

**SAM HOUSTON STATE UNIVERSITY
2016 ANNUAL SECURITY & FIRE REPORT**



SAM HOUSTON STATE UNIVERSITY 2016 ANNUAL SECURITY & FIRE REPORT

SHSU 2016 Annual Security Report Introduction

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

Sam Houston State University, a component of the Texas State University System, is required under Federal law to provide consumer information that could be useful to students, prospective students, prospective employees, employees and visitors interested in the university. The laws specifically include the Higher Education Act of 1965 and its amended forms, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and its' amendments, the reauthorization of the Violence Against Women Act and its modifications as well as policies or processes that affect campus safety and security. As part of the duties of Sam Houston State University Police Department, SHSU PD collects, compiles, and publishes required information regarding the various campuses of Sam Houston State University (both the Huntsville and The Woodlands campuses) and publishes required information regarding campus' crime statistics, policies, and services. The information assembled for the year 2016 and outlined in this document. This document is produced each year and notification of its availability publicized to the public and university students, staff and faculty each year on or before October 1 via email to all faculty, staff, and student email addresses. Part of the requirements involve easily understood language and accuracy in the statements or descriptions of policy reflecting current SHSU procedures and practices. Where there is no policy or procedure for a particular section, which may or may not be required, the reference section to the policy will say "no policy". It does not mean that the procedures indicated for that policy or policy statement is incorrect, it does indicate we do not have an institutional policy in place or policy is not required.

All Federal Laws, university policies, and any required

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

This 2016 version of the Sam Houston State University Annual Security Report is available online September 29, 2017, at <http://www.shsu.edu/dept/public-safety/upd/annual.html> and a printed version is available during the hours of 8:00 a.m. – 5:00 p.m. Monday thru Friday at the Sam Houston State University Police Department, located at 2424 Sam Houston Avenue, Huntsville, Texas, 77341. The SHSU PD phone number is 936 294-1800.



Table of Contents

SHSU 2016 Annual Security Report Introduction	1
SHSU Department of Public Safety and SHSU Police Department.....	3
Reliance on Public Safety Services	3
Authority and Jurisdiction of Sam Houston State University Police Department.....	3
Working Relationship with Other Authorities	3
Clery Geography.....	4
2016 Sam Houston State University Main Campus Information.....	4
2016 SHSU Campus Crime Statistics.....	5
The Woodlands Campus	6
SHSU Woodlands Campus Statistics.....	6
City of Huntsville Information.....	8
City of Huntsville, Texas Police Department Statistics.....	9
Clery Statistics Collection and Reporting Procedures.....	10
Definitions of Criminal Offenses	11
The Hierarchy Rule	11
Hate Crimes.....	12
VAWA Offenses	12
Weapons, Drug Abuse and Liquor Violations.....	12
Unfounded Crimes	13
Documentation.....	13
Campus Security Authority Procedural Policy Statement.....	13
Who is a Campus Security Authority?	13
Are CSA's Trained?	13
What are the Duties of the CSA?	14
What Is the CSA Reporting Process?.....	14
What Crimes are to be Reported by the CSA?.....	14
What if I am a Faculty or Staff Advisor to an Organization?	15
What Else Should I Know About the CSA Process?.....	15
Requesting Local Police Statistics	15
Timely Warnings/Emergency Notification Policy Statements.....	16
Procedures for Reporting an Emergency:	17
Emergency Call Boxes and Telephones.....	19
SHSU PD Crime Prevention Programs and Presentations.....	19
Presentation Requests	20
Awareness and Prevention Programming	20
Sex Offender Information	22
Access to Campus Facilities	22
Department of Public Safety and Access Control	22
Facilities Management Access Control	22
Residence Life Access to Residence Halls	23
Safety and Security Maintenance Statement.....	24
Facilities Management	24
Missing Student Notification Policy Department of Residence Life Sam Houston State University.....	25
University Drug Free Work Place Policy Statement	25
SHSU Alcohol and Drug Abuse Programs:	
An overview of drug free schools and campuses regulations for 2015-2017	25
Staffing	26
Funding	26
SHSU Alcohol & Drug Abuse Initiative.....	27
Texas Underage Drinking Laws.....	37
Texas Marijuana Penalties	38
Texas Penalty Group Drug Chart.....	39
Sexual Assault Reporting, Policy, Prevention and Outreach Policy Statement.....	40
FIRE SAFETY SYSTEMS IN ON-CAMPUS RESIDENTIAL BUILDINGS.....	48
FIRE SAFETY SYSTEMS IN ON-CAMPUS RESIDENTIAL BUILDINGS.....	49
Annex A.....	50
Clery Requirements	50



SHSU Department of Public Safety and SHSU Police Department

Reliance on Public Safety Services

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

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

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

For the reporting years 2013, 2014, and 2015 for Public Property, these statistics also include those crimes reported by the Huntsville Police Department (936 291-5480, 1220 11th Street, Huntsville, Texas, 77340) and obtained through an Memorandum of Understanding (MOU).

Authority and Jurisdiction of Sam Houston State University Police Department

References

Reference: Policy Location: [SHSU PD Policies](#)

Reference: [§668.46 \(4\)\(i\)](#) citation addresses enforcement authority

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

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

Working Relationship with Other Authorities

References

Reference: [\[20 U.S.C. 10922\(f\)\(1\)\(c \)\(ii\)\]](#)

Reference: [§668.46 \(4\)\(i\)\(B\)](#) written memoranda of understanding

Reference: [§668.46 \(4\)\(ii\)](#) working relationship with other agencies

Reference: [SHSU PD Policies](#)

Chief of Police Kevin Morris has maintained a good working relationship with federal, state, local, city and county law enforcement authorities on behalf of the SHSU Police Department and Sam Houston State University. SHSU PD's good working relationship attempts to ensure that crimes involving Clery required statistics at off-campus sites, including student organizations with noncampus housing facilities, may be reported to the University Police, and if further assistance is needed at on or off campus locations by either agency. In ensuring statistical credibility and assistance when needed. Sam Houston State University Police Department under Chief Kevin Morris has signed a Mutual Aid Law Enforcement Agreement in 2012 with the following agencies: These agreements are until the year 2017. Copies of the MOU's are



available to view through the Sam Houston State University Police Department office.

Agencies included in MOU's with SHSU PD are:

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

These MOU's are scheduled for review and renewal in 2017. The current MOU with City of Huntsville Police Department (HPD) is reviewed yearly around April of each year, and HPD monitors reports of possible crimes of fraternity locations outside of the campus and notifies UPD should a call occur at the fraternity off-campus locations.

Chief Morris writes a new Memorandum of Understanding (MOU) with the above listed law enforcement authorities (unless a change is warranted in selection of participating agencies) on a bi-annual basis. The MOU's between SHSU PD and participating agencies are to be maintained at the SHSU Police Department by Chief Morris or his designee.

Clery Geography

References

Reference: Geographic breakdown citation 34 CFR 668.46(c)(4)

Reference: On-campus definition 34 CFR 668.46(a)

Reference: Branch campus definition citation 34 CFR 600.2

Reference: Crimes by location citation 34 CFR 668.46©(4)(ii)

Reference: On-Campus student housing facility definition citation 34 CFR 668.41(a)

Reference: Noncampus definition citation 34 CFR 668.46(a)

Reference: [Chapter 2 Campus Safety and Security Handbook 2016 edition](#)

Reference: No Policy at this time, procedures in place

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

Clery geography

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

- Buildings and property that are part of the institution's campus;
- The institution's noncampus buildings and property;
- Public property within or immediately adjacent to and accessible from the campus.

For the purposes of maintaining the crime log required by Clery, geography includes, in addition to the locations in the paragraph listed above, the patrol jurisdiction of the campus police. Areas generally within one mile of the campus are considered contiguous, and are considered whether campus or non-campus property on a case-by-case basis. *This currently includes Gibbs Ranch, the SHSU Observatory, University Plaza and the Southeast Texas Applied Forensic Science Facility.*

2016 Sam Houston State University Main Campus Information

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



2016 SHSU Campus Crime Statistics

Sam Houston State University Main Campus Huntsville, Texas				On Campus			On-Campus Residence Hall			Non-Campus Building			Public Property		
CLERY OFFENSES Reported Year				2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Criminal Offenses (Reported by Hierarchy)															
Murder/Non-Negligent Manslaughter				0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter				0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses - Forcible															
Rape				1	9	7	1	7	4	0	0	0	0	0	0
Fondling				1	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses - Non-Forcible															
Incest				0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape				0	0	0	0	0	0	0	0	0	0	0	0
Robbery				0	0	2	0	0	1	0	0	0	0	1	0
Aggravated Assault				1	0	1	0	0	0	0	0	0	0	0	1
Burglary				7	4	3	6	3	2	0	0	0	0	0	0
Motor Vehicle Theft				2	2	4	0	0	0	0	0	0	1	0	0
Arson				0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime Offenses (Reported)															
<i>No Hate Crimes Reported for Above offenses and to include Simple Assault, Larceny-Theft, Intimidation, & Destruction/Damage/Vandalism</i>															
VAWA Offenses															
Domestic Violence				5	1	3	5	1	3	0	0	0	0	0	0
Dating Violence				7	10	4	5	10	2	0	0	0	0	0	0
Stalking				6	2	5	1	0	0	0	0	0	0	0	0
Arrests															
Weapons: Carrying, possessing, etc.				0	0	1	0	0	0	1	0	0	2	0	2
Drug Abuse Violations				27	29	30	15	19	23	0	0	0	16	28	28
Liquor Law Violations				10	9	10	9	5	7	0	0	0	14	14	2
Disciplinary Action Referral															
Weapons: Carrying, possessing, etc.				0	1	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations				14	8	5	14	7	5	0	0	0	0	0	0
Liquor Law Violations				8	4	0	6	4	0	0	0	0	2	0	0
Unfounded Crimes															
Total Unfounded Crimes				2014	2015	2016									
				1	0	0									



The Woodlands Campus

Sam Houston State University's "The Woodlands Center" is comprised of a 144,164 sq. ft., 4-story facility with a five story parking garage and 32 high tech classrooms with saturated WiFi.

The facility features a One Stop Center where students can speak with representatives about admissions, financial aid, registration, online tuition payments, and obtain a Bearkat OneCard, the official student ID of SHSU.

The Woodlands Center is located at 3380 College Park Drive, The Woodlands, TX 77384. Contact phone number is: 936-202-5000. Adjacent Lone Star College shares a parking lot with The Woodlands SHSU Campus and provided the following statistics which are included with the SHSU Woodlands Campus statistics.

SHSU Woodlands Campus Statistics

Sam Houston State University -The Woodlands Campus (Includes Lone Star University Center and LSC Montgomery.	On Campus			On-Campus Residence Hall (There are not Residence Halls at this location)			Non-Campus Building (There are no Non-Campus Buildings at this Location)			Public Property		
CLERY OFFENSES Reported Year	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Criminal Offenses (Reported by Hierarchy)												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses - Forcible												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses - Non-Forcible												
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime Offenses (Reported)												
<i>No Hate Crimes Reported for Above offenses and to include Simple Assault, Larceny-Theft, Intimidation, & Destruction/Damage/Vandalism</i>												
VAWA Offenses												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	1
Dating Violence	0	0	1	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0	0	0	0
Arrests												
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action Referral												
Weapons: Carrying, possessing, etc.	0	1	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes												
Total Unfounded Crimes	2014	2015	2016									
	0	0	0									



Lone Star College
Annual Security Report: 2017



LSC-MONTGOMERY (including LSC-University Center and Sam Houston State University, The Woodlands)												
	On-Campus			Non-Campus			Public Property			TOTAL		
CLERY OFFENSE	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
Criminal Offenses (Reported by Hierarchy)												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0	0	0	0	1	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes, Criminal Offenses												
Simple Assault, National Origin	1	0	0	0	0	0	0	0	0	1	0	0
VAWA Offenses												
Domestic Violence	0	0	0	0	0	0	0	0	1	0	0	1
Dating Violence	0	0	1	0	0	0	0	0	0	0	0	1
Stalking	0	0	1	0	0	0	0	0	0	0	0	1
Arrests												
Weapons: carrying, possessing, etc.	0	1	0	0	0	0	0	0	0	0	1	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action												
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Crimes												
Total unfounded crimes	0	0	0	0	0	0	0	0	0	0	0	0
NOTES: For 2014, Line Hate Crimes, On-Campus, Simple Assault, National Origin, was changed from 0 to 1 because it was misclassified at the time of reporting.												

City of Huntsville Information

Huntsville is a city in and county seat of Walker County, Texas, the last population census indicated a population of 38, 548. It is located approximately seventy miles north of Houston in the East Texas Piney Woods on Interstate 45, which runs between Houston and Dallas. Huntsville is home to Sam Houston State University, the Texas Department of Criminal Justice, Huntsville State Park, the HEARTS Veterans Museum of Texas, located on Texas Veterans Memorial Parkway at Interstate 45, and the Texas Prison Museum on Highway 75 near Interstate 45. Huntsville served as the residence of Sam Houston, who is recognized in Huntsville by the Sam Houston Memorial Museum and a statue on Interstate 45. Huntsville became the home of Sam Houston, who served as President of the Republic of Texas, Governor of the State of Texas, Governor of Tennessee, U.S. Senator, and Tennessee congressman. General Houston led the Texas Army in the Battle of San Jacinto - the decisive victory of the Texas Revolution. Houston has been noted for his life among the Cherokees of Tennessee, and - near the end of his life - for his opposition to the American Civil War, a position which was a very unpopular in his day. Huntsville was also the home of Samuel Walker Houston (1864–1945), a prominent African-American pioneer in the field of education. He was born into slavery on February 12, 1864 to Joshua Houston, a slave owned by Sam Houston. Samuel W. Houston founded the Galilee Community School in 1907, which later became known as the Houstonian Normal and Industrial Institute, in Walker County, TX.

Reference: Wikipedia



City of Huntsville, Texas Police Department Statistics

HUNTSVILLE POLICE DEPARTMENT CONSOLIDATED MONTHLY REPORT December 2016											
CALLS FOR SERVICE	Actual This Month	2016 TO Date	2015 TO Date	2014 TO Date	2013 TO Date	ARRESTS	Actual This Month	2016 TO Date	2015 TO Date	2014 TO Date	2013 TO Date
Avg Response Time In Minutes	2.00	2.19	3.56	2.76	3.29	Adult	217	2263	2225	2697	2325
Requested Incidents	1738	23043	21650	18552	18907	Juvenile	3	50	80	44	72
Self Initiated	2966	31587	22417	27097	24619	TOTAL	220	2313	2305	2741	2397
TOTAL	4704	54630	44067	45649	43526						
TRAFFIC CONTACTS / CITATIONS	Actual This Month	2016 TO Date	2015 TO Date	2014 TO Date	2013 TO Date	ACCIDENTS	Actual This Month	2016 TO Date	2015 TO Date	2014 TO Date	2013 TO Date
Traffic Contacts	2258	26433	11429	20324	17255	Fatal	0	3	0	4	0
Traffic/Criminal Citations	625	8673	3569	6788	5351	Injury	7	98	105	92	86
Parking Citations	249	2785	1752	989	977	Damage Only	63	983	893	914	948
TOTAL	3132	37891	5321	7777	6328	TOTAL	70	1085	998	1010	1035
ACTIVITY SUMMARY	Actual This Month	2016 TO Date	2015 TO Date	2014 TO Date	2013 TO Date	Cleared This Month	Cleared To Date	% Cleared This Month	% Cleared To Date		
Homicide	0	1	2	1	0	1	1	0.0	100.0		
Sexual Assault	4	37	38	40	39	1	9	25.0	24.3		
Robbery	6	27	32	24	22	0	11	0.0	40.7		
Assault	40	500	495	531	689	22	319	55.0	63.8		
Burglary	11	125	153	183	241	1	49	9.1	39.2		
Theft	34	540	656	718	798	6	179	17.6	33.1		
Auto Theft	13	49	59	55	48	0	10	0.0	20.4		
Arson	0	1	4	6	0	0	1	0.0	100.0		
Forgery	1	38	64	51	62	1	16	100.0	42.1		
Criminal Mischief	18	184	211	208	354	2	35	11.1	19.0		
Public Intoxication	30	404	478	529	496	30	390	100.0	96.5		
Disorderly Conduct	2	42	25	27	25	1	35	50.0	83.3		
DWI	16	164	145	154	169	10	150	62.5	91.5		
Narcotics	33	220	113	169	154	23	166	69.7	75.5		
All Other	147	1221	482	400	462	111	875	75.5	71.7		
TOTAL	355	3553	2957	3096	3559	209	2246	58.9	63.2		



Clery Statistics Collection and Reporting Procedures

References

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

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

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

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

Reference: Hate crime citation [34 CFR 668.46 \(4\) \(c\)](#)

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

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

Reference: [SHSU PD Policies](#)

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

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

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

Specific Clery Act reporting includes the criminal offenses of:

- Criminal Homicide including:
 - Murder
 - Non-negligent Manslaughter
 - Motor Vehicle Theft

- Sexual Assault, including:
 - Rape
 - Fondling
 - Incest
 - Statutory Rape
- Aggravated Assault
- Robbery
- Burglary
- Arson

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

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

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

- Domestic Violence
- Dating Violence
- Stalking

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

- Weapons Violations
- Drug Abuse Violations
- Liquor Law Violations

The definition of the majority of the crimes are provided by the Federal Bureau of Investigation's (FBI's) **Uniform Crime Reporting (UCR) Program or Summary Reporting System (SRS) User Manual** from the FBI's UCR Program. Others are taken from the FBI's **National Incident-Based Reporting System (NIBRS) Data Collection Guidelines** edition of the UCR, such as Fondling, Incest and Statutory Rape. Hate Crimes are classified according to the FBI's **Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual**.

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

Statistics gathered from other law enforcement departments are the result of requests to other



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

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

Definitions of Criminal Offenses

Criminal Homicide

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

Manslaughter by Negligence

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

Sexual Assault (Sex Offenses)

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

Rape

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

Fondling

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

Incest

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

Statutory Rape

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

Robbery

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

Aggravated Assault

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

Burglary

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

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

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

The Hierarchy Rule

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



Hate Crimes

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

- Race
- Religion
- Sexual Orientation
- Gender
- Gender Identity
- Ethnicity
- National Origin
- Disability

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

VAWA Offenses

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

Dating Violence

is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

is defined as a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common

- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

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

- Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Weapons, Drug Abuse and Liquor Violations

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

- Weapons Violations
- Drug Abuse Violations
- Liquor Law Violations

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



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

Unfounded Crimes

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

Documentation

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

Conclusion

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

Campus Security Authority Procedural Policy Statement

References

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

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

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

Reference: [SHSU PD Policies](#)

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

Why Campus Security Authorities?

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

County Sheriff's Department at 936 435-8001. Whether in Huntsville, Walker County or Montgomery County, the emergency phone number is 911.

But for various reasons, not all victims of crimes wish to make a report to law enforcement. For example, a victim of a sexual offense may turn to a resident advisor for assistance, or a student whose car was stolen may report the theft to the school's director. Campus Security Authorities fill the niche to improve accurate crime reporting for all Universities and Colleges.

Who is a Campus Security Authority?

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

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

- All Provosts/Associate Provosts
- Vice Presidents, Associate Vice presidents
- All Deans, Associate Deans, Assistant Deans
- Directors of Campus Departments
- Academic Advisors
- Residence Life Managers and Resident Advisors
- Athletics Directors and Coaches
- Faculty and Staff Advisors to student organizations
- All University Police Personnel
- Other agency law enforcement hired for special events

Are CSA's Trained?

There are approximately 450 CSA's, with changes constantly occurring with hiring's, terminations or reassignments at SHSU. Human Resources, based on SHSU policy and procedures, tracks the current personnel and lists in their duties as an employee who has been assigned the position of CSA. The CSA Coordinator, currently a designee of the SHSU Chief of Police, works with Human Resources to assure training for all CSA's, and is notified by HR with both the addition or deletion of a CSA, assigned training, registration of training and completion of training by



SHSU Human Resources through Talent Management. Should a CSA fail to take the training in the 30-day window once the training is presented to the CSA, the CSA Coordinator is notified, and Human Resources will warn the CSA that his/her department head that the CSA has failed to complete the assigned training task. If the training is not completed within ten days, the director or other supervisor will then be notified advising that the employee CSA has not completed their training. All CSA's have completed their training at this point in the training cycle. Training has been modified each year for CSA's, with the addition of the CSA video provided by Clery.org for 2017 with the change in training again beginning in the Fall of 2017. Additional training is also provided by the CSA Coordinator in person to Resident Advisors or by request. Other agency law enforcement officers are personally trained at the SHSU Police Department and records of training retained at the SHSU PD.

What are the Duties of the CSA?

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

What Is the CSA Reporting Process?

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

1. Insuring the reportee or survivor is in a safe environment to make the report.
2. Providing the option on behalf of the reportee or survivor to assist in contacting the law enforcement agency related to the jurisdiction where the crime occurred. It is not the CSA's duty to persuade the reportee or survivor to call law enforcement. Should you need to contact SHSU PD, call 936.294.1800 to arrange an officer to meet with the reportee, if they so desire.
3. The CSA will simply take the report and submit it to the SHSU Chief of Police for Clery statistical reporting in a timely manner through the use of the entry reporting [form](#) provided on the SHSU PD website (this is important for Timely Warning

purposes). You must advise the reportee prior to taking the report that the report is private but not confidential, and that you as a CSA may forward the information with a request for anonymity. If the reportee is insistent on confidentiality, then direct him to a SHSU health or counseling professional for assistance or to [Silent Witness](#) to enter the information confidentially.

4. The CSA duties include explaining the SHSU requirements for providing the options concerning making the report. This may include, if the report involves a crime that also falls under the [Texas State University System Sexual Misconduct Policy](#) under article 4.16 Campus Security Authority, a submission of a report to the SHSU Title IX office, and may include a report of sexual assault, dating violence, domestic violence or stalking. In these cases, you can find the [rights, policies and procedures](#) the victim or reportee needs to know. You will be able to print out from this location both University and Community Resources for the reportee as well as rights and options for the student or employee.
5. Listening to the reportee and demonstrating empathy is vitally important to both obtaining the information and lending support to the victim.
6. CSA's then go to the [CSA login](#), also located on the SHSU PD web page, where the CSA logs in and registers (only named CSA's can gain access), and then completes the report. The reporting page also includes Clery Act definitions as reminders for what is a reportable crime. CSA's must make a copy of the completed report for their records as required by Federal law and retain those records for three years. The report that the CSA retains must have the reportee or victim's name in their copy. The report is then submitted. That number should be included with any report submitted to the SHSU Title IX Office as a responsible reporting property to indicate to the Title IX Coordinator that a report was submitted as a CSA, and reduces the likelihood of double reporting of statistical information.

What Crimes are to be Reported by the CSA?

The crimes and their definitions used in reporting offenses are located in the statistics portion of this ASR and in the [CSA information link](#).



Who is Exempted from Being a CSA?

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

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

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

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

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

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

What Else Should I Know About the CSA Process?

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

Requesting Local Police Statistics

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

Reference: Policy Location: [SHSU PD Policies](#)

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

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

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

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



Timely Warnings/Emergency Notification Policy Statements

References

Reference: Disclosure of emergency response and evacuation procedures citation [34 CFR 668.46\(b\)\(13\)](#)
Reference: Requirements for emergency response and evacuation procedures statement citation [34 CFR 668.46\(g\)](#)
Reference: FERPA and the Timely Warning citation [34 CFR 99.31\(b\)\(6\)](#) and [99.36](#)
Reference: Policy Location: [SHSU PD Policies](#)

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

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

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

In the event of an emergency and upon confirmation of the emergency by a Sam Houston State University official(s), the Department of Public Safety through Emergency Management will, without delay, and taking into account the safety of the community, determine the content of the notification. Using pre-prepared templates of notice by the SHSU Department of Public Relations, the notification is initiated, relaying the notice to SHSU Information Technology Department for dissemination, unless issuing a notification, will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

When implementing an emergency notification to the Sam Houston State University Community, the emergency notification may include one or more of the following formats and may be limited to a single

building, or for the whole University Community, depending on the type of emergency:

1. KatSafe: (To be registered for KatSafe go to this [site](#) and enter your phone or email) you will be notified by email or text message of any emergency notification. KatSafe notifications also go out to the community of Huntsville and Walker county.
2. Postings on the University Webpage and KatSafe
3. The use of the University Email system
4. The use of Public Address Systems (including patrol vehicles or by building or outside speakers)
5. Electronic signboards
6. Posted bulletins or posters
7. Door to door notifications by University officials

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

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

For Non-Emergency Notifications, such as power loss or weather related cancellation of classes, for example, KatSafe and/or the SHSU University Webpage will provide information regarding the event that was reported to the University Police Department so that the campus community is aware of incidents that affect the University Community.

The Department of Public Safety Services is responsible as well for **Timely Warnings** that are sent to the Campus Community.

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



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

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

Procedures for Reporting an Emergency:

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

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

Reference: Chapter 6 ASR submission under Emergency Response and Evacuation Procedures from The Handbook for Campus Safety and Security Reporting.

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

Tests of KatSafe Notification System:

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

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

Information Available to Community and Family:

To keep the campus community informed to include parents and guardians, the University provides key community leaders, parents, and concerned family members the opportunity to become members of the KatSafe notification system. Community leaders from Walker County, the City of Huntsville Police and Fire Departments, Hospital, and Administration are enrolled in the notification system. Each University faculty and staff member, and student, has the opportunity to enroll up to ten other individuals such as parents or guardians to receive emergency notifications. New students also receive this information during summer orientations. The Emergency Management Coordinator presents this information at each orientation session. In addition to the KatSafe notification system, new students and parents receive instructions and access to the University's KatSafe phone app that include steps to take in the event of an emergency including

evacuation. Each orientation session averaged 200 app downloads. The website and KatSafe app are open to all faculty, staff, students, parents, visitors, camps, and the community.

Publicizing Emergency Procedures and Instructions:

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



on a shared University drive with access limited to those that need to know. The graphic below highlights the information available on the KatSafe website and phone/tablet application that includes text and video instructions.

Evacuation Procedures

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

Special Event Evacuation Procedures:

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

For large scale events such as football games and commencement ceremonies, the University begins each large scale event with an instructional video reminding all to identify the location of the exits, how they will receive additional information, consideration of those with functional needs, and reunification reminders. The SHSU Coliseum hosts some of the University's largest events. This link is to a safety video specific for a Coliseum venue (<https://youtu.be/WR4xgByGCcs>). Depending the assessment of each event considering estimated number of attendees, hazards analysis, and venue, a video may not be played due to low risk.

Evacuation Procedures due to an Active Shooter Situation:

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

Evacuation Procedures due to Severe Weather:

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

Personal Safety Training Video:

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

- Discussing money and carrying cash
- Being aware of your surroundings
- Importance of the buddy system
- Assessing hazardous situations
- Contacting UPD for escort when concerned about walking alone

University Functional Exercise – Dormitory Fire:

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

Follow-Through Activities:

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

After Action Reviews:

The University conducts After Action Reviews as part of their follow-through activities based on actual and



simulated emergency and evacuation situations. These situations included the evacuation of an academic building due to smoke in an elevator shaft, and a situation where the campus lost complete power and subsequently closed. The lessons learned are put in to action via our KatSafe System.

Emergency Preparedness Tips:

Prior to the academic year, the University will publish the KatSafe Top 10 Emergency Preparedness Tips based on after action review topics, lessons learned, and the analysis of campus and community trends. The intent is to publish the preparedness tips emphasized by the leadership of the University. The “KatSafe Top 10” remind faculty, staff, and students about preparedness and complement the spirit of starting a new semester.

KatSafe Top 10 Emergency Preparedness Tips

1. Check the [SHSU KatSafe Emergency Website](#) for situation updates and essential emergency preparedness information and videos.
2. Rehearse multiple building evacuation routes from your location.
3. Report suspicious activity to our UPD at 294-1800. Activity includes face to face and online activity.
4. Maintain situational awareness at all times by identifying exits, strange activity, emergency situations, or conflict.
5. Familiarize yourself with the active shooter “Run-Hide-Fight” methodology by watching our [KatSafe Active Shooter Video](#).
6. Anticipate inclement weather for your travel to work and for special events you are planning or attending.
7. Confirm that you are capable of receiving KatSafe text messages by going to your MySam [KatSafe Communication Instructions](#) to ensure you have “txt & voice” selected. If not, “add” your cell phone again to select the “txt & voice” option.
8. GO to your respective app store and download “SHSU Guidebook” to access the KatSafe guidebook for your phone/tablet.
9. Maintain a personal and department readiness kit for emergency situations. See the “Ready Houston Preparedness Kit” checklist on our [KatSafe Hurricane Preparedness website](#).

10. Communicate with co-workers, family, and friends about concerns. Contact UPD to report your concerns.

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

Publicizing Exercise Information:

Directions on how to evacuate or respond to differing emergencies is available to everyone on campus. Visitors also have access to the KatSafe application referenced earlier. In addition, the website and the phone/tablet app, every desktop computer on campus has access to an emergency procedures “flip-chart” document. Each desktop computer is pre-loaded with an icon that can be used to access the Campus Emergency Procedures document. This icon can only be removed by an IT administrator.

Emergency Call Boxes and Telephones

The university currently has sixteen emergency freestanding call boxes located in strategic locations across campus. In addition, most residence halls have emergency telephone boxes outside the main entrance to the halls. The call boxes allow direct communication with the police department and provide a rapid means for reporting emergencies and crimes, in addition to requesting police assistance.

SHSU Infrastructure and Support Services maintains a bi-weekly schedule of testing involving these call boxes sirens and speakers. If necessary, emergency notices will be issued from these locations at all the call boxes across the main campus.

SHSU PD Crime Prevention Programs and Presentations

Reference: Educational programs and campaigns citation 34 CFR 668.46(j)

Reference: A description of programs designed to inform students and employees about the prevention of crimes.

34CFR 668.46 (4)(b)(6)

Reference: [SHSU PD Policies](#)

The University Police Department’s CORE (Community Outreach) volunteer group provides presentations on demand to continually improve the safety and security on the Sam Houston State University campuses and



in the City of Huntsville community. From cub scouts to academicians, SHSU Police Officers attempt to serve the “whole” community. The programs presented below do not reflect the lectures that officers may present to classes on invitation by faculty. Officers normally engage in an open forum style discussion with participants, and may provide relative personal past experiences. Depending on the program, there may be skill sets for the students to participate in and learn from. Following each presentation, participants will be given the opportunity for questions and answers.

These same officers are also involved in several campaigns that are conducted along with other SHSU departments. Those campaigns include the committee membership in the Sexual Assault Awareness Month (SAAM) campaign in April of every year and the programs presented. Officers are involved with programs such as Walk a Mile in Her Shoes, Ignite the Night, Start by Believing, and participate in panel discussions held during the month on domestic violence and sexual assault.

Presentation Requests

To request a presentation, please complete the [Program/Presentation Request form](#), submitting the completed request at least two weeks prior to the presentation date. Presentations can be given to groups of any size. Please note, on-duty officers or officers that are volunteering their personal time typically conduct programs/presentations. In the event you need to cancel, please do so 48 hours in advance. If you have any questions, please contact our community outreach team at CORE@shsu.edu

Awareness and Prevention Programming

Bearkat Safety Bash-SHSU PD’s most highly attended safety and crime prevention event. This event, coinciding with National Campus Safety Month, features crime prevention booths supplying information on the prevention of individual crimes and a variety of safety programs. Numerous community organizations that can provide resources to students, SHSU departmental booths featuring everything from legal aid to student resource information on sexual assault, stalking, harassment, hazing, domestic violence, drugs/alcohol, exhibits of vehicles involved in student DWI fatalities, etc., as well as several restaurants and/or food vendors provide samples for students. SHSU PD members lead students and community members through traffic stops from both the driver’s perspective

and the police officer’s perspective, and has proven to be one of the most highly praised participation events by students. Open to both the community and students. Safety Bash is held annually.

National Night Out

SHSU PD members participate with other law enforcement agencies going out into the community and sharing crime prevention information with community members in a variety of neighborhoods as well with the large National Night Out Program event sponsored by Target.

Travel (Spring Break/Summer Safety)

Traveling to new environments for spring break and summer can be an exciting time, but it is important to keep vigilant regarding your personal safety. Participants will learn about keeping their property safe while traveling, and officers will discuss how to make responsible decisions related to alcohol and drug use. The program features skits, comedy and music.

Know Your Police Department (Orientation Program)

During each freshman or new student orientation, SHSU PD presents a program that allows students to learn the makeup of the SHSU Police Department and the services it provides, including the PD’s escort service, programs available to request or attend, crime prevention tips, and information concerning the SHSU PD daily crime log and the daily police activity report and location of the Annual Security Report. There were nine programs held for 2016.

Interacting with Law Enforcement (By request)

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

Campus Sexual Assault Program (By request)

Participants will learn various awareness, prevention, and intervention techniques related to sexual assault along with statistical information from campus sexual assault cases. Participants will receive information about various assistance resources provided by local,



state, and federal organizations; intervention strategies; federal laws; and safety awareness tips. Discussion may include the topics of alcohol and drug abuse awareness as related to sexual assaults. Participants will learn intervention techniques to assist in preventing sexual assaults on others, and how to best protect themselves from assault.

Situational Awareness (By request)

This presentation aims to increase participants' awareness of their surroundings on a day-to-day basis to reduce their chances of becoming victims of crime. Officers will disclose tips and strategies for personal safety and personal crime prevention.

Hazing Awareness and Prevention (By request)

Following a brief history on collegiate hazing and some of the horrible aftermath that followed, organizations receive information concerning state law on hazing, recognition of hazing behavior, and methods of preventing hazing.

Workplace Violence Awareness and Prevention (By request)

Participants will learn various techniques to protect themselves within the workplace. Learn how to recognize behavior before it can escalate to a potentially violent situation. Topics will include prevention strategies, intervention techniques, and safety awareness tips to stay safe while working in close environments.

Stalking Awareness and Prevention (By request)

Stalking is a terrifying invasion of an individual's sense of security and of their personal safety. This presentation provides awareness, prevention, and intervention techniques, with participants learning how to properly record and report incidents and recognize stalking behaviors. Officers will outline prevention strategies, safety awareness tips, and related laws so that all participants know how to best protect themselves.

Robbery Awareness and Prevention (Business) (By request)

This presentation provides information related to robbery in businesses or office buildings, with participants learning different strategies to assist with preventing robberies within their work environments. Techniques taught by officers include information related to Crime Prevention through Environmental

Design (CPTED) and response strategies utilized by law enforcement officials and civilians. Participants will be given additional safety information to raise their awareness of their surroundings and ways that they can further prevent robberies in their offices.

Identity Theft Awareness and Prevention (By request)

This is a combined departmental program with participation of SHSU PD and the SHSU Technology Department.

Most victims of identity theft become victims because they are not aware of the methods criminals use to gather information. Participants will gain awareness of the dangers of identity theft by learning about the various styles of identity theft, including but not limited to scams, data breaches, and phishing. Participants will learn about various strategies to protect their personal information and help prevent becoming a victim to identity theft as well as what to do if you become a victim.

Civilian Response to Active Shooter Events (CRASE)

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

Domestic Violence-Awareness, Prevention, Safe Intervention (By request)

Learn various awareness, prevention, and intervention techniques regarding Domestic Violence, Dating Violence, and/or Roommate Violence. Participants will learn how to recognize violence and how to utilize different prevention strategies and intervention techniques to combat domestic violence. Officers will discuss the state and federal laws and share safety awareness tips related to domestic violence. Additionally, various assistance resources will be discussed, with informational pamphlets handed out for further discussion amongst participants.

Alcohol and Drug Abuse: Awareness and Prevention (By request)

Participants will receive information pertaining to state



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

Bystander Intervention (By request)

Learn how to safely intervene on behalf of yourself or your fellow Bearkats in the event you observe a crime involving sexual assault, assault, stalking or dating violence. Observational skills and trained reactions to what you observe are stressed.

Last reviewed July, 2017

Sex Offender Information

Reference: Policy Location: [SHSU PD Policies](#)

Reference: Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921)

Reference: Sex offender registration information citation [34 CFR 668.46\(b\)\(12\)](#)

Reference: Campus Safety and Security Handbook 2016 edition, CSA located at: <http://www2.ed.gov/admins/lead/safety/handbook.pdf>

Policy Location: [UPD Clery Policies](#)

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

Information on where sex offender information is located in the [SHSU Annual Security Report](#) and at the [sex offender link](#) located on the SHSU PD website.

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

Texas DPS Mobile Application Overview

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

With the [Texas DPS mobile app](#), you can easily explore

the state's Sex Offender Registry, Texas 10 Most Wanted lists, and much more. (last reviewed and updated July, 2017)

Access to Campus Facilities

References

Reference: [CFR §668.46 \(b\)\(3\)](#)

Policy Location Reference [Card Access](#)

On-line Reference: <http://www.shsu.edu/dept/residence-life/documents/ResLifeHandbook1415.pdf>

Department of Public Safety and Access Control

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

Facilities Management Access Control

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

- All keys, including card access is issued via a request through the SHSU Key tracking System CCURE. In order for individuals to obtain these accesses the department director, building liaisons must approve.
- All keys for residence halls are issued by residence life. Residence Life is responsible for auditing and tracking of keys issued to occupants.
- Master Keys and Unrestricted Access Cards are only issued to the following:
- Building Masters and Building Entrance keys must be approved by the Building Liaison or the designated representative.
- Grand Master Keys may be issued to the following positions:
President, Provost, Vice Presidents, Associate Vice President for Facilities Management,



Director of Public Safety Services, Assistant Director of Public Safety Services, Public Safety Services Officers, Director of Facilities Services, Director of Planning and Construction and Director of Building and Landscape Services.

2. Security considerations used in the maintenance of campus facilities:

- Service employees (Facilities Management, Information Resources, Telephone Services, etc.) requiring Grand Master or building Master Keys for daily duties will be required to check them out on a daily basis from Department lockboxes according to procedures developed by each department. Employees will return keys before departure from work on the same day.
- Only workers on call will be allowed to sign Grand Master Keys out for a period longer than one day. This is necessary for them to provide a quick response to valid emergencies involving safety, security, and health issues.
- All card accesses are tracked via the key system each time a card is swiped.

Residence Life Access to Residence Halls

Using our card access system

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

1. Doors propped or remaining open longer than 30 seconds will trigger a local alarm at the door which will also notify the University Police that this door is open. Within minutes, any propped door can be detected and secured.
 2. Entrances which do not have a card reader are labeled as emergency exits. An alarm will sound if an emergency exit door is opened at any time, and a signal will be sent to UPD.
 3. Should any card that is not authorized to access that particular hall be used in the reader, the system will identify the ID number, record the unauthorized attempt, and deny access.
 4. Should there ever be a power outage, students may exit the doors, but the readers will not allow students to swipe into the building.
 5. 24-hour lost card cancellation is available on-line by logging in at www.bearkatone.com. A temporary card may be obtained in two ways:
 - A. Obtain a temporary ID card from the Bearkat OneCard office in Estill 228 (second floor) from 8am-5pm Monday-Friday. This office will be able to give you a temporary card that will grant you access to your housing assignment, meal plan, the library, etc. until your new replacement ID becomes available.
 - B. During hours when the Bearkat OneCard office is not open, (after hours and on weekends) you may obtain a Residence Life Temporary Hall Entry card through your hall staff (your RM or the RM on duty). This card will only grant you access to your residence hall for 72 hours, and will not have capability for your other needs. You will need to return this card to the Bearkat OneCard office when you obtain your temporary ID, or a charge of \$25 will be assessed.
- NOTE: Having a temporary ID or a temp hall entry card will automatically deactivate your ID. No student will be able to have more than one activated card at a time. Please do not delay in notifying staff or the Bearkat OneCard office of a lost ID or temp card. Your own security, as well as others, could be jeopardized by your delay.
6. Guests should use the telephones located outside the main entrances of the residence halls to contact their host, and then must be escorted within the hall.
 7. Hitting, banging on, or tampering with a reader will set the alarm off. Damages to a card reader can be assessed to an individual or group-billed, and can range from \$80 - \$400.



Typically, during the check-in and check-out processes at the beginning and end of each semester, the exterior doors will be unlocked within certain time periods to assist with students moving in or out. Residence hall staff will provide specific schedules when exterior doors will be unlocked.

Should you have any problems in accessing your building with your card, or any related questions, please notify your hall staff, or contact the Residence Life Office at 294-1812.

Frequently Asked Questions

1. What if my ID card does not work in the reader?
First, make sure your card has been activated. You may do this through the website at www.bearkatone.com. Next, make sure that you are attempting to enter the residence hall where you have been assigned. Finally, try another door into the building in case the particular reader is out of order (and then report that to staff, please!) If your card still does not work in any reader of your assigned building, please contact the residence hall staff.
2. What happens if I want to change halls? If you are granted a hall change, you will receive immediate access to your new assignment. Your access to your old building will only work for another 48 hours, therefore you must be moved within the 48-hour period.
3. Will I be able to get into the hall during the break periods? All students will be denied access to the residence halls during any of the break periods until they have signed up for the break and paid the appropriate break fee. Your inclusion on the break list will generate access for your building during the break period.
4. Can I loan my card to another resident or a guest?

Cards are not to be loaned to anyone for any purpose. This card is for official university identification purposes, and should be carried at all times. It is nontransferable and its use is the responsibility of the named student. Misuse of the card may subject bearer and/or student to whom it is issued to disciplinary sanctions. Students must present their ID card when requested by any official of the university, including University Police, dining hall personnel, and residence hall staff.

Also, Hall staff have master keys used sparingly for duty responsibilities and emergencies. Security cameras in the public areas of each building are supposed to help us identify any staff member who might have keyed into a student room for any other purpose.

The Residence Life Facilities Maintenance building is also on card access. Any master keys that are needed for maintenance are kept in an electronic lockbox in this building and must be accessed via personalized pin codes. We always know who has checked out which keys and when they were both checked out and returned.

Safety and Security Maintenance Statement

References

Reference: <https://www.shsu.edu/dept/residence-life/maintenance/landing.html>

Reference: <http://www.shsu.edu/dept/facilities-management/fm-faq.html>

Facilities Management

For “Emergency” requests, we dispatch via radio immediately. The “Urgent” requests we dispatch the same day, most often by radio depending on the nature of the request. For the typical “Routine” request, we typically assign it to the appropriate shop within 24 hours. The Shop Foreperson or Technician should contact you within 48 hours.

Residence Life

Non-Emergency Maintenance

Non-emergency maintenance are to be reported online at the link below. Examples of non-emergency maintenance are: one light out in unit/area, beeping smoke detector, sink clog if not overflowing.

Submit Maintenance Request Emergency Maintenance

Emergency maintenance is performed to resolve an issue that constitutes an immediate threat to self, immediate threat to building or is a major inconvenience. Examples of emergencies are: overflowing toilet, air conditioner not working, no power in unit/area. To report emergency maintenance, follow the procedures below:

- Monday – Friday, 8 a.m. – 4:30 p.m.
Call Residence Life Maintenance at .936.294.4474



- Monday – Friday, 4:30 p.m. – 8 a.m.
Contact the RA on duty for your housing area and they will assist you with reporting your emergency.
- Any time on Saturday or Sunday
Contact the RA on duty for your housing area and they will assist you with reporting your emergency.

Missing Student Notification Policy Department of Residence Life Sam Houston State University

References

Reference: *Missing person notification procedures 34 CFR 668.46(b)(14)*

Reference: *Missing Student notification policy statement*

Federal law requires that the University report both to the University Police Department (UPD), Huntsville Police Department, and to the student's designated contact person when campus residents are determined missing for 24 hours (i.e., no one can identify where they are). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify their parent or guardian. Campus residents have the opportunity to provide a contact person to the Residence Life Department during the application process. This information is confidential and only used in emergencies. UPD will always be notified if a campus resident has been determined to be missing for over 24 hours, regardless of whether the student has provided confidential contact information.

University Drug Free Work Place Policy Statement

Reference: *A description of any drug or alcohol programs CFR 668.46(b)(10)*

Reference: *Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989)*

Reference: *SHSU Policy ER-8, Drug Free Work Place*

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

notice of conviction.

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

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

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

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

Preface

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

Philosophy

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

SHSU is committed to providing a safe and healthy environment for all community members. With knowledge of the impact that alcohol and drugs have on the welfare of our student body, SHSU is committed



preventing the incidence of the negative outcomes of alcohol and drug abuse. For several years SHSU has prioritized alcohol and drug prevention efforts. In 2004 SHSU administration formally created the Alcohol & Drug Abuse Initiative (ADAI) and created a steering committee to coordinate ADAI efforts. In 2011 the ADAI was transformed from a program to a department with a budget and staff committed to overseeing prevention efforts on a full-time basis.

In Fall 2015 SHSU formed the Office of Health Promotion and the ADAI began falling under the umbrella of the Student Health Center. This change expanded alcohol and drug prevention efforts from one full-time staff member to 3 full-time staff members, and up to 6 student assistants/interns. This has improved the reach of prevention efforts which is reflected in a reduction of alcohol-related issues. SHSU benefits from having an office dedicated to health promotion and prevention. Other SHSU entities that take an active role in prevention include the Dean of Students' Office, Residence Life, University Police Department, First Year Experience, Athletics, and many others.

Description of SHSU AOD Prevention Support & Structure

- President, Dana G. Hoyt
- Vice President of Student Affairs, Frank Parker
- Assistant Vice President of Student Affairs, Executive Director, Counseling & Health Services Andrew Miller
- Director, Student Health Center, Erica Bumpurs
- Assistant Director of Wellness Programs, Alcohol & Drug Abuse Initiative Coordinator

Staffing

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

After several years of operating independently, the responsibility for overseeing the SHSU Alcohol & Drug Abuse Initiative was assigned to the Assistant Vice President of Student Services in January 2012. Additional responsibilities of the Assistant Vice President of Student Services include supervision of the Counseling Center, and Student Health Center. Thus, oversight of prevention services is a natural extension to their current responsibilities. When the

ADAI was transformed from a program into a department funds were set aside for a full-time ADAI Coordinator, additional staff, and a programming budget.

Director, Student Health Center

In Fall 2015, SHSU formed the Office of Health Promotion to oversee health and wellness promotion and education. Upon creation of this office, the ADAI transitioned to fall under this umbrella, overseen by the Director of the Student Health Center. In addition to alcohol and drug prevention efforts, the OHP addresses cold/flu prevention, sexual health, stress management, healthy eating, and other college health issues. There are numerous benefits to this change, including consistency with the structure of these offices at other schools in the country, and the ability to address the contextual issues that are relevant to alcohol and/or drug abuse.

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

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

Student Workers

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

Funding

Internal Funding

The majority of ADAI funding comes from Student Service fees. Each February the ADAI requests funds for prevention programming from a committee including the Associate Vice President of Student Services, the SHSU Director of Budget, VPSS Director of Budget and Finance, and several SHSU student leaders. Each year the ADAI is typically provided with approximately \$80,000 annually to cover staff salaries, operations, and prevention programming. For the past two years, the Vice President of Student Affairs has



provided \$10,000 in additional funds to support ADAI efforts. Funds provided from Student Service Fees are supplemented by the Student Health Center who provides \$5,000 annually to cover additional expenses. Each year, over 90% of the ADAI's budget comes from these sources.

External Funding

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

SHSU Alcohol & Drug Abuse Initiative

History

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

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

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

Mission & Vision

The mission of the Alcohol and Drug Abuse Initiative is to prevent and reduce irresponsible alcohol and drug use among Sam Houston State University students through coordinated efforts to inform, educate, and

change perceptions about substance use and abuse. Ultimately, through a multi-faceted approach, the ADAI envisions a safe, healthy SHSU community that is free of the negative and tragic outcomes attributable to alcohol and drug use.

ADAI Prevention Efforts

Campus Clarity

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

KIN 2115 – Lifetime Health and Wellness

Presentations

Each semester the ADAI gives guest lectures titled "All About Alcohol" to SHSU students enrolled in the Lifetime Health and Wellness course (KIN 2115). Other topics addressed in these guest lectures include Sexual Health, Sexual Assault, and Campus Safety. Considering that alcohol and/drugs are contextual issues pertaining to this topic, they are also addressed in these lectures. Each semester roughly 2,500 students are enrolled in this course in lecture-based settings and through distance learning. In the state of Texas, health education, including alcohol and/drugs, is not mandatory in grade school.

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

- KIN 2115 is a required course for all SHSU students, thus every student receives alcohol and drug education.
- KIN 2115 is students are generally underclassmen but several upperclassmen are also enrolled. It is generally fairly difficult establish an avenue for AOD prevention to upperclassmen. The mixed demographic of the group is very beneficial.
- During the lecture students learn about the ADAI, the programs on AOD prevention offered, and about available resources.

UNIV 1301

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



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

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

SAFE Week

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

iDrive

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

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

Approximately ten bars, clubs, and restaurants in the Huntsville area support the iDrive program. Most notably, iDrive support comes from The Jolly Fox and Shenanigan's and Confetti's Beach Clubs. The latter

of which is noted as being 'The biggest night club between Houston and Dallas'.

Good SAM Program

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

Alcohol-Free Options

Student Activities, and Recreational Sports

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

Student Activities

All activities on campus are publicized on the Student Activities webpage. An example of the programs offered during "Welcome Week", one of our staple programs, is located in the Appendix. A full schedule is available at the URL below.

<https://events.shsu.edu/>

Recreational Sports

The SHSU Recreational Sports department offers a wide variety of different activities for student participation with very flexible hours. The hours of operation are listed below:

Facility Hours	Pool Hours	Climbing Wall	University Camp
Mon–Thur 6:30–12 a.m.	Mon–Fri 12–8 p.m.	Mon–Fri 2–8 p.m.	By Appointment Only
Friday 6:30 a.m.–10 p.m.	Saturday 1–6 p.m.	Saturday Closed	
Saturday 9 a.m.–7 p.m.	Sunday 1–6 p.m.	Sunday 3–9 p.m.	
Sunday 1 p.m.–12 a.m.			



In regards to programming, Rec Sports offers various club sports, informal recreation, intramural sports, outdoor recreation, and contributes to Special Events held on-campus. The regularly publicize the programs and activities on their webpage and through four different forms of social media. The URL to the RecSports homepage is listed below.

<http://www.shsu.edu/dept/recreational-sports/>

Normative Environment

New Student Orientation

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

Faculty/Staff Support of Prevention

For several years the ADAI has flourished due to strong support from SHSU Faculty, Staff, and community members. Generating attendance at alcohol prevention programs is often difficult; however, faculty members across campus often incentivize these events by offering extra credit and bringing their classes to the programs. Several SHSU Faculty/Staff also serve on a steering committee that works hard to plan events such as the Bearkat Wellness Incentive Program, RIDD Week, and others.

First Alert

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

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

Students of Concern Committee

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

1. To assist in the direction of a student in crisis while paying special attention to the safety and security needs of community members.
2. To offer counseling, guidance, referrals, and any other feasible type of support needed to members of the SHSU community, including their families.
3. To use the experience of crisis, when appropriate, as a teachable moment which may enhance the quality of life for all of those touched by the experience.

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

Support for Substance Abuse & Dependence

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

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



Additionally, substance abuse is common as self-medication for a number of psychiatric conditions.

Additionally, SHSU has a Peer Led support group for students recovering from alcohol and/or drug abuse. SHSU students can bring their lunch and meet Tuesday's at 12pm in the library at the Wesley Foundation-Located on the corner of University Ave and 17th Street. The goal is for students in recovery to support one another in maintaining their sobriety.

Alcohol Availability

Alcohol is restricted on-campus

- See student guidelines pages 39-41 under 'Alcohol Beverage Distribution Policy'
<http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>
- See residence life handbook pages 15-16 under 'Alcohol' and 'Alcohol Containers'
<http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>

Alcohol use and possession strongly restricted on-campus and SHSU property

- See student guidelines pages 39-41 under 'Alcohol Beverage Distribution Policy'
<http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>
- See residence life handbook pages 15-16 under 'Alcohol' and 'Alcohol Containers'
<http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>

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

- See student guidelines page 76 under 'Alcohol and Drugs' 5.2
<http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>
- See residence life handbook pages 22-23 under 'Drugs'
<http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>

Policy Development and Enforcement

Residence Life

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

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

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

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

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



Year	SHARP Referrals
2005	117
2006	106
2007	100
2008	76
2009	82
2010	65
2011	46
2012	58
2013	45
2014	48
2015	54
2016	45

Dean of Students' Office

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

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

Year	Drug Violations	Alcohol Violations
2009	57	13
2010	47	3
2011	45	0
2012	53	9
2013	45	3
2014	79	7

UPD – Alcohol & Drug-related Crime

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

The ADAI reviews this crime log periodically and

extracts information on crimes that directly pertain to alcohol and/or drug use or catalyzed by substance use. This includes, but is not limited to, public intoxication, DUI/DWIs, possession of illicit drugs/paraphernalia, violent assault, sexual assault, and domestic violence. It is not known that alcohol or drugs are a factor in many of these violations, however, alcohol and drugs often make them more likely. Data from the past several years is below. Similar to within Residence Life, the numbers indicate that the alcohol policy that prohibits underage use is being consistently enforced by local law enforcement.

Year	AOD-related Incidents
2005	183
2006	180
2007	166
2008	206
2009	211
2010	134
2011	119
2012	222
2013	94
2014	90
2016	136

Assessment of AOD Prevention

Assessment serves a critical role in the assessment of AOD prevention efforts at SHSU. The Alcohol & Drug Abuse Initiative regularly assesses the efficacy of prevention efforts with a survey completed by students every semester. With these surveys we gather data to determine the prevalence of alcohol use and the efficacy of the event or presentation. Furthermore, the ADAI regularly communicates with Residence Life and the University Police Department to track the number of alcohol violations and the incidence of alcohol or drug-related crime. The surveys give us the ability to determine whether our alcohol and drug education serves the purpose of reducing irresponsible alcohol and drug use. Tracking the incidence of policy violations and crime enable us to determine if the broader goal of prevention is reached. That being, making the SHSU community a healthier and safer environment for student learning. Survey results and reporting from Residence Life and UPD are outlined below.

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

Prevalence of Alcohol Use

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

Prevalence of Tobacco Use

The prevalence of tobacco use among the SHSU student body approximately 9%. This is lower than reported prevalence of tobacco use among the US adult population of 18-20%. Considering SHSU's tobacco policy, efforts to increase compliance may be better suited if it targets faculty and staff as opposed to students.

Prevalence of Marijuana Use

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

Impact of KIN 2115 "All About Alcohol" Presentation

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

1. Was the program informative? (scale for -2 to 2 ; strongly disagree = -2, strongly agree = 2)
Responses had a mean score of 1.04 with 70% of scores being a 1 or 2.
2. Was information delivered new? (scale for -2 to 2; strongly disagree = -2, strongly agree = 2)
Responses had a mean score of 0.41 with 39% of scores being a 1 or 2.
3. Will the information provided help you make more responsible decisions concerning alcohol consumption?

Notable Findings in Analysis

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

- Upperclassmen are more likely to be use alcohol than underclassmen (58% vs. 81%). This may indicated that policy is effective is reducing underage use.
- Despite lower average ratings compared to low-risk drinkers, the majority of high-risk drinkers report that the education provided was informative, and will help them make more responsible decisions about their alcohol use in the future.
- Users of marijuana are more likely to be heavy alcohol users and report more negative outcomes of their substance use than students that use neither or students that use only one

Strengths of AOD Prevention Program

- Funding.
After covering staff and student worker salaries the ADAI has operating budget of approximately \$30,000 from multiple sources. Taking into account the cost from AOD prevention efforts there are a variety of different types of programs that can be implemented.
- Lack of a Pre-Matriculation AOD Education Program.
SHSU administration agreed to implement the program "Campus Clarity" as a pre- matriculation program for incoming students. The program is designed to deliver substance abuse and sexual assault prevention programming to students through an online platform. Campus Clarity is designed to fulfill some of the university's Title IX and Campus SaVE mandates; however, the content included is also pertinent to AOD Prevention. Completion of the educational modules is necessary prior to course registration.
- A department of full time employees, student workers dedicated to prevention efforts
- Programming and recreational options on nights and during weekends to serve as an alternative to high-risk drinking

- Commitment from staff overseeing high-risk groups such as Greek Life, Athletics, and First Year Experience to prioritize the need for AOD and other prevention programming
- Policies are in compliance with Drug Free Schools and Campuses Act
- Code of Student Conduct effectively addresses on and off-campus violations
- Support from SHSU Administration
- Support for Huntsville Community

Weaknesses of AOD Prevention Program

- Lack of mandated high school health education in Texas.
Basic AOD education is often a component of high school curriculums. However, this isn't mandated in Texas. Therefore, a significant number of SHSU students may matriculate into college without adequate AOD education. This makes them more vulnerable to tobacco and alcohol corporations that target adolescents in marketing.
- The general culture of heavy drinking on college campuses.
The ADAI has acknowledged that notable reductions in substance abuse and the associated outcomes will require changes in the campus culture. In addition to continuing to educate students on alcohol and drugs, an emphasis will be placed on environmental prevention strategies.
- Changing climate on public opinion about marijuana use.
Legalization of recreational marijuana in several states and medicinal marijuana in nearly half of the states in the United States has altered student opinion on the drug. They appear to see marijuana use as benign despite strict policies at SHSU and in the community about use. This may be the reason why there is an observably higher prevalence of marijuana use and drug possession violations.

Opportunities for AOD Prevention Program

- Collaborating with more bars/clubs in the Huntsville area to promote iDrive, SHSU's designated driver incentive program.
- Growing the student organization Peer Health Advocates
- Willingness of various departments on campus to

collaborate and contribute to indirect prevention efforts.

- A working relationship with the SHSU Marketing and Communication department to promote general responsibility.
- A Case Worker within the Counseling Center that is a Licensed Chemical Dependency Counselor.
- A Collegiate Recovery Program run out of the SHSU Counseling Center

Threats for AOD Prevention Program

- Changing landscape around the country regarding recreational drugs
E-Cigarettes are increasing in popularity, marijuana use is increasing, and we're seeing more recreational use of prescription medications. Generally speaking, many of the educational points and prevention tactics that have been used in prevention are having limited efficacy. Outcomes are often seen as trivial and it may not improve health behavior.
- Conflicting messages between physical environment on-campus and in the surrounding Huntsville area
Alcohol marketing is not allowed on-campus, but it is allowed in the surrounding area. Specifically, alcohol advertising directed to SHSU students by utilizing Sam Houston colors and the mascot.

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

1. Does the institution maintain a copy of its drug prevention program?
Yes, SHSU's Alcohol & Drug Abuse Initiative
2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
Yes, at the approval of University Administration, SHSU's Human Resources sends a notice to faculty, staff, and students regarding the drug-free campus policy.

**REQUIRED NOTICE:
DRUG-FREE CAMPUS AND WORKPLACE**

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

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

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

- a. Health risks involved in the use of illicit drugs and the abuse of alcohol which often result in poor health and premature death.*
- b. Help available to all SHSU students and employees for drug and alcohol counseling, treatment, and rehabilitation.*

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

All Sam Houston State University faculty, staff and family members have access to the University of Texas Employee Assistance Program (UTEAP). One of the services an EAP provides is referral to Substance Abuse Professionals for assistance to help resolve issues related to alcohol and drug problems. Employees who need to schedule an appointment may call (800) 346-3549.
- c. Local sanctions which include fines and/or imprisonment for violation of local, state, or federal drug laws. SHSU upholds laws which prohibit the possession, use, or distribution of controlled substances. Anyone who is found to be in violation of these laws will be referred to the appropriate legal authority for prosecution. More details about*

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

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

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

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

- Information regarding the legal sanctions under local, state, or federal law for AOD use/abuse is published in the 2013-2016 Student Guidelines (page 91)*
- See student guidelines page 40-41 under 'Student Code of Conduct' <http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>*
- A description of applicable counseling, treatment, or rehabilitation programs*
- See student guidelines page 14 under 'Counseling Center' <http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>*

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

- See student guidelines page 76 under 'Alcohol and Drugs' <http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>*
- See residence life handbook pages 22-23 under 'Drugs' <http://www.shsu.edu/dept/residence-life/ResLifeHandbook.pdf>*

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

Emails to each student each academic term - Yes
Through faculty/staff email addresses – Yes
Class Schedules which are available on the college website – No



During freshman and new student orientation – Yes

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

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

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

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

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

Email?

Faculty: Yes Staff: Yes

*During new employee orientation? Faculty: Yes
Staff: Yes*

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

Faculty/Staff: Yes Students: Yes

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

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

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

- Conduct student alcohol & drug use surveys
Yes, see Appendix
- Conduct opinion survey of its students, staff, and faculty
- Evaluate comments obtained from a suggestion box
- Conduct focus groups
Yes, with student organization Peer Health

Advocates

- Conduct intercept interviews
 - Assess effectiveness of documented mandatory drug treatment referrals for student employees
 - Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
Yes, there was a 0% reoffender rate between 2015-2017 and under 10% for drug-related offenses
10. Who is responsible for conducting these Biennial Reviews?

SHSU Division of Student Affairs Assistant Director of Wellness Programs

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

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

12. Where is the Biennial Review documentation located?

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

**Appendix
ATOD Use survey**

“All About Alcohol” - Evaluation

Please do not put name on form

1. Classification: (Circle one) Freshman Sophomore Junior Senior Graduate Student
2. Age: (Circle one) 16-20 21-24 25 and over
3. Within the last 30 days, how often have you used the following:

Cigarettes?	None	1-5 days	6-10 days	11-19 days	20 or more days
Alcohol?	None	1-5 days	6-10 days	11-19 days	20 or more days
Marijuana?	None	1-5 days	6-10 days	11-19 days	20 or more days
4. Within the last 30 days, how often do you think the typical student at your school used:

Cigarettes?	None	1-5 days	6-10 days	11-19 days	20 or more days
Alcohol?	None	1-5 days	6-10 days	11-19 days	20 or more days
Marijuana?	None	1-5 days	6-10 days	11-19 days	20 or more days
5. Over the last two weeks, how many times have you had 5 or more drinks of alcohol in one sitting (2 hours period)?
 One drink = 12oz beer, 5 oz glass of wine, or 1.5 oz of liquor (shot or mixed drink) _____ days
6. Within the last 12 months, have you experienced any of the following when drinking alcohol? (Please mark the appropriate column for each row with a checkmark or x)

	N/A	No	Yes
Did something you later regretted			
Forgot where you were or what you did			
Got in trouble with the police or University			
Physically injured yourself or someone else			
Missed class or came to work late after a night of drinking			
Gotten into arguments/conflicts with friends, family, or a significant other while drinking			

7. This program/presentation was informative.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
----------------	-------	---------	----------	-------------------
8. Some of the information delivered in this program was new to you.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
----------------	-------	---------	----------	-------------------
9. The information presented in will help you make more responsible decisions regarding alcohol consumption in the future.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
----------------	-------	---------	----------	-------------------

Greek Life Alcohol Policy Overview:

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

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

Greek Life Sanctions:

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

Texas Underage Drinking Laws

Underage Drinking Laws

Minors who purchase, attempt to purchase, possess, or consume alcoholic beverages, as well as minors who are intoxicated in public or misrepresent their age to obtain alcoholic beverages, face the following consequences:

- Class C misdemeanor, punishable by a fine up to \$500
- Alcohol awareness class
- 8 to 40 hours community service
- 30 to 180 days loss or denial of driver's license

If a minor is seventeen years of age or older and the violation is the third offense, the offense is punishable by a fine of \$250 to \$2,000, confinement in jail for up to 180 days or both, as well as automatic driver's license suspension.

A minor with previous alcohol-related convictions will have his or her driver's license suspended for one year if the minor does not attend alcohol awareness training that has been required by the judge.

Penalties for Providing Alcohol to a Minor

Adults and minors who give alcohol to a minor also

face a stiff penalty. The punishment for making alcoholic beverages available to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement in jail for up to a year, or both. Additionally, the violator will have his or her driver's license automatically suspended for 180 days upon conviction.

Persons 21 or older (other than the parent or guardian) can be held liable for damages caused by intoxication of a minor under 18 if the adult knowingly provided alcoholic beverages to a minor or knowingly allowed the minor to be served or provided alcoholic beverages on the premises owned or leased by the adult. Sale to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement up to a year in jail, or both.

Zero Tolerance Law

In Texas it is illegal for a person under 21 to operate a motor vehicle in a public place while having ANY detectable amount of alcohol in their system. On September 1, 2009, this law was expanded to include watercraft in addition to motor vehicles.

The consequences for the minor on the first offense of driving under the influence of alcohol:

- Class C misdemeanor, punishable by a fine up to \$500
- Attendance at an alcohol awareness class
- 20 to 40 hours of mandatory community service
- 60 days driver's license suspension. The minor would not be eligible for an occupational license for the first 30 days.

A second offense increases the consequences to:

- Class C misdemeanor, punishable by a fine up to \$500
- Attendance at an alcohol awareness class at the judge's discretion
- 40 to 60 hours of mandatory community service
- 120 days driver's license suspension. The minor would not be eligible for an occupational license for the first 90 days.

A third offense is not eligible for deferred adjudication.

The minor's driver's license is suspended for 180 days and an occupational license may not be obtained for the entire suspension period. If the minor is 17 years of age or older, the fine increases to \$500 to \$2,000, confinement in jail for up to 180 days, or both.



Texas Marijuana Penalties

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

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

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

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

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



Texas Penalty Group Drug Chart

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



Sexual Assault Reporting, Policy, Prevention and Outreach Policy Statement

Submitted by the SHSU Office of Equity and Inclusion

References

Reference: [Texas State University System Sexual Misconduct Policy and Procedures](#)

Reference: [Educational programs and campaigns citation 34 CFR 668.46\(j\)](#)

Reference: [Procedures victims should follow citation 34 CFR 668.46\(b\)\(11\)\(i\)](#)

Reference: [Procedures institutions should follow citation 668.46\(b\)\(11\)\(ii\)](#)

Reference: [Procedures for institutional disciplinary action citation 34 CFR 668.46\(k\)](#)

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

Sam Houston State University is firmly committed to maintaining an educational environment free from all forms of sex discrimination. In accordance with federal and state law, the University prohibits discrimination on the basis of sex and gender, as well as prohibits sexual misconduct including sexual harassment, sexual assault, dating/interpersonal violence and stalking. Sexual Misconduct, as defined in our policy, is a form of sex discrimination and will not be tolerated. The University will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The University will take prompt and appropriate action to eliminate Sexual Misconduct when such is committed, prevent its recurrence, and remedy its effects.

Our policy defines and describes prohibited sexual

conduct, establishes procedures for processing complaints of sexual misconduct, permits appropriate sanctions, and identifies available resources.

Definitions

Dating Violence

([TSUS Sexual Misconduct Policy section 2.6](#)) is violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the Victim; and
- where the existence of such a relationship shall be determined by the Victim with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship ([Texas Family Code Section 71.0021](#)).

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

Family (Domestic) Violence

([TSUS Sexual Misconduct Policy section 2.8](#)) includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Victim, by a person with whom the Victim shares a child in common, by a person who is cohabitating with or has cohabitated with the Victim as a spouse or intimate partner or roommate, by a person similarly situated to a spouse of the Victim under the domestic or family violence laws of the State of Texas, or by any other person against an adult or youth Victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas ([Texas Family Code Section 71.004](#)).

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

Sexual Assault

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

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



Stalking

([TSUS Sexual Misconduct Policy section 2.22](#)) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 2.221 fear for his or her safety or the safety of others; or 2.222 suffer substantial emotional distress ([Texas Penal Code Section 42.072](#)).

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

Consent

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

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

Bystander intervention

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

Bystander intervention includes:

- Signal your concern and willingness to act.
- De-escalate the situation by being calm and respectful. Shift the focus away from the problem.
- Find allies and make plans
- Disrupt the situation
- Separate the person at risk from the source of danger
- If it's not safe to intervene, step back and get help

Risk reduction

is defined as remedies designed to:

- Understand and respect personal boundaries
- Decrease perpetration
- Take affirmative responsibility for alcohol and drug consumption and acknowledge alcohol and drugs lower sexual inhibitions and make a person vulnerable to someone who views a person under the influence as a target.

Risk Reduction resources are provided to the campus community and can be found at

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

Educational Programs and Campaigns

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

Primary Prevention Training

Every incoming student, including undergraduate transfer students, and new employee shall attend prevention and education training or orientation regarding sexual misconduct and the campus sexual assault policy during the first semester or term of enrollment or employment. All trainings include the University's statement prohibiting sexual misconduct including sexual harassment, sexual assault, domestic violence, dating violence and stalking. Sexual Misconduct, as defined in [TSUS Sexual Misconduct Policy section 8.2](#), is a form of sex discrimination and will not be tolerated. All trainings also include the State of Texas definitions of consent, domestic violence, dating violence, sexual assault and stalking as well as provides information and options on being an active, yet safe bystander when intervening in situation when there is a risk of sexual misconduct occurring.

- Campus Clarity is an interactive online training designed for all first time incoming Freshmen, Transfer, Master and Doctoral students. The training educates students about the elements of healthy relationships, understanding and reporting sexual assault, the importance of sexual consent, and the role of bystanders in creating safe, healthy communities.
- Sexual Misconduct/Title IX Overview is provided to all new incoming students at New Student Orientation every summer. The presentation



provides a brief history of what Title IX is, incorporates definitions, consent, bystander intervention, relationship violence and where to report Title IX incidents.

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

Awareness Campaign and Programs

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

- Self Defense program
- “Consent is Sexy”
- Let’s Taco ‘Bout Consent
- Title IX & Dine
- Clothesline Project
- Denim Day

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

Ongoing Sexual Misconduct Training

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

- Programming, such as Walk a Mile in Her Shoes events or Ignite the Night, and the materials used to promote these activities;
- Programming delivered to individual groups on campus (e.g., presentations to residence halls, fraternity or sorority groups).
- Booth on campus to recruit student ambassador awareness group and promote awareness of Not on My Campus Campaign.
- Annual Title IX Coordinator and Investigator Training
- Annual Hearing Board and Appellate Authority Training
- Annual Title IX/ Sexual Misconduct training for

Residence Life Staff (Hall Directors and Resident Assistants

- Annual Title IX/ Sexual Misconduct Awareness Training for Special Populations: Athletics, Greek Life, Student Organization Advisors, Student Leaders
- Websites containing information and resources
www.shsu.edu/titleix
<http://www.shsu.edu/katsafe/sexual-assault>

Procedures victims should follow

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

- Consider preserving evidence in a paper bag in case you choose to pursue charges. Possible evidence might be physical (clothing, bedding, letters, etc.) or electronic (photos, emails, texts messages, etc.).
- Students may report to local law enforcement and Sam Houston State University officials as listed below:

Sam Houston State University Police Department
936.294.1800

Huntsville Police Department
936.291.5480

Walker County Sheriff’s Office
936.435.2400

Montgomery County Sheriff’s Office
936.760.5800

Title IX Coordinator – Any complainant can be reported

Jeanine Bias
936.294.3026 | jbias@shsu.edu

Title IX Deputy Coordinator – For Students

Chelsea Smith
936.294.4155 | Chelsea.smith@shsu.edu

Title IX Deputy Coordinator – For Faculty/Staff

David Hammonds
936.294.2709 | david.hammonds@shsu.edu

Title IX Deputy Coordinator – For Athletics

Chris Thompson
936.294.3542 | ctthompson@shsu.edu

- Individuals who makes a complaint through the Title IX Coordinator have the option to also pursue



a criminal complaint. A criminal investigation into the matter does not preclude the component from conducting its own investigation. The result of a criminal investigation does not determine whether sexual misconduct, for purposes of this Policy, has occurred.

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

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

Confidentiality

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

- The Texas Public Information Act permits the identity of Victims of sexual assault to be withheld from those seeking records under the Act ([Texas Attorney General Open Records Decision 339 \(1982\)](#)).
- The Component shall maintain as confidential any measures provided to the Victim, to the extent allowed by law and to the extent that maintaining such confidentiality will not impair the ability to provide the measures.

Written notification

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

Written notification

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

- Campus no-contact orders
- Reassignment of housing or work assignments
- Temporary withdrawal or suspension from the Component, in accordance with [System Rules and Regulations](#) Chapters IV § 2.2(14), V § 2.141, and VI § 5. (14)
- Escort or transportation assistance
- Modification of class schedules
- Restrictions from specific activities or facilities

Procedures for institutional disciplinary action.

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

Preponderance of the Evidence

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

Possible sanctions may include ([TSUS Sexual Misconduct Policy section 12.1](#)):

- Withholding a promotion or pay increase
- Reassigning employment
- Terminating employment
- Barring future employment
- Temporary suspension without pay
- Compensation adjustments
- Expulsion or suspension from the Component and/or System

- No-contact orders
- Probation (including disciplinary and academic probation)
- Expulsion from campus housing
- Restricted access to activities or facilities
- Mandated counseling (e.g. educational programs such as batterer's intervention)
- Disqualification from student employment positions
- Revocation of admission and/or degree
- Withholding of official transcript or degree
- Bar against readmission
- Monetary restitution
- Withdrawing from a course with a grade of W, F, or WF

Range of protective measures

the institution may offer to the victim may include, but are not limited to ([TSUS Sexual Misconduct Policy section 10.13](#)):

- Campus no-contact orders
- Reassignment of housing or work assignments
- Temporary withdrawal or suspension from the Component, in accordance with [System Rules and Regulations](#) Chapters IV § 2.2(14), V § 2.141, and VI § 5. (14)
- Escort or transportation assistance
- Modification of class schedules
- Restrictions from specific activities or facilities

The System and Components will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The Component shall make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as efficient a manner as possible, with an expectation that the process (exclusive of any appeal procedures) will generally be completed within sixty (60) calendar days of the Complaint, absent extenuating circumstances.

All Title IX Coordinators, Deputy Coordinators, Investigators, and those with authority over sexual misconduct hearings and appeals shall receive training

each academic year including knowledge of offenses, investigatory procedures, due process, policy and

procedure. Training for these officials should address but not be limited to the following topics ([TSUS Sexual Misconduct Policy section 8.4](#)):

- Appellate training overview on Title IX background, obligations, policy and procedure, and board role.
- Hearing board trainings to review investigation, consider appropriateness of sanctions and techniques on procedural errors or omissions.
- Faculty training overview on reporting requirements, confidentiality, retaliation and basic policy and procedural rules related to sexual misconduct.

The accuser and the accused will be provided with the same opportunities to be accompanied by an advisor of their choice.

Both Complainant and Respondent may have one representative and/or one advisor present at all meetings a party has with the Investigator, Title IX Coordinator, Deputy Coordinator or other Component administrator related to a complaint. ([TSUS Sexual Misconduct Policy section 10.233](#)).

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

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

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

- No reasonable grounds exist that the Sexual Misconduct Policy was violated and the matter is closed, or
- It is more likely than not that Respondent violated the Sexual Misconduct Policy, and which specific sections of the Policy were violated.
- The finding shall include the Title IX Coordinator's basis for the decision and recommended sanctions, if any.
- Complainant or Student Respondent may elect to dispute the Finding and/or the sanction through a due process hearing. Procedures for the hearing are outlined in the System Rules and Regulations, Chapter VI §§ 5.7-5.9 and the Component's

Rights and options

Victims of dating violence, domestic violence, sexual assault or stalking will be provided with written documentation of their rights and options. Documentation will include written set of materials including detailed information on resources and options of “what to do”. Victims will be given the option to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities. This also includes the right not to report, if this is the victim’s desire. Victims will also be given the right to notification of and options for interim safety measures such as changing academic and living situations following an act of sexual assault, if requested and if changes are reasonable available (no formal complaint, or investigation, campus or criminal, need to occur before this option is available).

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

Disciplinary proceeding results for violent crime or non-forcible sex offense

Provided by the Dean of Students

Associate Dean Jerrell Sherman

References

Reference: Disciplinary proceeding results for violent crime or non-forcible sex offense citation [HEOA Sec. 493\(a\)\(1\)\(A\)](#)

Reference: 2016-2018 Student Handbook page 50, SHSU Formal Mediation policy 5.16

In accordance with the Texas State University System Sexual Misconduct Policy, Sam Houston state University will disclose to the alleged victim of either a crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the university against a student who is alleged to have committed such crime or offense. If the alleged victim is deceased as a result of such a crime or offense. If the alleged victim is deceased as a result of such crime or offence, the next of kin of such victim may make the written request and, upon receipt and conclusion of proceedings, the university shall provide this information.

ANNUAL FIRE SAFETY REPORT 2016

References

Reference: *Intuition fire safety regulations citation 34 CFR 668.49*

Reference: *Fire statistics disclosure citation 34 CFR 668.49(c)*

Reference: *Annual fire safety report citation 34 CFR 668.49(b)*

Submitted by Douglas Odom, SHSU Environmental Health and Safety Coordinator

Fire Safety

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

Fire Statistics 2016

In 2016, SHSU provides this information: one fire reported to University officials and the Texas State Fire Marshal's Office.

"On April 30, 2016 a fire occurred in Bearkat Village Building J:105, located at 2401 Montgomery Road, which resulted in minimal property damage and there were no injuries or deaths. The cause of the fire was determined to be an electrical short created by a faulty charging system on a resident's hover board. The damage was estimated at \$8500."

Fire Reporting Requirements

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

- University Police Department (UPD) (24-hours)
- Residence Life Work Control (during working hours)
- Physical Plant Work Control (during working hours)
- SHSU Environmental Health, Safety & Risk Management (24 hours)

On-Campus Student Housing Fire Safety Systems

Fire alarm systems compliant with National Fire Protection Association codes are installed in all on-campus student-housing buildings and smoke alarms are installed in each student sleeping area. Handicapped accessible rooms are equipped with low-frequency smoke alarms. These systems are continuously monitored, 24-hours a day, by the

University Police Department via a dedicated data link and monitoring station. Fire sprinkler systems are installed in all on-campus student housing, sleeping, common, and storage areas constructed after January 2000.

University Policy: Portable Electrical Equipment, Smoking and Open Flames

Portable Electrical Appliances

- Portable cooking appliances are not allowed in on-campus housing student rooms.
- Open-coil heating devices are not allowed in on-campus student residence halls.
- Hot-air popcorn appliances, drip coffee and tea brewers and blenders are allowed when used for their intended purpose only.
- The use of microwave ovens is prohibited in residence halls, unless they are provided by the University.
- Electric potpourri simmering devices are not allowed.

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

Smoking

- Smoking is prohibited in all on-campus residence halls, apartment buildings and PanHellenic houses owned or operated by Sam Houston State University. Smoking outside of these facilities is restricted to approved areas and violators may be fined \$100.
- Residents will be held responsible for the actions of their guests.

Open Flames

- Candle/oil warmers, oil lamps, wax sculptures, potpourri pots/scent devices, paraffin baths, incense, and any device producing an open flame are prohibited in all on-campus residence halls, apartment buildings and PanHellenic houses.
- Candles are not to be used during power outages or in holiday season decorations such as: jack-o-lanterns, Christmas wreaths, or menorahs.



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

Evacuation Procedures for On-Campus Student Housing

Evacuation Procedures

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

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

Requirements for Evacuations

- All residents of on-campus student housing are required to evacuate their respective housing unit and building anytime the building fire alarm system activates.
- Residents are required to use the nearest and safest designated emergency exit and move to an area a safe distance from the building.
- Failure to evacuate a building during an alarm may result in a monetary fine and disciplinary action.
- Residents are not allowed to return to their respective university housing until the alarm situation is investigated and the building cleared for re-entry by university officials.

Fire Drills

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



FIRE SAFETY SYSTEMS IN ON-CAMPUS RESIDENTIAL BUILDINGS

Building	Fire Alarm Monitoring (By UPD)	Fire Sprinkler System	Smoke Alarms in Residence Sleeping Rooms	Smoke Detection in Common Areas	Fire Extinguishers	Evacuation Plans Posted	Number of Fire Drills in Calendar Year
Alphi Chi Omega House	YES	NO	YES	NO	YES	YES	2
Alphi Delta Pi House	YES	NO	YES	NO	YES	YES	2
Anne Shaver House	YES	NO	YES	NO	YES	YES	2
Baldwin House	YES	NO	YES	NO	YES	YES	2
Bearkat Village A: 1-18	YES	YES	YES	YES	YES	YES	4
Bearkat Village B: 19-53	YES	YES	YES	YES	YES	YES	4
Bearkat Village C: 54-71	YES	YES	YES	YES	YES	YES	4
Bearkat Village D: 72-107	YES	YES	YES	YES	YES	YES	4
Bearkat Village E: Clubhouse	YES	YES	N/A	YES	YES	YES	4
Bearkat Village F: 108-143	YES	YES	YES	YES	YES	YES	4
Bearkat Village G: 144-161	YES	YES	YES	YES	YES	YES	4
Bearkat Village H: 162-185	YES	YES	YES	YES	YES	YES	4
Bearkat Village I: 186-203	YES	YES	YES	YES	YES	YES	4
Bearkat Village J: 204-221	YES	YES	YES	YES	YES	YES	4
Bearkat Village K: 222-244	YES	YES	YES	YES	YES	YES	4



FIRE SAFETY SYSTEMS IN ON-CAMPUS RESIDENTIAL BUILDINGS

Building	Fire Alarm Monitoring (By UPD)	Fire Sprinkler System	Smoke Alarms in Residence Sleeping Rooms	Smoke Detection in Common Areas	Fire Extinguishers	Evacuation Plans Posted	Number of Fire Drills in Calendar Year
Bearkat Village L: 245-262	YES	YES	YES	YES	YES	YES	4
Bearkat Village M Laundry	YES	YES	N/A	YES	YES	YES	4
Belvin / Buchanan Hall	YES	YES	YES	YES	YES	YES	2
Crawford House	YES	NO	YES	YES	YES	YES	2
Creager House	YES	NO	YES	YES	YES	YES	2
Elliot Hall	YES	YES	YES	YES	YES	YES	2
Estill Hall	YES	YES	YES	YES	YES	YES	2
Gibb's House	YES	NO	YES	YES	YES	YES	2
Houston House	YES	NO	YES	YES	YES	YES	2
Jackson Shaver House	YES	YES	YES	YES	YES	YES	2
Lone Star Hall	YES	YES	YES	YES	YES	YES	4
Mallon House	YES	NO	YES	YES	YES	YES	2
Rachel Jackson House	YES	NO	YES	YES	YES	YES	2
Randel House	YES	NO	YES	YES	YES	YES	2
Raven Village	YES	YES	YES	YES	YES	YES	4
Sam Houston Village	YES	YES	YES	YES	YES	YES	2
Sigma House	YES	NO	YES	YES	YES	YES	2
Vick House	YES	NO	YES	YES	YES	YES	2
White Hall	YES	NO	YES	YES	YES	YES	2
Zeta Tau Alpha House	YES	NO	YES	YES	YES	YES	2

with required federal, state and local laws regarding Fire and Life Safety.

Sam Houston State University is committed to the safety of its student residents. Through regular fire drills, training, inspections, repairs, and building fire system upgrades, the University ensures compliance



Annex A

Clery Requirements

The Requirements for Clery in Summary

The HEA contains specific campus safety- and security- related requirements, but allows institutions a great deal of flexibility in complying with them. This flexibility acknowledges the myriad differences in types, locations and configurations of postsecondary schools. Although all institutions have immediate, ongoing and annual requirements, compliance might differ in some respects from one institution to another. For example, compliance for an institution with on-campus student housing facilities differs from compliance for a small commuter school located in a strip mall. A single institution might have some different compliance requirements for each of its campuses. In any case, whatever the requirements are for your specific institution, they must be met completely and on time. As discussed throughout the handbook, remember to maintain detailed documentation of your compliance with each requirement. Institutions are routinely required to provide this documentation to Department officials during the conduct of program reviews.

The requirements fall into three categories based on the configuration of an institution: (1) Clery Act crime statistics and security-related policy requirements that must be met by every institution; (2) an additional Clery Act crime log requirement for institutions that have a campus police or security department; and (3) HEA missing student notification and fire safety requirements for institutions that have at least one on-campus student housing facility. Following is a list of the requirements by category along with the number of the applicable handbook chapter or chapters.

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

Issue campus alerts

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

dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Provide educational programs and campaigns

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

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

Disclose your policy and procedures in the annual security report.

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

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

Submit crime statistics to the Department.

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

2. In addition to the requirements for all institutions listed under no. 1, if your institution maintains a campus police or security department, you must keep a daily crime log of alleged criminal incidents that is open to public inspection. The regulatory requirements regarding the daily crime log are discussed in Chapter 5.
3. In addition to the requirements for all institutions listed under no. 1, if your institution has any on-campus student housing facilities, you must disclose missing student notification procedures that pertain to students residing in those facilities; and disclose fire safety information related to those facilities. Specifically, you must keep a fire log that is open to public inspection; publish an annual fire safety report containing policy statements as well as fire statistics associated with each on-campus student housing facility, including the number of fires, cause of fires, injuries, deaths and property damage, and inform prospective students and

employees about the availability of the report; and submit fire statistics to the Department each fall in the Web-based data collection.

Abbreviations

AD: Athletics director

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

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

CSA: Campus Security Authority

DUI: Driving under the influence

DWI: Driving while intoxicated

FERPA: Family Educational Rights and Privacy Act

FBI: Federal Bureau of Investigation

FSEOGs: Federal Supplemental Educational

Opportunity Grants

GO: General order

HEA: Higher Education Act of 1965

LEAP: Leveraging Educational Assistance Partnership

MOU: Memorandum of Understanding

NIBRS: Uniform Crime Reporting National Incident-Based Reporting System

PPA: Program Participation Agreement

RA: Resident assistant

SOP: Standard operating procedure

The Department: U.S. Department of Education

UCR: Uniform Crime Reporting

VAWA: Violence Against Women Act

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

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

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

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

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

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

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



SHSU PD REQUIRED NOTIFICATIONS AND RESOURCES

State of Texas Victim Rights Art.56.021.

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

The State of Texas intends that victims of crime receive the following safeguards, assurances and considerations:

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

have their safety considered by the magistrate when setting bail;

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

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

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

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

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

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

a separate or secure waiting area at all public court proceedings;

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

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

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

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

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

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

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

Victims should also know that they can have a victim advocate accompany them during the sexual assault exam if an advocate is available at the time of the examination.

Please call your crime victim services contacts in law enforcement and the prosecutor's office for more information about victim services in your community.

Crime Victims' Compensation:
Who is eligible?



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

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

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

Basic Qualification Requirements

Residency

The crime must occur in Texas to a Texas resident or a United States resident, or

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

Reporting the Crime

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

Filing for Compensation (TCCP, Art.56.37.)

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

Cooperation (TCCP, Art.56.45.)

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

Who May Qualify (TCCP, Art.56.32.)

An innocent victim of crime who suffers physical and/or

emotional harm or death

an authorized individual acting on behalf of a victim
a person who legally assumes the obligations or voluntarily pays certain expenses related to the crime on behalf of the victim

a dependent of a victim

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

an intervenor who goes to the aid of the victim or a peace officer

a peace officer, fire fighter, or individual whose employment includes the duty of protecting the public

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

Crimes involving "criminally injurious conduct," which is defined as conduct that occurs or is attempted, poses a substantial threat of personal injury or death and is, or would be, punishable by fine, imprisonment or death. This includes sex offenses, kidnapping, aggravated robbery, assaultive offenses, arson, homicide and other violent crimes in which the victim suffers physical or emotional harm or death.

The following motor-vehicle-related crimes are also covered: Failure to Stop and Render Aid, DWI, Manslaughter, Criminally Negligent Homicide, Aggravated Assault, Intoxication Manslaughter and Intoxication Assault.

Who Is Not Eligible

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

Benefits shall be denied if the victim or claimant:

knowingly or willingly participated in the crime

is the offender or accomplice of the offender

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



An award of compensation to the claimant or victim will be denied if it would benefit the offender or an accomplice of the offender.

Article 56.021, Code of Criminal Procedure Additional Rights of Victim of Sexual Assault or Abuse, Stalking, or Trafficking

A victim of sexual assault has the additional following rights within the criminal justice system:

(1) if requested, the right to a disclosure of information regarding any evidence that

was collected during the investigation of the offense, unless disclosing the information would interfere

with the investigation or prosecution of the offense, in which event the victim, guardian, or relative

shall be informed of the estimated date on which that information is expected to be disclosed;

(2) if requested, the right to a disclosure of information regarding the status of any

analysis being performed of any evidence that was collected during the investigation of the offense;

(3) if requested, the right to be notified:

(A) at the time a request is submitted to a crime laboratory to process and

analyze any evidence that was collected during the investigation of the offense;

(B) at the time of the submission of a request to compare any biological

evidence collected during the investigation of the offense with DNA profiles maintained in a state or

federal DNA database; and

(C) of the results of the comparison described by Paragraph

(B), unless disclosing the results would interfere with the investigation or prosecution of the offense, in which

event the victim, guardian, or relative shall be informed

of the estimated date on which those results

are expected to be disclosed;

(4) if requested, the right to counseling regarding acquired immune deficiency

syndrome (AIDS) and human immunodeficiency virus (HIV) infection;

(5) for the victim of the offense, testing for acquired immune deficiency syndrome

(AIDS), human immunodeficiency virus (HIV) infection, antibodies to HIV, or infection with any other

probable causative agent of AIDS; and

(6) to the extent provided by Articles 56.06 and 56.065, for the victim of the offense,

the right to a forensic medical examination if, within 96 hours of the offense, the offense is reported to

a law enforcement agency or a forensic medical examination is otherwise conducted at a health care facility.

(b) A victim, guardian, or relative who requests to be notified under Subsection (a)(3) must

provide a current address and phone number to the attorney representing the state and the law

enforcement agency that is investigating the offense. The victim, guardian, or relative must inform

the attorney representing the state and the law enforcement agency of any change in the address or phone number.

(c) A victim, guardian, or relative may designate a person, including an entity that provides

services to victims of sexual assault, to receive any notice requested under Subsection (a)(3).

d) This subsection applies only to a victim of an offense under Section 20A.02, 20A.03, 21.02, 21.11, 22.011, 22.021, 42.072, or 43.05, Penal Code. In addition to the rights enumerated in Article 56.02 and, if applicable,

Subsection (a) of this article, a victim described by this subsection or a parent or guardian of the victim is entitled to the following rights within the criminal justice system:

(1) the right to request that the attorney representing the state, subject to the Texas Disciplinary Rules of Professional Conduct, file an application for a protective order under Article 7A.01 on behalf of the victim; (2) the right to be informed: (A) that the victim or the victim's parent or guardian, as applicable, may file an application for a protective order under Article 7A.01; (B) of the court in which the application for a protective order may be filed; and (C) that, on request of the victim or the victim's parent or guardian, as applicable,

and subject to the Texas Disciplinary Rules of Professional Conduct, the attorney representing the state may file the application for a protective order; (3) if the victim or the victim's parent or guardian, as applicable, is present when the defendant is convicted or placed on deferred adjudication community supervision, the right to be given by the court the information described by Subdivision (2) and, if the court has jurisdiction over applications for protective orders that are filed under Article 7A.01, the right to file an application for a protective order immediately following the defendant's conviction or placement on deferred adjudication community supervision; and (4) if the victim or the victim's parent or guardian, as applicable, is not present when the defendant is convicted or placed on deferred adjudication community supervision, the right to be given by the attorney representing the state the information described by Subdivision (2).

Rights of Victims of Juvenile Offenders Section 57.002, Texas Family Code

(a) A victim, guardian of a victim, or close relative of a deceased victim is entitled to the following rights within the juvenile justice system:

(1) the right to receive from law enforcement agencies adequate protection from harm and threats of harm arising from cooperation with prosecution efforts; (2) the right to have the court or person appointed by the court take the safety of the victim or the victim's family into consideration as an element in determining whether the child should be detained before the child's conduct is adjudicated; (3) the right, if requested, to

be informed of relevant court proceedings, including appellate proceedings, and to be informed in a timely manner if those court proceedings have been canceled or rescheduled; (4) the right to be informed, when requested, by the court or a person appointed by the court concerning the procedures in the juvenile justice system, including general procedures relating to:

(A) the preliminary investigation and deferred prosecution of a case; and (B) the appeal of the case;

(5) the right to provide pertinent information to a juvenile court conducting a disposition hearing concerning the impact of the offense on the victim and the victim's family by testimony, written statement, or any other manner before the court renders its disposition; (6) the right to receive information regarding compensation to victims as provided by Subchapter B, Chapter 56, Code of Criminal Procedure, including information related to the costs that may be compensated under that subchapter and the amount of compensation, eligibility for compensation, and procedures for application for compensation under that subchapter, the payment of medical expenses under Section 56.06, Code of Criminal Procedure, for a victim of a sexual assault, and when requested, to referral to available social service agencies that may offer additional assistance;

(7) the right to be informed, upon request, of procedures for release under supervision or transfer of the person to the custody of the pardons and paroles division of the Texas Department of Criminal Justice for parole, to participate in the release or transfer for parole process, to be notified, if requested, of the person's release, escape, or transfer for parole proceedings concerning the person, to provide to the Texas Youth Commission for inclusion in the person's file information to be considered by the commission before the release under supervision or transfer for parole of the person, and to be notified, if requested, of the person's release or transfer for parole;

(8) the right to be provided with a waiting area, separate or secure from other witnesses, including the child alleged to have committed the conduct and relatives of the child, before testifying in any proceeding concerning the child, or, if a separate waiting area is not available, other safeguards should be taken to minimize the victim's contact with the child and the child's relatives and witnesses, before and during court proceedings;

(9) the right to prompt return of any property of the victim that is held by a law enforcement agency or the attorney for the state as evidence when the property is no longer required for that purpose; (10) the right to have the attorney for the state notify the employer of the victim, if requested, of the necessity of the victim's cooperation and testimony in a proceeding that may necessitate the absence of the victim from work for good cause; (11) the right to be present at all public court proceedings related to the conduct of the child as provided by Section 54.08, subject to that section; and

(12) any other right appropriate to the victim that a victim of criminal conduct has under Article 56.02, Code of Criminal Procedure.

(b) In notifying a victim of the release or escape of a person, the Texas Youth Commission shall use the same procedure established for the notification of the release or escape of an adult offender under Article 56.11, Code of Criminal Procedure.

VAWA Related Police Options

Options When Reporting Sexual Misconduct to the SHSU Police Department

SHSU policy dictates that an offense of sexual misconduct is encouraged to be reported to the police department allowing for the use of all lawful means under criminal statutes to assist the victim/survivor and for prosecution of the suspect(s). Once a victim of sexual assault desires to make a report of sexual assault, dating violence, domestic violence and stalking, the Sam Houston State University Police Department procedures goes into effect, providing the following options in both verbal and written forms. The Sam Houston State University Police Department:

1. Insures the safety of the victim
2. Determines the medical needs of the victim and facilitates the victim's need for medical treatment, if needed or desired by the victim, including, if opted for, a SANE examination.
3. Assures the victim of options in having support from

psychological services, advisors, advocates, the Dean of Students office or personal friend/parent during an investigation.

4. Provides in writing the options for investigation, accommodations, rights as a victim under the Sam Houston State University's policies, procedures, and under Texas State law, as well as options on resources available to the student.

5. Provides for the optional legal use of a Pseudonym in cases of sexual assault, domestic violence, dating violence, and stalking to protect, as much as legally possible, the victim's identity, and as provided by state law.

6. Provides for the options of refusing a full investigation or prosecution of the suspect.

7. Provides the option for Title IX accommodations as provided through the office of Equity and the Dean of Students office.

8. Provides for the on-campus student the options for escort to classes or work on campus.

The information as provided to the victim is also listed within the Annual Security Report on behalf of The Sam Houston State University. All Campus Security Authorities are directed, if the victim so chooses, to facilitate reporting to the Sam Houston State University Police Department or other law enforcement agencies and possible resources with jurisdiction of the offense..

All Campus Security Authorities are directed to provide in written form the options listed for this procedural section, along with the victim's student rights, which can be found on the police web site: <http://www.shsu.edu/dept/public-safety/upd/index.html>

SHSU PD Victim Liaison is Detective Chanda Brown, and she can be reached directly at 936.294.4543 or via email at clf017@shsu.edu.

