle problems. Residence hall staff may be reached at the following numbers:

- Jaguar Hall Front Desk: 361-485-4404
- Jaguar Suites Front Desk: 361- 485-4560
- Jaguar Court Front Desk: 361-485-4469
- Resident Assistant On-Call: 361-489-0569

Campus Law Enforcement

Enforcement Authority and Jurisdiction

UHPD is the primary police authority for the University of Houston-Victoria. UHPD police officers are certified Texas Peace Officers as defined in article 2.12 of the Texas Code of Criminal Procedure. Pursuant to Section 51.203 of the Texas Education Code, the primary jurisdiction of UHPD officers includes all counties in which property is owned, leased, rented, or otherwise under the control of the University of Houston. Within their primary jurisdiction, UHPD officers:

- are vested with all the powers, privileges, and immunities of peace officers;
- may arrest without warrant any person who violates State law, in accordance with Chapter 14, of the Texas Code of Criminal Procedure;
- may enforce all traffic laws on streets and highways.

Pursuant to Section 51.210 of the Texas Education Code, UHPD officers are also empowered to enforce the rules and regulations of the University of Houston. UHPD is

primarily responsible for responding to and investigating crimes on the University of Houston campuses.

Working Relationships with Other Agencies

UHPD does not have formal written Memorandums of understanding (MOUs) or memorandums of agreement (MOAs) with other law enforcement agencies. We regularly work with the Victoria College Police Department, City of Victoria Police Department, the City of Victoria Fire Department, the Victoria County Sheriff's Office and other area law enforcement agencies on criminal investigations. UHPD often gives and seeks assistance from other federal, state, county, and local law enforcement agencies and has a close working relationship with these agencies when violations of federal, state, or local laws occur. This cooperative team approach addresses situations as they arise and address future concerns as well.

Campus Security Authorities

"Campus Security Authority" is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

As a result of the negotiated rulemaking process that followed the signing into law of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

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 members of the institution's community and who is functioning within the scope of his or her license or certification.

Reporting Forms for Campus Security Authorities

Campus Security Authorities are required by the Clery Act to report crime information to UHPD on a timely basis, for the following reasons:

- Investigation by UHPD and/or campus officials as appropriate
- To issue Timely Warnings to the university community as appropriate
- To include reports of crimes in the Daily Crime Bulletin
- To compile accurate statistics for the Annual Security Report

The University of Houston Police Department CSA reporting form should be used to provide this notification, and is available here:

http://www.uh.edu/police/csa/CSA_Incident_Report.pdf

This form allows crime information to be relayed to UHPD without identifying the victim of a crime, therefore no identifying information regarding the victim need be included if the victim wishes the report to be confidential. Rather, the victim should be made aware of all reporting mechanisms, to include the right to report the crime directly to campus police.

Crime Prevention Programs

UHPD offers a variety of crime prevention programs to our community members. These programs are available throughout the year and by request:

- Campus Carry Outreach – Providing instruction on the new Texas Campus Carry laws and how members of the University community can ensure compliance.
- New Student/Transfer Student, New Hire, and Parent Orientation – Introduce police services and safety measures to new members of the university community.
- Residential Student Staff Training – Overview of police services at the beginning of each semester for Resident Assistants and Desk Assistants on actions to take when criminal conduct is suspected.

Crime prevention sessions are regularly presented at student and employee orientations, and periodically throughout the year to campus groups. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Crime prevention is important to the campus community and you can help by reporting any crime or suspected crime to the University Police immediately. By doing so, you may be preventing someone else from becoming a victim of a more serious crime.

Campus Police will be glad to give demonstrations and presentations to interested campus groups. Call us at 361-485-4570 or e-mail us at campussafety@uhv.edu for additional information. More crime prevention information and descriptions of the crime prevention programs are available on the UHPD website at: http://www.uh.edu/police/crime_prevention.html.

Education of Members of the University Community

Campus security procedures are discussed during new student orientation. UHPD, the Student Affairs Office, Student Life, and Housing officials participate in meetings and programs in residence halls to address students and to explain University security and public safety procedures at UHV. Members of UHPD conduct crime prevention and general security and safety awareness presentations when requested by campus community groups, students, and employees of the University. During these presentations, we typically provide crime prevention tips, statistics on crime at UHV, and information regarding campus security procedures and practices. Again, UHPD encourages the community to be responsible for their own security/safety and for the security/safety for others on campus.

In addition, UHPD routinely participates in campus events focused on crime prevention and education, including National Night Out. These activities provide an opportunity for UHPD staff to disseminate information, as well as to answer specific questions. New employee orientation includes the distribution of crime prevention materials to all new employees.

Employee and Student Assistance Programs

The UHV Human Resources Department has information available on the [UT Employee Assistance Program](#) (UTEAP). Through the Employee Assistance Program, or EAP, employees can access free, convenient, and confidential professional services which include alcohol/drug assessments and referral programs. EAP is available to all benefits eligible UHV employees.

Student Assistance Programs

All university students are eligible for services through the University Counseling Center (UCC). Students who have concerns about alcohol and other drug use are welcome to consult with the professional staff at UCC regarding available drug and alcohol counseling on campus and in the community. Referrals can also be made to rehabilitation programs, mutual help organizations, private hospitals, and private and public treatment programs. UCC can also provide resource materials pertinent to substance use.

Individual Counseling

Individuals are seen free of charge on a short-term basis for assistance with substance related problems at the UCC. For alcohol and drug dependence, the UCC will likely make a referral to comprehensive services.

Group Counseling

There are several Alcoholics Anonymous (AA) groups in Victoria. The

following webpage provides information about current groups:

<http://www.swtadistrict7aa.org>.

There are also Narcotics Anonymous groups in the Coastal Bend area. Information about groups is provided at

<http://www.cbana.org/>.

Psycho-Educational Programs

The UCC can arrange for psycho-educational programs to the campus community upon request.

Learn more about the counseling center at:

<http://www.uhv.edu/Counseling/>

To request an appointment visit:

<http://www.uhv.edu/Counseling/appointments/>

Responsibilities of the University Community

Members of the University community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

1. Report all suspicious activity to UHPD immediately.
2. Never take personal safety for granted.
3. Try to avoid walking alone at night.
4. Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call UHPD or local law enforcement for help at the first sign of trouble.
5. Carry only small amounts of cash.
6. Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
7. Carry your keys at all times and do not lend them to anyone.
8. Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
9. Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
10. Do not leave valuables in your car, especially if they can be easily noticed.
11. Engrave serial numbers or owner's recognized numbers, such as a driver's license number on each item of value.

12. Inventory your personal property and insure it appropriately with personal insurance coverage.
13. Register your bicycle and laptop computer with UHPD.

Security Escorts

Our security escort service is designed to accommodate community members who have safety concerns. Based on availability, either a UHPD Police Officer or Security Officer will escort students, faculty, and staff to locations beginning and ending on campus. Please call 361-570-4357 if an escort is needed.

Trespass

It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institutions of higher education. (Texas Education Code Section 51.204)

The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property (Texas Education Code Section 51.209). Community members are encouraged to report any person(s) to UHPD in a trespassing situation.

Campus Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Victoria Police Department, Victoria County Sheriff's Office, the Texas Department of Public Safety and the Victoria County Constable Offices Precincts 1 and 4. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Statistics are gathered, compiled, and reported to the University community via this publication, which is published by UHDPS. UHDPS also submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website: <http://www2.ed.gov/admins/lead/safety/campus.html> . The statistics in this publication are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) and the FBI National Incident Base Reporting (NIBR) Handbook and the relevant federal law.

The number of incidents is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Motor Vehicle Theft, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as one statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics. The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Office of Student Affairs for disciplinary action.

The "On Campus" category includes all on-campus incidents, including those listed in the category "Residential Facilities." Therefore, the two categories are not cumulative, but duplicative. The Public Property category are those offenses handled by UHPD, while the Other Law Enforcement Agencies Public Property Offenses and Arrests are those incidents reported to UHPD or UHV by other agencies, and may or may not be directly related to the campus.

The definition of hate crime is a crime in which the victim is intentionally selected because of the actual or perceived race, gender, religion, disability, sexual orientation,

gender identity, ethnicity/national origin of the victim that are reported to campus security authorities or local police agencies.

Crime Definitions are taken from the Uniform Crime Reporting (UCR) and the National Incident Base Reporting (NIBRS) Handbook for sex offenses

- **Criminal Homicide – Murder and Non - Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

- **Criminal Homicide-Manslaughter by Negligence**

The killing of another person through gross negligence.

- **Sex Offenses**

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

Rape -The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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

- **Sex Offenses - Non-Forcible**

Unlawful, non-forcible sexual intercourse.

Incest - No forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - No forcible sexual intercourse with a person who is under the statutory age of consent (Texas defines a child as anyone under the age of 17).

- **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- **Robbery**

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

- **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- **Motor Vehicle Theft**

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

- **Arson**

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

- **Hate Crimes**

- A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, or ethnicity/national origin.
- An institution must report, by category of prejudice, the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, disability, sexual orientation, gender identity or ethnicity/national origin. For Clery purposes, hate crimes include any offense in the following that is motivated by bias:

- **All of the above defined Criminal Offenses** if motivated by bias.
- **Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Any other crime involving bodily injury.**

- **Weapon Law Violations**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

- **Drug Abuse Violations**

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

- **Liquor Law Violations**

The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

- **Violence Against Women Act Crimes**

The Violence Against Women Reauthorization Act (“VAWA”), which President Obama signed into law on March 7, 2013, added the following crimes to the list of crimes that must be disclosed. Statistics for these crimes will be presented on a best efforts basis for calendar year 2013 and will be presented as required beginning with calendar year 2014.

- **Dating Violence:** *The term “dating violence” means violence committed by a person—*
 - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
 - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:*
 - (i) The length of the relationship.*
 - (ii) The type of relationship.*
 - (iii) The frequency of interaction between the persons involved in the relationship.*

- **Domestic Violence:** *The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.*

- **Stalking:** *The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*
 - (A) fear for his or her safety or the safety of others; or*
 - (B) suffer substantial emotional distress.*

UHV Crime Statistics

- 1 This Category includes all on campus incidents, including those listed in the "Residential Facilities" category, so the two categories are not cumulative, but duplicative.
- 2 Non-Campus Buildings & Property – Buildings and property that are controlled by the University of Houston System or a component thereof, but are not located on or adjacent to the campus proper.
- 3 Public Property – Non-private property adjacent to the University of Houston-Victoria campus that is not under the control or authority of the University of Houston, in which police actions were taken by the university's police department.
- 4 Other Public Property – Non-private property adjacent to the University of Houston-Victoria campus that is not under the control or authority of the University of Houston System where a crime was reported to another police agency, and subsequently reported to the campus police.

Offense Type	Year	On Campus ¹	Res Facilities	Non-Campus Building ²	Public Property ³	Other Public Property ⁴	Total
Murder & Non-negligent Manslaughter	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Forcible Sex Offenses (Rape-2015)	2013	1	1	0	0	0	1
	2014	2	2	0	0	0	2
	2015	3	3	0	0	0	3
Fondling	2015	0	0	0	0	0	0
Non-forcible Sex Offenses	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Incest	2015	0	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0	0
Robbery	2013	0	0	0	0	0	0
	2014	1	0	0	0	0	1
	2015	0	0	0	0	0	0
Aggravated Assault	2013	1	1	0	0	0	1
	2014	0 ¹	0 ²	0	0 ³	0	0
	2015	0	0	0	0	0	0
Burglary	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	3	2	0	0	0	3
Motor Vehicle Theft	2013	0	0	0	0	0	0
	2014	1	0	0	0	0	1
	2015	0	0	0	0	0	0
Arson	2013	0	0	0	0	0	0
	2014	1	1	0	0	0	1
	2015	0	0	0	0	0	0
Total		13	10	0	0	0	13

¹ Originally published as 6 aggravated assaults due to clerical error at point of data entry.

² Originally published as 3 aggravated assaults due to clerical error at point of data entry.

³ Originally published as 2 aggravated assaults due to clerical error at point of date entry.

Arrests

Offense Type	Year	On Campus ¹	Res Facilities	Non-Campus Building ²	Public Property ³	Other Public Property ⁴	Total
Drug Violations	2013	1	1	0	0	0	1
	2014	6	4	0	0	0	6
	2015	7	7	0	0	0	7
Liquor Law Violations	2013	1	1	0	0	0	1
	2014	0	0	0	0	0	0
	2015	0	0	0	0 ⁴	0	0
Weapons Violations	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Total		15	13	0	0	0	15

Referrals

Offense Type	Year	On Campus ¹	Res Facilities	Non-Campus Building ²	Public Property ³	Total
Drug Violations	2013	3	3	0	0	3
	2014	4	4	0	0	4
	2015	3	3	0	0	3
Liquor Law Violations	2013	35	35	0	0	35
	2014	57	57	0	0	57
	2015	2	2	0	0	2
Weapons Violations	2013	0	0	0	0	0
	2014	1	1	0	0	1
	2015	1	1	0	0	1
Total		106	106	0	0	106

⁴ Originally published as 1 liquor law violation due to clerical error at point of data entry.

Violence Against Women Act (VAWA) Offenses

Offense Type	Year	On Campus ¹	Res Facilities	Non-Campus Building ²	Public Property ³	Other Public Property ⁴	Total
Dating Violence	2013	2	1	0	0	0	2
	2014	3	3	0	0	0	3
	2015	7	7	0	0	0	7
Domestic Violence	2013	0	0	0	0	0	0
	2014	2	0 ⁵	0	0	0	2
	2015	0	0	0	0	0	0
Stalking	2013	2	2	0	0	0	2
	2014	1	1	0	0	0	1
	2015	3	2	0	0	0	3
Total		20	16	0	0	0	20

Hate Crimes: There were no Hate Crimes reported for 2013, 2014, or 2015.

Unfounded Crimes:⁶

2013: No unfounded crimes

2014: 4 unfounded crimes

2015: 1 unfounded crime

University Policies

OFF Campus Crimes

UHPD also does provide limited law enforcement services for off-campus activities recognized by the university authority. All off-campus criminal activity response falls under local law enforcement jurisdiction.

Alcohol Policy

As an institution interested in the intellectual, physical, and psychological well-being of the campus community, the University of Houston-Victoria deems it important to curtail the abusive or illegal use of alcoholic beverages. As such, the use or possession of alcoholic beverages is prohibited on the campus, except for those events approved in advance by the University. Please refer to [UH-Victoria Policy A-41](#).

Further, the sale, possession and consumption of alcoholic beverages during approved events must comply with university policies and all Texas Laws and Texas Alcoholic Beverage Commission regulations, including the licensure of sellers.

The officers of UHPD Police and Security Officers work together with university administrators and Student Housing officials to enforce alcohol laws and policies. Violators are subject to University disciplinary action, criminal



⁵ Originally published as 2 domestic violence incidents due to clerical error at point of data entry.

⁶ Unfounded crimes excluded from original publication due to clerical error at point of data entry.

prosecution, fine and imprisonment.

An individual or group that sponsors an event at which alcoholic beverages are authorized by the appropriate university administrator, in accordance with [UH-Victoria Policy A-41](#), is responsible for adherence to the applicable laws and university policies. Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

The University also provides TIPS Training (Training for Intervention ProcedureS). TIPS is a skills-based training program that is designed to prevent intoxication, underage drinking and drunk driving.

Drug-Free Workplace

It is the policy of the University that illicit use of drugs, including their manufacture, sale, distribution, or possession is prohibited in the workplace, on the UHV campus, or as part of any university activities (See UHV Student Handbook and UHV Staff Handbook; also [UHV Policy C-19](#)). Sanctions imposed for violation of this policy are indicated below.



Application of Policy

The Drug and Alcohol Abuse Prevention Policy is supported by a drug-free awareness and alcohol education and prevention program available to employees and students of the university. Specific compliance and reporting items enumerated below (b, c, d, e) are applicable to all persons employed through federal contracts and grants. The policy is accessible at <http://www.uhv.edu/fin/policy/C/c-19.aspx>.

In support of this policy, the University:

- a. has established a drug-free and alcohol abuse awareness program to inform its employees and students about the dangers of drug and alcohol abuse in the workplace;
- b. Will notify employees and students of this policy through appropriate publications and will post information on appropriate websites;
- c. Will notify each university employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of the policy. Employees must notify their supervisor and the Director of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
- d. Human Resources Department will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction of any University employee engaged in performance of the grant or contract.
- e. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay, and termination.
- f. Will make a good faith effort to continue to maintain an environment that complies

with the Drug Free Workplace Act of 1988 and the Drug-free Schools and Communities Act of 1989.

- g. Will conduct a biennial review of its programs to assess their effectiveness, what changes need to be made, and to ensure the uniform application of sanctions to employees and students.

Implementation

Implementation of this policy is a joint responsibility of the Department of Human Resources, the Department of Business Services, the Office of Financial Aid, and the Division of Student Affairs. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to students and employees. In addition, the University is committed to monitoring and assessing the effectiveness of this policy and its programs. A biennial review of this policy will be undertaken to determine its effectiveness and implement changes to the policy and its programs if they are necessary and to ensure that its disciplinary standards are consistently enforced.

Penalties for Violation of the Policy

Any student who admits to or is found to have violated the University's [Student Code of Conduct](#) regarding the unlawful use, manufacture, sale, distribution, dispensation, or possession of illicit drugs and alcohol on the UHV campus or at University activities held off-campus will be subject to disciplinary action (up to and including expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon by the student and the University.

Any employee who admits to or is found to have violated the University's substance abuse policies regarding the unlawful use, manufacture, sale, distribution, dispensation, or possession of illicit drugs and alcohol on the UHV campus or at University activities held off-campus will be subject to disciplinary action (up to and including termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee, the employee's supervisor and the Director of Human Resources/Affirmative Action.

Firearms and Weapons Policies

UHV is committed to maintaining a safe and secure environment that supports the academic mission of the University. According to the Texas Penal Code, members of the UHV community, including faculty, staff, and students, as well as visitors to any of the UH campuses, are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of the University or in any building under University control.



Exceptions include persons licensed to carry a handgun in accordance with applicable laws and the [UHV Campus Carry Policy](#), with particular emphasis on the establishment of permanent and temporary exclusion zones, and licensed law enforcement personnel who are authorized by law to carry a firearm.

UHV does not tolerate the use of firearms or weapons on University owned, controlled, or leased properties. UHPD has and will continue to investigate any threat to the safety of the University in order to protect all members of the University community and their guests.

Additionally, anyone found violating the University's policies or state law shall be subject to the disciplinary policies and procedures applicable to students, faculty, or staff and/or criminal prosecution by the appropriate jurisdiction.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, UHPD has provided a direct link to the Texas Department of Public Safety Sex Offender Database that may be accessed at <https://records.txdps.state.tx.us/SexOffender/>. Students, staff, faculty and contract workers on the University of Houston campus who are registered as sexual offenders are required to report to and register with UHPD. The Family Educational Rights and Privacy Act of 1974 (FERPA) clarifies that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Disciplinary Proceedings

"The institution will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph." (SAM 01.D.08)

Procedures for campus disciplinary action:

- Accuser/accused must have **same opportunities** to have others present (such as advisors, lawyers, and witnesses)
- Victim must be unconditionally informed of outcome of disciplinary proceedings
- Provide a comprehensive list of sanctions that may be imposed upon final determination

Domestic Violence, Dating Violence, Sexual Assault and Stalking

The University of Houston System, through its [Sexual Misconduct Policy](#), prohibits domestic violence, dating violence, sexual assault, and stalking as those terms are defined for purposes of the Clery Act, and aims to eradicate sexual misconduct of every type through education, training, the establishment of policies, and serious consequences for policy violations.

Texas defines dating violence, domestic violence (as family violence), sexual assault, and stalking within its criminal statutes as shown below.

Dating violence: an act, other than a defensive measure to protect oneself, by an actor that:

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

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

- (1) the length of the relationship;
 - (2) the nature of the relationship; and
 - (3) the frequency and type of interaction between the persons involved in the relationship.
- (c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

(Reference: [Texas Family Code Section 71.0021](#))

Family violence (domestic violence) means:

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

(Reference: [Texas Family Code Section 71.004](#))

Sexual Assault is defined as when a person:

- (1) intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
 - (B) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
 - (C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

(2) intentionally or knowingly:

- (A) causes the penetration of the anus or sexual organ of a child by any means;
- (B) causes the penetration of the mouth of a child by the sexual organ of the actor;
- (C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
- (D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
- (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

(Reference: [Texas Penal Code Section 22.011](#))

Stalking is defined as follows:

A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

(1) constitutes an offense under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening:

- (A) bodily injury or death for the other person;
 - (B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
 - (C) that an offense will be committed against the other person's property;
- (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and

(3) would cause a reasonable person to:

- (A) fear bodily injury or death for himself or herself;
- (B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
- (C) fear that an offense will be committed against the person's property; or
- (D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

(Reference: [Texas Penal Code Section 42.072](#))

Consent is not specifically defined under Texas law, except to provide the following statutory provision within [Section 22.011 of the Texas Penal Code](#):

A sexual assault is without the consent of the other person if:

- (1) the actor compels the other person to submit or participate by the use of physical force or violence;

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

BYSTANDER INTERVENTION

One of the most effective methods of preventing sexual assault is bystander intervention. Some people might be concerned that they are being encouraged to place themselves in jeopardy to stop crimes in progress. This is not the case. There are many situations that occur prior to Sexual Misconduct that are appropriate for intervention. Bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive and harassing.

WAYS TO INTERVENE

- Making up an excuse to get a person out of a potentially dangerous situation;

- Letting an individual know that his/her actions may lead to serious consequences;
- Not leaving a person's side who may be in trouble despite the efforts of someone else to get him/her alone or away from you;
- Using a group of friends to remind someone behaving inappropriately that his/her behavior should be respectful;
- Taking steps to curb someone's use of alcohol before problems occur;
- Calling the authorities when the situation warrants.

RISK REDUCTION STRATEGIES

Acts of Sexual Misconduct not only devastate their victims, but also the campus communities where they occur. For these reasons, the University of Houston System shall engage in risk reduction strategies emphasizing the collective responsibility of the campus community to reduce the risk of Sexual Misconduct throughout the system. As a part of that effort, every new student and employee shall attend a prevention and education program about Sexual Misconduct. The program will incorporate risk reduction strategies and include bystander intervention training which enables community members to take a role in preventing and interrupting incidents of Sexual Misconduct. The program will also provide resources, including information regarding this sexual misconduct policy.

Common sense, situational awareness and trusting your instincts will reduce your risk of being subjected to sexual misconduct.

Risk reduction strategies include, but are not limited to, the following:

- A. If you consume alcohol, do so in moderation;
- B. Do not leave your beverage unattended or accept a drink from an open container;
- C. When you are with someone, communicate clearly to ensure he or she knows your limits from the beginning (both verbal and nonverbal body language) communication can be used to ensure the message is understood;
- D. If you go on a date with someone you do not know very well, tell a close friend what your plans are;
- E. You have the right to say "No" even if you first say "Yes" and then change your mind; have had sex with this partner before; have been kissing or "making out"; or are wearing what is perceived to be "provocative" clothing;
- F. Always have extra money to get home and have a plan for someone you can call if you need help;
- G. if you feel uncomfortable, scared, or pressured, act quickly to end the situation by saying "Stop it" and leave or call for help;
- H. when you go to a party, go with a group of friends, arrive together, watch out for each other and leave together;

- I. be aware of your surroundings at all times;
- J. do not allow yourself to be isolated with a person you do not know or trust;
- K. travel with a friend or in a group;
- L. walk only in lighted areas after dark;
- M. keep the doors to homes and cars locked;
- N. know where a phone is located.

REPORTING INCIDENTS OF SEXUAL MISCONDUCT

FORMAL REPORTING

1. Although the victim of Sexual Misconduct may decline to report the incident, the University supports, encourages and will assist anyone who believes they have been the victim of Sexual Misconduct to report the incident to the reporting source of their choice, which can include campus law enforcement (UHPD), Title IX coordinator, or a campus security authority. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence (which may be necessary to the proof of Sexual Misconduct or in obtaining an order of protection), the support of crisis counseling, and immediate police response. Regardless, whenever a student, faculty, staff or visitor alerts the University that she or he has been the victim of Sexual Misconduct, she or he will be provided a copy of or link to this Policy, which fully explains her or his rights and options.
2. Formal reporting as described in this section cannot provide complete anonymity, but the only persons who will be provided information relating to the report are those persons that need to know, unless additional disclosure is required by law. The University will make all reasonable efforts to maintain the confidentiality and privacy of parties involved in Sexual Misconduct investigations. Breaches of confidentiality or privacy committed by anyone involved in any investigation of alleged Sexual Misconduct, including the complainant, the accused, witnesses or the investigators, may be considered a separate violation of this Policy and may result in disciplinary sanctions.
3. When an incident of Sexual Misconduct is formally reported, the University will consider interim accommodations to protect the alleged victim while the incident is investigated and adjudicated through this Policy. The Title IX Coordinator and other appropriate University administrators will work together to identify alternative arrangements that will preserve the rights of both the alleged victim and the accused, as well as provide a safe overall educational or working environment until (and perhaps after) the report is investigated and any appropriate action is taken. A lawfully issued no contact, restraining order, or order of protection, will be adhered to by the University to the fullest extent permitted by law and while still maintaining a safe and non-discriminator environment at the University. Interim accommodations may include changing academic, living, transportation or working situations. Failure to adhere to the parameters of any interim accommodation may be considered a separate violation of this Policy and may result in disciplinary sanctions. In addition, the University will honor any order of protection, no contact order, restraining order or similar lawful

order issued by any criminal, civil or tribal court.

As mentioned above, an individual may report an incident of Sexual Misconduct by various means, including reporting to appropriate local law enforcement agencies. Any University person receiving a report of Sexual Misconduct must promptly contact the Title IX Coordinator to discuss the report. In addition, there are specific University offices and individuals prepared to respond to incidents of Sexual Misconduct:

- A. University Police.** Reporting to the police helps protect others from future victimization, apprehension of the alleged assailant; and maintain future options regarding criminal prosecution, University disciplinary action and/or civil action against the alleged wrongdoer. Reporting also allows the police to make a determination of issuing a crime alert if necessary, to protect the campus community, as well as having the incident recorded for the purpose of reporting statistics. When the victim reports the incident, a police officer will take a statement from the victim regarding what happened. A victim can request that his or her identity be kept confidential. A victim may also request to have a support person present during the interview. Remember, reporting an incident is separate from choosing to prosecute. When a police report is filed, the victim is not obligated to continue with criminal proceedings or with University disciplinary action; you can choose whether or not to participate in proceedings at any point.

This process does not preclude a victim from reporting a dating violence, domestic (family) violence, sexual assault or stalking incident to another agency within the jurisdiction of the incident. If the victim wishes to file the report with the local police department, UHPD will assist in directing them to the appropriate agency.

A victim of Sexual Misconduct can make a report to their component institution's Police Department as noted below:

- UH - Victoria Campus
<http://www.uhv.edu/police>
361-485-4570

- B. Title IX Coordinator.** Any incident of Sexual Misconduct can be brought to the attention of the Title IX Coordinator (See Section 2.5 for the contact information for each Title IX Coordinator). The Title IX Coordinator will promptly inform the University of Houston System's Office of Equal Opportunity Services (EOS) and EOS will begin its review process in consultation with the Title IX Coordinator. Although the University strongly encourages reporting Sexual Misconduct to the police, a victim may request administrative action by EOS with or without the filing of a police report. The administrative review process for sexual misconduct complaints utilizes a team approach, with EOS serving as fact finder/investigator and the appropriate University administrator consulting on and implementing the proposed sanctions, if any.

- University of Houston - Victoria
Title IX Coordinator for Employees

Laura Smith
Director of Human Resources
(361) 570-4800
SmithL@uhv.edu

Title IX Coordinator for Students
Chari Norgard
Assistant EO/Title Coordinator
361-570-4835
NorgardC@uhv.edu

- C. Campus Security Authority.** A complaint of sexual misconduct can be reported to a Campus Security Authority (CSA), who is a person that has significant responsibility for students and campus activities. The CSA will promptly inform the Title IX Coordinator and/or EOS of the complaint, and EOS will begin its review process.
- D. Dean of Students Office.** A complaint of sexual misconduct involving a student can be reported to the Dean of Students Office, or its equivalent. The Dean of Students Office (or its equivalent) will promptly inform the Title IX Coordinator and/or EOS of the complaint and EOS will begin its review process.
- E. Human Resources.** A complaint of sexual misconduct involving a staff person can be reported to the Human Resources Department. The Human Resources Department will promptly inform the Title IX Coordinator and/or EOS of the complaint, and EOS will begin its review process.

ANONYMOUS AND CONFIDENTIAL REPORTING

When considering reporting options, victims should be aware that certain University personnel can maintain strict confidentiality, while others have mandatory reporting and response obligations. University personnel who receive a report of Sexual Misconduct may be required to share the information with appropriate administrative authorities for investigation and follow up. The University will protect the confidentiality of an alleged victim by refusing to disclose the alleged victim's information to anyone outside the University to the maximum extent permitted by law. As for confidentiality of information within the University, the University must balance a victim's request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the University community. Where the University cannot take disciplinary action against an alleged discriminator or harasser because of a complainant's insistence of confidentiality, the University will pursue other steps to limit the effects of the alleged Sexual Misconduct and attempt to prevent its recurrence.

- Each component institution has on-campus personnel who can maintain strict confidentiality. Campus crisis counselors can assist in a crisis situation and provide information about options including medical assistance, psychological counseling, victim advocacy resources, legal resources, University disciplinary action, and criminal prosecution. The crisis counselors can provide safe and confidential support, explain common reactions to crises, and discuss coping methods that may

assist immediately following the assault and later. Talking about concerns may help the victim sort through feelings and decide what to do. Victims need not reveal their names if calling for information. Crisis counselors will not reveal the victim's identity to anyone without the victim's permission except under very limited exceptions (e.g., if an immediate threat to the victim or others is present, or if the victim is a minor). To obtain contact information for victim advocacy groups as well as counseling, health, mental health, legal assistance, and other services available to victims, please contact the appropriate Title IX Coordinator listed above.

- In addition, a victim (or any individual who has information about an incident of alleged Sexual Misconduct) may submit a report through a secure web-based reporting system called MySafeCampus, which allows the option of anonymity. The web address for MySafeCampus is <http://www.mysafecampus.com>. However, the reporter should know that, during the course of an investigation, his or her identity may be discovered. If that occurs, the reporter will receive the same confidentiality safeguards offered to those who make a formal report under this Policy.

A student or an employee who reports to the University of Houston - Victoria or UHPD that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options, including the request of assistance in changing academic, living, transportation, and working situations to the extent available, and the resources available to the victim including counseling, medical care, victim advocacy, and mental health services. This notification will be provided regardless whether the crime occurred on or off campus. Victims of dating violence, domestic (family) violence, sexual assault or stalking may request assistance in changing academic, living, transportation, and working situations, if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to UHPD or local law enforcement.

Guidelines for assistance if you are a victim of dating violence, domestic (family) violence, sexual assault or stalking:

- Get to a safe place as soon as you can.
- It is important that you try to preserve all physical evidence. Do not wash, use the toilet, or change clothing (in the instance of sexual assault) if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible if needed, to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact UHPD (follow procedures outlined in this report).
- Talk with an advocate or a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.

ADMINISTRATIVE PROCESS AND SANCTIONS

- If the victim wishes to pursue a Sexual Misconduct complaint, s/he will be asked to complete a Formal Complaint Questionnaire with their Title IX Coordinator, who will forward the Complaint Questionnaire to EOS. The University does not limit the timeframe for filing a complaint of Sexual Misconduct. Complaints can be submitted at any time following an incident, although the University's ability to take any action may be limited because of the passage of time. Once a complaint is filed, if the Complainant decides that s/he wants to withdraw the complaint, the University's investigation may still proceed.
- Although interim accommodations may have already been considered and made, EOS will consider interim accommodations at this step to protect the Complainant while the incident is investigated and adjudicated through this Policy. EOS and other appropriate University administrators will work together to identify alternative arrangements that will preserve the rights of both the complainant and the accused, as well as provide a safe overall educational or working environment until (and perhaps after) the complaint is investigated and adjudicated. Interim accommodations may include changing academic, living, transportation or working situations. Failure to adhere to the parameters of any interim measure may be considered a separate violation of this Policy and may result in disciplinary sanctions. The university will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the university to provide the accommodation(s) or protective measure(s).
- EOS will begin a prompt, fair, and impartial investigation upon its receipt of a complaint or other notice of alleged Sexual Misconduct, from the initial investigation to the final result. EOS will attempt to interview the Complainant, the Respondent and any witnesses, as appropriate. EOS will also gather and review any information it deems pertinent, as well as any information submitted by the Complainant, the Respondent and/or any witnesses. The EOS investigators will receive training at least annually on the issues related to Sexual Misconduct, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Within five business days after receiving a complaint, EOS will contact the Respondent to obtain the Respondent's response. The response is due to EOS within 10 business days from the Respondent's receipt of the Complaint. The response should address and respond to the specific allegations made in the Complaint and can include any other rebuttal information. Failure to respond may be considered a separate violation of this Policy and may result in disciplinary action.
- EOS will issue a finding as soon as practicable and make every effort to issue its finding within 60 business days from its receipt of the complaint. The finding will be determined by a preponderance of the evidence; that is, whether it is more likely than not that the Respondent violated this Policy. If EOS determines that this Policy was violated, EOS will recommend appropriate university action in an effort to

eliminate Sexual Misconduct from happening, prevent its recurrence and address its effects. Even if EOS determines that this Policy was not violated, EOS may recommend that the Respondent undertake educational initiatives and/or trainings. EOS will simultaneously notify the Complainant and the Respondent in writing of the outcome of its finding and any appeal rights under this Policy, to the extent permissible by law. EOS will notify the appropriate university administrator of any recommended university action.

- If EOS finds a violation of this Policy against a faculty member, EOS will recommend appropriate university action, and any sanction imposed on the faculty member will be determined by and implemented by the appropriate administrator after consultation with EOS and consistent with the component institution's faculty handbook/manual.
- If EOS finds a violation of this Policy against a non-faculty university employee, EOS will recommend appropriate university action, and any sanction imposed on the employee will be determined by and implemented by the appropriate administrator after consultation with EOS and consistent with the component institution's policies and procedures related to employee discipline.
- If EOS finds a violation of this Policy against a student, EOS will recommend appropriate university action, and any sanction imposed on the student will be determined by and imposed by the Dean of Student's Office or its equivalent after consultation with EOS and consistent with the component institution's policies and procedures related to student conduct/discipline.
- The sanctions for committing an act of Sexual Misconduct will be commensurate to the offense and may include but is not limited to the following:
 - Verbal counseling
 - Written reprimand
 - Educational programs such as state-certified batterer's intervention
 - Temporary or permanent ban from residence hall communities
 - Ban from participating in campus organizations
 - Ban from campus (institution and/or UH System)
 - Permanent no contact order
 - Disqualification from student employment positions
 - Withholding of transcripts, grades, diploma, or degree
 - Partial or full criminal trespass
 - Involuntary transfer or relocation
 - Demotion
 - Probation (including disciplinary probation)
 - Suspension of employment with or without pay
 - Suspension (academic)
 - Revocation of admission and/or degree
 - Dismissal of tenure for adequate cause
 - Ineligible for rehire or admission
 - Termination of employment
 - Expulsion (from institution and/or UH System)

- If neither the Complainant nor the Respondent appeals the EOS finding within 5 business days, the finding becomes final.
- If the Complainant or the Respondent is dissatisfied with EOS' finding, the party can appeal to the component institution's appellate board ("Board"). Members of the Board will receive training at least annually on the issues related to Sexual Misconduct, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- An appeal must be filed with the Title IX Coordinator within 5 business days of receiving EOS' finding, absent extenuating circumstances. The Title IX Coordinator will schedule a hearing to be held within 15 business days from the filing of the appeal, absent extenuating circumstances. Written requests for rescheduling the hearing will be considered by the Board's chairperson in consultation with the Title IX Coordinator. No later than five business days prior to the hearing, all materials that will be used at the hearing must be submitted to the Title IX Coordinator, who will forward the materials to the Board's chairperson and will simultaneously provide to the other party. The materials must include the names of any witnesses intended to be called during the hearing (along with a brief summary concerning the subject matter of the witness' expected testimony), and the name of any advisor of their choice, without limit, to be in attendance at the hearing (and whether that advisor is an attorney). No witness, document/tangible evidence, or advisor will be permitted at the hearing unless such information was timely submitted.
- Appeals/Grievances relating to sanctions assessed by the appropriate administrators are not considered under this Policy. Therefore, if the Complainant or the Respondent is dissatisfied with any sanction determined by the appropriate administrator, he/she may appeal the sanction as follows: any challenge to the sanction against a faculty member must be addressed through the component institution's faculty handbook/manual; any challenge to the sanction against an employee must be addressed through the component institution's policies and procedures related to employee grievances; any challenge to the sanction against a student must be addressed through the appeal process in the component institution's student code of conduct or its equivalent.
- If the Panel upholds EOS' finding, the appellant may appeal the Panel's decision to the appropriate administrator. Conversely, if the Panel rejects EOS' finding, the appellee and/or EOS may appeal the Panel's decision to the appropriate administrator. Any appeal must be filed in writing within 10 business days of the Panel's decision. The administrator will render a decision within 10 business days from the date that the appeal is filed.
- Notifications of Outcomes: The Title IX Coordinator and/or EOS will simultaneously notify the Complainant and the Respondent in writing of the outcome of the following stages of the process:
 - The initial finding including a rationale;
 - The procedures to appeal a finding;

- The outcome of any appeal, including any changes to the finding;
- Any interim sanctions imposed;
- Any changes to the interim sanctions;
- The final outcome of the complaint;
- Any imposed sanctions including a rationale;
- When the outcome is final; and
- Changes to sanctions related to the party once the outcome is finalized.

PREVENTION PROGRAMS

The University aims to eradicate Sexual Misconduct through education, training, clear policies and serious consequences for violations of its policies. The University will conduct educational programs, including ongoing prevention and awareness campaigns, designed to promote awareness and prevent Sexual Misconduct. This Sexual Misconduct Policy defines and describes prohibited sexual conduct and establishes a procedural mechanism for processing complaints of Sexual Misconduct. The Sexual Misconduct Policy may be found here: <http://www.uhv.edu/fin/policy/c/c-12.aspx>. To find the procedural recourse for responding to unlawful discrimination and harassment incidents that do not constitute Sexual Misconduct, please see the University's Discrimination and Harassment Policy which is available at the following address: <http://www.uhv.edu/fin/policy/c/c-22.aspx>. Some programs that have been conducted through the university are as follows:

Primary Education Programs

- "Salutations", a system-wide campaign promoting the collective responsibility to foster a campus environment where students, staff, faculty, and visitors are free from sexual discrimination of any kind.
- New Employee and New/Transfer Student Orientation presentations.

Ongoing Education Programs

- Monthly tabling awareness events hosting by Title IX
- Watch and Chat – Video discussion sessions aimed at building healthy relationship.
- Pact5 Tabling and Video Presentations – Sexual Activity Consent Outreach.

Annual Fire Safety Report

The University of Houston-Victoria (UHV) publishes this Annual Fire Safety Report as part of its annual Clery Act compliance document. This report contains information on fire protection systems, fire safety practices, and fire and life safety standards. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by the fire. The compliance document is available for review 24 hours a day on the UHPD website at www.uhv.edu/business/police/CurrentASR.pdf.

This public disclosure is intended to inform prospective and current students, faculty, and

staff of the fire safety programs and policies in place at the university, and the institution's state of readiness to detect and respond appropriately to fire related emergencies. The combined Annual Security Report (ASR) & Fire Safety Report is accessible online at www.uhv.edu/business/police/CurrentASR.pdf. Hard copies of the report are available to the public by calling the Business Services Department at 361-570-4858 or by visiting the Safety Office located in Suite #107E of the University West building.

Applicable Definitions

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person--

- a. Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- b. Dies within one year of injuries sustained as a result of the fire.

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

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire Protection Equipment/Systems

All of the residence facilities are fully equipped with automatic fire alarm systems with smoke detectors in every room. Jaguar Village residence halls are monitored by supervised fire alarm systems equipped with public address panels. The complexes are protected by automatic, supervised wet pipe sprinkler systems that are integrated with the fire alarm

system. The fire alarm systems are continuously monitored and supervised by Victoria Communication Services (VCS).

In the dining hall, cooking operations under the kitchen hoods are protected by special hazard wet chemical suppression systems. The hood exhaust is protected by a special hazard water mist suppression system. Both of these systems are also monitored by the building fire alarm system.

Multi-purpose dry chemical (ABC) fire extinguishers are installed on each floor as well as throughout the common areas and mechanical spaces in the complex. Other features include emergency lights and exit signs to illuminate the means of egress.

Inspection, Testing, and Maintenance of Fire Protection Equipment

Safety & Risk Management administers this element of the campus fire safety program with support from Facilities Services, and fire protection service contractors. All fire protection equipment in the residence halls is tested, inspected, and maintained in accordance with applicable NFPA standards.

Emergency Evacuation Drills

Safety & Risk Management and Residence Life staff conducts emergency evacuation drills for all residential facilities each fall and spring semester. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Safety & Risk Management does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated the availability of the various designated emergency gathering locations on campus and other factors such as the location and nature of the threat. In all cases, Safety & Risk Management, UHPD and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.



The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. University evacuation drills are used as a way to educate and train occupants of fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the university an opportunity to test the operation of fire alarm system components.

Safety & Risk Management and Department of Residence Life staff conducts at least one full scale evacuation drill a year. This test consists of evacuation of residents of a campus residential facility. Safety & Risk Management and Department of Residence Life staff participate in the evacuation and organization of the event. UHPD is advised and assists in the execution of the drill as they would in a real-life situation. The Victoria Fire Department

is invited to participate in the test. This test is usually done in conjunction with the first fire drill of the year.

In buildings other than residential buildings, university employees are given the opportunity to participate in drills based on requests from staff. The evacuation drills are administered by Safety & Risk Management. Once the drill is complete, the Safety Office educates the staff concerning evacuation routes and exit strategy procedures.

Portable Electrical Appliances, Smoking and Open Flames

The use of space heaters is prohibited in all residential buildings. Safety & Risk Management recognizes the need for accommodations to be made in certain circumstances. In the event of an HVAC heating outage, inspected and approved space heaters may be distributed for temporary use. These space heaters may only be distributed by the Facilities Services Department and must be picked up when the outage is resolved. Additionally, space heaters can be used for a medical need providing that the user has a doctor's note indicating the need for the space heater. In either scenario, a newer model heater must be used and must meet UL standards including tip-over switch protection.

Smoking is not allowed in any building owned, operated, leased, occupied, or controlled by the University of Houston-Victoria including all residential housing buildings. Open flames such as candles or incense are prohibited from use on campus including residential buildings. The special need for open flames such as candles for certain ceremonies or religious purposes may be requested to be used via the open flame permit. Open flame permits may be obtained at the Safety Office in the University West building, Suite #107E.

Residential Life Evacuation Procedures

The Department of Residence Life staff provides evacuation procedures that are posted on the inside door of each room or in the corridors adjacent to the rooms. Evacuation procedures are included in the orientation packets and are included in training sessions that are conducted by residential staff. Students receive information about evacuation and shelter-in-place procedures during their first floor meetings which occur on the first Monday after move in, and during other educational sessions that they may participate in throughout the year. The Department of Residence Life staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

At the sound of the alarm the students shall:

- Secure your room (windows and doors)
- Immediately leave the area
- Leave everything behind except your key
- Proceed to the nearest unobstructed exit
- Exit in an orderly fashion (evacuation plans are posted on each floor)
- Do not use the elevators
- Keep calm
- Move away from the entrances and buildings once you are outside
- Report to the pre-designated meeting placed given to you by the residential staff

- Do not re-enter the building until told to do so by first responders on scene

State fire code regulations require that a fire drill and/or building evacuation be held in residence halls every semester. Resident/guest participation and cooperation are mandatory. Safety & Risk Management and UHPD provide additional information concerning the Emergency Evacuation Preparedness Plan and area-specific evacuation procedures during training sessions for students, faculty, and staff. Safety & Risk Management and UHPD provide this information on the website and through other training opportunities throughout the year.

Safe evacuation will require familiarization of the exits in each facility so that the evacuees use the nearest stairwell and/or exit from the facility. Safe evacuations also include not using an elevator as a means of escape. The elevators that have not been recalled for fire department use may operate erratically in a fire situation resulting in entrapment. The emergency phone in the elevators should be used to notify Safety & Risk Management and UHPD should entrapment occur.

Fire Safety Amenities in Residential Facilities

BUILDING	24/7 Monitoring	Sprinkler System	Smoke Detection	Voice (Public Address)	Fire Ext	Evacuation Plans and Placards	Evacuation Drills per Year
Jaguar Court*	Yes	Yes	Yes	Yes	Yes	Yes	2
Jaguar Hall	Yes	Yes	Yes	Yes	Yes	Yes	2
Jaguar Suites	Yes	Yes	Yes	Yes	Yes	Yes	2

*Jaguar Court is a two story motel style building with direct exterior access from each dorm room.

Fire Safety Education

There are multiple fire safety educational opportunities for students, faculty, and staff to receive throughout the school year. Fire safety educational material is provided at both new employee orientation and at the orientation for new students. The State of Texas Fire Marshal's Office has developed a program entitled "Have an Exit Strategy" and has provided extensive materials to promote this program. The university has incorporated this program into the fire safety training that Safety & Risk Management and UHPD provide. Every year, Safety & Risk Management and UHPD provide training for evacuation and fire safety to all residential staff, RA's, and live in faculty.

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop, and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a

door has a device that automatically closes the door, it should NOT be propped open.

- When operating properly, sprinklers are 98% effective in preventing the spread of fire. DO NOT obstruct the sprinkler heads with clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered, which is a violation of university policy.
- Almost $\frac{3}{4}$ of all fires that are caused by smoking material are the result of a cigarette being abandoned or carelessly disposed. Smoking is NOT PERMITTED in any building owned, operated, leased, occupied, or controlled by the university.

Fire and Life Safety Inspections

Department of Residential Life staff inspects the student rooms on a monthly basis. These inspections will include a general assessment of storage and cleanliness of the room. Safety & Risk Management also inspects the student rooms at least once per school year. All Safety & Risk Management inspections are unannounced. The purpose of the inspections is to eliminate hazards by educating the student population concerning items that are acceptable for use in their rooms and the practices associated with those items. Students are provided with the Residence Halls Service Agreement which they must read and initial. These agreements contain information on the inspection process and the rules and regulations for residential facilities. The inspections include a visual inspection of extension cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems.

Each room will also be inspected using National Fire Protection Association 101 Life Safety Code for the presence of other prohibited items such as candles, halogen lights, portable cooking appliances (toasters, rice cookers, hot plates, etc.), extension cords without circuit breakers, and for prohibited activities including smoking in the building, tampering with life safety equipment, hanging items from the sprinkler heads and/or piping, etc. Prohibited items are normally confiscated.

Notification Process

University buildings, including residential housing are monitored via proprietary fire alarm networks 24-hours a day, 7-days a week. All alarms received either through the fire alarm network or other means will initiate a “first responder” response including the Victoria Fire Department being immediately notified if a fire occurs in any university building.

If a fire occurs in a university building, campus community members should immediately notify UHV Security Team at 361-570-HELP (4357) or dial 9-1-1 for emergency assistance (fire, police, ambulance, sheriff). UHV Security Team will initiate an immediate response and can summon the Victoria Fire Department quickly through this communication link. If a member of the university community finds evidence of a fire that

has been extinguished, and the person is not sure whether UHV Security Team has already responded, the community member should immediately notify UHV Security Team at 361-570-HELP (4357) and/or Safety & Risk Management @ 361-570-4245.

The university has invested in state-of-the-art addressable voice fire alarm systems for the residential housing building on campus and has a long-term goal of replacing all old fire alarm systems with the addressable voice fire alarm system. The purpose of these systems is to alert members of the campus community of potential hazards associated with an event in the building. University community members are expected to evacuate upon hearing a fire alarm in a facility.



The fire alarms alert community members of potential hazards and community members are required to heed the warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings may be recalled for fire department use. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to a monitoring service for assistance.

Future Improvements in Fire Safety

All renovations and new construction at the University of Houston-Victoria either meet or exceed the requirements of the National Fire Protection Association 101 Life Safety Code. Renovations and new construction includes the installation of fire extinguishing systems appropriate for the hazards, state-of-the-art addressable voice fire alarm systems, and emergency lighting, etc.

Fire Log

Institutions must maintain a fire log that reflects the nature of the fire, date, time and general location of each fire in on-campus student housing facilities. The university complies with this rule by including all fire-related incidents in the Daily Fire Log

Campus Police and the Safety Office maintain a Fire Log of all reported incidents. This log includes the incident type, date incident is reported, date and time of occurrence, general location of each reported incident type and the disposition of the incident if that information is known. The Safety Office and Security Services posts specific incidents in the Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current 60 days of information is available in the Business Services Department, Suite #107 in the University West building.

Statistics and Information Regarding Fires in Residential Facilities

The data presented in the following table summarizes the reported fires that occurred in housing facilities. All fires that occur in campus housing facilities are reported to Safety & Risk Management

Summary of 2013 Fire Safety Statistics

RESIDENCE HALL	NUMBER OF FIRES	DATE OF FIRE	CAUSES OF FIRES	INJURIES	FATALITIES	VALUE OF PROPERTY DAMAGE
Jaguar Hall	1	4/29/2013	A/C Unit shorted out	0	0	\$858.00
Jaguar Court	0	0	0	0	0	0
Jaguar Suites	0	0	0	0	0	0

(Jaguar Hall opened for UHV student occupancy August 2010; Jaguar Court opened for UHV student occupancy August 2012)

Summary of 2014 Fire Safety Statistics

RESIDENCE HALL	NUMBER OF FIRES	DATE OF FIRE	CAUSES OF FIRES	INJURIES	FATALITIES	VALUE OF PROPERTY DAMAGE
Jaguar Hall	2	3/31/2014 4/22/2014	Cigarette Urn Arson	0	0	\$0.00 \$100.00
Jaguar Court	0	0	0	0	0	0
Jaguar Suites	1	10/10/2014	Unreported	0	0	\$200.00

(Jaguar Suites opened for UHV student occupancy in August 2013)

Summary of 2015 Fire Safety Statistics

RESIDENCE HALL	NUMBER OF FIRES	DATE OF FIRE	CAUSES OF FIRES	INJURIES	FATALITIES	VALUE OF PROPERTY DAMAGE
Jaguar Hall	0	0	0	0	0	0
Jaguar Court	0	0	0	0	0	0
Jaguar Suites	0	0	0	0	0	0

Helpful Numbers & Campus Maps

Police / Fire / Medical Emergency	911
Campus Police	361-485-4570
Campus Security Services (24-hour).....	361-570-4357
Campus Safety Office	361-570-4245
Parking Enforcement.....	361-570-4858
Victoria Police Department Non-Emergency	361-573-3221
Victoria County Sheriff's Office Non-Emergency.....	361-575-0651

Emergency Assistance and Campus Security Services:

UHV Security 24-Hour Line.....	361-570-4357
Campus Police.....	361-485-4570
Campus Security Services Cell Phone	361-648-1159
Jaguar Village Security Services Cell Phone	361-648-1156

UHSCR Emergency Assistance and Campus Security Services:

Campus Security Services Office.....	832-842-2877
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UHSL Emergency Assistance and Campus Security Services:

Campus Security Services Office.....	281-275-3302
General Administrative.....	281-275-3340

If a crime or emergency situation exists, immediately call Emergency Assistance 911. This will insure that police, fire or medical emergency services respond immediately. After calling Emergency Assistance 911, notify Campus Police or Security Services as soon as possible.

Emergency Assistance Telephones

The university has emergency assistance telephones on Campus and in the Jaguar Suites rear parking lot. Emergency Assistance phones are also installed in all campus elevators located in administrative, academic, and residence buildings. Emergency assistance phones are routinely checked by security officers for proper operation.

UH-Victoria Campus Maps

Click [here](#) to view a map of the university campus which includes the adjacent Victoria College Campus.

Click [here](#) to view a map of Victoria showing the university campus location.