

Houston Baptist University  
Annual Security Report  
October 2018

Including Statistical Information  
For the Calendar Years 2015 - 2017

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## **Introduction**

The Houston Baptist University Annual Campus Security and Fire Safety Report is created in compliance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA), the amended Higher Education Act of 1965 (HEA), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act or the Clery Amendment). This report contains changes which were signed into law on March 7, 2013, as the Campus Sexual Violation elimination Act (“Campus SAve”), part of the re-authorization of the Violence Against Women Act (the “VAWA”).

Campus crime, arrest, and referral statistics included in this report are primarily incidents reported to the Houston Baptist University Police Department, the HBU Student Life Office, and publically available crime information from the Houston Police Department. In order to comply with the Act, some items listed in the statistics may have occurred off campus and in close proximity to the institution. This report is distributed annually to the students, faculty and staff of HBU electronically, is maintained on the Houston Baptist University Police Department web page, and can be requested in printed form directly from the Houston Baptist University Police Department.

Please note that statistics reported in this report relate to complaints and arrests made, and do not necessarily indicate if an incident was adjudicated or if there was any adjudication at all.

## **The University Police Department**

The Houston Baptist University campus is patrolled by officers of the Houston Baptist University Police Department. The department consists of thirteen (13) full time police officers who are certified through the Texas Commission on Law Enforcement (TCOLE) with full police authority. One or more officers are on duty 24 hours a day, seven days a week, always. The Department also staffs a dispatcher position 24 hours a day, year round.

All campus police officers are fully commissioned under the provisions of Section 51.212 of the Texas Education Code, and have full law enforcement authority throughout Texas and all property owned and controlled by the Houston Baptist University. All officers are graduates of a police academy, and must attend in-service continuing education courses to maintain their police officer certification as mandated by the State of Texas.

HBU police officers are responsible for a full range of public safety services including maintenance of the peace, all crime reports, investigations, medical and fire emergencies, traffic enforcement and accident investigations, enforcement of laws regulating alcoholic beverages, the use of controlled substances, weapons, and all other incidents requiring police assistance. HBU police officers are also committed to serving the campus community by providing specific services that both enhance the safety of the members of the community, and improve the quality of campus life by minimizing the effect of unexpected circumstances.

## **Interagency Cooperation**

The HBU Police Department maintains a close working relationship with the Houston Police Department and the Harris County Sheriff's Office, as well as with state and federal law enforcement agencies and all appropriate elements of the criminal justice system. Assistance and support from these agencies can be obtained immediately via previously negotiated Letters of Agreement and Memorandum of Understanding.

Houston Baptist University is an important part of our metropolitan area, so crime trends and suspect information are routinely exchanged between the law enforcement agencies in an effort to increase safety, solve crimes, and build better cases against perpetrators. The department's ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police assistance while still maintaining peace and order, the law, and the integrity of the University.

## **HBU Community Responsibility**

The security of the entire University community is of vital concern to the Houston Baptist University administration and especially to the HBU Police Department. Concurrently, students, faculty and staff must actively participate and do their part to maintain a safe environment. All members of the University community have a responsibility to themselves and to others to use due care for their safety and to comply with all local, state, and federal laws and the University's regulations for the protection of others.

Failure to take precautions or to maintain an awareness of the environment and surroundings may result in increased crimes. The HBU police department will continue to develop and implement security measures, but these measures cannot succeed without the support of faculty, staff, students and visitors. The Houston Baptist University Police Department is committed to providing quality service and protection to the campus community while working within the framework of its authority and its resources.

## **Reporting Suspicious Activity**

Community members are encouraged to contact the HBU Police Department or its officers and to report any suspicious activity and crimes as soon as they are suspected, observed or detected.

### Houston Baptist University Police Contact Information

Houston Baptist University Police Department

7419 Southwest Freeway

Houston, TX 77074

Emergency calls ONLY 281-649-3911 (ext. 3911 from within the University)

Non-Emergency phone 281-649-3314 (ext. 3314 from within the University)

E-mail: [hbupolice@hbu.edu](mailto:hbupolice@hbu.edu)

## **HBU Alert Emergency Notification System**

HBU has implemented an important communication tool for students, faculty and staff; the HBU Alert System can provide voice or text messaging to local or cell phones as well as through HBU email accounts in the event of a campus emergency. Standard messaging rates may apply.

### *Changing/Updating Notification Settings*

- Students, Faculty, and Staff should make sure that your contact information is up-to-date and then follow these instructions: ([http://www.hbu.edu/HBU/media/HBU/publications/ITS/How\\_to\\_Update\\_Your\\_HBU\\_Contact\\_Info.pdf](http://www.hbu.edu/HBU/media/HBU/publications/ITS/How_to_Update_Your_HBU_Contact_Info.pdf)).
- Alumni, Parents, those no longer attending HBU, or those who are associated with HBU, should report all address and phone number changes to the Registrar's Office.

### *Campus Phones vs. Cell Phones*

The University phone system can only handle a limited number of simultaneous incoming calls. Therefore, cell phones may receive an alert prior to campus phones.

### *Replaying the Message*

While on the call, you can replay the message by pressing the star (\*) key at the end of the message. You may also check your email to locate a link to the message.

### *Caller ID*

When the HBU sends a call out using the HBU Alert System, it will always display the University's main switchboard number as the Caller ID. Please do not call the main university switchboard when you receive a message. Instead, visit this page at [hbu.edu/alert](http://hbu.edu/alert) for more information on the situation.

### *Responding to Busy Signals or No-answer Situations*

For busy signals, the call will be repeated several times in an attempt to reach you. The same is true for no-answer calls and call waiting. If the call goes to a voicemail box, a message will be left. If after several attempts the call does not successfully go through, the system will stop attempting and report your number to be busy.

### *Opting Out of Notification Services*

Anyone may opt out of SMS (text) messaging by responding to the text message as directed or by texting "STOP" or "QUIT" to 23177. Students, faculty and staff may not opt out of email notification through your university-hosted email (name@hbu.edu).

If you are not associated with HBU in any manner and receive unwanted notifications, please notify the HBU Registrar's Office; include the phone number and/or the email address that received the notification, and that you request it be removed from our notification services.

Emergency contact information will not be published or shared. Send questions and comments to [HBUAlert@hbu.edu](mailto:HBUAlert@hbu.edu).

### **Reporting Emergencies, Criminal Activity, or Requesting Officer Assistance**

Members of the campus community are encouraged to immediately notify the HBU Police Department whenever they witness an offense being committed. In this type of situation, immediate reporting and response increases the opportunity for intervention and apprehension. For crimes that have already been committed, quick reporting will still assist police officers in protecting the crime scene and gathering evidence.

Reporting an incident may be handled in one of several ways. Individuals who want to report alleged criminal activity or emergencies that occur on campus may do so by calling the HBU Police Department at **281.649.3911**. This procedure is recommended if the caller is observing in-progress activity, witnesses the suspect's direction and mode of travel, and/or has current information that will assist in the intervention or apprehension of an individual. There are a number of Emergency Phone *Blue Boxes* around campus that may be utilized to contact the police if it is more expedient or if no other phone is available.

Community members may also choose to visit the office of the Houston Baptist University Police Department, located in the retail complex facing the Southwest Freeway frontage road, to make a report in person. This procedure may be preferred whenever a report is sensitive or complex in nature, or possibly requires a written statement as part of the investigative process.

Requesting immediate assistance from any officer on patrol is also an option.

When a report of a crime in progress or major offense is received, the Houston Baptist University Police Department will dispatch an officer immediately to investigate the suspected criminal activity. Responses include, but are not limited to:

- Dispatching one or more officers.
- Preparing any needed investigation reports.
- Arresting and filing charges, depending upon the circumstances of the offense.
- Referring alleged offenders to appropriate campus agencies for action.

For less serious crimes that have already occurred, police officers may respond immediately if time permits, or make arrangements to meet at a later time if there are more pressing circumstances requiring immediate attention.

## **Notification of Crime to the University Community**

Efforts are made to advise the campus community about campus crimes and crime related problems on a timely basis. These advisements include the Crime Log, Crime Alerts and, in extreme situations, Crime Bulletins that are distributed through the campus voice mail system and/or e-mail, or the HBU Alert Emergency Notification system.

### **The Crime Log**

A crime log of incidences occurring on campus will be maintained at the HBU Police Department. This log, which covers the last 60 days of activity, is a public record document and may be viewed at the HBU Police Department office upon request made to a police supervisor.

### **Crime Alerts**

Crime alerts are notification by e-mail and other postings regarding crime trends and particular security risks. Once a security issue or crime trend is identified, notifications are prepared and distributed to alert the HBU community. Depending on the circumstance, distribution may go to a specific residence hall, all students, or to the entire University.

### **Crime Bulletins**

Crime bulletins are similar to Crime Alerts, but are for those situations that are of a more serious nature. They may be issued whenever a major crime risk is identified, it may be after a single specific crime has been committed, or after a major security risk has been identified.

### **Crime Prevention and Programs**

Crime prevention programs on personal safety and theft prevention are coordinated through the HBU police department, Student Life, and various other groups on campus. Individuals and groups wishing to host a program should contact one of the aforementioned to make arrangements for the specific topic being considered. Each year a "Safety Day" program is held through the Office of Residence Life.

### **Building Access and Security**

Security is everyone's concern. Members of the Houston Baptist University community can help protect their personal security, and the security of campus buildings and offices, by not letting suspicious persons or strangers enter buildings, by following locked room protocols, and by not propping doors open. Additionally, any suspicious persons or activities should be reported immediately to the HBU Police Department at [281-649-3911](tel:281-649-3911).

## **Security in Residential Facilities**

Each occupant is responsible for locking their individual rooms within the dormitory residences. This is particularly important when leaving your room for any length of time, and especially when retiring for the night. Depending on the residence building, some common-use areas are monitored by an electronically activated access system. Any suspicious persons observed or any crime occurring in a dormitory or any residential facility should be reported immediately to the Houston Baptist University Police Department or to the Office of Residence Life.

Students should report a door or monitoring device in need of repair at their dormitory or residential facilities to the Residence Life representative. Students may request room lock changes when circumstances or conditions warrant a change. Further building security information is printed in the housing agreement.

## **Security in Academic Areas**

As a major University, many of Houston Baptist University's academic buildings are open to authorized faculty, staff and students later at night and are secured after hours by the University police. Students, faculty and staff must participate in keeping buildings secure by locking doors and windows, and reporting suspicious persons or activities to the Houston Baptist University Police Department at [281.649.3911](tel:281.649.3911).

## **Security of Physical Facilities**

University police officers patrol the campus in an effort to assure a high level of physical security. As a regular part of their patrol duties, they also submit maintenance requests regarding any safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps, and handrails, and any other condition which might be a hazard and detract from one's personal safety and well-being. All such conditions should be reported to the Maintenance and Operations Department by calling 281-649-3319. Also, the University Police can be notified at the non-emergency number 281-649-3314 regarding issues that require attention after regular business hours.

## **Emergency Response**

All members of the campus community are encouraged to notify the HBU police of any situation or incident on campus that involves a significant emergency or constitutes a hazard to the commonweal. In turn, the HBU police have a responsibility to respond to such incidents to determine the validity and scope of the threat, determine its risk to the health and safety of the campus community, and take action and to assist those adversely affected by the threat.

In situations where a valid threat is identified, Federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. This communication is relayed to the campus community by the Office of the Associate Vice President of Facilities Operations, who collects the information from the HBU Police Department or the University, or other designated campus safety official.



This communication will also, where applicable, provide information as to where to find updates regarding the threat.

### **Notification of Immediate threat to the Houston Baptist University Community**

The Office of the Associate Vice President of Facilities and Campus Operations receives information regarding the state of the campus from various offices and departments, such as the University Police Department and Student Life. When the Associate Vice President of Facilities and Campus Operations, or their designee, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the HBU community, they will collaborate to determine the content of the message and will use any or all of the systems available to communicate it to the HBU community (or to the appropriate segment if the threat is limited to a particular building or segment of the population.) The Office of the Associate Vice President of Facilities Operations, or their designee, will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (Houston Baptist University Police Department, Houston Police, Fire, Ambulance, or other emergency entity), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate, the emergency.

In the event of a serious incident that poses an immediate threat to members of the HBU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the HBU community. These methods of communication may include activating 911 Shield, campus e-mails, emergency text messages that can be sent to a phone, emergency alert messages on the University's web site, or on-campus loudspeaker and blue box vocal alerts. The University will post updates by any or all of the methods available, as those updates are received or pertain to the HBU Community.

### **Procedures for Testing Emergency Response and Evacuation**

Timed evacuation drills are held each Fall and Spring semester in the residence halls. Through these drills, the HBU community learns the location of the emergency exits within the buildings they occupy, and are provided guidance about the direction they should travel when exiting the facility at the time of the evacuation drill. In actual long term evacuation situations, residents and students would be given instruction on alternate locations to meet, receive further instruction, etc. depending on the situation requiring the evacuation. Full documentation of drills are kept on file at the Residence Life Office.

Residence hall and apartment complex drills are monitored by the University police and Residence Life staff. Lockdown (shelter in place) simulation drills are monitored by the University Police and each building's assigned emergency lockdown personnel. Reports are prepared by participating departments, which identify immediate concerns to be addressed or repaired. Service requests and equipment concerns are submitted to the Maintenance and Operations department, or to the concerned area of responsibility.

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

There are situations, such as during a tornado warning, a major toxic gas leak, or possible active shooter event, where sheltering in place may be safer (or at least provide less of a safety risk) than leaving or evacuating. To “shelter-in-place” means to make a temporary shelter of the room or building that you are in, until it is determined to be safe to resume normal activities and movement. Shelter-in-place alerts may come from any form of emergency notification procedure available, and from any source, including the Houston Baptist University Police Department, 911 Shield, electronic voice notification, the Student Life staff and other employees of the institution, or official offices of the respective local, state, or federal government.

## **Off Campus Criminal Activity**

The HBU Police Department does not provide law enforcement services to off-campus residences or activities; off-campus criminal activity within the City of Houston is the responsibility of the Houston Police Department. The Houston police may call upon the University police anytime their assistance is needed, and the HBU Police Department maintains a close working relationship with the Houston Police Department and the Harris County Sheriff’s Office. This cooperative approach addresses situations as they arise as well as future concerns. You may contact the HBU Police Department for assistance if you have questions or concerns as to whose jurisdiction an off-campus crime should be reported.

## **Missing Student Policy**

The Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of higher education that participate in any Title IV program and provide on-campus housing to students, to establish both a Missing Student Notification Policy, and an official notification procedure, for the handling of missing student reports of a student who resides on campus. If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the campus Police at [218-649-3314](tel:218-649-3314) (or ext. 3314). The HBU Police Department will generate a missing person report and initiate an investigation.

For the purpose of this Act, an on-campus student housing facility is defined as any residential facility that is operated and governed by the Houston Baptist University Residence Life Office. The definition excludes those properties that are owned by the University but leased through the Financial Operations division, and are open to be leased by non-students.

A missing student is defined as any currently registered student of Houston Baptist University who has not been seen by friends, family members or associates, and whose whereabouts have been questioned and brought to the attention of a member of the University community. If the report is made to someone other than a University police officer, such as a mentor or staff member, that staff member should immediately report the information to the University police. The University police will immediately initiate an investigation when notified that a student, who resides in a campus residence hall, is missing with no reasonable explanation for his/her absence, or there exist articulable reasons for the fear of danger or harm to the missing student.

The investigation will include gathering of all information including: discussions with friends and roommates, meal and card access use around campus, use of social networking sites if possible, and contacting them by phone or text. In the event of a missing student residing on campus, the Vice President for Student Life or their designee will notify the designated contacts regarding the situation.

### **Notification upon Student Found/Returned**

The HBU Police Department will be immediately notified when a student who was reported as missing is found or located. An HBU police officer will interview the missing student as to the facts surrounding the event and, when the officer is satisfied that the event has concluded, will then notify the necessary parties and complete and close any official investigative missing person reports.

### **Firearms on Campus**

Firearms are prohibited on the campus and in the residence areas of the Houston Baptist University. The only exception to this rule is the possession of a firearm by properly credentialed police officers and law enforcement personnel. For questions regarding the firearm policy, please contact the HBU Police Department.

### **Alcoholic beverages prohibited**

The possession, sale, or the furnishing of alcoholic beverages on the Houston Baptist University campus is prohibited. The use of alcoholic beverages at the Houston Baptist University is governed by HBU policy, Houston city ordinances, and Texas state law. Laws regarding the possession, sale, consumption or furnishing of alcoholic beverages are controlled by the Texas Alcoholic Beverage Commission (TABC), and on-campus enforcement is the responsibility of the Houston Baptist University Police Department.

Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University; violators are subject to disciplinary action and possible criminal prosecution.

Possession and consumption by anyone under the age of 21 is prohibited by law. The following Texas Alcoholic Beverage Code Offenses are Class C Misdemeanors, and are punishable by fine not to exceed \$500.00. Other restrictions are:

- 106.02 Purchase of Alcohol by a Minor.
- 106.025 Attempt to Purchase Alcohol by a Minor.
- 106.04 Consumption of Alcohol by a Minor.
- 106.05 Possession of Alcohol by a Minor.
- 106.07 Misrepresentation of Age by a Minor.

Penalties for these Offenses are enhanced after the 2nd conviction, and may result in confinement and suspension of the person's driver's license. It is also unlawful for another person to sell, furnish or provide alcohol to a person under the age of 21 (TABC 106.03 and 106.06).

## **Drugs and Narcotics prohibited**

The Houston Baptist University has been designated a “Drug Free” campus and the illegal possession or use of drugs, narcotics or their analogs, or other chemical intoxicants is prohibited. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Houston Baptist University police department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. The University also reserves the right to discipline those who abuse common substances for the purpose of inducing intoxication.

## **Substance Abuse & Crisis Counseling**

Confidential counseling regarding substance abuse or for a personal crisis is available by contacting the Office of Counseling services, the Health Service, or Residence life members. Please contact them, or see your online student handbook, for more details.

## **Crisis intervention and assistance**

Several members of the HBU police department are crisis intervention trained, and are available to provide intervention assistance to any member of the university community who finds themselves in crisis and in need of immediate assistance. To avail this service, please contact the HBU Police at 281-649-3911 (ext. 3911 from within the University).

## **Stalking**

Any student or employee who believes that they are a target or a victim of stalking should immediately report it to the HBU police department for investigation. If the person being stalked does not wish to press criminal charges, the HBU police department and administration reserves the right to ban persons accused or alleged of stalking from the campus and from university properties.

## **Domestic Violence**

For the purposes of this policy, domestic violence is constituted by an act of violence committed against a family member, a household member or a current or former spouse, a child of a current or former spouse, a person with whom the alleged offender has a child or children, a foster child or foster parent of the alleged offender, or a family member of the alleged offender by blood, marriage, adoption, or someone with whom the alleged offender lives in a familial relationship.

An act of domestic violence committed on campus should be reported to the HBU Police Department. An act of domestic violence committed off campus against a student of the University can be reported to the HBU Police Department, who will then immediately review the incident so as to ensure the immediate safety of the student and the campus, and who will then report it to the police department in whose jurisdiction the alleged event occurred for their investigation.

## **Dating Violence**

For the purposes of this policy, dating violence is constituted by an act of violence committed against a person by another person when there exists a dating relationship between the two that is more than casual (they are considered as romantically involved), and the amount of time that the persons have been dating adds to the belief that a more than new or casual relationship exists between the persons.

An act of dating violence committed on campus should be reported to the HBU Police Department. An act of dating violence committed off campus, against a student of the University, can be reported to the HBU Police Department who will then review the incident so as to ensure the immediate safety of the student and the campus. The HBU police will then immediately report it to the police department in whose jurisdiction the alleged event occurred for their investigation.

## **Protective Orders and Restraining Orders**

Any student, staff member, or employee who is possession of a protective order, a restraining order, or any non-contact order from a court or magistrate, should contact and inform the HBU Police Department of the order as soon as possible.

## **Reporting Crimes and Criminal Activity: Confidentiality**

The Houston Baptist University encourages the victims of crimes, as well as witnesses to crimes or abuse, to voluntarily report all such incidents and events to the HBU Police Department or to campus security authorities. If it is not required by law, the University will attempt to keep the victim, witness, and reportee's personal information confidential.

## **Unfounded Incidents; the Clery Report**

The Houston Baptist University is committed to creating and maintaining a safe environment for our students, faculty, staff and visitors. Concomitantly, the HBU Police Department is committed to investigate all complaints of criminal activity. During the investigation of a criminal complaint the facts may refute the veracity of an allegation: a complainant/victim may recant their complaint or their statements that the event happened, or a reportedly stolen item may have been in fact lost and is recovered.

For the purpose of correctness and accuracy in reporting actual criminal activity, when any criminal allegation is investigated and- by way of recant or evidence- found to be not a criminal event or activity, an entry will be made in that year's Clery Report that there was an "unfounded" incident. The original complaint will still be investigated as a criminal event, and the official police report and file of the incident shall state that the case was closed as "Unfounded." Additionally, the report will enumerate the reason(s) for the unfounded designation, and will contain the signatures or official identifiers of the investigating officer and a supervisor attesting to their review and concurrence with that designation.

## **Risk Reduction**

The Houston Baptist University endeavors to provide a safe environment that is conducive to learning and to a positive collegiate experience. While interaction with others is a large part of that college and human experience, everyone is encouraged to consider personal risk reduction strategies in their on and off campus activities.

Remember, only those who commit acts of violence and sexual violence are responsible for those actions.

- Openly communicate your limits and make them known as early as possible.
- Consent is your right, and you can change it or withdraw it at any time. You have the right to say “NO.” Communicate your wishes clearly and know that you can change them at any time.
- Consider removing yourself from a situation in which you are uncomfortable through a distraction or by help from a friend.
- Find someone nearby and ask for help.
- Be mindful about activities that can reduce your judgement, or will lessen your resolve or your will.
- Consider working out strategies with a friend when you go out together so that you can remove yourself from a difficult situation.

## **Risk Reduction; Consent**

If you find yourself in a position where you are initiating intimate behavior with another individual, you owe respect to that person. The following are some tips to guide your behavior and to avoid the risk of misconduct:

- Be open and clearly communicate your intentions. Give the other person a chance to clearly relate his or her intentions to you and respect them.
- Understand and respect personal boundaries.
- Do not assume that you have consent, and know that consent can change at any time.
- Be careful in assuming that they have the same interest in intimate activities as you do; that they are attracted to you; how far you can go or about whether they are physically and/or mentally able to give consent; and remember, IF you do not know...you DO NOT have consent.
- Mixed messages from a partner are a clear indicator that you should stop: listen to his or her wishes, and communicate better. If someone is incapacitated, you do NOT have consent.
- Consent to some forms of intimate behavior does NOT automatically imply consent to any other forms of sexual behavior or to sexual activity at another time.
- Silence and passivity are NOT an indication of consent.

## **Risk Reduction; Bystander Intervention**

In certain circumstances the intervention of a bystander, a friend, or acquaintance, can mean the difference between victimization and a safe outcome. As a bystander who witnesses someone in a difficult or dangerous situation, and if you feel compelled to act for the benefit of another person, you should consider the following prior to taking action:

- Take no action that places you or another in danger of physical harm. In those cases where you believe that this kind of danger exists, call the campus police (or local authorities if off-campus) immediately.
- While there is no standard response to these situations, using your judgement and common sense will often provide a reasonable response to challenging situations. Some of the strategies to consider when intervening is: try interrupting the behavior by showing body language that is clearly one of physical displeasure with the behavior or situation, encourage one or more of the parties to leave the area or situation, publicly support the aggrieved party, or call for a halt or for stopping of the behavior or situation.

## **HBU Prevention Awareness Programs**

The HBU has instituted a series of training modules as part of the University's efforts to raise awareness and to prevent all students and staff from sexual harassment, sexual misconduct, and criminal acts. All new students and employees to the University have access to a series of training videos provided by *Safe Colleges* which address the following topics: sexual harassment, sexual assault, dating violence, stalking, the definition of "consent" in reference to sexual activity, and information on risk reduction. The Student Handbook also contains the policies and rules regarding inappropriate and unacceptable behaviors. During safety week, information classes and discussions are also made available to the student body regarding these issues.

## **On-Going Prevention and Awareness Programs**

The HBU is committed to maintaining a safe campus for all students, faculty, and staff. As part of that on-going process, during the semester staff orientation meeting the topics of Title IX and Sexual Misconduct will be addressed. Likewise, during student orientation, student advisors and Residence Life assistants will bring these topics to the attention of the students and reinforce the University's policy regarding the same as stated in the HBU Student Handbook. On-line training is also provided to the student body regardless of their academic level.

## **Sexual Assault Policy**

### **Statement of Purpose**

The Houston Baptist University Sexual Assault Policy has been developed to ensure that a consistent procedure and coordination of University and community resources takes place when dealing with victims of sexual assault. The policy intends to meet the medical, legal, confidentiality, safety, and psychological needs of the victim and applies to resident and off-campus students, or visitors to the campus.

The policy also provides for pro-active measures and a structure that will deal with the prevention of sexual assault and sexual misconduct through educational programming, as well as a continuing institutional dialogue to assess services for victims.

While the University takes positive and proactive measures to protect its students from sexual assault, and actively responds to a report of a sexual assault, it also extends all rights due to the alleged offender during the process of any and all investigations.

### **Definition of Terms**

In dealing with the issue of rape and sexual assault, it is helpful to define terms. The formal definition of rape as adapted from the Federal Bureau of Investigation 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." (Source: [www.fbi.gov](http://www.fbi.gov))

From the Textbook of Emergency Physicians, it is defined as:

"Rape is the carnal knowledge, to a lesser or greater degree, of a victim without consent and by compulsion, through fear, force or fraud, singly or in combination. Thus there are three elements of rape:

- Carnal knowledge,
- Nonconsensual coitus, and
- Compulsion.

Carnal knowledge can consist of anything from complete coitus to slight penile penetration of female genitalia irrespective of seminal emission. Non-consent must be an integral part of coitus unless the victim is a minor (under statutory age of consent), intoxicated, drugged, asleep, or mentally incompetent. Finally, there should be compulsion or fear of great harm, threats with real or alleged weapon, or use of threat of brute force. Any use of intimidation invalidates any consent on the victim's part."

In addition to rape, the spectrum of sexual assault for both men and women shall include but not be limited to the following unwanted acts: inappropriate disrobing and nudity; genital exposure; fondling of breasts or genitals; single or mutual masturbation; fellatio, cunnilingus and/or sodomy; and digital or object penetration of the anus and/or vagina.

In the State of Texas, rape is a felony criminal offense and charged as Sexual Assault or Aggravated Sexual Assault.

### **Reporting an Event of Sexual Assault or Misconduct**

The victim may notify any recognized campus security authority (CSA) to include professors, administrative staff, the Health clinic nurse or staff, resident assistant, or any member of the University police department and they will take action. The following procedures should be followed when dealing with victims of sexual assault. A detailed explanation of this step-by-step process follows:



## **Self-reported or via University service unit, individual faculty, staff, students and/or community agencies**

Encourage Immediate Medical Attention to:

- Rape Crisis Program Hotline           713.528.7273
- Memorial Hermann Southwest Hospital Emergency Room   713.456.5000
- HBU Student Health                    1<sup>st</sup> floor of the Hodo Dormitory
- HBU Campus Police                    281.649.3314

### **Immediate Medical Attention**

Personnel receiving a report of a sexual assault will encourage the victim to not clean up or change clothing so as to preserve evidence. Direct them to seek immediate medical attention at Memorial Hermann Southwest Hospital Emergency Room and/or Rape Crises Program. Because of the extent of physical specimens required legally in cases of sexual assault, a complete and timely examination is necessary. If desired, the Houston Baptist University Police will provide transportation to Memorial Hermann Southwest Hospital Emergency Room.

### **Notification of the Title IX Coordinator**

When any member of the designated campus security authority, or any member of the University police, is notified of an event, they will notify the office of the Title IX coordinator that an incident has occurred. The CSA member taking the report will gather pertinent information such as the persons involved, the date, time and location of the alleged event, and etcetera, and pass that information to the Title IX coordinator and to the HBU police department.

### **Sexual Assault services packet**

The responding HBU police officer will provide the victim with a sexual assault (SA) services packet and explain the contents to them, and the service options available to the victim.

### **Office of Student Life Initial Response**

The Office of Student Life will link victim students with information and assistance regarding necessary services available, and inform the victim of his/her option to officially report the incident to the police and/or pursue campus judicial action.

### **Victim Follow-up**

The Office of Student Life will provide continuing follow up contact and communication with the victim to ensure that support and services are coordinated with and for them.

The victim will be assured that any referral will be confidential and is intended to help the victim meet their needs during this time of crisis. The victim will also be assured that they will be in control of decisions regarding formal charges- and nothing "automatic" will take place by nature

of being referred to the appropriate personnel listed above. This approach will hopefully reduce potential fear and anxiety levels about being referred to an administrative office, and will reinforce that this procedure is strictly enacted to assist the victim.

Further, the Associate Vice President for Student Life will assist with arrangements for alternate housing if the victim feels his or her safety is in jeopardy. The Associate Vice President for Student Affairs will be the University's representative in discussions with parents and/or appropriate others when the victim so requests, and in all cases in which a minor (person under 18 years of age) is involved.

### **Campus Response/Coordination of Services:**

The responsible Student Life personnel, once informed about a sexual assault case, will work with the victim either directly or indirectly (via other University and/or community personnel) to link students with appropriate services.

In order to provide a comprehensive approach to the victim's needs, the following departments will serve as the "front line" for sexual assault cases. The following is a listing of specific areas of responsibility and assistance they each have and/or can provide for the victim upon request.

- Health Services will contact the Memorial Hermann Southwest Hospital or the Rape Crisis Program Hotline for medical evaluation and treatment. The Director of Health Services will make a referral for AIDS counseling and testing, treatment for positive cultures, and supportive treatment for physical ailments resulting from abuse, pregnancy testing, and testing for sexually transmitted diseases as appropriate.
- The Resident Director or a University chaplain will provide referral resources for psychological assessment. If immediate attention is requested by the victim, he/she will be referred to Rape Crisis Program 713-528-7273. Otherwise, guidance will be provided the next business day.
- If the event was on-campus, the University police will establish the date, time, and location of the alleged assault and will conduct the preliminary investigation to include the collection and verification of all available facts and circumstances, and will contact the Harris County District Attorney's Office.  
With the victim's consent, the Associate Vice President for Student Life will be permitted to review the incident report.
- The Associate Vice President for Student Life will explain the campus disciplinary process options available through the Houston Baptist University Student Handbook and/or the formal criminal system. Assistance will be provided to HBU students who have been victims of sexual assault on another college campus including coordination with appropriate authorities at that location. In cases occurring off-campus, the appropriate Student Life personnel listed previously will maintain a liaison with the University Police and the Houston Police Department. Information regarding the University's discipline process and criminal system is also available to the alleged perpetrator (assuming they have student status).

### **Secondary Victim Follow-Up:**

Shortly after initial contacts are made with the University personnel as outlined in this document, the Associate Vice President for Student Life (or their designee) will initiate a follow-up inquiry directly with the student or indirectly (if the student is still working with one of the services) to ascertain if the student has received or is receiving appropriate psychological, medical or general support attention.

### **Assessment/Prevention:**

As needed, the Associate Vice President for Student Life will convene a meeting of appropriate personnel to discuss sexual assaults and related campus violence incidents. The goals of this group would be:

- To evaluate procedures regarding cases of sexual assault and insure that victims' needs are being met through proper institutional responses and delivery of services.
- To gather information on the frequency and nature of sexual assault cases/incidents on campus. The goal of gathering this information would be the assessment of the campus environment and the development of prevention efforts.
- To develop and coordinate educational programming efforts for a campus-wide approach to the prevention of sexual assault. Ongoing programs are encouraged and available to students throughout the year through the University Police, Student Health Office, Student Activities Office, Residence Life Office, and Student Life Offices.

### **Houston Baptist University- Enforcement**

Specific disciplinary policies and procedures are outlined in the Code of Conduct section of "The HBU Student Handbook." Houston Baptist University sanctions will be issued by the Associate Vice President for Student Life. A student violating these codes faces sanction or sanctions, which may also be combined, to include (1) expulsion from the University; (2) suspension from the University; (3) eviction from the residence colleges (dormitories and housing); (4) requiring evaluation/counseling; (5) disciplinary probation; (6) participation in educational projects. In compliance with the Sexual Assault Victims Bill of Rights (July 23, 1992), both the accuser and those accused are entitled to be informed of the outcome of the hearing(s) at the same time.

### **Disciplinary Time-Line**

The time from the formalization of an allegation of sexual assault or sexual misbehavior against a student to the findings of the disciplinary board shall not exceed sixty (60) working days. In the case where the disciplinary case cannot be resolved properly within this period, an extension of up to ten (10) working days may be announced by the Associate Vice President for Student Life, and all parties will be notified- in person and in writing- at the same time prior to the beginning of the extension period.

## **Information on Registered Sex Offenders**

Information regarding registered sex offenders provided by the State of Texas may be obtained directly from the State of Texas Department of Public Safety registered sex offenders website at <http://records.txdps.state.tx.us/>

## **Sex Offender Registry**

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, Houston Baptist University provides a link to the Texas Public Sex Offender Registry on its website. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the individual is employed, carries a vocation, or is a student.

## Required Statistical Reports

### Crimes

Reported Offense	On Campus - Note 1			Residential Facilities - Note 2			Non-Campus - Note 3			Public Property - Note 4		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Rape; Aggravated Sexual assault	2	1	1	0	1	1	N/A	N/A	N/A	0	0	0
Fondling	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Incest	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Statutory Rape	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Robbery	0	0	1	0	0	1	N/A	N/A	N/A	2	1	0
Aggravated Assault	0	0	0	0	0	0	N/A	N/A	N/A	0	2	0
Burglary	5	4	7	4	3	4	N/A	N/A	N/A	0	0	0
Larceny/Theft	24	5	23	4	4	9	N/A	N/A	N/A	0	0	0
Motor Vehicle Theft	1	0	1	1	0	0	N/A	N/A	N/A	3	0	0
Arson	0	0	0	0	0	0	N/A	N/A	N/A	0	0	0
Alcohol Violations	2	36	5	2	36	5	N/A	N/A	N/A	N/A	N/A	N/A
Drug Violations	3	35	17	5	35	16	N/A	N/A	N/A	N/A	N/A	0
Weapons Violation	0	2	0	0	0	0	N/A	N/A	N/A	N/A	N/A	0
UNFOUNDED	1	1	0	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A

Note 1: Includes data from throughout the campus owned and controlled properties.

Note 2: Data is exclusive to residential areas, and is duplicated in “on campus” category.

Note 3: The University does not own any “non-campus” areas that require reporting.

Note 4: After discussions and consultation with U.S. DOE in Sept. 2018, prior cases were reviewed and the numbers revised in in the 2018 report to reflect the corrected assessment of what constituted “public property” and the criminal events thereon for the years 2015-17.

## Disciplinary Referrals

Referrals	On Campus - Note 1			Residential Facilities - Note 2			Non-Campus - Note 3			Public Property - Note 4		
	2015	2016	2017	2015	2016	2017	2014	2015	2016	2014	2015	2016
Weapons Violations	0	2	2	0	0	2	N/A	N/A	N/A	N/A	N/A	N/A
Drug Violations	7	5	13	7	5	13	N/A	N/A	N/A	N/A	N/A	N/A
Alcohol Violations	13	10	26	13	10	26	N/A	N/A	N/A	N/A	N/A	N/A

Note 1: Includes data from throughout the campus owned and controlled properties. After discussions with the U.S. DOE in Nov. 2018, the numbers were revised to those reflected here for 2016 & 2017.

Note 2: Data is exclusive to residential areas, and is duplicated in on campus category. After discussions with the U.S. DOE in Nov. 2018, the numbers were revised to those reflected here for 2016 & 2017.

Note 3: The University does not own any “non-campus” areas that require reporting.

Note 4: HPD does not make “referrals” for University students.

## Violence Against Women Act

Reported Offense	On Campus			Residential Facilities			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Dating Violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Domestic Violence	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	0	0	0	0	0	1	N/A	N/A	N/A
Total	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

## Hate Crimes

### Hate Crimes by Motivator

Type	On Campus			Residential Facilities			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Race	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Gender	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Gender Identity	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Religion	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Sexual Orientation	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Ethnicity	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
National Origin	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Disability	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Total	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

### Hate Crimes by Event

Type Event	On Campus			Residential Facilities			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Larceny-theft	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Aggravated Assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Simple Assault	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Intimidation	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Property Destruction; Vandalism	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Total	0	0	0	0	0	0	0	0	0	-	-	-

### Fire Events

Location	Hodo (Lakehouse) Dormitory			MRC Men's Dormitory			WRC Women's Dormitory			Husky Village		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Fire	0	0	0	0	0	0	0	0	0	1	1	0
Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Fatalities	0	0	0	0	0	0	0	0	0	0	0	0
Total fire events	0	0	0	0	0	0	0	0	0	1	1	0



**To conclude**

The Houston Baptist University is committed to providing a safe and wholesome campus for its students, faculty, staff and visitors. We see safety as an on-going process, and are continually adding those capabilities that enhance that process. For example, over the course of 2014, the University has added nineteen (19) blue-light emergency call boxes around the campus. In 2017 the University added to the number- and to the picture quality -of our camera monitoring capabilities.

The HBU regularly conducts campus safety and security inspections. In 2013 the University had a complete safety and security inspection and evaluation professionally performed. Additionally, in 2015 the University took steps to increase safety, security, and enhance emergency responder capabilities through participation in a regional homeland security program. In 2015, HBU instituted a series of on-line classes providing up-to-date training on issues such as Title IX, sexual harassment and assault, stalking, personal safety, as well as physical plant and worker safety best practices. In 2016 we instituted a liaison program which was designed to provide our coeds with a better understanding of safety and security issues both on and off campus.

It is our intention to continue to improve the safety and security of our campus through education and training, information and technology, by maintaining a professional police service and, perhaps most importantly, by way of the commitment of all those on campus to make HBU a safer and better place for everyone.

(Updated & revised; Office of the Director of Public Safety 11.14.2018)

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