

# **Harris Stowe State University**

## **Campus Security**

**&**

## **Fire Safety**

## **Annual Report**

**October 2018**

**(Crime Statistics for 2015-2017)**



October 1, 2018

The safety and well-being of all members of our community is of great concern to the Harris-Stowe State University. Our staff, faculty, and employees are dedicated to making the campus a safer place to live and work.

Harris-Stowe State University's Department of Public Safety is committed to providing a safe environment for our students, faculty, staff and guests. Although we are not a sworn law enforcement agency, the Department of Public Safety embraces the philosophy of "Community Policing," and shares the belief that campus security and safety can only be accomplished through a unified partnership involving the officers, students, faculty and staff and also the community at large.

The Department of Public Safety seeks to provide friendly, customer service oriented interactions to all students, faculty, staff and community members. It is our intent to provide an atmosphere where everyone feels that they are safe during their visit or stay at Harris-Stowe State University.

When you review the statistics, you will notice that Harris Stowe State University is a relatively safe campus. The general sense of safety you experience is due in large part to the collaborative efforts of several departments and individuals.

The Department of Public Safety is committed to maintaining active and close partnerships with our area law enforcement agencies which consist of the St. Louis Metropolitan Police Department, the St Louis City Sheriff's Office, as well as other local, state and federal agencies.

We must all keep in mind that safety is a shared responsibility and we rely on every member of the university community to contribute. This can be accomplished by reporting suspicious activities and using common sense when going about your daily activities.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, every institution of higher education is required to annually prepare a Uniform Campus Crime Report. Each year, an email notification is made to all enrolled students, faculty, and staff providing information on how to access this report online. The report is also available at any time in the Department of Public Safety operations office.

Sincerely,



Interim Chief Mel Williams

Director of Department of Public Safety

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### **Important Contact Information**

- ***Emergencies Call 911***
- Crime on Campus Dial x-13333
- Dispatch (314) 340-3333 (Available 24 hours a day)
- Dean of Students  
(314) 340-5095
- Director of Counseling and Prevention  
(314) 340-5089
- Parking Services/Enforcement  
(314) 340-3602
- Chief Melvin Williams, Director  
Department of Public Safety  
Administrative Office  
(314) 340-3333  
3026 Laclede Ave  
St. Louis, MO 63103-2136

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. Violators can be "fined" up to \$54,789 by the U.S. Department of Education, the agency charged with enforcement of the Act and where complaints of alleged violations should be made, or face other enforcement action.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the **Crime Awareness and Campus Security Act of 1990**, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the non-profit Security On Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

The Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA), which required all postsecondary institutions participating in Title IV student financial aid programs to disclose crime statistics and security information.

The Clery Act requires higher education institutions to collect crime data, report, and disseminate this information to the campus community and to the Department of Education. The Act is intended to provide students and their families around the country with accurate and complete information about the safety of colleges and universities in the United States.

#### **The Campus Security Act requires Colleges and Universities to:**

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus security, local law enforcement and other university officials who have "significant responsibility for student and campus activities."
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees."
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus security and is reported to the Department of Public Safety."

**The Harris-Stowe State University, Department of Public Safety is responsible for preparing and distributing this report. We work with many other departments and law enforcement agencies such as the Administration and Student Affairs, the St. Louis Police Department, St. Louis City Sheriff's Office.**

## **Annual Security Report Policy**

Crime Statistics for the annual disclosure that is prepared for the campus community are collected from two primary sources: (1) Law Enforcement Agency (St. Louis Metropolitan Police) and (2) School Officials with knowledge of formal and informal complaints and disciplinary referrals, who are designated as campus security authorities, (CSAs). Individuals at HSSU are designated as CSAs based on whether they perform the following functions: (1) their official job responsibilities involve significant interaction with students and/or campus activities, (2) they serve as informal or unofficial mentors to students, (3) they serve as a member in an office or of a committee to whom students are informed to report or discuss crimes, allegations of crimes, and other troubling situations, and/or (4) they have oversight for disciplinary procedures.

All complaints, allegations or incidents that fall into the reportable categories must be reported regardless of whether any informal or formal investigative process is pursued. When there is doubt whether a crime is reportable depending on its location, the University errs on the side of including the crime, to provide useful and informative data. A written request for statistical information is made on an annual basis to all non-public safety officials who are designated as campus security authorities.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the website address to access this report. Copies of the report may also be obtained at the Department of Public Safety. The report is posted online at:

<http://www.hssu.edu/2018AnnualSecurityReport>

## **Emergency Notification and Timely Warnings**

To help prevent crimes or serious incidents, the Department of Public Safety, in conjunction with other departments on campus, issues Campus Safety Alerts in a timely manner to notify campus community members about certain crime in and around our campus. Our current notification systems is the Omniert notification system. This system notifies students, faculty, staff and Residential Halls of any emergency announcements that are made via text messaging to cellular phones and e-mail. All students, faculty, and staff are signed up for this notification system upon enrollment or employment.

The Department of Public Safety will issue Timely Warnings when information is received that could impact the campus community. Members of the community who know of a crime or serious incident should immediately report that information as soon as possible to the Department of Public Safety so that a Campus Safety Alert can be issued if warranted. The Department of Public Safety distributes Alerts via the University-Wide E-mail distribution.

## Daily Crime Log

The Department of Public Safety maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus in a non-campus building or property, on public property, or within the department's patrol jurisdiction. The Daily Crime Log is available for public inspection at the Public Safety Operations Office. The information is posted on the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log that would cause an adverse effect to an investigation. The Department of Public Safety's Navigate incident/event management and reporting system, provides back up information through Lauren Innovations' backup servers and components for our HSSU site. Defective parts are replaced should the server ever become temporarily nonfunctional. Lauren Innovation's Datacenter is staffed 7 days a week, 365 days a year. Lauren Innovation Datacenter will maintain up to date information, in real-time fashion.

## Reporting Criminal Actions or other Emergencies

You can help keep the Harris-Stowe State University campus a safe place for yourself and others by promptly and accurately reported to the Harris-Stowe State University Department of Public Safety (DPS) immediately by calling 314-340-3333 or extension 13333 from a campus telephone. The Harris-Stowe State University Department of Public Safety (DPS) patrols all properties rented owned or leased by the Harris-Stowe State University. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around the Residential Halls should be reported immediately. Dispatchers are available at the respective numbers 24 hours a day to answer calls. In response to a call, Dispatchers will take the required actions, dispatching an officer or asking the victim if they would like to file a report with the police. The Department of Public Safety forwards reports to the Student Conduct Office for review and potential action by Rights and Responsibilities Committee. The Department of Public Safety will investigate all reports when appropriate. Additional information obtained via the investigation could be forwarded to the Rights and Responsibilities Committee. Incidents may also be reported to the Public Safety Operations Office which is located 3026 Laclede Ave – Henry Givens Administration Building room 019.

All students, faculty, staff and visitors are encouraged to report all criminal incidents, accidents and other emergencies immediately to the Department of Public Safety for the purpose of distributing a potential timely warning notice and for disclosure in the annual crime statistics. When the incident is an emergency and requires a law enforcement response the Department of Public Safety will notified the St. Louis Metropolitan Police Department to respond.

If you are not comfortable with reporting a crime to DPS, you may also report crimes to the following campus security authorities or offices:

1. Dean of Students	314-340-5095
2. Office of Residential Life	314-340-5112
3. Assistant Provost	314-340-3611

4. Office of Human Resources	314-340-3340
5. Director of Athletics	314-340-3572
6. Director of Student Engagement	314-340-5030
7. Director of Academic Success	314-340-3307
8. Director of Health Services	314-340-5092
9. Title IX Coordinator	314-340-5030
10. Office of Admissions	314-340-3305

**Emergency Blue Light Phones**

Code Blue Stations (emergency telephones) are located on-campus in the walkways between the Emerson Performance Center and the Gillespie Residence Hall; in front of AT&T Library; in front of the entrance to the William L Clay Early Childhood Center; and on the student parking lot where Gillespie and Bosley Residence Halls meet. These phones dial directly to the Department of Public Safety.

**Confidential Reporting**

The Harris-Stowe State University’s, Department of Public Safety is committed to providing a safe campus community. All members of the Harris-Stowe State University community are encouraged to report all crimes. If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, or if you are a witness to a crime and do not want to reveal your identity, you may make a confidential report of the incident to the Department of Public Safety. The purpose of a confidential report is to maintain the reporting individual’s confidentiality, while helping the Department of Public Safety protect the safety of the HSSU community. Providing information also helps the university maintain accurate records regarding the number of incidents involving students, employees, and visitors; determine if there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers when appropriate. Reports filed in this manner are not excluded from HSSU’s annual crime statistics, and when they involve allegations of sexual harassment (including sexual violence) they are made available to the University’s Title IX Coordinator. By request, the Director of the Department of Public Safety or his designee may agree to file a report on the details of an incident without revealing a person’s identity. If you know of a crime or wish to report suspicious activity, you can submit information confidentially by completing and submitting the form on the HSSU website: [www.hssu.edu/report](http://www.hssu.edu/report)

**Campus Officers Authority**

Although the officers are not sworn police officers, they are granted the authority to enforce federal, state and municipal laws. The Department of Public Safety is also granted limited arrest powers through the St. Louis Board of Police Commissioners. This allows officers to make an arrest (detain only and not full custody arrest) and to search and seize evidence relating to an arrest as long as the crime was committed in their presence and on property rented, owned, leased or controlled by the university. Officers can also make arrests for felonies that did not occur in their presence if reasonable grounds exist that the offense was committed by the person the officer is arresting and it occurred on property rented, owned, leased or controlled by the university. Harris-Stowe State University’s Public Safety Officers have the authority



to ask persons for identification and to determine whether individuals have lawful business at the Harris-Stowe State University. Public Safety Officers have the authority to issue parking citations, which can be billed to the financial accounts of students, faculty, and staff. The St. Louis County Security License guidelines prohibit officers from having authority off university property.

### **Working Relationship with Law Enforcement**

The Harris-Stowe State University Department of Public Safety does not have a written “memorandum of understanding” with local, state or federal law enforcement agencies, but HSSU maintains a strong working relationship with the St. Louis Metropolitan Police Department (SLMPD) and the St. Louis City Sheriff’s Office. The Chief of the Department of Public Safety meets regularly with the Police Chief and the Sheriff of both agencies on a formal and informal basis. It is the current policy of the Department of Public Safety to contact the St. Louis Police Department anytime a felony crime, as defined by Missouri State statutes, is reported by a student, faculty or staff member that occurs on campus, or when an incident is brought to the attention of campus security that has not been reported to the police. The Department of Public Safety occasionally works with other law enforcement agencies including but not limited to the FBI, Probation and Parole, United States Marshalls Service, St. Louis Metro Public Safety Department and St. Louis University Department of Public Safety.

### **Counselors and Confidential Crime Reporting**

Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, Professional Counselors at Harris-Stowe State University are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Public safety for inclusion into the annual crime statistics. Crimes can also be confidentially discussed with these employees:

#### ***Pastoral Counselor***

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

#### ***Professional Counselor***

A licensed or certified employee of an institution whose official responsibilities includes: providing psychological counseling to members of the institution’s community.

## **Security of and Access to Campus Facilities**

### **Academic and Administrative Buildings**

Harris-Stowe State University is a historically Black institution (HBCU) located in the heart of vibrant mid-town St. Louis, Missouri. The campus is home to all of the Harris-Stowe State University schools and administrative offices, as well as classrooms, library and on-campus residence halls. The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings are also controlled by card or fob readers and some even by phone application or virtual ID. All of these buildings have varied levels of access. DPS officers patrol all the academic and administrative buildings as well as the library on a regular basis. For information about the access protocol for a specific building, see the Director of Facilities, or contact DPS at **(314) 340-3333**.

### **Residential Halls**

Access to residence halls is restricted to residents, their approved guests, and other approved members of the university community. Each resident has a key fob which allows access to the residence hall in which they live. Guests of residents must be accompanied at all times by the resident they are visiting. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their key fobs. DPS officers patrol the residence halls on a regular basis and work with Resident Assistants, Residence Directors, and Area Coordinators to enforce security measures. While the residential area of the residential halls are secured, the university student center is located on the first floor of the Rev. Dr. William G. Gillespie Residence Hall and the university dining hall is located on the first floor of the Freeman R. Bosley Residence Hall.

### **Maintenance of Campus Facilities**

The Harris-Stowe State University campus is well lit, and further improvements in campus lighting are continuously being made, including the upgrading of existing lighting to LED lights on buildings, in parking lots, in areas with heavy landscaping and along sidewalks and pathways frequently traveled by students. Lighting and shrubbery checks are conducted periodically during the year by Facilities Management, in conjunction with DPS. Safety and security concerns are identified, and recommendations for improvements are made. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Other members of the university community should promptly report equipment problems to DPS or to Facilities Management.

### **Monitoring of Student Organizations**

Harris-Stowe State University does not have any officially recognized student organizations that have housing facilities “off-campus.” If SLMPD is contacted about incidents occurring off-campus involving HSSU students, SLMPD may notify Harris-Stowe State University Department of Public Safety to inform

them of the situation. There is no official SLMPD policy requiring such notification involving private property. Students in these cases may be subject to arrest by SLMPD and university disciplinary proceedings through the Office of Student Rights and Responsibilities. HSSU does have officially recognized student organizations that have Non-campus facilities; however, the university does not use the local law enforcement agencies to monitor or record activities at those locations. Those private facilities are within the jurisdiction of local the local law enforcement agency and they respond to those locations when police services are required.

### **Security Awareness and Crime Prevention Programs for Students and Employees**

The Harris-Stowe State University conducts ongoing primary crime prevention and awareness programs for students, faculty, and staff. Some of the programs promote awareness of drug and alcohol abuse prevention, sexual assault, rape, acquaintance rape, domestic and dating violence, stalking, recognition of signs of abusive behavior to avoid potential attacks and a safe and positive bystander Intervention and risk reduction program to prevent harm or intervene in risky situations. The Division of Student Affairs conducts crime prevention and awareness programs during the new student orientations which are held each semester for freshman and transfer students. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Crime Prevention Programs on personal safety and security are also sponsored by various campus organizations throughout the year. The programs include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, domestic violence, self-defense, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. The Division of Student Affairs, Residential Life, Title IX and Department of Public Safety participate in forums, hall meetings and programs in the Residence Halls to explain university security, public safety and fire safety measures and procedures at Harris-Stowe State University with all incoming students and their parents in May-August during summer orientations. For information about any prevention programs or activities, call the Dean of Student Success at (314) 340-5095 or the Department of Public Safety at (314) 340-3333.

### **Harris-Stowe State University - Drug Policy**

Harris-Stowe State University has a “Zero Tolerance” policy regarding the improper use of controlled substances or drug paraphernalia. This policy expressly prohibits: The possessing, manufacturing, distributing or sale of a controlled or illegal substance or drug paraphernalia. Examples of illegal substances are: crack cocaine, ecstasy, “date rape” drugs, marijuana, cocaine, heroin, or any other narcotic or controlled substances except as expressly permitted by law. The “Zero Tolerance” also extends to the aiding or abetting individuals in the illegal possession, use, sale, distribution, or attempted sale or distribution of controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall rooms, or to be in any university owned or operated property over which they have control. Any student engaged in such activities will be subject to arrest by law enforcement agents and will seriously jeopardize his or her status as a student at the University.

### **Harris-Stowe State University – Alcohol Policy**

The sale, possession or consumption of an alcoholic beverage is prohibited on campus grounds and at off-campus University sponsored events. In addition, the laws of the State of Missouri and Federal laws prohibit the possession, consumption and serving of alcoholic beverages by and to persons less than 21 years of age.

### **Missing Student Notification Policy**

Anyone who receives information that a student is missing, or has independent information that a student is missing, must immediately report the information to the Harris-Stowe State University Department of Public Safety, (314-340-3333). If foul play is suspected the report should be made immediately even if it has not been 24 hours. Any report of a missing student will be fully investigated by the Department of Public Safety. To determine if a student is missing, university officials will use all available methods to determine the location of the missing student. The Department of Public Safety will notify the appropriate local law enforcement agency when the local attempts fail to locate the missing student. If the student has designated an emergency contact person, the university will notify that individual as well. If the missing student is younger than 18 years of age and not an emancipated minor, the University will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student. If the investigation determines that the student is missing prior to 24 hours these procedures will be implemented immediately.

### **Emergency Contact Information**

In compliance with the Federal Higher Education Opportunity Act, federal law, 20 U.S.C. § 1092j, Residential students may identify an individual to be designated as an emergency contact. The emergency contact will be notified by the university within twenty-four hours if circumstances indicate that the student may be missing. The student should notify their choice of emergency contact that he/she has been designated as an Emergency Contact. Every student who resides on campus will be required to fill out the Student information sheet as part of the check-in process to their residential hall and room. The information is updated each semester and is maintained by the Residential Life Coordinator in each residential hall. The student is responsible for ensuring the accuracy of the information provided and updating the information when needed.

### **Harris-Stowe State University -Prohibits Sexual Misconduct**

Harris-Stowe State University prohibits all criminal sexual misconduct that includes: rape, acquaintance rape, domestic and dating violence, sexual assault, and stalking. The institution provides students and employees a written explanation of their rights and options.

### **Preventing and Responding to Sex Offenses**

Annual educational programs and materials are provided to promote the awareness and risk reduction of criminal sexual misconduct that includes: Sexual misconduct can be generally be defined as non-consensual sexual activity, which occurs because of intimidation, threat of force, force or coercive behavior, or taking advantage of one who is unable to give consent due to mental or physical

incapacitation. Criminal sexual misconduct most generally refers to acts of sexual misconduct which are felonies and/or misdemeanors according to the criminal code.

In Missouri, rape is understood to be sexual behaviors by "forcible compulsion;" that is, without the victim's consent. "Acquaintance rape" is a rape in which the victim, male or female, and the rapist know one another. Legally, there is no distinction between what is commonly known as "acquaintance rape" and what is legally defined as rape.

In addition to rape, the State of Missouri lists the following as criminal sex offenses: deviant involuntary sexual intercourse, aggravated indecent assault, indecent exposure, non-forcible rape (incest and statutory rape), harassment by communication (using lewd and lascivious words or language), and stalking. Students who are victims of rape or other sex offenses are encouraged to report the incident to the Department of Public Safety, residence hall staff, the Dean of Students, counseling services staff, Title IX Coordinator, or any other appropriate member of the University community. Victims of rape are advised not to change clothes, preserve evidence and do not shower prior to a medical examination.

If you are a victim of a sexual assault at this institution, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Department of Public Safety strongly advocates that a victim of sexual assault reports the incident in a timely manner.

Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Department of Public Safety and/or the Title IX Coordinator. Although filing a police report is encouraged and assistance will be provided to the student complainants, a police report does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination);
- Assure the victim has access to free, confidential counseling from counselors specifically trained in sexual assault crisis intervention.

The investigation of serious criminal and sexual misconduct occurring at the Harris-Stowe State University is investigated by the St. Louis Metropolitan Police and assisted by the Department of Public Safety. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Rights and Responsibilities Hearing Process. Student Health Services staff and any other appropriate member of the university community are available for support and advocacy for victims throughout the course of the process and will provide written notification various resources on and off campus. The following are local sexual assault referral sources:

## **Resources**

**St. Louis Regional Sexual Assault Center (314) 726-6665 [www.ywcastlouis.org](http://www.ywcastlouis.org)**

**National Sexual Assault 24/7 Crisis Hotline (RAINN) 1-800-656-HOPE (4673)**

Depending on the findings of the investigation, the university can act to protect the victim's academic and on-campus living arrangements if changes are requested and are reasonably available.

The accuser and accused will be entitled to the same opportunities during disciplinary proceedings. Both the accuser and the accused will be informed of outcomes of any institutional disciplinary proceedings brought alleging a sex offense. The Harris-Stowe State University may impose the sanctions of immediate dismissal to expulsion following a final determination of an institution disciplinary hearing proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense.

## **Notification of Results**

The university will disclose to the alleged victim of a crime of violence or non-forcible sex offense the report on the results of a university disciplinary proceeding against a student who is the alleged perpetrator. If the victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the victim if so requested.

## **Violence Against Women Reauthorization Act (VAWA) 2013**

Under the leadership of the Senator Joe Biden, Congress recognized the severity of violence against women and our need for a national strategy with the enactment of the Violence Against Women Act in 1994. This landmarked federal legislation's comprehensive approach to violence against women combined tough new provisions to hold offenders accountable with programs to provide service for victims of such violence.

### **Definitions:**

"Domestic violence" is defined as a felony or misdemeanor crime of violence committed—

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. 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;
5. 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.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

“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. For the purposes of this definition—

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.

“Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for the person’s safety or the safety of others; or
2. Suffer substantial emotional distress.

For the purposes of this definition—

- **Course of conduct** means 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.

**(As defined by the Campus Sexual Violence Act (“SaVE Act”) provision, Section 304)**

“Consent” For sexual assault/violence, Harris-Stowe State University uses the Missouri State Statute 556.061 definition of consent (see 1(a) below:

“Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission and shall not be deemed or construed to mean the failure by the alleged victim, to offer physical resistance to the offender. Assent does not constitute consent if:

- (a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
- (b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug – induced state, or any other reason manifestly unable or known by the actor to be unable to make a reasonable judgement as to the nature or harmfulness of the conduct.

**Bystander Intervention** – The Harris-Stowe State University holds all community members responsible to take reasonable and prudent actions to prevent or stop an act of sexual misconduct or interpersonal violence. Taking action may include direct intervention, calling law enforcement, or reporting to a Responsible Employee.

### **Victims' Rights and Responsibilities**

- Victims have the option to, or not to, notify and seek assistance from law enforcement and campus authorities;
- Victims should make every effort to preserve all evidence of the crime. For example, do not shower or discard clothing.
- Victims may seek counseling through HSSU Counseling Services— (314) 340-5089
- Victims may seek appropriate health care through Student Health Services— (314) 340-5053.

### **Reporting Procedures**

Currently, enrolled students who are campus victims of sexual assault/violence, rape, acquaintance rape, dating violence, domestic violence or stalking may report incidents to the following:

#### **Department of Public Safety (DPS)**

(314) 340-3333

#### **Humane Resources Administrator**

(314) 340-3340

#### **VP/Dean of Students**

(314) 340-5095

#### **Athletics Administrator**

(314) 340-3572

#### **Director of Student Engagement**

(314) 340-5030

#### **Assistant Provost**

(314) 340-3611

### **Confidentiality**

Reports will be handled in a confidential manner to the extent permitted by law, including but not limited to, the exclusion of personally identifiable information during record-keeping procedures.

### **Investigation/Disciplinary/Hearing Procedures**

If the victim chooses to report the crime to the Department of Public Safety, a prompt, fair and impartial investigation and resolution will occur.



Upon complete investigation of the crime by the Department of Public Safety (DPS), a report will be given to the Chair of the Rights and Responsibilities Committee for prompt review and schedule of hearing. Any objection to a hearing must be submitted in writing by the victim/accuser to the Chair of the Rights and Responsibilities Committee. Otherwise, a hearing will be conducted by the Rights and Responsibilities Committee in a manner that protects the safety of the victim/accuser and promotes accountability. The accuser and accused are entitled to have witnesses or an advisor, such as University faculty, staff or students, present during the hearing or any related meeting. No attorneys or parents will be allowed to attend disciplinary proceedings. A preponderance of the evidence standard will be used during the hearing process to determine appropriate sanctions. The accused and accuser will be notified simultaneously and in writing of the outcome of the hearing.

### **Sanctions/Protective Measures**

Following the final determination of rape, acquaintance rape, domestic violence, sexual assault or stalking, all or some of the sanctions or protective measures may apply:

Suspension or expulsion of the responsible party from the university; Change class schedule, living, transportation and work situation for the accused or accuser upon request; On-campus escort services by the Department of Public Safety as deemed appropriate; No-contact orders for the accused and accuser issued by the Rights and Responsibilities Committee; Counseling services option for the accused and accuser.

### **Appeals**

For appeals, the accuser and accused may file an appeal if he/she is dissatisfied with the outcome of the hearing. Appeals must be submitted in writing to the Vice-President and Dean of Students or designee within five (5) business days of receipt of outcome letter. The Vice-President and Dean of Students or designee will issue the appeal decision in writing to the student within 30 days or less.

### **Campus Sex Crimes Registration/Prevention Act**

The Harris-Stowe State University, Department of Public Safety, in compliance with the Campus Sex Crimes Prevention Act is required to advise the campus community of where information concerning registered sex offenders may be obtained. It also requires sex offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state, at which the person is employed, carries on a vocation, or is a student. DPS makes the following information available to the university community in order to provide the location to obtain information regarding registered sex offenders.

Information on sex offenders can be found at: <http://www.mshp.dps.mo.gov/CJ38/search.jsp>

Additional information on sex offenders can be found at the local law enforcement agency having primary jurisdiction for the Harris-Stowe State University Campus, St. Louis Police Department. SLMPD can be contacted at: 314-231-1212.

## **Emergency Response and Evacuation Procedures**

Harris-Stowe University's Department of Public Safety officers and supervisors receive annual training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat, the first responders to the scene are usually the Department of Public Safety and/or St. Louis Metropolitan Police Department, they will work together to manage the incident. Depending on the type of incident, other local, state and federal agencies could also be involved in responding. Each University Department is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. Emergency response and evacuation exercises will be conducted each year. These tests will evaluate the emergency plans and capabilities of the institution.

Community members are encouraged to review the University's emergency procedures handbook located on the Department of Public Safety's website:

[http://www.hssu.edu/ae/aefiles/58/HSSU\\_Emergency\\_Procedures\\_v20170717.pdf](http://www.hssu.edu/ae/aefiles/58/HSSU_Emergency_Procedures_v20170717.pdf)

### Definitions of Reportable Offenses

1. **Murder and Non Negligent Manslaughter** – The willful (Non Negligent) killing of one human by another.
2. **Negligent Manslaughter** – The killing of another person through gross negligence.
3. **Rape** – Is 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.
4. **Fondling** – Is 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.
5. **Incest** – Is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
6. **Statutory Rape** – Is sexual intercourse with a person who is under the statutory age of consent.
7. **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.
8. **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually by weapon providing death or great bodily harm.
9. **Burglary** – The unlawful entry of a structure to commit a felony or a theft.
10. **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.
11. **Arson** – Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.
12. **Hate Crime** – A criminal offense committed against a person or property which is motivated in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin, gender identity or national origin.
13. **Domestic violence** – means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
14. **Dating violence** - means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature.
15. **Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Harris-Stowe State University Givens Campus 2015 – 2017 Crime Statistics

**Criminal Offenses – On-campus**

	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	1
Fondling	0	1	2
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	1
Aggravated Assault	1	0	0
Burglary	22	1	5
Motor Vehicle Theft	1	0	2
Arson	0	0	0
Domestic Violence	2	0	0
Dating Violence	6	0	7
Stalking	0	0	0

**Criminal Offenses – On-campus (Residence Halls)**

	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	1	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	14	1	5
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	2	0	0
Dating Violence	0	0	7
Stalking	0	0	0

Harris-Stowe State University Givens Campus 2015 – 2017 Crime Statistics

**Criminal Offenses – Public Property**

	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	1	1	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	4	1	0
Aggravated Assault	1	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	1	0	0
Stalking	0	0	1

**Criminal Offenses – Non-Campus**

	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	1
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	1

**Harris-Stowe State University Givens Campus 2015 – 2017 Crime Statistics**

**Arrests – On-campus**

	2015	2016	2017
Liquor Law Violations	1	0	0
Drug Law Violations	0	0	2
Illegal Weapons Possession	0	0	1

**Arrests – On-Campus Residence Halls**

	2015	2016	2017
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**Arrests – Public Property**

	2015	2016	2017
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**Arrests – Non-Campus**

	2015	2016	2017
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**Harris-Stowe State University Givens Campus 2014 – 2016 Crime Statistics**

**Disciplinary Action – On-Campus**

	2015	2016	2017
Liquor Law Violations	4	3	3
Drug Law Violations	10	8	13
Illegal Weapons Possession	1	3	4

### Disciplinary Action – On-Campus Residence Halls

	2015	2016	2017
Liquor Law Violations	4	3	3
Drug Law Violations	9	6	10
Illegal Weapons Possession	0	2	1

### Disciplinary Actions – Public Property

	2015	2016	2017
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

### Disciplinary Actions – Non-Campus

	2015	2016	2017
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

## Harris-Stowe State University Givens Campus 2014 – 2016 Crime Statistics

### Hate Offenses – On-Campus

	2015	2016	2017
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

### Hate Offenses – On-Campus Residence Halls

	2015	2016	2017
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

### Harris-Stowe State University Givens Campus 2014 – 2016 Crime Statistics

#### Hate Crimes – Public Property

	2015	2016	2017
Murder	0	0	0
Non-Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0



### Hate Crime – Non-Campus

	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

### Harris-Stowe State University Givens Campus 2014 – 2016 Crime Statistics

#### Unfounded Crimes

	2015	2016	2017
Unfounded Crimes	0	0	0

## **Fire Safety Report**

### **Fire Safety Procedures**

The purpose of this policy is to implement the requirements of the Higher Education Opportunity Act – Fire Safety Reporting provisions, as well as to provide fire safety policy guidelines for the University Residential Hall buildings. If any fire should occur on the campus of the Harris-Stowe State University, it should be reported to the Department of Public Safety immediately at (314) 340-3333 or in case of an emergency call 911.

The policy applies to the following Residential Halls: Bosley and Gillespie University Housing is considered an on-campus student residential facility; based on the definition contained in the relevant federal guidelines.

On or before October 1, each year the University will publish an annual Fire Safety Report that contains at a minimum, the following information:

1. The fire statistics described in the subsection below.
2. A description of the University Housing fire safety systems.
3. The number of fire drills held at University Housing during the previous calendar year.
4. The University Housing policies or rules on portable electrical appliances, smoking, and open flames in each facility.
5. The procedures for evacuation in the case of a fire in University Housing.
6. The policies regarding fire safety education and training programs provided to the students and employees, which must describe the procedures that students and employees should follow in case of a fire.
7. For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
8. Plans for future improvements in fire safety, if any, and as determined necessary by the University.

### **FIRE SAFETY PLAN**

When the evacuation alarm sounds, or when you receive a request from a Public Safety Officer, YOU MUST EXIT THE BUILDING IMMEDIATELY. If there is a fire in your vicinity, feel doors with the back of your hand before you open them. If they are hot, find another way out. When exiting, stay as close to the floor as possible — smoke and heat rise and the air is clearer and cooler near the floor. Close the doors behind you.

### **WHEN THE FIRE ALARM IS ACTIVATED**

- Fire alarms should never be taken lightly. Do not assume it is an alarm test unless a test has been announced. When the fire alarm sounds, you should leave the building immediately—even if someone else tells you it is a false alarm.
- Do not stop to collect belongings.
- Exit by using the previously designated exit stairs or areas.
- Do not use the elevator. You may be trapped inside!

- Re-enter the building only after personnel from the Fire Department or the Department of Public Safety announce it is safe to re-enter.

### **FIRE DRILLS**

Fire Drills are conducted in all Residence Hall each semester. Students should become familiar with posted egress routes and areas of refuge from a building fire. Fire Drills are conducted in other campus building annually. Signage is posted to show egress routes and areas of refuge from each building.

### **UNIVERSITY HOUSING FIRE POLICY**

University Policy prohibits cooking in unauthorized areas of the Residence Halls. No cooking is allowed in computer labs, common areas outside of each suite, restrooms, or any other area not specifically designated as suitable for cooking purposes. No candles are to be burned in any residence hall bedroom, suite common area, kitchen area, bath or shower area, hallway, vestibule, or lounge area.

Unauthorized Appliances: Hot Plates, Deep Fryers, Space Heaters, Mini-refrigerators, Air Conditioners, Hotdog Cookers, Hot Pots, Hamburger Cookers, Toaster Ovens, Crockpots, Electric Fry Pans, Broiler Ovens, Any appliance used to deep fry or have exposed coils.

If a fire should occur report it to the Department of Public Safety (314) 340-3333 or in an emergency call 911.

### **IF YOU DISCOVER A CLASSROOM FIRE**

Remove any person in immediate danger, evacuate the area and notify the Department of Public Safety.

### **WHEN YOU DISCOVER A FIRE**

Evacuate via the nearest emergency exit. **DO NOT USE THE ELEVATOR!** Proceed to assembly areas.

- Activate the alarm by activating the manual pull station located near the facility exits as you leave the building.
- If no fire alarm is available, immediately notify the occupants of the room to evacuate the building.
- Locate the nearest safe telephone and call the Department of Public Safety (314-340-3333) or dial 911; report the exact location of the fire.
- Attempt to extinguish the fire **ONLY** if the fire is small or contained and you are trained in the use of a fire extinguisher.
- Stop all activities. If you are not able to evacuate and are trapped on a floor or in a building, follow these procedures:
  - Feel all doorknobs you encounter before opening any door. If it is hot, do not open the door. Stay in that room.
  - Seal the cracks around the door with any available material to block smoke and fumes.
  - Call 911 and let them know your location and that you are unable to exit.

- Open the window a few inches for fresh air and hang an object out of the window to alert the fire department to your location.
- Keep low to the floor and await evacuation by emergency personnel.
- If the doorknob is not hot, brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room. Follow the procedures outlined in the steps above.
- If you are able to move around within the building, but can't exit, find a safe room farthest from the fire and follow the procedures outlined in the steps above.

## **LABORATORY FIRES**

### **If a fire breaks out in a laboratory:**

- Pull the fire alarm and close all doors, windows, and other openings that would aid in the spread of fire or toxic fumes.
- If time permits, shut off critical systems such as compressed gas bottles, etc. before exiting the lab and notify Public Safety.
- If the accident is in your laboratory, try to rescue any personnel in immediate danger, if it does not put you in imminent danger.
- Instruct all students to evacuate the building.

### **Hazardous Materials: Toxic Gas Release**

- If possible, activate the exhaust system, fume hoods or other ventilation systems.
- Evacuate the area/floor/building immediately by moving away from the source.
- Close off the location of the release.
- Notify the Facilities Management and Department of Public Safety.

### **Hazardous Materials: Chemical Spills**

- Evacuate the area—some liquid chemicals release toxic gases.
- Wear the appropriate Personal Protective Equipment (PPE).
- Know the characteristics of the chemical before you attempt to contain the spill.
- Contain the spill with an absorbent material—prevent the chemical from reaching the municipal sewer system and the State waterways.
- Sweep and collect the absorbent material (waste) and store in the proper container.
- Dispose of the waste appropriately.

### **Recommendations to all Faculty:**

- Instruct students on how to handle hazardous materials properly.
- Review procedures those are specific to laboratories.
- Identify location of protective gear, disposal containers, and other relevant procedures.

**Fire Alarm and Sprinkler Systems used by the University:**

- Suppression System
- Fully Sprinkle Wet System
- Hood Suppression System
- Manual pull with horn and strobes
- Smoke Detectors
- Monitored by Fire Alarm Company

**Fire Statistics**

The University will provide as part of the annual Fire Safety Report, as well as to the Department of Education, the following statistics from the three (3) most recent years for which data is available:

1. The number of fires and the cause of each fire.
2. The number of persons who received fire related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
3. The number of deaths related to a fire; and
4. The cause of each fire, if it was unintentional, intentional or undetermined under the following categories: Cooking, Smoking materials, Open flames, Electrical, Heating equipment, Hazardous products, Machinery/Industrial, Natural, Other.

**❖ Fire Log**

1. The University shall maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in University Housing. This log shall include the nature, date, time and general location of each fire.
2. The University shall make an entry or an addition to an entry to the log within two (2) business days of the receipt of the information.
3. The University shall make the fire log for the most recent 60-day period, open to public inspection during normal business hours. The University shall make any portion of the log older than 60 days available within two (2) business days of a request for public inspection.
4. The University shall make an annual report to the University Community on the fires recorded in the fire log. This will be accomplished through the annual Fire Safety Report described in paragraph A of this subsection (above).

Statistics

Summary of Fires									
Name of Facility	2015			2016			2017		
	Fire	Injury	Death	Fire	Injury	Death	Fire	Injury	Death
Bosley Hall	0	0	0	0	0	0	0	0	0
Gillespie Hall	1	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	0	0	0	0	0	0	0

Fire Drills are conducted one (1) per semester two (2) per year in each residential hall. Fire Drills are conducted in other buildings on campus annually one (1) per year.