



Harris Stowe State University
Campus Security & Fire Safety
Annual Report
October 2019
(Crime Statistics for 2016-2018)





HARRIS-STOWE STATE UNIVERSITY



October 1, 2019

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,

A handwritten signature in cursive script that reads "Mel Williams".

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

Public Safety Dispatch (Available 24 hours a day)
(314) 340-3333 (Landline)
(314) 340-5975 (Landline)
(314) 280-9971 (Emergency Line in event of Power Failure)

Dean of Students
(314) 340-5095

Director of Counseling and Prevention Services
(314) 340-5089

Director of Health Services
(314) 340-5052

Parking Services/Enforcement
(314) 340-3602

Chief Melvin Williams, Interim-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 \$57,317 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 University Administration, the Division of Student Affairs, the St. Louis Police Department, and the 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/2019AnnualSecurityReport>

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 Alerts in a timely manner to notify campus community members about certain crime in and around our campus. Our current emergency notification systems is the Omnilert notification system. Campus Alerts are used to notify the campus community about certain crimes and emergencies as described more below in the following sections of the Annual Security & Fire Safety Report related to Timely Warnings and Emergency Notifications. The University may also use Campus Alerts to communicate unexpected school closures due to inclement weather and/or power outages from time to time; however, it is never used to send information regarding advertising or campus activities.

Students, faculty and staff are automatically enrolled into the Omnilert system; however, their account initially only lists their Hornet.HSSU.edu email address, and students, faculty and staff cannot opt out of receiving communications at their Hornet.HSSU.edu email address.

The University strongly encourages students, faculty and staff to also add additional contact information such as personal email addresses and mobile numbers to their Omnilert account. Individuals are provided an opportunity to add several methods of contact to their account. This also allows account holders to add other individuals such as parents or guardians to their account if they wish. Instructions for accessing Omnilert accounts is provided in new student, faculty and staff orientation materials.



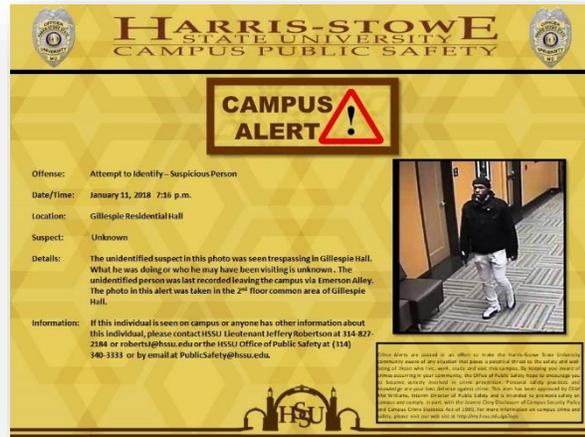
Timely Warning Policies and Procedures

What Are Timely Warnings?

It is the University's policy to issue Timely Warnings to the campus community any time a campus security authority (or local law enforcement agency) receives a report of a Clery Act crime that has occurred on Clery Act geography that, in the judgment of the Director of Public Safety (or designee), is confirmed and constitutes a serious or continuing threat to students, faculty, staff or guests. The University's Timely Warnings are known as "Campus Alerts," and these Alerts are issued in a timely manner, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

When Are Timely Warnings Issued?

The Director of Public Safety (or designee) evaluates each crime reported to DPS on a case by case basis to determine whether, based on the facts known at that time, there is an ongoing threat to the campus community. Factors taken into consideration include, but are not limited to: the nature of the crime and the continuing danger to the campus community. Campus Alerts are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:



- Murder/Non-Negligent Manslaughter;
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger campus community);
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis);
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Director of Public Safety or designee) – in cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community; however, all cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice;
- Major incidents of Arson;
- Other Clery Act Crimes as determined necessary by the Director of Public Safety or designee.

What Is Included in a Timely Warning?

Once the Director of Public Safety (or designee) determines that a Campus Alert should be issued to the campus community, the Director of Public Safety (or designee) along with other members of the department will identify the pertinent information regarding the incident and draft the content of the



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Campus Alert. The Campus Alert is then to the Office of Communications for distribution electronically to the Campus Community via email.

The content of Campus Alerts varies depending on what information is known at the time and the type of offense involved; however, the following information (if known) is typically including unless it could potentially compromise law enforcement efforts or victim confidentiality:

- Date/time/location of the crime;
- Brief description of the crime;
- Suspect description(s);
- DPS and/or local law enforcement contact information;
- Relevant crime prevention or safety tips.

How Are Timely Warnings Issued?

Campus Alerts are always communicated via blast emails to all email addresses associated with the university. This will always include every student, faculty, and staff's Hornet.HSSU.edu email address, and the University may also choose, on a case by case basis, to supplement the primary methods of issuing Campus Alerts with the Omnilert system or posting information to the University's official social media pages, posting information to the University's official website, or posting paper flyers in strategic locations on campus. The Director of Public Safety (or designee) has primary responsibility for drafting and providing the information to the Office of Communication who is responsible for issuing the Campus Alerts to the campus community using the methods described above; however, the Director of Public Safety (or designee) is also authorized to issue Emergency Alerts via the Omnilert notification system or any means he or she deems necessary.

Updates to Timely Warnings

In the event that the Director of Public Safety (or designee) determines that an update to the original Campus Alert should be issued, the update will be prepared and issued using the same procedures and methods as the initial Campus Alert.

Daily Crime Log

Up to date information regarding crimes reported on Clery Act Geography is also publicly available year round in a Daily Crime Log maintained by the Department of Public Safety and is located in the Department of Public Safety's Operations Office. The Crime Log records, the date the incident was reported to the Department of Public Safety, certain information on all alleged criminal incidents (not just Clery Act Crimes) and the location the crimes occurred within the Universities Clery Act Geography or the Department of Public Safety's patrol jurisdiction. The Crime Log does not include other Department of Public Safety activity unrelated to alleged crimes (e.g., responding to alarms on campus or rendering medical assistance). The most recent 60 days of the Daily Crime Log are available for public inspection in the Department of Public Safety office 24 hours a day, seven days a week, except during certain holidays and when the campus is closed. Requests to view entries from more than 60 days ago, will be provided within two business days of the request.

The Department of Public Safety posts specific incidents in the crime log within two business days of receiving a report of an incident. We reserve the right to exclude crime report information from the log under the following circumstances:



- If posting the information jeopardizes an on-going investigation;
- If posting the information would cause a suspect to flee or evade detection;
- If posting the information could result in the destruction of evidence relating to the crime; or
- If posting the information jeopardizes the safety of an individual.

Once these factors are no longer present, and/or there is no longer a chance that posting the information would adversely affect an on-going investigation, we will post the information. No crime log information will directly or indirectly identify a victim or a witness.

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 on of the dispatch landlines at 314-340-3333 and 314-340-5975 or extensions 13333 and 15975 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 members of the Harris-Stowe State University community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe, even if the victim of such crime elects or is unable (physically/mentally) to make such a report. Reports are to be made 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 notify the St. Louis Metropolitan Police Department to respond.



If you are not comfortable with reporting a crime to the Department of Public Safety, 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. Associate Provost	314-340-3610
4. Office of Human Resources	314-340-3340
5. Athletics Department	314-340-3572
6. Director of Student Engagement	314-340-5030
7. Office of Academic Success	314-340-3307
8. Officer of Student Health Services	314-340-5092
9. Title IX Coordinator	314-340-5030
10. Office of Admissions	314-340-3305
11. Academic Resource Center	314-340-3650
12. Student Support Services	314-340-3670
13. Office of Retention	314-340-3675



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

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 public safety that has not been reported to the police. The Department of Public Safety occasionally works with other law enforcement agencies including by not limited to the DEA, 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

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, 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 professional counselors who are defined as:

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, Early Childhood Development Center Athletic and Theatrical Performance Center and on-campus Student Housing Facilities. 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, Early Childhood Development Center, Athletic and Theatrical Performance Center 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 Student Housing Facilities 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 Student Housing Facilities 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 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.

The Department of Public Safety works collaboratively with other administrative departments on campus to provide relevant safety and crime prevention information to the campus community in connection with special events. The following topics were specifically addressed in one or more of the crime prevention programs offered during the 2018-2019 academic year:

- New students and employees are informed about Clery as well as safety and security issues at orientation sessions. Multiple DPS 101 sessions are held during the spring and summer for prospective students. Public Safety also speaks





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to the faculty and staff at the mandatory faculty and staff institute held annually in the fall before the start of school.

- Safety and security is also addressed during the “Know Your Campus Rights” sessions annually during the first week of school for first year students, transfers and residential students.
- Clergy training is provided along with training over safety and security to Residential Assistants regularly at the beginning of each semester.
- The Department of Public Safety also partners with the St. Louis Metropolitan Police Department for DUI and Alcohol Awareness Safety Fairs during the fall semester.

For information about any prevention programs or activities, contact 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 for Residential Students

Any member of the University community that has reason to believe a student who resides in on-campus housing is missing for more than 24 hours, must immediately report the information to the Harris-Stowe State University Department of Public Safety, (314-340-3333). All university officials are required to notify public safety immediately upon being notified about a missing student. 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





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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

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.



Federal Clery Act 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.



HARRIS-STOWE STATE UNIVERSITY



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)

Jurisdictional Definitions:

- **Domestic Violence:** The state of Missouri defines domestic violence as follows:
 1. **Domestic Assault-First Degree as defined in the Missouri State Code RSMo. 565.072**
 - A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section 565.002.
 - The offense of domestic assault in the first degree is a class B felony unless in the course thereof the person inflicts serious physical injury on the victim, in which case it is a class A felony.
 2. **Domestic Assault-Second degree as defined in Missouri State Code RSMo. 565.073 (Class C Felony)**
 - A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and he or she:



- a) Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
 - b) Recklessly causes serious physical injury to such domestic victim; or
 - c) Recklessly causes physical injury to such domestic victim by means of any deadly weapon.
 - d) The offense of domestic assault in the second degree is a class D felony.
3. **Domestic Assault-Third degree as defined in Missouri State Code RSMo. 565.074**
- A person commits the offense of domestic assault in the third degree if he or she attempts to cause physical injury or knowingly causes physical pain or illness to a domestic victim, as the term "domestic victim" is defined under section 565.002.
 - The offense of domestic assault in the third degree is a class E felony.
- **Dating Violence:** The state of Missouri does not have a definition of dating violence.
 - **Sexual Assault:** The state of Missouri defines sexual assault as follows:
 1. **Rape in the first degree, penalties--suspended sentences not granted, when (RSMo 566.030).**
 - A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
 - The offense of rape in the first degree or an attempt to commit rape in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:
 - I. The offense is an aggravated sexual offense, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than fifteen years;
 - II. The person is a persistent or predatory sexual offender as defined in section 566.125 and subjected to an extended term of imprisonment under said section;
 - III. The victim is a child less than twelve years of age, in which case the required term of imprisonment is life imprisonment without eligibility for probation or parole until the offender has served not less than thirty years of such sentence or unless the offender has reached the age of seventy-five years and has served at least fifteen years of such sentence, unless such rape in the first degree is described under subdivision (4) of this subsection; or
 - IV. The victim is a child less than twelve years of age and such rape in the first degree or attempt to commit rape in the first degree was outrageously or wantonly vile, horrible or inhumane, in that it involved torture or depravity of mind, in which case the required term of imprisonment is life imprisonment without eligibility for probation, parole or conditional release.



- Subsection 4 of section 558.019 shall not apply to the sentence of a person who has been found guilty of rape in the first degree or attempt to commit rape in the first degree when the victim is less than twelve years of age, and **"life imprisonment"** shall mean imprisonment for the duration of a person's natural life for the purposes of this section.
 - No person found guilty of rape in the first degree or an attempt to commit rape in the first degree shall be granted a suspended imposition of sentence or suspended execution of sentence.
2. **Rape in the second degree, penalties: RSMo. 566.031**
- A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.
 - The offense of rape in the second degree is a class D felony.
3. **Sexual abuse in the first degree. RSMo. 566.100** (Fondling under MO statutes)
- A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.
 - The offense of sexual abuse in the first degree is a class C felony unless the victim is less than fourteen years of age, or it is an aggravated sexual offense, in which case it is a class B felony.
4. **Sexual abuse in the second degree, penalties: RSMo 566.101**
- A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.
 - The offense of sexual abuse in the second degree is a class A misdemeanor, unless it is an aggravated sexual offense, in which case it is a class E felony.
5. **Statutory rape and attempt to commit, first degree, penalties: RSMo 566.032**
- A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age.
 - The offense of statutory rape in the first degree or an attempt to commit statutory rape in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:
 - I. The offense is an aggravated sexual offense, or the victim is less than twelve years of age in which case the authorized term of imprisonment is life imprisonment or a term of years not less than ten years; or
 - II. The person is a persistent or predatory sexual offender as defined in section 566.125 and subjected to an extended term of imprisonment under said section.



6. **Incest — penalty: RSMo 568.020**
 - A person commits the offense of incest if he or she marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he or she knows to be, without regard to legitimacy, his or her:
 - I. Ancestor or descendant by blood or adoption; or
 - II. Stepchild, while the marriage creating that relationship exists; or
 - III. Brother or sister of the whole or half-blood; or
 - IV. Uncle, aunt, nephew or niece of the whole blood.
 - The offense of incest is a class E felony.
 - The court shall not grant probation to a person who has previously been found guilty of an offense under this section.

- **Stalking:** The state of Missouri defines stalking as follows:
 1. **Stalking as defined in Missouri State Code RSMO. 565.225**
 - As used in this section and section 565.227, the term “disturbs” shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
 - A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and:
 - I. Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person’s residence or on such person’s property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person’s family or household members, or the person’s domestic animals or livestock as defined in section 276.606 kept at such person’s residence or on such person’s property; or
 - II. At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
 - III. At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
 - IV. At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or
 - V. He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim; or
 - VI. At any time during the course of conduct, the other person is a participant of the address confidentiality program under sections 589.660 to 589.681, and the person disturbing the other person



knowingly accesses or attempts to access the address of the other person.

- Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
- This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.
- The offense of stalking in the first degree is a class E felony, unless the defendant has previously been found guilty of a violation of this section or section 565.227, or any offense committed in another jurisdiction which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section or section 565.227, or unless the victim is intentionally targeted as a law enforcement officer, as defined in section 556.061, or the victim is targeted because he or she is a relative within the second degree of consanguinity or affinity to a law enforcement officer, in which case stalking in the first degree is a class D felony.

- **Consent as defined in the Missouri State Code RSMo. 556.061**

The state of Missouri defines consent, in relation to sexual activity, as follows:

Consent means intelligent, knowing, and voluntary consent 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 offense/conduct; or
- c) It is induced by force, duress or deception.

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

(314) 340-5975

Human Resources Administrator

(314) 340-3340

VP/Dean of Students

(314) 340-5095

Athletics Administrator

(314) 340-3572

Director of Student Engagement

(314) 340-5030

Associate Provost

(314) 340-3610



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





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 2016 – 2018 Crime Statistics

Criminal Offenses – On-campus

	2016	2017	2018
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	1	2
Fondling	1	2	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	4
Aggravated Assault	0	0	10
Burglary	1	8	18
Motor Vehicle Theft	0	2	0
Arson	0	0	0

Criminal Offenses – On-campus Student Housing Facilities

	2016	2017	2018
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	2
Fondling	1	1	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	1
Aggravated Assault	0	0	8
Burglary	1	8	16
Motor Vehicle Theft	0	0	0
Arson	0	0	0



Harris-Stowe State University Givens Campus 2016 – 2018 Crime Statistics

Criminal Offenses – Public Property

	2016	2017	2018
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	1	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	1	0	1
Aggravated Assault	0	0	2
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses – Non-Campus

	2016	2017	2018
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	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0



Harris-Stowe State University Givens Campus 2016 – 2018 Crime Statistics

Hate Offenses – On-Campus

	2016	2017	2018
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 Student Housing Facilities

	2016	2017	2018
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 2016 – 2018 Crime Statistics

Hate Crimes – Public Property

	2016	2017	2018
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

	2016	2017	2018
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 2016 – 2018 Crime Statistics

VAWA Offenses – On-campus

	2016	2017	2018
Domestic Violence	0	0	1
Dating Violence	0	7	11
Stalking	0	0	6

VAWA Offenses – On-Campus Student Housing Facilities

	2016	2017	2018
Domestic Violence	0	0	0
Dating Violence	0	7	10
Stalking	0	0	3

VAWA Offenses – Public Property

	2016	2017	2018
Domestic Violence	0	0	2
Dating Violence	0	0	1
Stalking	0	1	0

VAWA Offenses – Non-Campus

	2016	2017	2018
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	1	0



Harris-Stowe State University Givens Campus 2016 – 2018 Crime Statistics

Arrests – On-campus

	2016	2017	2018
Illegal Weapons Possession	0	1	3
Drug Law Violations	0	2	6
Liquor Law Violations	0	0	3

Arrests – On-Campus Student Housing Facilities

	2016	2017	2018
Illegal Weapons Possession	0	0	3
Drug Law Violations	0	0	5
Liquor Law Violations	0	0	3

Arrests – Public Property

	2016	2017	2018
Illegal Weapons Possession	0	0	2
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests – Non-Campus

	2016	2017	2018
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0



Harris-Stowe State University Givens Campus 2016 – 2018 Crime Statistics

Disciplinary Action – On-Campus

	2016	2017	2018
Illegal Weapons Possession	3	4	1
Drug Law Violations	8	13	26
Liquor Law Violations	3	3	10

Disciplinary Action – On-Campus Student Housing Facilities

	2016	2017	2018
Illegal Weapons Possession	2	1	1
Drug Law Violations	6	10	18
Liquor Law Violations	3	3	10

Disciplinary Actions – Public Property

	2016	2017	2018
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions – Non-Campus

	2016	2017	2018
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Harris-Stowe State University Givens Campus 2016 – 2018 Crime Statistics

Unfounded Crimes

	2016	2017	2018
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 report 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	2016			2017			2018		
	Fire	Injury	Death	Fire	Injury	Death	Fire	Injury	Death
Bosley Hall	0	0	0	0	0	0	0	0	0
Gillespie Hall	0	0	0	0	0	0	0	0	0
City Lofts on Laclede	0	0	0	0	0	0	0	0	0
Icon Student Spaces	0	0	0	0	0	0	0	0	0
Total	0	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.