

# 2016 Annual Security Report

## University of Houston – Sugar Land

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# Table of Contents

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Table of Contents	2
Chief of Police's Welcome	4
UH History and Traditions	5
Our Campus	5
Public Safety Bureaus	6
• Police Bureau	6
• Security Services	8
• Fire Marshal Bureau	8
• Environmental Health and Safety Bureau	8
• Emergency Management Bureau	8
Definitions (applicable to report)	8
Reporting Criminal Activity, Emergencies & Other Incidents	10
• Timely Warnings and Security Alerts	10
• Emergency Response and Evacuation Procedures	10
• Shelter in Place Procedures	13
• Preparing the Annual Disclosure of Crime Statistics	13
• Reporting Crimes or Emergencies	14
• Voluntary Confidential Reporting	15
Facility Access	15
• Non Residential Buildings	15
• Security and Facility Maintenance	16
Campus Law Enforcement	16
• Enforcement Authority and Jurisdiction	16
• Working Relationships with Other Agencies	16
• Who are Campus Security Authorities	17
• Crime Prevention Programs	17
• Education of Members of the University Community	18
• Employee and Student Assistance Programs	18
• Responsibilities of the University Community	20
• Security Escorts	21
• Trespass	21
Campus Crime Statistics	21
• Crime Definitions	22
• UH Sugar Land Campus	26
University Policies	28
• Off Campus Crimes	28
• Alcohol Policy	28
• Drug-Free Workplace	29
• Drug and Alcohol Abuse Education Programs	31
• Firearms and Weapons Policy	32
• Sex Offenders Registration	32
• Disciplinary Proceedings	32



# Welcome

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Whether you are a current or prospective UH Student, Faculty or Staff member, or simply a visitor to our website, I would like to thank you for taking time to read the University of Houston Department of Public Safety's (UHDPS) 2016 UH Sugar Land Annual Report. UHDPS is comprised of several bureaus; the **Police Bureau (UHPD)**, which includes commissioned police officers, non-commissioned security officers and parking enforcement officers; **the Fire Marshal Bureau (FMB)**; **the Environmental Health and Safety Bureau (EHS)** and the **Emergency Management Bureau (EMB)**. The University of Houston Police Department's 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 the University of Houston Student Affairs Division and the Office of Equal Opportunity Services in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or 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. The University of Houston Sugar Land campus does not have on campus student housing facilities and as such, is not required to meet this section of the Higher Education Act (HEA).

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. Residential fire statistics include all fire incidents in residential complexes regardless of reporting mechanism. Both reports include specific crime and fire 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. Interested persons may obtain a printed copy of this report by coming by our Police Department Building located at 4051 Wheeler Street, Houston, Texas 77004, or downloading the report in PDF format at <http://www.uh.edu/police/annualreport.html>. In addition to the Annual Security Report, UHPD maintains a daily log of crimes committed on campus which is available for review on our website at [www.uh.edu/police/dcb.html](http://www.uh.edu/police/dcb.html) or at the Police department building.

Finally, for this year, we have changed the title format of this report. In previous years, the title reflected the year for which the most recent data was presented. For this year and moving forward, the title shall reflect the year of publication, wherein the data represents the three most recent calendar years.



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

## Our History and Traditions

The University of Houston's proud heritage of academic excellence dates back to its founding in 1927. Over the years, we grew and prospered, becoming the University of Houston in 1934. Two years later, the institution acquired land for a permanent campus, and its first building opened in 1939. In 1947, the institution launched one of its many rich traditions by adopting the cougar, later named Shasta, as its official mascot. The university became a state institution in 1963 and joined the newly created University of Houston System in 1977.



Today, the University of Houston is a major public research and teaching institution, serving more than 41,000 students annually with 300 undergraduate and graduate programs.

## Our Campus

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University of Houston at Sugar Land brings educational opportunities to students in outlying parts of the Houston area and offer credit and continuing education programs to meet almost any need. We have the highest distance education enrollment and the most upper-division resident courses and degree programs in Texas. Also, our instructional television and online programs provide degree opportunities for students at home, at work or in their neighborhoods.



# Public Safety Bureaus

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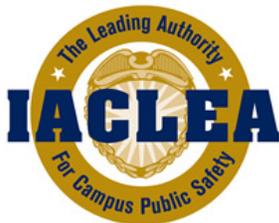


No campus is free from crime, whether it is urban, suburban, or rural. All members of the University community should take reasonable precautions. The University of Houston is committed to working with the community to make our campuses safe and secure environments. The University has developed a series 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

- **Vision:** To be the best police agency in the United States, where its community is safe, and its employees are professional, happy, and proud.
- **Guiding Principles:**
  - Promote and preserve a safe campus environment
  - Identify and implement efficiencies
  - Great Customer Service
- **Core Values:**
  - Effort
  - Respect
- **Police:** The UH 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 safe environment.



University of Houston Chief of Police Ceaser Moore Jr. is pleased to announce that the International Association of Campus Law Enforcement Administrators Accreditation Commission has approved IACLEA accreditation for the University of Houston Police Department. The accreditation is for four years.

IACLEA is an association that represents campus public safety leaders at more than 1,200 institutions of higher education and offers accreditation to colleges and university law enforcement, security, and public safety departments. IACLEA accreditation constitutes recognition that a department conforms to the highest professional standards for campus law enforcement and protective services.

UHPD employs a training coordinator who is responsible for conducting intensive 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.

During the year 2015, UHPD partnered with the University of Houston Sugar Land community to preserve a safe campus environment. UHPD hosted programs such as Coffee With-A-Cop (Campus Wide), and provided safety orientations for New and International Students as well as incoming faculty and staff.

To further promote a safe campus environment, UHPD maintains a close working relationship with other law enforcement agencies such as the Sugar Land Police Department, Fort Bend County Sheriff's Office, Fort Bend County Constable's Office Precinct 4, and UHPD on the main campus. The officers of UHPD and these other agencies communicate regularly on the scene of incidents that occur in and around the campus area. UHPD Investigators work closely with the investigative staff of these agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

If any of these other agencies are contacted about criminal activity occurring on campus involving UH Sugar Land students or students from our partnering colleges and universities, these agencies may notify UHPD. Students in these cases may be subject to arrest by these agencies and still may be subject to university judicial proceedings through the Office of Student Affairs at their respective colleges or universities.

- **Security Services:** Security officers are hired and trained by UHPD and are assigned to various campuses. Security officers patrol the campuses on foot, bicycle, golf carts or vehicles and they are easily identifiable by their highly visible bright yellow shirts. They are also assigned to the UH Sugar Land Campus. The Security Services Division works in conjunction with commissioned police officers to enhance overall safety of the campus.

## **UH Sugar Land Fire Marshal Bureau**

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.

## **UH Sugar Land Environmental Health and Safety Bureau**

Environmental Health and Safety's efforts are directed at assisting the University in identifying environmental safety hazards and controlling such hazards. Technical areas include radiation safety, chemical safety, biological safety, and occupational safety. Primary activities of the bureau include safety audits of laboratories and other key operational areas, training of faculty, students and staff, approval of operational protocols involving the use of hazardous materials, regulatory data management and reporting, and inspection of safety equipment.

## **UH Sugar Land Emergency Management Bureau**

The Emergency Management Bureau's mission is to help the University prepare for, respond to, recover from, and reduce the effects of disasters. That mission is accomplished through preparedness, response, recovery and mitigation. The Emergency Management Bureau oversees several emergency preparedness initiatives at the University including emergency plans, the outdoor warning sirens and the PIER alert and notification system. The EMB maintains and activates the University's Emergency Operations Center (EOC).

The Emergency Management Bureau offers training on various topics, and coordinates with external emergency management departments and other local, state and federal agencies. The EMB provides campus wide Ride-Out Team support, UH Community Emergency Response Team (CERT) program support, and coordinate emergency management training through the Federal Emergency Management Agency's (FEMA) free online training site - [training.fema.gov](https://training.fema.gov).

# Definitions

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## 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

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Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public safety-related incidents to UHPD at UH Sugar Land, 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

In the event of a serious incident that poses an immediate or ongoing threat to members of the UH 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, emergency text messages that can be sent to a phone (individuals can sign up for this service by going into PeopleSoft system).

- UH Sugar Land 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 aid in the prevention of similar occurrences.
- UH Sugar Land 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 aid in the prevention of similar occurrences.
- UH Sugar Land 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.
- Every business day the UHPD publishes *The Daily Crime Bulletin*. This publication 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 for review Monday

through Friday 8am to 10pm and Saturday from 8am to 5pm. It is also posted daily to our website at <http://www.uh.edu/police/dcb.html>.

## Emergency Response and Evacuation Procedures

The University of Houston Emergency Management Bureau, UHDPS, and UH Sugar Land departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. UH Sugar Land staff members have received training in Incident Command and Responding to Critical Incidents. When a serious incident occurs that causes an immediate threat to the campus, the first responders are usually UHDPS Bureau personnel, UHPD, the Sugar Land Police Department, the Fort Bend County Sheriff's Office, and the Sugar Land Fire Department and Emergency Medical Services. These agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other UH departments and other local or federal agencies could also be involved in responding to the incident.

In the event of a serious incident that poses an immediate and ongoing threat, the University has various systems in place for communicating 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 going into PeopleSoft system) that alerts individuals on campus to immediately go to [www.uh.edu/emergency](http://www.uh.edu/emergency) to obtain emergency information. One or both of these methods of communication may be activated in the event of an immediate threat to the UH Sugar Land community.

- UH Sugar Land and 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 UH Sugar Land community.
- UH Sugar Land, UHPD and the Office of University Communication will determine the appropriate segment of the community if the danger/threat is limited to a particular building or segment of the population to receive notification of the incident.
- UH Sugar Land, UHPD and the Office of University Communication will communicate the threat to the community or to the appropriate segment of the community if the danger/threat is limited to a particular building or segment of the population.
- UH Sugar Land, UHPD and the Office of University Communication 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 the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, then notification may be delayed.
- 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.

- UH Sugar Land and UHPD will post updates during an emergency on the UH Emergency website. Individuals can also receive recorded updates by calling call 713-743-1000.

All members of the UH Sugar Land 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 University of Houston Emergency Management Plan and general information about the emergency response and evacuation procedures for UH can be found at the Emergency Management Bureau website:

<http://www.uh.edu/emergency-management/planning-and-response/>.

## **Shelter-in-Place Procedures**

### ***What it Means to Shelter-in-Place***

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

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

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

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

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

## 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.uh.edu/sugarland/pdfs/UHSL-Annual-Security-Report-2016.pdf](http://www.uh.edu/sugarland/pdfs/UHSL-Annual-Security-Report-2016.pdf). You can also call 713-743-0620 or e-mail [slsecurity@uh.edu](mailto:slsecurity@uh.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 Houston Police Department and other local law enforcement agencies of jurisdiction on public property adjacent to the University of Houston 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 UH community members. The information about “resources” is not provided to infer that those resources are “crime reporting entities” for UH Sugar Land. 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 UH Sugar Land and 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 University of Houston Sugar Land community, reports of crimes and emergencies should be made directly to UH Sugar Land and UHPD. When the crime or emergency concerns the safety and welfare of the UH Sugar Land 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.

The UH Sugar Land Security Services Office is located at 14004 University Blvd., Sugar Land, Texas 77479, in Brazos Hall Room 174. The office is open Monday through Friday from 8am to 10pm and Saturday 8am to 5pm.

### **In Person**

The Security Desk in the lobby of the George Building or the Security Office in Brazos Hall Room 174 on the UH Sugar Land campus.

### **By Telephone**

- **FOR EMERGENCIES, DIAL 9-1-1.**
- **FOR NON-EMERGENCIES, DIAL (832) 842-2929**

### **Online (non-emergency only)**

- Email: [slsecurity@uh.edu](mailto:slsecurity@uh.edu)
- Online reporting form: [www.uh.edu/police/offensereport.html](http://www.uh.edu/police/offensereport.html)
- MySafeCampus: [www.mysafecampus.com](http://www.mysafecampus.com)

### **By Emergency Call Box**

Emergency call boxes are located throughout the campus and provide instant contact with UHPD. The call boxes are pole mounted and are brushed steel or Cougar Red, and have “Emergency/Information” signs above them. The call boxes also have a blue light on the top of them for increased visibility. Emergency telephones and call boxes are checked for operability. Please visit <http://www.uh.edu/police/callboxes.html> for specific call box and Code Blue locations.

## **Voluntary Confidential Reporting**

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, the University of Houston has made available the My Safe Campus anonymous incident reporting system. In order to make a report, simply visit [www.mysafecampus.com](http://www.mysafecampus.com), click on “Make a Report”, then enter “University of Houston” into the Institution Search Engine. From there, 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 if you do not want to pursue legal action. If you wish charges to be filed, you must call UHPD to make a report.

## **Facility Access**

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### **Non-Residential Buildings**

During business hours, UH Sugar Land 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 is by key or keycard if issued, or by admittance via

UHPD or an appropriate facility authority. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, 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 have security surveys conducted on them. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

## **Security and Facility Maintenance**

The Plant Operations department is a support organization dedicated to the educational mission of the University of Houston. The Plant Operations department maintains the buildings, grounds and utility systems, and provides custodial services for the University of Houston campus. Students are encouraged to report maintenance problems such as missing lights, plumbing problems or elevators that are not in service to the nearest departmental office and/or Facilities Maintenance (832-842-2950). Departmental staff will forward the reports to the appropriate unit in the Facilities Management Department. If departmental offices are closed, please report any safety issues or emergency conditions to Security at 832-842-2929 (non-emergency information) or 9-1-1 (emergencies only).

Security surveys campus lighting nightly and monitors those areas having defects until the defect is corrected. When maintenance is needed that affects the immediate safety and security of the UH Sugar Land community, department personnel remains on site until the problem is corrected.

## **Campus Law Enforcement**

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### **Enforcement Authority and Jurisdiction**

UHPD is the primary police authority for the University of Houston. 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 campus.

## **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 Sugar Land Police Department 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. UHPD has a close working relationship with these agencies when violations of federal, state, or local laws surfaces. This cooperative team approach addresses situations as they arise as well as future concerns.

## **Who are 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 which 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 counsellors 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.

## **Crime Prevention Programs**

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

- Coffee-with-a-Cop- Open agenda meeting on campus in informal setting to allow student-law enforcement interaction and facilitate crime prevention discussion throughout the year.
- CRASE- Course teaching civilian response to active shooter events on campus
- Walk in the Dark (Safety and Security Audit with Students, Faculty, and Staff) - Tour to identify areas on campus where community members feel unsafe traveling at night. Identified locations are adjusted to add safety measures.
- Campus Carry Outreach- Providing instruction on the Texas Campus Carry law and how University members can ensure compliance.

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.

Police officers assigned to your beat and patrol area will be glad to give demonstrations and talks to interested campus groups. Call our crime prevention number, 832-842-2929 or e-mail us at [slsecurity@uh.edu](mailto:slsecurity@uh.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](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 participates in forums and town hall meetings to address students and to explain security and public safety procedures at UH Sugar Land. Members of UHPD conduct crime prevention and general security and safety awareness presentations when requested by campus community groups, including students and employees of the University. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at UH, information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus.

In addition, UHPD organizes and sets up crime prevention and education display tables which are staffed by an officer(s) at various locations throughout the year. This activity provides an opportunity for UHPD staff to hand out information, as well as to answer individual questions. New employee orientation includes the distribution of crime prevention materials to all new employees.

## **Employee and Student Assistance Programs**

The University of Houston Counseling and Psychological Services (CAPS) offer the following drug and alcohol abuse information, counseling, rehabilitation, and assistance programs and services:

- **Information and Referral**

All members of the university community are eligible to consult with the professional staff of CAPS regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. It also maintains a collection of resource materials pertinent to issues of drug abuse. In addition, Wellness Education and Prevention Services provide education on alcohol/drug abuse and related concerns for the campus community.

- **Employee Assistance**

Faculty and Staff seeking assistance may be able to do so one of two ways; either through their own individual medical insurance or through the UH CAPS services. The employee may seek other options at their own financial expense. Employees may also be able to obtain more information from the Employee Retirement System of Texas (ERS) at <http://www.ers.state.tx.us/home.aspx>.

- **Individual Counseling**

Individual counseling is available for UH students, faculty and staff who are seeking assistance with personal concerns. Common client concerns include depression, anxiety, stress, interpersonal conflict, identity, trauma recovery, and career indecision. Couples counseling is available to UH students, faculty, staff and their partners; partners do not need to be affiliated with UH. Students may receive up to 10 free individual/couples sessions every academic year, beginning with the fall semester. Students are limited to a lifetime total of 40 individual/couples sessions while enrolled at UH.

After the initial 10 sessions a minimal fee is required and is determined on a sliding scale based on the student's income. Faculty and staff are eligible for up to 3 free individual/couples sessions after which, a referral can be made to a community agency. As of January 2, 2013, counseling procedures and availabilities underwent some changes based upon departmental guidelines. More information is available at the CAPS website <http://www.uh.edu/caps/>.

- **Group Counseling**

Group counseling is a popular CAPS service. Individuals meet weekly with other members and 1 or 2 therapists to explore new ways of coping and to learn more about their interactions with others. Several "mixed" therapy groups and theme oriented groups (e.g., international student support) are offered at CAPS each semester. There is no fee for students, faculty, and staff to participate in group, and no session limit.

- **Crisis Intervention**

An individual experiencing a crisis can come to CAPS at any time during office hours and receive an in-person evaluation. In the event of an after-hours crisis, call UHPD at (713)743-3333 and ask to be transferred to your therapist or the "Clinician on Call".

- **Mutual Health Groups**

Individuals are assisted in forming groups like Alcoholics Anonymous and ALANON and information concerning these groups is maintained for dissemination to interested persons.

### **Houston Council on Alcoholism & Drug Abuse**

Offering short-term counseling for anyone affected in any way by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select an appropriate program (AA, A.L.A.N.O.N., NA, CA, etc.) and/or appropriate treatment. Their address is 303 Jackson Hill Street, Houston. Phone 713-942-4100.

Further information regarding the above programs and services may be secured from the University of Houston Counseling and Psychological Services located in Room 226 of the Student Service Center. Phone 713-743-5454

### **Responsibilities of the University Community**

Members of the UH Sugar Land 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 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 for community members who have safety concerns and desire having another present when traversing the campus. Based on availability, either a UHPD Police Officer or Security Officer will escort students, faculty and staff to locations beginning and ending on campus. If you believe you need an escort please call 832-842-2929.

## **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**

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**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: Sugar Land Police Department, Fort Bend County Sheriff's Office, Fort Bend County Constable Precincts 1,2,3&4, and non-police officials of the locations listed below. 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

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publication, which is published by UH Sugar Land. 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 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. 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 by other agencies, and may or may not be directly related to the campus.

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

Unlawful, non-forcible sexual intercourse.

*Incest* - Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape* - Nonforcible sexual intercourse with a person who is under the statutory age of consent (Texas defines a child as anyone under the age of 17).

**For 2015 statistics**, the ASR will follow new guidance from the Department of Education which breaks forcible sex offenses down into **four** reportable categories – Rape (which includes Sodomy and Sexual Assault with an Object), Fondling, Incest, and Statutory Rape.

- **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 Act 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.

## **UH Sugar Land Campus Statistics**

<b>Offense Type</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Total</b>
<b>Murder/Non-Negligent Manslaughter</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Manslaughter By Negligence</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rape</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fondling</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Incest</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Statutory Rape</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>2013</b>	<b>1</b>	<b>0</b>	<b>1</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arson</b>	<b>2013</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2014</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2015</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>		<b>1</b>	<b>0</b>	<b>1</b>

**UNFOUNDED CRIMES:** There were no unfounded crimes reported for this location in 2013, 2014, or 2015.

**HATE / BIAS CRIMES:** There were no hate/bias motivated crimes reported for this location in 2013, 2014, or 2015.

The University of Houston Sugar Land is located at 14000 University Blvd. in Sugar Land. No UH residential housing exists on the UH Sugar Land campus, nor does the campus have any non-campus property. UH Sugar Land campus does have adjacent public property. **The above tables reflect the crime statistics for Calendar Years 2013, 2014, and 2015.**

## Arrests

Offense Type	Year	On Campus	Public Property	Total
Drug Violations	2013	0	0	0
	2014	0	1	1
	2015	0	0	0
Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
<b>Total</b>		<b>0</b>	<b>1</b>	<b>1</b>

## Referrals

Offense Type	Year	On Campus	Public Property	Total
Drug Violations	2013	0	0	0
	2014	0	0	0
	2015	2	0	2
Liquor Law Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Weapons Violations	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
<b>Total</b>		<b>2</b>	<b>0</b>	<b>2</b>

## VAWA

Offense Type	Year	On Campus	Public Property	Total
Dating Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Domestic Violence	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Stalking	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
Total		0	0	0

## University Policies

### OFF Campus Crimes

UHPD does not provide law enforcement service to off-campus residences of recognized fraternity and sorority organizations. UHPD also does not provide law enforcement services for off-campus activities recognized by 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 deems it important to curtail the abusive or illegal use of alcoholic beverages. All members of the University of Houston community and guests are required to comply with federal, state and local laws regarding the distribution, possession and consumption of alcoholic beverages. (See the UH Student Handbook for a summary of federal, state, and local laws regarding alcohol usage at <http://www.uh.edu/dos/studenthandbook/>.)

The possession, use, sale or the furnishing of alcohol on the University campus is governed by University of Houston Alcohol Policy and Texas state law. Laws regarding the possession, sale, consumption or furnishing of alcohol are outlined in the Texas Alcoholic Beverage Code. The enforcement of alcohol laws on-campus is the responsibility of UHPD. Only under certain circumstances is the consumption of alcohol permitted. Such laws are strictly enforced by UHPD. Violators are subject to University disciplinary action, criminal

prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal in most circumstances.

It is University policy that the possession, consumption, and/or distribution of any alcoholic or intoxicating beverage in an open receptacle or a container which has been opened are prohibited in any public area of the University of Houston campus except at:

1. Events for students (including events planned by staff or faculty for students and events sponsored by students or student organizations) authorized by the Dean of Students Office in accordance with the Alcohol Distribution Policy as stated in the UH Student Handbook;
2. Faculty/staff events authorized by the president, vice presidents, associate or assistant vice presidents, deans or academic department chairs; and
3. The University of Houston Hilton Hotel and on-campus restaurant or food service areas where alcohol is legally distributed or sold.

The term “public area” is defined as campus parking lots, campus grounds or any outside enclosed area or portion thereof, to which the public is invited or given general unrestricted access, as well as the inside classrooms, lobbies, lounges, corridors and restrooms of the campus buildings.

An individual or group that sponsors an event at which alcoholic beverages are made available is responsible for adherence to the applicable laws and applicable university policies. (See UH student, faculty and staff handbooks). Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

## **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 UH campus, or as part of any university activities (See UH Student Handbook and UH Staff Handbook). 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 program available to university faculty, staff and students. Specific compliance and reporting items (below) are applicable to all persons employed on federal contracts and grants. The policy is accessible at <http://www.uh.edu/human-resources/for-employees/policies-procedures/drug-policy.pdf> .

### ***In support of this policy, the University:***

1. Has established a drug free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace. The University's policy also addresses maintaining a drug and alcohol free workplace, and available drug and alcohol counseling, rehabilitation, and employee assistance

programs, which includes Cougars in Recovery, a student recovery support program. The policy also addresses the penalties that may be imposed upon employees for drug and alcohol abuse violations.

2. Will provide each student and employee a copy of this policy. In addition, all faculty, staff, and students will be notified of this policy through appropriate publications.
3. 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, and must notify his/her supervisor and the Department of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
4. 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.
5. 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.
6. 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.
7. 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 Division of Research, UH Sugar Land, UHPD, 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 program. A biennial review of the program will be undertaken to (1) determine its effectiveness and implement changes to the program if they are needed and (2) ensure that its disciplinary standards are consistently enforced. The most recent Biennial Review is available here: <http://www.uh.edu/human-resources/for-employees/policies-procedures/biennial-review.pdf>.

### ***Penalties for Violation of the Policy***

The University policy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol on the campus and at off-campus University sponsored events. Therefore, any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at University sponsored off-campus events will be subject to disciplinary action (up to and including suspension, suspension without pay, and

termination), may be referred for prosecution, may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program, as agreed upon between the employee, the Department of Human Resources, and Counseling and Psychological Services. Any student admitting to or proven to have violated the University of Houston's Student Disciplinary Policies and Procedures regarding the unlawful possession, use or distribution of illicit drugs and alcohol on campus or at University sponsored events (see UH Student Handbook, Student Disciplinary Policies and Procedures) will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for criminal prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

Further information concerning employees is available from the Department of Human Resources at 713-743-3988. In addition, there are penalties under Texas and federal law. For more information on the range of sanctions, refer to the Dean of Students website at <http://publications.uh.edu/content.php?catoid=17&navoid=4920>; Section 11.

## **Drug and Alcohol Abuse Education Programs**

The following programs are available for the benefit of students and staff, many of which are research-based, theory-driven programs on a recurring basis. A more comprehensive list can be found in the university's [Drug-Free Schools and Communities Act Biennial Review Report 2015](#):

- Minors in Possession – a standardized curriculum from the state of Texas that covers social values, advertising, alcohol and young people, accidents, laws, drinking patterns, and decision-making. Aimed at those being sanctioned by the university for alcohol-related conduct.
- Healthy U, presented by UH Wellness during new/transfer student orientations twice a year. Provides information on campus resources, but also speaks to the effects of alcohol in college.
- Cub Camp – hosted by UH Wellness before each fall semester, in which freshmen participate in a competition and trivia game on a wide variety of wellness topics, including alcohol safety, alcohol poisoning, and available resources regarding substance abuse.
- Marijuana 101 – an online course often used as a sanction by the Dean of Students Office, this is a timed course that covers health risks, effects on academic performance, laws, decision-making, and individualized feedback.
- Safe Spring Break – a fair held every spring semester, designed to help students be aware of ways to stay safe during Spring Break, regardless of their travel plans. UH Wellness mans a table and distributes literature on alcohol, drugs, personal safety, etc.
- Risk Management Training – the Center for Student Involvement requires all new and returning student organizations to undergo annual training to ensure that these organizations are making safe, healthy, and proactive decisions when planning events and activities.
- Food for Thought – weekly workshops conducted by the campus Counseling and Psychological Services (CAPS) Office on a variety of topics. Substance abuse and supporting an addicted peer have been frequent topics.

- New Employee Orientation – alcohol and drug policies and state laws are discussed to ensure all new employees are aware of expectations regarding employee conduct.

## Firearms and Weapons Policies

UH is committed to maintaining a safe and secure environment that supports the academic mission of the University. According to the [UH Violence on Campus Policy](#) and Texas Penal Code, members of the UH 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 [UH 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.

UH Sugar Land 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 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 other 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, but is not limited to, any entity or individual listed in Section 2.5 above and/or in subsections A through E of this Section 10. 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, apprehend 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 in publicly available reports, to include the use of a pseudonym to be used on all public and court records. A victim may also request to have a support person with you 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 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 Sugar Land Campus  
Security officers are assigned to UH at Sugar Land. Should anyone need assistance concerning an escort, safety or security matter, contact the police

officer or security officer on duty by calling 832-842-2929 or email [slsecurity@uh.edu](mailto:slsecurity@uh.edu) . If the security officer is not available during an EMERGENCY situation, dial 911.

- University of Houston Main Campus Police Department  
<http://www.uh.edu/police>, 713-743-3333

**B. Title IX Coordinator.** Any incident of Sexual Misconduct can be brought to the attention of the Title IX Coordinator listed below. 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. The following individual is the University of Houston Title IX Coordinator:

- University of Houston – Main Campus  
Title IX Coordinator  
Dr. Richard Anthony Baker  
Assistant Vice Chancellor/ Vice President  
(713)743-8835  
[rabaker4@uh.edu](mailto:rabaker4@uh.edu)

**C. Campus Security Authority.** A complaint of Sexual Misconduct can be brought 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. The CSA is also obligated by university policy to report the information to the University Police via a CSA report, which specifically states that the identity of the victim(s) should not be disclosed by the CSA.

**D. Dean of Students Office.** A complaint of Sexual Misconduct involving a student can be brought 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 brought 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 in Section 2.5.
- 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 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.uh.edu/af/universityservices/policies/sam/1GenAdmin/1D8.pdf>. 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, SAM 01.D.07, which is available at the following address: <http://www.uh.edu/af/universityservices/policies/sam/1GenAdmin/1D7.pdf>.) 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

- "The Clothesline Project" educating about domestic violence by The Wellness Center.
- Outreach programs such as "Vagina Monologues", "Coogs Get Consent" and "Consent is Sexy" educating students on the meaning and standards of consent by CAPS.

- Other educational programs on the meaning and standards of consent, aimed specifically at educating male students by the Women’s Resource Center.
- Healthy Relationship Seminars – bringing awareness to harassment, stalking, and intimate partner violence issues.
- Sexual Wellness – discussions regarding prevailing gender stereotypes in sexual relationships.
- Coogs Get Consent – training regarding the culture of consent encouraged and fostered by the university.
- Cougars Care – bystander intervention training presentations.
- Sexual Violence Prevention and Education Program hosts “Topic of the Month” discussions regarding a variety of topics, to include healthy relationships and prevention of sexual violence.

Notifications and advertisements of the availability of such programs may be relayed to students and staff through such avenues as the Daily Cougar, social media and departmental websites.



## Helpful Telephone Numbers

Police Emergency .....	911
Police Non-Emergency.....	281-275-2020
Security Office.....	832-842-2929
Fire Marshal's Office .....	832-842-2921
Environmental Health and Safety.....	832-842-2921
UH Contact Center.....	713-743-1000
UH Counseling and Psychological Services.....	713-743-5454
UHDPS.....	713-743-3333
Houston Sexual Assault Hotline.....	713-528-7273