

# HARRIS-STOWE STATE UNIVERSITY



**2015-2016 ANNUAL CAMPUS SECURITY AND  
FIRE SAFETY REPORT  
OCTOBER 2016**

**WHEN AN EMERGENCY OCCURS CALL (314)340-3333, (314)280-9971 OR 911**



## Forward

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The safety and well-being of all members of our community are of great concern to Harris-Stowe State University. Many staff, faculty and employees are dedicated to



making the campus a safer place to live and work. A safe environment also depends on the cooperation and involvement of individuals, like you, in safeguarding themselves and others. We encourage you and all members of the HSSU community to use this report as a guide for safe practices and an encouragement for timely reporting.

## FORWARD

The office of Campus Public Safety, in conjunction with other departments at Harris-Stowe State University, prepares and distributes this Annual Security and Fire Safety Report. This report is available to all students, faculty, staff, and potential students, faculty and staff. You may obtain this report in one of the following ways:

1. Requesting via email at [PublicSafety@hssu.edu](mailto:PublicSafety@hssu.edu)
2. By written request to:  
Harris Stowe State University  
Office of Public Safety  
Rm. 019, 3026 Laclede  
St. Louis, MO 63103
3. Download from HSSU Website

Harris Stowe State University will prepare and distribute the Annual Campus Fire Safety and Security report each fall.

Please contact the Campus Public Safety Department for additional crime information or questions relative to this report.

In compliance with the Clery Act (originally known as the “Crime Awareness and Security Act of 1990”) and the Higher Education Opportunity Act of 2008; information accessible by students regarding Campus Safety and Security in the following areas is required:



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## Section 1: Crime Reporting Procedures

### a. Reporting General Crime or Emergency

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety-related incidents to DPPS in a timely manner. To report a crime or an emergency on Harris-Stowe State University campus call **(314) 340-3333, (314) 280-9971 OR 911**. A crime may also be reported by using the Emergency Call Boxes located near residence halls, parking lots or other campus buildings, OR in person at Room 019 (Henry Givens Administration Building (HGA)). Students have the option of reporting crimes to the Saint Louis Police Department (SLPD) as well through the 911 system. Even if reported to SLPD or an off campus agency, crime on campus or the surrounding streets should be reported directly to the HSSU Public Safety Department to ensure inclusion in the annual crime statistics. This aids in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to a Rape Crisis Center would not be included with HSSU's crime statistics.

### b. Reporting Missing Students

If a member of the University community has reason to believe that a student, who resides in on campus housing is missing, he or she should immediately notify either Campus Public Safety at (314) 340-3333 or the Director of Residential Life at (314) 340-XXXX. Campus Public Safety will investigate in cooperation with the Dean of Student Affairs and the Director of Residential Life. If a student is deemed to have been missing for 24 hours, Campus Public Safety will notify the St. Louis Metropolitan Police within 24 hours of that determination.

Students are expected to identify an Emergency Contact. Once a determination has been made that the student has been missing for 24 hours the Emergency Contact will



be notified within the next 24 hours. If a student is under 18 years of age, HSSU will notify a custodial parent or guardian within 24 hours of the determination that the student has been missing for 24 hours.

### c. Confidential Reporting

If you are the victim of a crime and do not want to pursue action further you may consider making a confidential report. With your permission, a HSSU Public Safety Officer can file a report as to the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure your future safety and the safety of others. With such information, the HSSU can keep an accurate record of the number of incidents involving students, employees and visitors, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

The only reporting option that affords complete confidentiality is speaking with a licensed HSSU counselor. Speaking confidentially with an HSSU counselor may also be helpful in deciding how to proceed because a counselor will provide information regarding additional reporting options to include filing a report with the St. Louis Metropolitan Police. HSSU provides confidential, professional counseling and referrals for students needing assistance for problems related to sexual assault. Students may obtain information and assistance by calling the Director of Counseling Services, Dr. Vicki Bernard at: (314) 340-5089. If calling after hours, Campus Public Safety can also contact Dr. Bernard in an emergency situation. A confidential form may also be filed online:

<http://www.hssu.edu/ae/aefiles/39/Anonymous-Sexual-Assault-Form.pdf>

### d. Reporting Dating Violence, Domestic Violence, Sexual Assault and Stalking

If an offense should occur, the victim has the options take the following actions:





- Call the campus public safety if the incident occurred on campus by dialing 314-340-5089. Campus Public Safety will then contact the counselor from the University Counseling Center. If a student requests assistance, University personnel will assist the student in notifying these authorities. Call the local police if it occurred off campus by dialing 911.
- A criminal report may be filed with the St. Louis Metropolitan Police Department, or appropriate jurisdiction. Campus Public Safety is available to provide assistance with contacting the St. Louis Metropolitan Police Department, or other appropriate jurisdiction. An individual may file a report with both the University and the St. Louis Metropolitan Police Department, or other appropriate jurisdiction, as the systems operate independently.

Regardless of the reporting option(s) used by the victim, the first priority is to receive prompt medical attention to treat any medical injuries and preserve evidence in the event the reporting party chooses to pursue a complaint at a later date. Please note that the first 96 hours after a sexual assault is a critical time frame for gathering the most complete medical evidence. If the offense involves sexual assault, the victim should take the following additional actions:

- Go to the hospital emergency room to receive prompt medical attention. If requested, the police will transport you.
- Do not shower, bathe, douche or straighten up the area of assault.
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Do not destroy the physical evidence that may be found near the crime. If the crime occurred in the victim's home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.
- Write down all details remembered as soon as possible.



- Contact a friend or family member. Tell someone all details remembered about the assault and ask them to call one of the numbers listed below. You do not have to go alone.

In addition to the reporting options and conduct process, there are a variety of other services available, which include follow-up medical care, academic assistance, alternative housing, a “cease and desist” order (i.e., a no contact order) from the Dean of Student Affairs, or an Order of Protection with the St. Louis City Circuit Court (Civil Courts Building, 9th Floor, Adult Abuse Office, 10 N. Tucker), or other appropriate jurisdiction.

## Section 2: Crime Statistics

### General Background

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

Crime Statistics must be reported by location:

- On-campus owned, contiguous, educational or student used
- In Dormitories or other student residences within the “on-campus” area
- Non-campus buildings or property; fraternity/sorority houses, non- continuous owned and student used
- Public property, streets, sidewalks, lots adjacent to “campus”

### On-Campus

- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of or in manner related to, the institution’s educational purposes, including



residence halls.

- Any building or property within the same reasonably contiguous geographic area of the institution that is owned by the university.
- Student Residences
- A subset of “on-campus” crimes that were reported to have occurred in dormitories or other residential facilities for students, on campus.
- Non-Campus Buildings or Property
- Any building or property owned or controlled by a student organization officially recognized by the institution.
- Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support, of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

#### Public Property

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent or accessible from the campus.



## Statistics

### 2013-2015 Harris Stowe State University Crime Statistics

Crime	On Campus	Residence Halls	Non Campus buildings	Public property
<b>Murder Non-negligent Manslaughter</b>				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	0
<b>Negligent Manslaughter</b>				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	0
<b>Sex Offense- Forcible</b>				
2013	0	0	0	0
2014	0	0	0	1
2015	0	0	0	1
<b>Sex Offense- Non Forcible</b>				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	0
<b>Robbery</b>				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	2
<b>Aggravated Assault</b>				
2013	2	0	0	0
2014	0	0	0	0
2015	0	1	0	1
<b>Burglary</b>				
2013	3	2	0	0
2014	2		0	0
2015	8	14	0	0
<b>Motor vehicle Theft</b>				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	0
<b>Arson</b>				
2013	0	0	0	0
2014	0	0	0	0



Crime	On Campus	Residence Halls	Non campus Buildings	Public Property
2015	0	0	0	0
Domestic Violence				
2013	0	0	0	0
2014	0	0	0	0
2015		1	0	2
Dating Violence				
2013	0		0	0
2014	3		0	0
2015	5	1	0	1
Stalking				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	0
Illegal Weapon				
2013	0	0	0	0
2014	1	0	0	
2015	1	0	0	2
Drug Abuse Violations (Arrest)				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	0
Liquor Law Violations (Arrest)				
2013	0	0	0	0
2014	1	1	0	0
2015	1	0	0	0
Illegal Weapons				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	0
Drug Abuse Violations (Disciplinary)				
2013	0	0	0	0
2014	2	2	0	0
2015	8	8	0	0
Liquor Law Violations (Disciplinary)				
2013	0	0	0	0
2014	0	0	0	0
2015	0	0	0	0



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**2013-2015 Violence against Women Act Offenses**

VAWA	On Campus	Residence Halls	Non Campus buildings	Public property
Arrest				
2013	0	0	0	0
2014	1	0	0	0
2015	1	0	0	0
Referral				
2013	0	0	0	0
2014	0	0	0	0
2015	1	0	0	0

### Section 3: Obtaining Sex Offender Statistics

**CAMPUS SEX CRIMES PREVENTION ACT NOTIFICATION**

State law mandates that the Missouri State Highway Patrol shall maintain a sex offender database and website on the Internet that is accessible to the public.

Additional information and verification may be obtained from the Chief Law Enforcement Official of the City of St. Louis (Chief, City of St. Louis Metropolitan Police Department) for those sex offenders who reside in the City of St. Louis.

Members of the Saint Louis University community may contact the Missouri State Highway Patrol’s Missouri Sex Offender Registry website for information concerning registered sex offenders or the Missouri State Highway Patrol website:

[www.mshp.dps.mo.gov/CJ38/searchRegistry.jsp](http://www.mshp.dps.mo.gov/CJ38/searchRegistry.jsp)



## Section 4: Fire Statistics

### Fire Safety Systems

The following table describes the current fire safety systems in the Residence Halls.

Facility	Fire Alarm Monitoring	Partial Sprinkler	Full Sprinkler	Smoke Detection	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills per year
Gillespie Hall	Off site by monitoring Company		Yes	Yes	Yes	Yes	two
Bosley Hall	Off site by monitoring Company		Yes	Yes	Yes	Yes	two

### Fire Safety Procedures

#### **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 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 Office of Public Safety announce it is safe to re-enter.

### **FIRE DRILLS**

Fire Drills are conducted in all Residence Halls. Become Familiar with posted egress routes and areas of refuge from a building fire.

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

Remove any person in immediate danger, and evacuate the area.

### **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 occupants of the room to evacuate the building.
- Locate the nearest safe telephone and call 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 steps A -D 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 steps A -F 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.
- 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 Physical Plant and Office 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 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 safety Statistics**

The following table describes the Fire safety Statistics for the last three calendar years.

Statistics and Related Information Regarding Fires						
Facility	Total Fire	Fire Number	Cause of Fire	Injuries Requiring treatment	Deaths Related to Fire	Value of property Damaged by Fire
Gillespie Hall						
2013	0	0	0	0	0	0
2014	0	0	0	0	0	0
2015	1	1	Cooking	0	0	\$250
Bosley hall						
2013	0	0	0	0	0	0
2014	0	0	0	0	0	0
2015	0	0	0	0	0	0



## Section 5: Alcohol and Drug Policy

HSSU is committed to working against the illicit use of drugs and alcohol among students and employees. University Public Safety Officers enforce all federal and state laws and University policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs, including the following:

- Harris-Stowe State University has a Zero Tolerance policy regarding the possession and/or use of alcoholic beverages on its campus and property.
- Alcoholic beverages may not be possessed, distributed or consumed at events on campus, except when specific written approval has been obtained for the event in advance. Sponsors are responsible for assuring that all persons in attendance at an event comply with state alcohol law and University alcohol policy.
- No student shall possess or distribute an illegal drug, as defined by Missouri's Drug Control Act. Such possession or distribution is prohibited in any building or on any property owned or operated by the University. Possession is defined to include any area or property for which the student is responsible.
- Alcoholic beverages may not be sold or furnished to any person, who at the time of sale or exchange, is visibly under the influence of alcohol.
- Falsely representing one's age for the purpose of purchasing or possessing alcohol is against state law.



## Section 6: Dating violence, Domestic Violence, Sexual Assault, and Stalking policy

Harris-Stowe State University is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all persons. The university responds to all allegations of Dating violence, domestic violence, sexual assault, and stalking policy

The priority response to any complaint of sexual assault is to address the safety of the victim. The University will help the reporting party get to a safe place and assist the reporting party in seeking immediate medical treatment and to preserve evidence for any complaint process the victim may choose to pursue. Any form of sexual assault as defined for purposes of the Clery Act is a serious violation and will not be tolerated.

It is the University's desire to create a supportive climate that will encourage individuals to report incidents. Reporting of these incidents is the only mechanism by which offenders can be officially sanctioned by the University, thereby reducing the risk of repeat occurrences. In the absence of formal reporting, informal reporting is essential for the University to acquire an accurate account of the campus environment. Any reporting provides the opportunity for the University to provide compassionate, effective intervention, support and remediation, and most importantly, to help prevent such incidents from occurring.



## Section 7: Disciplinary Proceedings

### UNIVERSITY PROCEDURES FOR COMPLAINTS OF SEXUAL MISCONDUCT:

- Complaints of sexual misconduct, i.e., sexual contact, touching of a sexual nature, sexual assault, rape, making unwanted sexual advances and propositions to pressure others for sexual favors, leering at or ogling a person's body, performing sexual gestures, touching oneself sexually in front of others, etc., will be filed with the: Title IX Coordinator, **Rhonda Wesley, J.D., Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340, WesleyR@hssu.edu.**
- A complainant should immediately report a complaint of sexual violence. Any report of sexual violence reported to Public Safety will be shared with the Title IX coordinator. To effectively investigate any complaints, it is to the complainant's best interest to report a complaint immediately upon occurrence.
- The University utilizes a prompt and equitable corrective action reasonably calculated to end sexual violence, eliminate any hostile environment, prevent its recurrence and remedy its effects. The University has provisions for adequate, impartial, prompt, and reliable investigation of all complaints. This includes the opportunity of due



process for the complainant and the alleged perpetrator to present witnesses, give testimony, submit evidence, (albeit not necessarily in the presence of one another), and other U.S. Constitution protected rights.

- The evidentiary standard that must be used to resolve a Title IX complaint is based upon the preponderance of the evidence, i.e., is it more likely than not that matter occurred as presented.
- The timeframe for completion of an investigation can vary on a case-by-case basis. The University is committed to investigate a complaint in a prompt, reasonable, and equitable timeframe as determined by the facts and circumstances of the case. The University will provide the complainant and alleged perpetrator with periodic updates on the status of the investigation. If the University finds that sexual misconduct did occur, the University shall continue to take the necessary steps to protect the complainant and ensure her or his safety, as necessary. The University shall also ensure that the complainant is aware of any available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health/mental services, legal assistance, information to the Department of Education-Office of Civil Rights, and the right to report a crime to local law enforcement.
- The University may impose sanctions against the perpetrator and provide remedies for the complainant and the University community, as needed.
- Written notice of the outcome of the complaint will be provided by the University to the complainant and the alleged perpetrator.



- A complainant or an alleged perpetrator shall have right to appeal the outcome of a complaint within **10** calendar days of receipt of the written outcome. Written notice of the outcome of any appeal will be provided by the University to the complainant and the alleged perpetrator.
- The University vows to take steps to prevent the recurrence of any sexual violence and to remedy any discriminatory effects on the complainant and others.
- The University will utilize interim measures to protect a complainant in the educational setting during and after the course of a claim investigation.
- The University and Title IX prohibit the retaliation against any individual who makes a claim of sex discrimination, as well as, any witnesses involved in the matter. The University will take strong responsive action if retaliation should occur.
- The University has potential sanctions of various measures against any alleged perpetrator of sexual violence.
- The University prohibits any individual from making a false claim of sex discrimination and/or sexual violence. “False claim” means a claim brought in bad-faith and unsupported by true facts upon its initiation. A false claim does not include a complaint that was brought in good-faith, but later found to be unsubstantiated. Sanctions of various measures will be used against any individual who reports a **false claim** of sex discrimination and/or sexual violence. It is just as important to the University to protect the rights of an innocent alleged perpetrator as those of an alleged victim.



- Any student has the right to file a criminal complaint against a perpetrator with local law enforcement, as well as file a Title IX complaint with the University simultaneously.

## Section 8: Campus Security Authorities

### Campus Public Security Authority

Officers of the Harris-Stowe State University Office of Public Safety are licensed security officers by the St. Louis Board of Police Commissioners, under Section 84.340 of the Missouri Revised Statutes.

Each Harris-Stowe State University Public Safety Officer so licensed by the Board of Police Commissioners has the authority to do the following on the University property:

- Make an arrest
- Search for and seize evidence in connection with the arrest at the location, during the time of their assignment

Officers of this Department may make lawful arrests while on duty on University property as follows:

- In all instances of felonies, misdemeanors and City ordinance violations, committed in the presence of the officer
- In any attempt to commit a felony or misdemeanor
- For an offense not committed in the presence of the officer, or the view of the officer, when the officer has probable cause to believe an offense was committed by the person being arrested

### Working Relationships with Local Authorities and Agencies

HSSU Office of Public Safety maintains a working relationship with St. Louis City Police Department (SLPD) and St. Louis University Police (SLUPD)





Department. The HSSU Public Safety Dispatch contacts Saint Louis City for fire and emergency medical needs. The St. Louis Police Department is part of the 911 Emergency System. The HSSU Public Safety Investigators work with the investigative staff of SLPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchange of information.

This publication contains information about on and off-campus resources and is made available to the HSSU community. That information is made available to provide HSSU community members with specific information about the resources that are available in the event they become the victim of a crime. The information regarding “resources” is not provided to infer that those resources are “reporting entities” for HSSU.

## Section 9: Recordkeeping

### Public Safety Crime Log information

The University community has access to reported incidents on campus and in the nearby community. The Office of Public Safety makes the crime log for the most recent 60-day period open to public inspection during normal business hours, Monday through Friday, except holidays and closure of school. Crime logs older than 60 days can be made available within two business days by written request to the Office of Public Safety.

The information in the crime log includes the date reported, date occurred, time occurred, nature of the crime, general location, and disposition of the crime if known.

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Director of Public Safety, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be



issued through the university e-mail system to students and faculty.

## Records Kept for the Crime Log

The Harris-Stowe State University Public Safety Department's crime log includes offenses that were reported to the University Officers, law enforcement agencies and other University officials of Harris-Stowe State University who have significant responsibilities for students and campus activities. All criminal incidents are categorized in accordance with the Federal Bureau of Investigation (FBI) Uniform Crime Reporting/Incident Based Reporting System (UCR/NIBRS) as guidelines and in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The following definitions are used to report crimes listed in accordance with the FBI UCR guidelines and training guide for hate crime data collection. The definitions for murder and non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, illegal weapons possession violations, drug abuse violations, and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook or the UCR Reporting Handbook: NIBRS EDITION.

### Reportable Crimes

- *Murder and Non-negligent Manslaughter* – The willful (non-negligent) killing of one human being by another.
- *Negligent Manslaughter* – The killing of another person through negligence.

*Sexual Offenses, Forcible* -Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.



- *Forcible Rape* – The carnal knowledge of a person, forcibly and/or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible Sodomy* – Oral or anal sexual intercourse with another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Sexual Assault With An Object* – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- *Forcible Fondling* – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses, Non-forcible – Unlawful, non-forcible sexual intercourse.

- *Incest* – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape* – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

*Sexual Assault*: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.

*Rape* is defined as 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.

*Fondling* is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

*Statutory Rape* is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent.

*Domestic Violence*: The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed—

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) 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; or
- (v) 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.

*Dating Violence*: The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 1) The existence of such a relationship shall be 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.

- 2) For the purposes of this definition-
- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - (ii) Dating violence does not include acts covered under the definition of domestic violence.

*Aggravated Assault* – An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

*Simple Assault* – unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

*Robbery* – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

*Burglary/Breaking and Entering* – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

*Larceny/Theft Offenses* – The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

*Motor vehicle Theft* – The theft of a motor vehicle.

*Arson* – To unlawfully and intentionally damage, or attempt to damage, any



real or personal property by fire or incendiary device.

*Destruction/Damage/Vandalism of Property* – willfully or maliciously destroys, damages, defaces, or otherwise injures real or personal property without the consent of the owner or the person having custody or control of it.

*Intimidation* – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

*Liquor Law Violations* - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

*Weapon Law Violations* – The violation of laws or ordinances prohibiting the manufacture, sale purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

*Drug Abuse Violations* are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

## Hate Crimes

A *hate crime* is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.



Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity/national origin, or gender identity. For Clery purposes, Harris-Stowe State University must report hate crimes which include any offense in the following two groups that is motivated by bias:

Group A

- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Group B

- Larceny-theft
- Simple assault
- Destruction/ Damage/ Vandalism
- Intimidation



## Section 10: Emergency Response

### Emergency Notification

In the event that an alert needs to be issued, it is automatically sent to student, faculty, and staff campus email accounts via a campus wide emergency alert system. Additionally, individuals have the option to receive voice messages and text messages. Contact numbers and alert preferences to receive alerts are modified through an online link.

<https://www.e2campus.net/my/hssu/index.htm>

Alerts are issued for Campus wide emergencies including tornado, intruder, bomb threat, etc., and for campus lockdown.

### Emergency and Evacuation Procedures

#### **UTILITY/POWER OUTAGE EMERGENCIES**

##### **Power Failure**

**The following actions are to be taken by members of the institution in the event of a power failure:**

- Report any power failure immediately to the Office of Public Safety (314-340-3333).
- Back-up emergency power should make it possible to use the university telephones for a while. If telephones are not working, locate a security officer who will relay the information via portable radio.
- Faculty who are teaching should remain with their class until notified otherwise.
- During a power failure or when portions of a building are experiencing power failure never use an elevator. If you become trapped in an elevator during a power outage, Contact the Office of Public Safety (314-340-3333).  
Wait for assistance.

##### **Plumbing Problem/Flooding**





Cease using all electrical equipment. Notify the Department of Public Safety immediately. If necessary vacate the area and prevent anyone else from entering.

### **Gas Leaks**

- Immediately exit area. Do not switch off lights or deactivate any electrical equipment.
- When clear of area, report any gas leak immediately to the Office of Public Safety (314-340-3333).

### **ARMED INTRUDER ON CAMPUS**

**Do not sound the fire alarm as it may cause unknowing persons to evacuate into the danger zone. Call 911 and 314-340-3333 or 314-280-9971 and report the following:**

- Number of shooters if known
- Identification or description of shooter(s)
- Your name, location of the incident
- Direction of travel if known, number and location of victims
- If you are unable to safely leave the area:

If you see an armed intruder and you are in an office or classroom:

- Remain in the classroom or office and immediately lock all doors.
- Call 911. Try to remain calm, and give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- If time permits, contact the Harris-Stowe State University Office of Public Safety and report the above information.



- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Set cell phones to vibrate.
- Stay out of the open areas and be as quiet as possible.
- Move out of “eye shot” from windows (including the door).
- Try to remain as calm as possible.
- Keep classroom or office secure until Public Safety and/or emergency responders arrive and give directions.

If you are caught in an open or exposed area and you cannot get into a classroom/office or you must decide upon a course of action:

- **Run:** If you think you can safely make it out of the area, and then do so. If you decide to run, do not run in a straight line. Attempt to keep objects between you and the hostile person. When away from immediate area of danger, summon help and warn others.
- **Hide:** Look for a safe and secure hiding area. Once in place, try to remain calm. Stay hidden until you can make contact with emergency personnel.
- **Play Dead:** If the intruder is causing death or physical injury to others and you are unable to run or hide, you may choose to assume a prone position and lay as still as possible.
- **Fight:** Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous and not recommended; but, depending on your situation, this could be your last option.



- If you are caught by the intruder and are not going to fight back, comply with all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all their directions. Your cooperation may save your life or the lives of others present.

## **TERRORISTIC THREATS**

Incidents of terrorism occurring world-wide take many forms. While it may seem remote that our campus may be targeted, federal officials continuously monitor terrorist group activities to determine where a threat may occur. If a threat specifically targets the geographic location in which the campus is located, the University will evaluate such information and coordinate response.

## **BOMB THREATS**

It is the policy of the University that all bomb threats are to be taken seriously. Each threat will be thoroughly investigated and will be considered suspect until all avenues of investigation have been exhausted. A suspicious looking box, package, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area (far from the object) and call the Office of Public Safety immediately (314-340-3333). Do not operate any electronic devices, radios or light/power switches. Cell phones can be used

### **Bomb Threats by Phone**

**Any person receiving a bomb threat by phone should do the following:**



Remain calm and try to get the following information:

- Where is the bomb located on campus?(which building, floor)
- When is the bomb going to explode?(if known)
- What does it look like?
- The reason for placing the device.
- The size of the bomb.
- The type of explosive used in the device.
- The name of the caller or organization taking responsibility.
- Listen closely for any background noises.

**The person receiving a bomb threat by phone should record the following:**

- Time of call.
- Emotional state of caller. (Excited, nervous, calm, despondent, etc.)
- Estimate age and sex of caller. (adult or juvenile)
- Speech accent, slurred, etc.
- Background noises that may be present at the location of the caller.
- Any other peculiarities that may be helpful in identifying the source of the call or its purpose.

**After receiving the information:**

- Notify the Office of Public Safety office (314-340-3333) and report the incident immediately.
- When the local building alarm sounds, or an emergency exists, do not panic. Walk quickly to the nearest marked exit. Do not use the elevator!
- Public Safety personnel will alert other employees and assist the handicapped with exiting the building.
- Once outside, move to your designated assembly point. Keep roadways/streets, fire hydrants, and walkways clear for emergency



vehicles and crews. Do not return to an evacuated building until you are given an “All Clear” by Public Safety and/or emergency response personnel.

**If there is an explosion:**

- Immediately take cover under sturdy furniture.
- Stay away from the windows.
- Do not light matches.
- Move well away from the site of the explosion to a safe location.
- Use stairs only. Do not use elevators.

**EXPLOSION ON CAMPUS**

Immediately take cover under tables, desks, beds, doorways and other objects, which will give protection against falling glass or debris. After the effects of the explosion and/or fire have subsided, notify the Department of Public Safety. Give your name, location and the nature of the emergency. If necessary, or when directed to do so, activate the building fire alarm. If the building fire alarm is sounded, or when told to leave by institution officials, walk quickly to the nearest marked exit and ask others to do the same. If possible and prudent, assist disabled persons in exiting the building. Do not use elevators, in case of fire. Keep streets and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

Do not return to an evacuated building unless told to do so by a university official.

**SHELTER IN PLACE**

If a lockdown is declared, or should the outside environment not be safe to enter, the following will occur:



- Buildings will be Locked Down by the Office of Public Safety as best as possible.
- Building occupants will be notified of the lockdown via the Emergency alert system.
- Building occupants may be directed to spaces/rooms which are windowless and provide the best level of protection possible.
- Building occupants will be kept abreast of changes as they develop through the Emergency Alert System.

### **EVACUATION OF DIFFERENTLY-ABLED PERSONS**

If you are disabled and in need of assistance during an evacuation, please make sure that the Office of Public Safety is aware of your location. You may have to wait for Public Safety Officers or the Fire Department personnel to get you down the stairs

## **Section 11: Timely Warning**

Where it is determined that an incident may pose an ongoing threat to members of the University community, the Office of Public Safety, in coordination with University Relations, notifies members of the University community Through a Timely Warning. The Timely warning will be delivered via the campus e-mail system and be sent to all Faculty and Staff. The Timely Warning will include the date/time of the incident, the location and nature of the crime, information that promotes safety, such as crime prevention and safety tips, and information that will assist individuals in protecting themselves. The decision to issue a Timely Warning is made on a case-by-case basis considering the validity of the



information about the crime reported to Office of Public Safety, facts surrounding a crime, the nature of the crime, continuing danger to the campus community, and risk of compromising law enforcement efforts.

Timely warnings are usually disseminated for the following FBI Uniform Crime Report/National Incident Based Reporting System Classifications: arson, criminal homicide, sex offenses (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape), and robbery, aggravated assault, burglary, and hate crimes. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case, and the information known to DPS. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no ongoing threat to other members of the University community; therefore, a Campus Safety Alert would not be disseminated. Sexual assaults are 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 of information known by DPS.

## Section 12: Campus Facilities

The HSSU campus is well lit and further improvements in campus lighting are continually being made, including the upgrade 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 the Office of Public Safety. Safety and security concerns are identified and recommendations for improvements are made.

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 the 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 Campus Public Safety.

## Section 13: Crime Prevention and Awareness programs

During orientation sessions at the beginning of each semester, students, faculty and staff are informed of services offered by the HSSU Public Safety. These sessions outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime prevention programs and sexual assault prevention programs are offered on a regular basis.

Periodically during the academic year, the HSSU Public Safety, in cooperation with other University organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), drug abuse, theft and vandalism, as well as educational sessions on personal safety and residence hall security. 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.

## Section 14: Dating Domestic Violence Sexual Assault and Stalking Prevention Programs

Through the division of Student Affairs, Harris-Stowe State University provides education regarding sexual assault prevention through a variety of programs. The On-line program [Mystudentbody.com](http://Mystudentbody.com) is required of all new students prior to completion of registration. There are educational opportunities for faculty and staff throughout the





academic year as well. The following resources can assist you in your on-going responsibility to stay informed and educated on the important issue of sexual violence.

<http://onestudent.org/wp-content/uploads/2010/09/8-things-2-know-b4-u-go.pdf>

### **Circle of 6**

Free phone app that prevents violence before it happens

Winner of the White House/ HHS Apps against Abuse Technology Challenge

<http://www.circleof6app.com/>

### **Green Dot Campaign**

Bystander intervention programs and research

[http://livethegreendot.com/gd\\_overview.html](http://livethegreendot.com/gd_overview.html)

### **Know Your IX**

Informational video providing quick reference materials about the importance of Title IX

<https://www.youtube.com/watch?v=lFAs9fegJsl>

### **No More**

A symbol to end sexual assault and domestic violence, supported by the Joyful Heart Foundation

<http://nomore.org/>

### **The Rape Abuse and Incest National Network**

A website for national statistics, laws, and governance

<http://www.rainn.org/>

### **Red Flag Campaign**

A national campaign to promote the public awareness of dating violence on college campuses



<http://www.theredflagcampaign.org/>

**Not Alone**

[www.notalone.gov](http://www.notalone.gov)

What House Council on Woman and Girls

**Off-Campus Resources**

- Alternative to Living in Violent Environments.....(314) 993-2777
- Crime Victim’s Advocacy Center of St. Louis.....(314) 652-3623
- Life Crisis .....(314) 647-4357  
(24 hours a day)
- St. Louis Regional Sexual Assault Center.....(314) 726-6665
- United Way Information and Referral Service.....211 or (314) 421-4636
- Women’s Safe House.....(314) 772-4535
- Safe Connections.....(314) 531-2003
- UM-St. Louis Center for Trauma Recovery.....(314) 516-6738
- Rape, Abuse, and Incest National Network.....(800) 656-4673
- Crime Victim’s Advocacy Center of St. Louis.....(314) 652-3623
- LAAW 9 (Legal Advocates for Abused Women).....(314) 664-6699  
or  
(800) 527-1460  
Life Crisis (24  
hour Hotline)  
(314) 647-4357
- Rape Hotline.....(314) 531-RAPE  
(7273)



United Way Information and Referral Service .....211 or (314)  
421-4336

