

HARRIS-STOWE STATE UNIVERSITY



2014-2015 ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT



Colleges are generally very safe places to live, learn and work. You are less likely to be a victim on a college campus than anywhere else. That said, colleges are not immune from the problems affecting our society. Safety on the campus of Harris-Stowe State University is a natural source of concern for parents, students and college employees. Education - the primary goal of the Harris-Stowe State University can take place only in an environment in which each student and employee feels safe and secure. Harris-Stowe State University (HSSU) recognizes this and employs a number of security measures to protect the members of its community. Although the campus community, with its small-town feel and neighborly attitude, is reported to have a relatively low crime rate, crime prevention remains a high priority among our staff and faculty members. HSSU does its part to ensure the safety of its students and employees. Professionally-trained public officers, well-trained residential life staff, students, faculty and other employees share in the responsibility of making the HSSU campus a safe place to study, work and live.

Policy on Reporting the Annual Disclosure of Crime Statistics

The safety and well-being of all members of our community are of great concern to Harris-Stowe State University. Many faculty and staff are dedicated to making the campus a safer place to live and work. A safe environment 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 on and off campus.

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. The report serves several purposes: it complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; explains how the University reports, investigates and responds to crime and emergencies on or near University property; informs the University community of the safety and security resources available to respond to emergencies; and provides additional safety and security information to the University community so that informed decisions may be made by the University community.

This annual report is published and released by October 1 of each year. The University's final crime statistics are compiled by Campus Public Safety using crime definitions found in the FBI Uniform Crime Reporting Handbook. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC 1092(f), the statistics for the three most recent calendar years include

crimes that occurred: 1) on-campus (any building or property owned or controlled by Harris-Stowe State University within the same reasonably contiguous geographic area and used by Harris-Stowe State University in direct support of, or in a manner related to, the University's educational purposes, including residence halls and any building or property that is within or reasonably contiguous to the area identified above that is owned by the University but controlled by another person, is frequently used by HSSU students and supports institutional purposes); 2) on non-campus buildings or property (any building or property owned or controlled by a student organization that is officially recognized by the institution or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University); and 3) on public property (all public property, including thoroughfares, streets, sidewalks and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus) that are reported to a campus security authority, as defined in the Act, or to local police agencies.

This publication contains information to aid in the cooperative effort of creating a safer campus. It contains specific information on safety and security, crime prevention, patrol operations and breadth of authority, policies relating to reporting crime, campus disciplinary procedures, and crime statistics for the three previous calendar years. These statistics reflect reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Harris-Stowe State University, and on public property that is immediately adjacent to and accessible from the campus.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the website to access this report. Current or prospective faculty, staff and students may also obtain a copy of the report at the Harris-Stowe State University Department Public Safety located: 3026 Laclede Ave., RM 019-HGA, St. Louis, MO 63103 Phone: (314) 280-9971/(314)340-3333 | Email: PublicSafety@hssu.edu | Fax: (314) 340-5748, by visiting Human Resources, or by writing to: Harris-Stowe State University | 3026 Laclede Ave. | St. Louis, MO 63103.

A PDF version of the this report can be viewed or otherwise printed by way of the Harris-Stowe State University's Campus Public Safety website. Click on the tab, 'Annual Security Report.

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

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Greetings,

I am honored to present the Harris-Stowe State University 2015 Annual Campus Safety and Fire Report. This report will provide you with valuable information about campus safety and security at Harris-Stowe State University. The HSSU Campus Public Safety Department is responsible for establishing and enhancing all safety and security strategies for the college community. Harris-Stowe State University is a student-centered college community whose mission is to address the higher education needs of the metropolitan St. Louis region. Harris-Stowe State University is strongly committed to providing a high-quality higher education experience that is both affordable and accessible to the diverse populations within and beyond the metropolitan St. Louis region.

Our core values include respect, service, integrity and accountability. In addition to being informative, I am confident that you will find these standards reflected in the 2014-15 annual campus safety and security report. You will also have a greater understanding of the Harris-Stowe State University safety and security policies, as well as statistics on any crime that may have occurred on our campus. If you have any questions or would like additional information, please visit www.hssu.edu or contact me at: *Harris-Stowe State University Gillespie Student Center, 3026 Laclede Avenue St. Louis, MO 63103; Office 314.340.5112 Fax 314-340-5181, E-Mail: lalandee@hssu.edu.*

Emmanuel Lalande

Dean of Student Success, Division of Student Affairs

INTRODUCTION

History of the Development of the Harris-Stowe State University

In 1857, St. Louis Public Schools established a normal school for white students; it was subsequently named Harris Teachers College, after William Torrey Harris, a former St. Louis superintendent of schools and United States Commissioner of Education. In 1920, it was authorized to issue a four-year Bachelor of Arts in Education degree. In 1890, the St. Louis school system established Sumner Normal School to train black teachers. In 1929, its name was changed to Stowe Teachers College, after author Harriet Beecher Stowe, whose *Uncle Tom's Cabin* had promoted the abolitionist cause in the antebellum United States.

The U.S. Supreme Court's 1954 decision in *Brown v. Board of Education* mandated integration of public-school systems. In response to this, Harris and Stowe Colleges were merged into one institution, which retained the "Harris Teachers College" name. At the behest of Stowe alumni and other St. Louisans, the name "Stowe" was added, and the school became Harris-Stowe College in 1977.

In 1979, the college was added to the state system of public higher education, under the name of Harris-Stowe State College. Its four-year education degree was changed to a Bachelor of Science in Education. It subsequently expanded its programs to offer several new degrees in education, including the B.S. in Urban Education, designed to enable non-

teaching urban education personnel to address problems specific to urban schools; and a degree in Business Administration with various professional options.

In 2005, the college attained university status, and was renamed Harris–Stowe State University. Harris-Stowe State University, is a fully accredited four-year institution that offers 31 majors, minors and certificate programs in education, business and arts & sciences.

Public Safety Service and Authority

Harris-Stowe State University provides full-service public safety protection to the campus community through its Department of Public Safety (DPS). Officer authority, responsibility and training are the same as required of any police officer in Missouri. Public Safety has the authority to enforce all regulations of the University and laws of the State of Missouri within its jurisdiction, which includes all university-owned, -leased or -controlled property and the adjacent streets and sidewalks. HSSU public safety officers are certified by the Missouri Department of Public Safety as sworn police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard issue or approved firearms at all times and must maintain firearms proficiency through semi-annual classroom training, qualification and certification at a local firing range.

HSSU public safety officers are all graduates of a state-affiliated regional criminal justice training academy with training required by *Missouri Department of Public Safety*. They have completed the 640- hour police basic

performance-based training program and are required to complete hours of in-service training bi-annually.

The HSSU Public Safety department works closely with and receives assistance from the St. Louis City Police Department and St. Louis University Police Department. HSSU Public Safety has complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If a HSSU student commits minor offenses involving college rules and regulations, the campus Public Safety may also refer the individual to the Division of Student Affairs.

Major offenses, such as rape, murder, aggravated assault, robbery and auto theft should be reported to HSSU Public Safety or the local police, and joint investigative efforts are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted in the courts of St. Louis City or by mutual agreement with state and federal agencies. The HSSU Police Department maintains a National Law Enforcement Telecommunications Network (NLETS) terminal (Through this system, police personnel can access the National Crime Information Computer system as well as the Missouri Criminal Information Network (MCIN). These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

Any criminal activity engaged in by students or student organizations at off-campus locations will be monitored and recorded through coordination with local law enforcement agencies. This information is provided to the Office of Student Affairs for any action or follow-up that may be required.

Working Relationships with Other Law Enforcement Agencies

The University recognizes that laws and rules are necessary for society to function and supports both the enforcement of law by government agencies and rules by officials of the University. All persons are subject to these laws and rules while on the campus. While the Harris-Stowe State University is private property and Constitutional protections apply, other law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers may be invited to patrol the campus to assist HSSU Public Safety in deterring crime. All law enforcement agencies are expected to check with DPPS when on campus. DPS is recognized by the State of Missouri as a law enforcement agency.

Safety officers are expected to render all possible assistance provided such assistance could be given without significantly endangering the officer or others not involved in the crime.

As previously noted, DPS maintains a close working relationship with St. Louis City Police Department (SLPD) and St. Louis University Police (SLUPD) Department. The

college relies on the telephone or two-way radio to contact the city emergency dispatch center for fire and emergency medical needs. The St. Louis Police Department and St. Louis University Police Department is part of the 911 Emergency System. The HSSU Public Safety Investigators work closely with the investigative staff of SLPD and SLUPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchange of information.

Reporting Procedures

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety-related incidents to DPS 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. To report a non-emergency, security or public safety-related matter, call DPS at extension 3330 or from outside the college phone system, (314) 340-3333, (314) 280-9971. For any crimes, non-emergency or public safety-related matters committed off-campus, please contact the appropriate local law enforcement agency.

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, dispatchers will take the required action, by either dispatching an officer to the caller's location or asking the caller to report

to DPS to file an incident report.

You may also report a crime to the following areas:

Dean of Student Success	314-340-5112 Gillespie Hall 110A
Director, Counseling Services	314-340-5089 Gillespie Hall
Director, Student Health Center	314-340-5053 Gillespie Hall 111A
Director, Human Resources	314-340-3340 Henry Givens Building

Please check the latest HSSU phone directory for any address, phone additions or changes. All DPS incident reports are forwarded to the Dean of Student Affairs for review and referral to the Office of Student Rights and Responsibilities for potential action, as appropriate. DPS Investigators will investigate a report when it is deemed appropriate. Additional information obtained via any investigation will also be forwarded to the Office of Rights and Responsibilities.

If assistance is required from the St. Louis City Police Department (SLPD), St. Louis University Police Department (SLUPD) or Fire Departments, DPS will contact the appropriate unit. If a sexual assault or rape occurs on campus, staff on the scene, including DPS, will offer the victim a wide variety of services.

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 that they become the victim of a crime. The information regarding “resources” is not provided to infer that those resources are “reporting entities” for HSSU.

Crimes should be reported to the HSSU Public Safety Department to ensure inclusion in the annual crime statistics and to aid 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.

HSSU Counselors, professional or otherwise, and pastoral counselors are requested to inform the persons they are counseling, if they deem appropriate, of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Public Safety Log Information

The University community is kept aware of reported incidents on campus and in the nearby community by viewing the police log at the Department of Police and Public Safety. The University Police make 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. Any portion of the log beyond 60 days, if not

immediately available, will be made accessible within two business days of a request for public inspection.

A daily crime log is available for review 24 hours a day on the HSSU Public Safety Department's website <http://www.hssu.edu> or in the HSSU Public Safety Office at 3026 Laclede Ave, from 8 a.m.-5 p.m., Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each crime.

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.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post a notice on the campus-wide electronic bulletin board on the University website at: <http://www.hssu.edu>, providing the university community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall.

The procedures for preparing the annual disclosure of crime statistics include

reporting statistics to the University community obtained from the following sources: the Department of Public Safety (DPS), resident life and student activities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all University Deans, Directors and Department Heads. Statistical information is requested and provided to DPS by the employees at the University Counseling Center and the Student Health Center, even though they are not required by law to provide statistics for the compliance document. Members of the Violence Prevention/Threat Assessment Team also provide statistics to DPS about cases they have dealt with where the victim chose not to report the incident to the police.

All statistics are gathered, compiled and reported to the University community via this report, entitled “Annual Security and Fire Safety Report,” which is published by DPS. DPS submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

DPS sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes the address for the [DPS website](#) where the report can be found online and a physical copy may be obtained by making a written request to Harris-Stowe

State University Department of Public Safety, 3026 Laclede Ave. St., Louis, MO 63103

Crime Statistics

The Harris-Stowe State University Public Safety Department's crime statistics include 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.

Included amendments that afforded additional rights to victims of sexual assault, domestic violence, dating violence and stalking on university/college campuses. As it pertains to the Clery Act, Sex Offenses (Forcible and Non-Forcible) have been reauthorized as a Sexual Assault category. As a result of the VAWA ACT crimes of domestic violence, dating violence and stalking are not required to be reported until the 2016 Annual Security Report. The definitions for those crimes are as follows:

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 is 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 non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – is defined a non-forcible 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.

Although domestic violence, date violence and stalking data are included in this year's Annual Security Report as part of Harris-Stowe State University's good-faith effort, data for these categories are not required to be reported to the Department of Education until the 2016 ASR.

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 - 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 are made for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Hate Crime

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

The hate bias category gender identity is broken into two subcategories of gender non-conforming and transgender. This legislation update is a result of the VAWA reauthorization that updated Title IX and created Campus SaVE, which updated the Clery Act. Although included in this year's Annual Security Report as part of Harris-Stowe State University's good-faith effort, data for this category is not required to be reported to the Department of Education until the 2016 ASR.

- Murder and Non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Group B

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/ vandalism of property

The offenses in Group A include all of the Clery Act offenses listed above (with the exception of Negligent Manslaughter and Weapons: Carrying, Possessing, Etc., Drug

Abuse Violations, and Liquor Law Violations which cannot be classified as hate crimes). In addition to those offenses, the Group B offenses, i.e., larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, are only included in the Clery statistics if they are hate crimes.

Geographical Categories

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.

Specific Information about Classifying Crime Statistics

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

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism and Arson. For example, if five students are walking across campus together and they are robbed, this

would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law and Illegal Weapons violations indicates the number of people referred to the Office of Rights and Responsibilities for disciplinary action for violations of those specific laws.

HOW TO REPORT CRIMINAL ACTIVITY AND OTHER EMERGENCIES

Students, faculty, staff and guests are encouraged to report crimes and public safety related incidents to the Campus Public Safety or the St. Louis Metropolitan Police Department in an accurate and timely manner. To report criminal activity and other emergencies, contact Campus Public Safety (314) 340-3333. The St. Louis Metropolitan Police Department can be reached by dialing 911 if there is an emergency. If there is no emergency, dial (314) 231-1212. Crimes should be reported to the Campus Public Safety to aid in providing timely Campus Safety Notifications and to ensure inclusion in annual crime statistics.

Every member of the Harris-Stowe State University community is encouraged to take an active role in reporting hazardous conditions, criminal activity or any emergency. Any time immediate response is needed or a person is unsure of whom to call, the Campus Public Safety can be contacted by phone at (314) 340-3333; in person at Room 019 (Henry Givens

Administration Building (HGA) or at the Bosley and/or Gillespie Residence Hall security desks. Campus Public Safety will contact fire, ambulance or police. Campus Public Safety officers will dispatch personnel to the scene of any reported incident and make other notifications, as needed. As deemed appropriate, an emergency notification or timely warning of a crime that poses an ongoing threat to the University community will be initiated by Campus Public Safety.

Code Blue Stations (emergency phones) are located around campus — on parking lots, along walkways and in front of the Clay Early Childhood Center. The emergency phones will connect you directly to Campus Public Safety.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still consider making a confidential report. With your permission, an 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 University 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.

As a result of the negotiated rulemaking process, which followed the signing into law, the

1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Pastoral Counselor

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

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

For those wishing to make a report of a criminal incident, be they victim, witness or third party, reports may be made in confidence to the Department of Public Safety, Human Resources or Residential Life where further options will be discussed with the reporting party:

General Security Procedures

The HSSU campus is well lit and further improvements in campus lighting are continually being made, including the placement of high-intensity metal halide or sodium vapor 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 representatives from all segments of the campus community, including student government representatives, staff from Student Affairs, Facilities Management, the crime prevention specialist and Public Safety. Safety and security concerns are identified and recommendations for improvements are made.

IMPORTANT PHONE NUMBERS

On-campus Emergencies Campus Public Safety Yes check below

Walking or vehicle safety escorts {should there be a # here} Yes check below

On-campus emergencies: (314) 340-3333 (24 hours)

Housing and Residence Life: (314) 340-5300

School closings (inclement weather): (314) 340-3366

Human Resources: (314) 340-3340

Facilities/Physical Plant: (314) 340-3351

Information Technology: (314) 340-3327

Outside Emergency Phones On-campus (Code Blue Stations)

As mentioned above, Code Blue Stations (emergency telephones) are located on-campus

along 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.

Emergency Taxi Service

The Campus Public Safety emergency number can also be used by students who are stranded away from the University without transportation who need to return to campus. Students who are concerned about driving after consuming alcohol may also use this service. Campus Public Safety can contact a local cab company and request that a cab is dispatched to transport the student, when the student provides his/her location. The student is responsible for his or her own cab fare.

University Departments Work Together to Help Those in Crisis

Campus Public Safety officers handling an incident involving a University student or employee will contact a counselor or, if appropriate, a Residential Life staff member in situations that require it or when a victim requests assistance. Campus Public Safety officers will contact non-university emergency personnel as needed. Residential Life staff members, Human Resources, University counselors and Student Affairs staff may advise persons of procedures involving reporting of pertinent matters to Campus Public Safety and local police. Victims of crime, harassment or any other incident may have someone accompany them when reporting an incident to the Campus Public Safety or local police. Campus Public Safety will cooperate with and request local police whenever such involvement is appropriate. Local hospitals and medical facilities may be required to

contact local police in some cases where evidence of a crime becomes apparent during treatment of a patient.

Security Information and Assistance is Provided to all Students and Employees

Students living on-campus are provided information specific to their residence hall. The Student Handbook provides safety, security and emergency information and advice. Telephone numbers are available on the University website and the Campus Public Safety maintains a website, accessible through the University's website (www.hssu.edu), which contains helpful information relative to safety and security on campus.

Students, faculty, staff and guests are encouraged to report crimes and public safety related incidents to the Campus Public Safety or the St. Louis Metropolitan Police Department in an accurate and timely manner. To report criminal activity and other emergencies contact Campus Public Safety (314) 340-3333. The St. Louis Metropolitan Police Department can be reached by dialing 911 if there is an emergency. If there is no emergency, dial (314) 231-1212. Crimes should be reported to the Campus Public Safety to aid in providing timely Campus Safety Notifications and to ensure inclusion in annual crime statistics.

Resident Life

Harris-Stowe State University's Gillespie and Bosley Halls opened fall 2007 and 2011 respectively and include 228 upperclassmen along with 198 beds for freshmen students. All freshmen will enjoy suite-style facilities, which include a furnished living room, kitchenette, dining area and private bathrooms. Some of the suites are single-bed suites, with a private

bedroom for each student, and others are double-bed suites in which two students share a bedroom. Every floor includes a lounge and studying is made easy with two quiet study rooms in each wing. At the beginning of each semester, floor meetings are held with the residents to discuss safety issues. The Residence Hall Handbook is given to each resident along with the Public Safety Department conducting safety and educational sessions. A Resident Educator, Assistant, Graduate Assistant or Night Manager is on duty each evening in the office at the main entrance of each hall from 8 p.m. to midnight Sunday through Thursday and from 9 p.m. to 1 a.m. the following morning Friday and Saturday. This individual has immediate access to University Public Safety by way of telephone, if necessary. Following this desk assignment detail, the person on duty remains on-call with a residential life radio throughout the night.

POLICY ON EMERGENCY NOTIFICATION

General information about the emergency response and evacuation procedures for HSSU will be made available as part of the HSSU's Clery Act compliance efforts and that information is available in hard copy in the Campus Public Safety office, 019 HGA, the Dean of Student Affairs Office, Gillespie Residence Hall. By October 1, 2015, these procedures will be available on the Campus Public Safety web site.

Campus Public Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate and document situations that may cause a significant emergency or dangerous situation. In addition, Campus Public Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, 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. If confirmed 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 HSSU Community, Campus Public Safety and the Office of Institutional Advancement's Communications department, will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the HSSU community or to the appropriate segment of the community, if the threat is limited to a particular location.

EVACUATION OF DIFFERENTLY-ABLED PERSONS

If you are disabled and in need of assistance during an evacuation, please make sure that you are listed with the Academic Resources Center and they are aware of your location. Once you have arrived at the refuge area, you may have to wait for Public Safety Officers or the Fire Department personnel to get you down the stairs.

Health, Safety and Welfare

Students are prohibited from keeping or using firearms, fireworks, explosives, weapons (including, but not limited to, knives, pellet guns, air guns, spring loaded or paintball guns), or other dangerous articles or substances in University housing. Activating a false fire alarm is strictly prohibited. Students are not to tamper with or remove any fire or safety equipment (including, but not limited to, smoke detectors, sprinkler systems, fire extinguisher, etc.) in the residence halls. Items may not be hung from the sprinklers.

Students must vacate the building whenever the fire alarm system is activated. Open flame or open element devices (including, but not limited to, candles –with or without wicks, incense, George Forman grills, toasters, toaster ovens, barbecue grills, hookahs etc.) are not permitted in the residence halls.

Security Information and Assistance is Provided to all Students and Employees

Students living on-campus are provided information specific to their residence hall. The Student Handbook provides safety, security and emergency information and advice. Telephone numbers are available on the University website and the Campus Public Safety maintains a website, accessible through the University's website (www.hssu.edu), which contains helpful information relative to safety and security on campus.

Security Awareness Programs for Students and Employees

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 continual 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.

POLICY ON TIMELY WARNING NOTIFICATION

The Director of Public Safety, in charge of the Campus Public Safety or his designee, in conjunction with other HSSU officials, develop Campus Safety Alert messages for the University community, in coordination with the Office of Institutional Advancement, to notify members of the University community about crimes that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the University community. The Campus Safety Alert message will be launched by the Executive Director of Institutional Security and Development, in charge of the Campus Public Safety or his designee. The Campus Safety Notice will include information that will promote safety and will aid in the prevention of similar crimes. The Campus Safety Alert 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 Campus Safety Alert is made on a case-by-case basis considering the validity of the information about the crime reported to DPS, facts surrounding a crime, the nature of the crime, continuing danger to the campus community, and risk of compromising law enforcement efforts.

Campus Safety Alerts 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.

The Individual's Responsibility

Although HSSU works hard to ensure the safety of all individuals within its community, students and employees must take responsibility for their own personal safety and that of their personal belongings. Simple common sense precautions are the most effective means of maintaining personal security. For example, although the HSSU campus is well lit and may appear safe, all members and guests of the University community walking across campus or to/from parking lots at night, whether male or female, should utilize public safety escort services. Students living in residence halls should keep their room doors locked at all times and should never prop open external doors. A resident should escort all guests in the halls at all times.

All valuable personal property should be engraved with the owner's vehicle operator's license number. Cars should be locked and parked in well-lit areas with all valuable items locked in the trunk. Students and employees should notify University Public Safety or Residence Life staff of any individual present in a building or on campus who appears to have no legitimate business there or who arouses suspicion in any way.

PROCEDURES FOR TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill shall be coordinated by Campus Public Safety and Residential Life once annually for all residential facilities at HSSU. Decisions regarding designated locations for long-term evacuations are affected by the availability of designated emergency gathering locations on campus as well as other factors, such as the location and nature of the threat. Campus Public Safety and Residential Life staff at the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At HSSU, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants familiarize themselves with the location of exits, the sound of the fire alarm, and direction they should travel upon exiting the building. DPS and Residential Life personnel are aware of the relocation areas for each residence hall. The process also provides the University an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by DPS and Residential Life, and to evaluate egress and equipment issues. Reports may be prepared by DPS, which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. Students may receive information about evacuation and shelter-in-place procedures during informational or educational sessions that they can participate in throughout the year. The Residential Life staff is trained in these procedures as well and act as an ongoing resource for the students living in residential facilities. DPS conducts tornado drills to assess emergency response and sheltering procedures. DPS will announce emergency response and evacuation

procedures in conjunction with at least one test per calendar year.

Criminal Activity Off-Campus

When an HSSU student is involved in an off-campus offense, public safety officers may assist with the investigation in cooperation with local, state or federal law enforcement. Local police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. HSSU operates no off-campus student organization facilities. However, many students live in the neighborhoods surrounding HSSU. While local police have primary jurisdiction in all areas off campus, HSSU Public Safety Officers can and do respond to student-related incidents that occur in close proximity to campus. HSSU officers have direct radio communications with the local police, fire department, and ambulance services to facilitate rapid response in any emergency.

University Policies on Alcohol, Illegal Substances and Sexual Violence

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.
- Law prohibits drunkenness and possession of open containers of alcohol in public areas.
- The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and other drugs in the work place is prohibited.
- Impairment in the work place from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes) is prohibited.

Convictions for violations of these laws could result in fines, loss of driver's license and imprisonment. University sanctions could include penalties ranging from fines to suspension from the University.

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including the following:

- Difficulty with attention and learning

- Physical and psychological dependence
- Damage to the brain, liver and heart
- Unwanted sexual activity
- Accidents due to impaired judgment and coordination

Staff members at the HSSU Counseling Department can provide additional information about these concerns. Complete information on HSSU's Substance Abuse Policy can be found in the section on "University Policies."

The school's counselors and Student Activities personnel are available for students with gambling or other addictive or problematic habits to help these students assess their concerns, identify relevant goals and interventions, and to assist with finding appropriate treatment and/or support resources. Depending on the assessment of a licensed professional, interventions may include sending the student to a clinician with specialty in gambling addictions or to a twelve-step program. Peer mentoring is always available where and when appropriate.

HSSU students, faculty and staff have access to academic, recreational and administrative facilities on campus. The public may attend cultural and recreational events on campus, with access limited to the facilities in which these events are scheduled.

UNIVERSITY POLICY ON ALCOHOLIC BEVERAGES

The law of the State of Missouri states: "Any person under the age of 21 who purchases or attempts to purchase, or has in his or her possession any intoxicating liquor ... is guilty of a misdemeanor. Furthermore, anyone guilty of a misdemeanor shall, upon conviction, be punished by a fine of not less than \$50, nor more than \$1,000, or by imprisonment for a

term not exceeding one year, or by both such fine or jail sentence.” HSSU recognizes both the letter and spirit of the law, as well as the needs of students for social activities.

The following alcohol policy and guidelines set parameters within which alcohol use will reflect this increasing awareness of our responsibility to each other:

- In observance of the law of Missouri and the ordinances of the City of St. Louis, no person under the age of 21 may purchase or attempt to purchase, or have in his or her possession, any intoxicating beverage on University premises or at University activities. Therefore, no alcoholic beverage may be served or sold to anyone less than 21 years of age on University premises or at University activities. Students must present a valid driver’s license or State of Missouri identification card at events held on the University’s premises at which alcohol is available. Students found presenting false identification will be subject to disciplinary action and possible criminal prosecution.
- Consumption of alcoholic beverages on University premises by those who are older than 21 years of age is permitted ONLY at those events that have been approved expressly by the University ONLY in those locations for which the University has a license. Approval for alcohol service at events sponsored by University departments is obtained from the Office of Business and Financial Affairs.
- University funds may not be used to pay for any portion of an event at which alcohol is served to or consumed by minors.
- Monitoring and enforcing compliance with the policy and guidelines is the responsibility of the Campus Public Safety outside of buildings and of the appropriate director or sponsor inside of the building. Compliance with the policy in residence halls is the responsibility of the director of Res Life and Student Affairs.

- University departments and student organizations may impose additional restrictions on the use and distribution of alcohol by its members.

The University is obligated to respect law, and it attempts to protect the rights of others threatened by illegal or immoderate drinking on campus or at social events sponsored by the University. The University, therefore, disapproves of drinking that infringes on the rights of others, misconduct due to drinking or drinking by anyone under 21 years of age. The University does not condone any drinking patterns that lead to behaviors detrimental to the health and welfare of the individual, student group or University community. Social activities are expected to have clear purposes, other than the consumption of alcoholic beverages. The University encourages moderation in the use of alcohol for those of legal age that choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink.

Finally, in accordance with our policy, the University may sponsor programs and develop guidelines to help community members understand the advantages of a healthy lifestyle, the consequences of use and abuse of alcohol, the moral implications of alcohol use and the importance of personal and community responsibility.

POLICY ON ILLEGAL DRUGS

Except on a physician's or dentist's prescription, possession, use and distribution of stimulants, depressants, narcotics or hallucinogenic drugs and other agents having potential for abuse, is forbidden by University policy and local, state and/or federal law. Such use and conduct are prohibited on HSSU's premises or as part of any University activity. Selling, bartering, exchanging or giving away such drugs to any person is illegal

and prohibited. Any student engaged in such activities will be subject to arrest by law enforcement agents and will seriously jeopardize his or her status as a student at the University. In accordance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University annually distributes to students and employees an informational brochure that includes the University's alcohol and drug policies, counseling and assistance programs, University and legal sanctions, health risks and uses and effects of controlled substances.

UNIVERSITY'S POLICY ON SEXUAL ASSAULT

Sexual assault is an issue of significant concern on American college campuses. 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. In compliance with the Title IX and Campus policies, the university responds to all allegations of sexual misconduct, including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation in a prompt and unbiased manner. 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. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Any form of sexual assault is a serious violation of these standards 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.

GRIEVANCE PROCEDURES TO REPORT COMPLAINTS OF SEXUAL VIOLENCE

The grievance procedure to address complaints of sexual violence shall be overseen by the University in conjunction with Title IX rules and procedures-as a prompt and equitable corrective action reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence and remedy its effects. The University shall not wait to take steps to protect the students until students have already been deprived of educational opportunities. The University shall protect a complainant and ensure his or her safety as necessary including taking interim steps before the final outcome of any investigation. University students are strongly encouraged to, immediately, report any information and incidents which are thought to be inappropriate and unwanted sexual conduct directed towards them, against another, or heard of by others. This information may be reported in confidence.

Any employee of the University is strongly encouraged to, immediately, report any information and incidents which are thought to be inappropriate and unwanted sexual conduct directed towards them, against another, or heard of by others. This information

may be reported in confidence to the extent possible. It is strongly encouraged for volunteers, visitors and any member of the University community to immediately report information that appears to be sexual violence and sex discrimination in nature. Sexual violence impairs the ability of a student to fully participate in academic programs, University services and athletic sports. Employees are impaired from satisfactorily performing their job duties when subjected to sex discrimination and the sexual misconduct by another at work.

The University will take prompt steps once it has notice of a sexual violence allegation. It will provide the complainant with periodic updates on the status of the investigation. If the University finds that sexual violence did occur, the University shall continue to take the necessary steps to protect the complainant and ensure his or her 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 health services, legal assistance, and the right to report a crime to campus public safety and/or local law enforcement.

It is the University's commitment to operate an institution for learning, development, productivity and achievement within the HSSU community.

UNIVERSITY PROCEDURES FOR COMPLAINTS OF SEXUAL VIOLENCE:

- Information and complaints of sexual discrimination, sexual violence, sexual harassment, and sexual misconduct¹ are to be filed with the: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human**

¹ See page 7 for examples.

Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrout@hssu.edu.

- Students and/or employees may begin the application of the grievance procedure for complaints alleging sexual violence carried out by other students, employees, or third parties to: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340, or kimbrout@hssu.edu.**
- A complainant shall have **10 (ten)** calendar days in which to file a complaint of sexual violence and sex discrimination. To effectively investigate any complaints, it is to the complainant's best interest to file a complaint immediately upon occurrence.
- 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 complaint is based upon the preponderance of the evidence, i.e., the existence of the facts is more likely than not.
- The timeframe for completion of an investigation can vary on a case-by-case basis. The University pledges to complete major steps of a complaint process in a prompt, reasonable, and equitable timeframe as determined by the facts and circumstances of each case. A timeframe goal of 60-calendar days refers to the entire investigation process (which includes conducting the fact-finding investigation, holding a hearing

or engaging in another decision-making process to determine whether the alleged sexual violence occurred and created a hostile environment, and to determine what actions the University will take to eliminate the hostile environment and prevent its recurrence. This will include imposing sanctions against the perpetrator and provide remedies for the complainant and the University community, as needed). This does not include any time for an appeal process.

[Anonymous Sexual Assault Form.pdf](#)

- 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 (ten)** 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. 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 simultaneously.
- If there is any kind of any sex discrimination or sexual misconduct directed towards you or another, please contact the: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrout@hssu.edu.**

COUNSELING SERVICES:

The University does provide counseling, advocacy and support services for sex discrimination and/or sexual violence encounters to students and employees upon their request. The Office of Counseling Services provides students with individual and group counseling, and a variety of programs to foster personal and educational growth, effective problem solving, and thoughtful cohesive decision making. Counseling is confidential and free to currently enrolled students-female, male, any sexual orientation, gender identity, (lesbian, gay, bi-sexual, transgender – LGBT) individuals, straight individuals, gender-

neutral individuals and all other variations of students, employees, visitors and volunteer sexual preferences. University employees are encouraged to also seek out counseling with EAP services of the University. Other local resources that address sexual violence are:

Circle of 6 <http://www.circleof6app.com/>

Free phone app that prevents violence before it happens
Winner of the White House/ HHS Apps Against Abuse Technology Challenge

Green Dot Campaign http://livethegreendot.com/gd_overview.html

Bystander intervention programs and research

Know Your IX <https://www.youtube.com/watch?v=lFAs9fegJsI>

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

No More <http://nomore.org/>

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

The Rape Abuse and Incest National Network <http://www.rainn.org/>

A website for national statistics, laws, and governance

Red Flag Campaign <http://www.theredflagcampaign.org/>

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

Not Alone 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

ADDITIONAL INFORMATION ABOUT TITLE IX GRIEVANCE PROCEDURES:

Harris-Stowe State University has jurisdiction over all Title IX complaints. Any matter that relates to sex discrimination, sexual violence, sexual harassment and sexual misconduct² must be reported immediately to the: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrout@hssu.edu.**

- The University has a reporting policy and an established protocol to fully gather all facts, circumstances, and information relevant to any alleged complaint of sex discrimination.
- The employee(s) responsible for evaluating requests for confidentiality may be found at: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrout@hssu.edu.**
- The University’s primary concern is for the safety of its students and employees. Use of alcohol or drugs never makes the victim of sexual violence as an individual at fault – **REPORT THE ACT.**

CONFIDENTIALITY:

² See page 7 for examples of sex discrimination.

- With the complainant's request, and to the fullest extent possible, the University will investigate a report of sex discrimination as confidential in nature and as privileged information. In the event that some information must be disclosed in furtherance of investigating any complaint, the University will disclose selective information (only to the extent necessary and on a need-to-know basis) that is to be used only for complaint resolution for the safety of the victim, other students, employees, volunteers, and visitors. The Title IX Coordinator and school officials are best suited to evaluate those requests for confidentiality.
- Under some applied laws and statutes, the University must adhere to a request to inspect and review information about allegations maintained by the University. In such a case, the University may redact the complainant's name and all identifying information of the complainant before allowing the perpetrator to review the allegations. Or, the University will inform the alleged perpetrator of the specific information in the complaint that is about the alleged perpetrator.
- The University will always need to balance whether it can honor a student's request not to disclose his or her name to the alleged perpetrator against the responsibility to provide a safe and nondiscriminatory environment for all students including the student who reported the sexual violence.

RESPONSIBLE EMPLOYEES AND REPORTING: (why the typeface change?)

Each employee and member of the Harris-Stowe State University community have a role in

preventing the occurrence of sexual violence and reporting its occurrence if it should happen. [Anonymous Sexual Assault Form.pdf](#)

When an employee knows or reasonably should know of possible sexual violence, the University is deemed to have notice of the sexual violence. The University is obligated to take immediate and appropriate steps to investigate and determine what has occurred. If the University determines that the sexual violence has created a hostile environment, the University has an obligation to take the appropriate steps to address the situation.

A responsible employee must immediately report in writing to the University's Title IX coordinator all the relevant details about the alleged sexual violence that the student or another person has shared. The University will need to determine what occurred and shall move to resolve the situation. This includes reporting the name of the alleged perpetrator, the student who experienced the alleged sexual violence, other students involved in the alleged sexual violence, as well as all relevant facts, such as date, time, and location.

A responsible employee has an obligation to immediately report in writing any sexual misconduct, sex discrimination, sexual harassment and sexual violence³ perpetrated one against another. Failure to report such will have punitive consequences against the responsible employee.

A responsible employee must understand that they do not need to determine whether the alleged sexual harassment or sexual violence actually occurred, nor determine that a hostile environment has been created before reporting an incident to the University's Title

IX coordinator. The responsible employee fulfills the obligation by mere reporting, in writing, of the details and information related to a possible sexual misconduct occurrence.

ADDITIONAL UNIVERSITY POLICIES:

Harris-Stowe State University strives to provide a safe campus conducive for learning, achieving and developing. To that end, it is imperative that all students, employees, volunteers and visitors are informed of the following:

- There is zero-tolerance for the threat of violence of any sort done to another individual;
- There is zero-tolerance for bullying, stalking and related behavior committed against another individual;
- There is zero-tolerance for the misuse of University rooms and facilities for inappropriate behavior by students, employees, volunteers and visitors;
- There is zero-tolerance for the display of active biases committed against another individual based on sexual orientation, physical attributes, mental disabilities, and/or socio/economic status; and
- There is zero-tolerance for discrimination and retaliation in any form committed against another individual.

The procedures outlined in handling sexual assaults are designed to achieve the following goals:

- Provide prompt and compassionate support services.
- Provide a comprehensive framework in which the needs and decisions of all parties concerned are central in determining further administrative

response and assistance.

- Create a campus environment that both facilitates and expedites the prompt reporting of sexual assault.
- Cultivate a climate of community empowerment and education in which behaviors that contribute to sexual assault are not tolerated.
- Ensure that appropriate steps are followed when sexual assault is reported.
- Protect the rights of the reporting Party, the accused party, and other parties involved in or affected by the case.

Preventing Sex Violence

The University educates the student community about sexual assaults and date rape through mandatory freshman orientation each semester. The Public Safety Department and the University Counseling Center offer sexual assault education and information programs to University students and employees upon request. Literature on date rape education and risk reduction is available through the Office of Substance Abuse and Sexual Assault Prevention Services.

If you are a victim of a sexual assault at this institution your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The HSSU Public Safety Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the University Public Safety. Filing a public safety report with the police will not obligate the victim to prosecute.

Filing a police report will:

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

If a sexual offense should occur, the victim should 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.
- 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.

Prevention, intervention and education programs specifically addressing rape, acquaintance rape and other sexual offenses are regularly sponsored by HSSU.

You have the option to request, and will be provided assistance, to change academic and living situations in the University's Resident Life system after an alleged sexual assault incident, if such changes are reasonably available. To do so, call the Director of Resident Life at (314) 340-5300. In addition, the University reserves the right to change living arrangements of any person involved in sexual assault incidents to the extent necessary to protect the safety, well-being or property of the members of the residence hall community, to protect a student's own physical or emotional safety and well-being, or to preserve the orderly functioning of the residence halls or operations of the University.

Possible Sanctions

Possible sanctions the University may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses include: expulsion, suspension, probation, restitution, fines, restricted access or residence hall contract termination.

Disclosure to Victim of a Crime of Violence or a Non-forcible Sex Offense

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

This Policy applies to all behavior in which the accused party is a student. In the event the accused party is no longer subject to the University's process or other University policies and procedures, the reporting party will be referred to the St. Louis Metropolitan Police Department. In the event the accused is faculty, staff, or a non-University affiliated party, the reporting procedures and resources are the same as set forth in this Policy.

The following individuals or entities across campus have been designated to receive reports of sexual assault: Campus Public Safety; Vice President of Student Affairs and Enrollment Management; and the Director of Residential Life.

Reporting

The University encourages the reporting of all incidents of sexual assault. Any threat of retaliation or other attempt to prevent the report or investigation of an incident of sexual assault, or prevent participation in proceedings relating to sexual assault, is itself prohibited and will result in disciplinary action.

Confidential Reporting

The only reporting option that affords complete confidentiality is speaking with a licensed

counselor in Student Affairs. Speaking confidentially with a counselor in Student Affairs 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.

Other Reporting Options and Support Resources

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.

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.

Counseling Services

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.

Domestic Violence

Domestic violence is any violent or controlling behavior by a person toward a spouse or partner. Although the partner is the primary target, domestic abuse also affects the children in the household, extended family members, and even the community at large. If anyone has ever been hit or abused by their spouse, domestic partner, or boy/girlfriend and they want to report it as a crime, they should immediately call the police. The victim or the police officer will need to go to the Magistrate to see about getting an arrest warrant and/or restraining order. If a warrant is issued, the offending spouse or friend will be arrested. An arrest warrant charges someone with committing a crime, usually assault and battery. If you are a student or employee victim, please inform the University campus public safety of any such warrant or restraining order.

Dating Violence

Harris-Stowe State University is committed to providing on-campus security, education, training, and victim services to combat violence against all persons. "Dating violence" is

defined as violence committed by a person “who is or has been in a social relationship of a romantic or intimate nature with the victim;” and “where the existence of such a relationship shall be determined based on a consideration of... the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship” 20 U.S.C. 1152(f) (1). HSSU offers support and counseling for individuals who have experienced dating violence. That support may be through individual or group counseling. Counseling is also available for friends and partners of people who have experienced this kind of violence.

Additionally, HSSU offers psycho-educational programs for students on issues of relationships (this includes such topics as avoiding "toxic" relationships and violence to oneself by a dating partner). A student victim of dating violence has the right, in addition to filing charges through the criminal justice system, to file a complaint with the University Office of Rights and Responsibilities, relative acts of violence toward them or another committed by HSSU student(s). Whether the act of violence occurred on- or off-campus is irrelevant, since the University reserves the right to hold students accountable for certain types of off-campus behavior. Disciplinary action will result if a student's behavior jeopardizes the educational atmosphere or mission of the institution. Examples of such off-campus behavior would include but not be limited to crimes of violence, sexual assault and/or alcohol or drug violations. Rights and Responsibilities response to a referral(s) related to an act(s) of dating violence can result in a charge of “Violence to Persons” (Student Handbook) against the accused; “no student shall engage or attempt to engage in any form of violence directed toward another person or group of people.”

University definitions of dating violence

Dating violence is committed by a person in a social, romantic, or intimate relationship with the victim.

The existence of such relationship is determined using the following factors: The length of the relationship, the type of relationship, the partners' frequency of interaction. University definitions of dating violence include:

Sexual violence - involves any physical sexual act which is perpetrated against a person's will or done without valid consent (such as when the person is incapacitated). The primary motivation for sexual violence is not sexual gratification but rather the assertion of power; this inevitably leads to a hostile environment for the victim.

Domestic Violence is violence that occurs between partners who are married and /or are living together for long periods of time. The pattern of abusive behavior is used by one partner to gain or maintain control over another intimate partner. Many forms of abuse are included in the definition of domestic violence including behaviors that injure, hurt, manipulate, intimidate, humiliate, blame, isolate, terrorize, coerce, threaten or wound someone.

Stalking is a pattern of repeated unwanted attention, harassment or contact that would cause a reasonable person to feel fear. Stalking can include following the victim, spying, watching, harassing, sending gifts, collecting information, making phone calls, leaving written messages, or appearing at a person's residence or workplace. Cyberstalking refers to online action or repeated emailing that inflicts substantial emotional distress in the recipient.

Consent - Missouri Section 556.061 states consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

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

Sexual Assault and/Rape Acquaintance Rape - Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as forced intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Date Rape Drugs

Date rape drugs can be placed in any drink, not just alcohol. Effects may range from a feeling of well-being and short-term memory loss to an apparent aphrodisiac and intoxication effect. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, and even death. Common side effects of these drugs include a drunken appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation and amnesia that last up to 24 hours.

If one suspects they or someone they know has been drugged and/or assaulted, they

should first, go to a safe place and call Public Safety (or local police if off campus), go to the local hospital's emergency room for immediate treatment of any injuries, plus urine, blood, pregnancy, sexually transmitted disease (STD) testing, and call the University Department of Public Safety.

HAZING PROHIBITED

Prohibition of Hazing Activities/ State Law on Hazing

Hazing includes actions by fraternity/sorority individuals or organizations that mistreat individual(s) in such a way as to cause or could cause bodily harm. Hazing activities that jeopardize the health of students are subject to criminal prosecution in Missouri and University disciplinary action, even though the action may not be severe enough to warrant criminal prosecution.

Additional Definition of Hazing: Any act that causes or is likely to cause serious physical or mental harm, or which tends to or actually injures, frightens, demeans, or disgraces any person; to annoy any student by playing abusive or ridiculous tricks upon them, endangering his/her life, frightening, scolding, beating, or harassing them, or subjecting them to personal indignity.

The University prohibits all acts of hazing. Hazing is defined as:

- ... a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission

into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing shall include:

- (a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or
- (b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- (c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state. ⁴

[Anonymous Sexual Assault Form.pdf](#)

Furthermore as hazing is forbidden, the University informs all students, employees, volunteers, and visitors that:

- A person commits the crime of hazing if he/she knowingly participates in or causes hazing, as it is defined in section Mo.R.S. [578.360](#) and the [University](#). Hazing is a class a misdemeanor. Consent is not a defense to hazing.

Possible Sanctions

Possible sanctions the University may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses include: expulsion, suspension, probation, restitution, fines, restricted access or residence hall contract termination.

Emergencies Involving Students

For emergencies involving students, Public Safety will call on the Student Affairs staff to include the HSSU Counseling Center, the Sexual Assault Education Coordinator and the local Victim/Witness Assistance Program where appropriate. The Victim/Witness Assistance Program, established through a cooperative effort between the St. Louis Prosecuting Attorney's Office and Public Safety.

The Public Safety can arrange assistance through the victim/witness coordinator as well as information to assist in criminal justice procedures.

Missing Students

All faculty, staff, and students (University community members) share the responsibility of immediately reporting to the Campus Public Safety, when they believe that a student is missing. If a member of the University community has reason to believe that a student, who resides in on-campus residential housing, is missing, he or she should immediately notify the Campus Public Safety at (314) 340-3333 or the Dean of Student Affairs at (314) 340-5112. Campus Public Safety will investigate in cooperation with the Dean of Student Affairs and the Director of Residential Life. Campus Public Safety will notify the St. Louis

Metropolitan Police within 24 hours of the determination that a student is missing.

In addition to registering a general emergency contact, students are expected to identify an Emergency Contact for purposes of notification in the event the student is determined to be missing. A student's confidential contact information will be accessible only by authorized University personnel and law enforcement officials in the course of a missing persons investigation. If the missing student is a residential student, Student Affairs, Residential Life and Campus Public Safety will conduct a preliminary investigation of the student's whereabouts. If a student designated an Emergency Contact person, the Dean of Student Affairs will notify him or her no later than 24 hours after it's been officially determined that the student is missing. If the residential student is determined to be under the age of eighteen, and not an emancipated individual, the Dean of Student Affairs will then contact the residential student's parents or guardian and any other designated contact person within 24 hours of the residential student being determined missing.

If a student is under 18 years of age and not emancipated, HSSU must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Victims' Rights and Responsibilities

Victims' Rights and Responsibilities Victims have:

- The right to investigation and appropriate resolution to all credible complaints of sexual misconduct made in good faith to the University
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus public safety

- The right to be treated with respect by University officials
- The right to choose to report or not report an assault to either or both on-campus and off- campus authorities
- The right to have irrelevant prior sexual history admitted as evidence in a campus hearing
- The right to be notified of available counseling, mental health or student services for victims of sexual assault both on campus and in the community.

University Trespassing Policy

The University's trespass policy enforced by University Public Safety and posted in all University housing, is as follows: Only those persons having legitimate business with Harris-Stowe State University, members of the university community and their invited guests, are permitted in this building. The university reserves the right to exclude all persons not conforming to acceptable behavior from these premises. Those who disregard this warning are to be considered in violation of criminal trespass (under cited Missouri code provisions) and are liable for prosecution.

University Public Safety Officers may serve verbal or written trespass notices on nonmembers of the University community present on campus and may make immediate arrests of persons in secure areas for which they have no legitimate business. If a person served with a prior trespass notice reappears on campus, or if a person is found in a posted facility with no legitimate purpose in that building, he or she is subject to immediate arrest.

Firearms and Weapons

Firearms and dangerous weapons of any type are not permitted in the residence halls or other university facilities, except when carried by certified law enforcement officers within their jurisdictions. Intentional use, possession or sale of firearms or other dangerous weapons by students is strictly forbidden and is a violation of University policy as stated in the Student Handbook.

Zero Tolerance Program

The University supports zero tolerance of fighting, possession of drugs or alcohol, and weapons. University policy absolutely forbids the possession of alcohol, illegal drugs, firearms or weapons of any kind on campus or in the possession of students. Weapons are defined as firearms, crafted weapons, knives, box cutters, razors, zip guns, paint ball guns or any other item capable of producing a projectile or sustaining a wound or cut.

Fire Safety Education

During the first week of school, students living in University housing meet with their Residence Hall Assistants and Residential Life staff. During that initial meeting they are told what actions to take during a fire, where the exits are and where the relocation areas are.

Anytime there is an evacuation emergency, such as a fire, the alarm will sound and strobe lights will activate throughout the building. Anytime there is an evacuation emergency, such as a fire, the alarm will sound and strobe lights will activate throughout the building.

Fire Prevention Policies

HSSU maintains a safe environment for our students through the initiation of policies and practices that promote fire safety at all levels. All residence halls receive regular fire safety inspections.

Policies and practices have been established throughout the campus that reduces the probability of a fire. Open burning, smoking, barbecuing outside of a designated area, and use of non-U.L. rated extension cords are prohibited.

Definitions and Findings

Fire: Any occurrence of an open flame or other type of burning in any area not intended to contain burning in an uncontrolled manner.

False Alarm: System malfunction or trouble alarm, or the fire alarm was activated intentionally when no smoke or fire danger was present subsequently no injuries, damages or fatalities occurred.

Unwanted Alarm: The fire alarm system activated as it is designed to, however no smoke or fire was present subsequently no injuries, damages or fatalities occurred.

During the period of January 1, 2012, through December 31, 2012, HSSU had one residential fire, resulting in minimal damage (less than \$200.00).

CAMPUS LAW ENFORCEMENT POLICIES AND INFORMATION ABOUT THE CAMPUS PUBLIC SAFETY

Enforcement Authority and Constant Patrol Presence

Campus Public Safety is a security department currently composed of approximately 13

full-time and four part-time employees who provide a full range of services around the clock, every day of the year. DPS's primary responsibility is the protection of life and property at the University. Officers are licensed by the St. Louis Board of Police Commissioners to patrol University grounds, buildings and parking areas. DPS officers may make arrests for crimes and may enforce University rules and regulations. DPS officers patrol in motor vehicles, bicycles, on motorized carts and on foot. Additionally, some officers maintain fixed security posts in high traffic areas, such as in residence halls and in Clay Early Childhood Development Center. The officers are armed and respond to criminal matters and perform various tasks, such as securing buildings. All officers carry two-way radios.

Safety Escorts

The HSSU Student Patrol provides walking safety escorts on campus for students, staff and visitors. During evening hours, trained student workers wearing identifying vests and carrying a two-way radio are dispatched upon request to assist persons who require a safety escort.

Special Events

Additional public safety officers may be assigned to provide security at special events involving large numbers of people. A Campus Public Safety representative works closely with the Business Office and other University departments to ensure security services are provided as needed.

Relationship/Cooperation with Local Law Enforcement

- The University maintains an excellent working relationship with local and

federal law enforcement officials and local government.

- Campus Public Safety personnel serve on neighborhood and other groups that, among other things, involve law enforcement and safety and security issues.
- Campus Public Safety officers can request that the St. Louis City Police Department issue summonses for several ordinance violations that occur on University premises. Public safety officers can detain and, if appropriate, arrest anyone who commits crimes on University property. Local police are always contacted and respond in these situations.
- Campus Public Safety representatives work closely with local law enforcement at all of its on campus property sites to investigate and properly report crimes.

INFORMATION FOR YOUR PROTECTION

- An incident report database is maintained by the Campus Public Safety. The incident report database may be made available upon request during business hours at Campus Public Safety, Room 019, and HGA. The incident report database lists reported incidents that occurred on-campus or on public property adjacent to campus property. This database includes the nature, date, time and general location of each incident and the disposition of the complaint, if known. The University may withhold information from the incident report database if the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence. Once the adverse effect described above is no longer likely to occur, the University may disclose

all withheld information in the database.

- There is one automatic teller machine on-campus located in the lobby of the Bosley Residence Hall.
- Weapons are prohibited on all University property even if a person is licensed under Missouri's concealed carry law. Campus Public Safety must be notified prior to any person bringing any weapon onto University property.

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:

Emergency Response and Evacuation Procedures

General information about the emergency response and evacuation procedures for HSSU is posted throughout campus and are publicized as part of the institution's Clery Act compliance efforts, and is available on the [DPPS website](#). Detailed information about and updates to emergency response and evacuation procedures are found on the University's *Crisis Management Procedure Manual*, which are located at the DPS and on the Department

Public Safety website: [Emergency Procedures Manual.pdf](#). When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually HSSU Public Safety and the local Fire and Emergency Medical Services. They typically respond and work together to manage the incident. Depending on the nature of the incident, other departments and other local or federal agencies could also be involved in responding.

Notification to the HSSU Community about an Immediate Threat

DPPS receives information from various offices/departments on campus. If DPPS 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 HSSU community, DPPS will collaborate with the Office of the President and the Office of Student Affairs to determine the content of the message and will use some or all of the systems described below to communicate the threat to the entire HSSU community or to the appropriate segment, depending on if the threat is limited to a particular building or subdivision of the population. DPPS and the Office of Student Affairs 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 (including, but not limited to DPS, local police and/or the local Fire and Emergency Medical Services), 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 HSSU community occurs, 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 HSSU campus. The content of the notification will be based on the nature of the emergency or threat. DPPS and the Office of Student Affairs have created prescribed notifications, which can be modified, to ensure timely notification to the HSSU community. The University will post updates during a critical incident on the HSSU website.

All members of the HSSU Community are notified on an annual basis that they are required to notify DPPS of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. DPPS has the responsibility of responding to, summoning the necessary resources, mitigating, investigating and documenting any situation that may cause a significant emergency or dangerous situation. In addition, DPPS has a responsibility to respond to such incidents, to determine if the situation does in fact pose a threat to the community. If that is the case, 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. DPPS will rely on supporting agencies with disseminating emergency and evacuation procedures the larger community.

Evacuation Procedures

Announced and unannounced evacuation (fire) drills are coordinated by the DPPS Safety Officer and the Office of Residence Life each semester for all residential facilities. With the guidance of the Safety Officer, various DPPS staff and University Building Managers

coordinate evacuation drills for various campus buildings. Students and staff learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. They are not told in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both short-term and long-term building evacuations, DPPS, Residence Life staff and Building Managers on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored and documented by DPPS and the Office of Residence Life to evaluate egress and behavioral patterns. Students receive information about evacuation and shelter-in-place procedures during their hall floor meetings and during other educational sessions that they participate in throughout the year. The Residence Life Staff members are trained in these procedures as well, and act as an on-going resource for the students living in residential facilities.

HARRIS-STOWE STATE UNIVERSITY'S CRIME REPORT

Definitions of Offenses Listed in the Crime Report

The following definitions are used for reporting crimes in the following crime report. These definitions are those found in the Federal Bureau of Investigation Uniform Crime Reporting Handbook (UCR) and the National Incident-Based Reporting System (NIBRS Edition).

Copies of these materials are available from: FBI, Communications Unit, Criminal Justice Information Services Division, and 1000 Custer Hollow Road, Clarksburg, WV 26306.

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

Arrests – Persons processed by arrest, citation, or summons

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

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

Criminal Homicide (manslaughter by negligence) – The killing of another person through gross negligence.

Criminal Homicide (murder and non-negligent manslaughter) – The willful (non-negligent) killing of one human being by another.

Drug Law Violations – 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 and sale, purchase, use, possession, transportation, or importation of any controlled drug or narco substance. Arrests for violations of state and local laws, specifically those related to the unlawful possession, sale, use, growth, and manufacture of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives, (morphine, heroin, codeine); marijuana; synthetic narcotics — manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes – a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias.

Liquor Law Violations – Actual or attempted crimes or ordinance violations relating to the manufacture, sale, transportation, production, furnishing, or possession of intoxicating liquor. Drunkenness and driving under the influence of alcohol are not included in this definition.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.

Referrals – Those students who were referred for campus disciplinary action for liquor.

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

Sex 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 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 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 temporary or permanent mental or physical incapacity or because of his/her youth.
- Sexual Assault with an Object – The use of 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 that 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 Fondling – The touching of the private parts of another person for the purpose of sexual gratification, forcibly 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 temporary or permanent mental or physical incapacity or because of his/her youth.

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 under the statutory age of consent.

2012-2014 Harris Stowe State University Crime Statistics

Reportable Crime Categories	Year	On Campus	Residence Halls*	Non-Campus Buildings	Public Property**
Murder Non-Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offense – Forcible (Rape or Fondling)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	1
Sex Offense – Non-forcible (Incest or Statutory Rape)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	2	0	0	0
	2014	0	0	0	0
Burglary	2012	3	2	0	0
	2013	0	0	0	0
	2014	2	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Domestic Violence	2014	0	0	0	0
Dating Violence	2014	3	0	0	0
Stalking	2014	0	0	0	0

*Only the data available in a usable format for Clery reporting was included. For new legislation purposes, the 2013 forcible sex offense is characterized as a sexual assault – forcible fondling.

2012-2014 Harris Stowe State University Crime Statistics

Arrests & Referrals for Disciplinary Action	Year	On Campus	Residence Halls	Non-Campus Buildings	Public Property*
Illegal Weapons Possession (Arrest)	2012	0	0	0	0
	2013	0	0	0	0
	2014	1	0	0	0
Drug Abuse Violations (Arrest)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Liquor Law Violations (Arrest)	2012	0	0	0	0
	2013	0	0	0	0
	2014	1	1	0	0
Illegal Weapons Possession (Disciplinary Referral)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Drug Abuse Violations (Disciplinary Referral)	2012	0	0	0	0
	2013	0	0	0	0
	2014	2	2	0	0
Liquor Law Violations (Disciplinary Referral)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

** Only the data available in a usable format for Clery reporting was included. There were no reported hate crimes for the years 2012, 2013 or 2014.



Violence Against Women Act Offenses *(crimes reported in 2013 forward)*

Violence Against Women Act Offenses	Year	On Campus	Residence Halls	Non-Campus Buildings	Public Property*
Arrest	2012	0	0	0	0
	2013	0	0	0	0
	2014	1	0	0	0
Referral	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

Fire Safety Systems in HSSU Residential Facilities

Facility	Fire Alarm Monitoring Done on Site (by DPPS)	Partial Sprinkler System**	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of fire drills each calendar year
Gillespie Hall	X		X	X	X	7
Bosley Hall	X		X	X	X	7



Statistics and Related Information Regarding Fires in Residential Facilities (2012)

Facility	Total Fire in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire
Gillespie Hall	1	0	N/A	N/A	N/A	N/A
Bosley Hall	0	0	N/A	N/A	N/A	N/A

Statistics and Related Information Regarding Fires in Residential Facilities (2013)

Facility	Total Fire in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire
Gillespie Hall	0	0	N/A	N/A	N/A	N/A
Bosley Hall	0	0	N/A	N/A	N/A	N/A



Statistics and Related Information Regarding Fires in Residential Facilities (2014)

Facility	Total Fire in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire
Gillespie Hall	0	0	N/A	N/A	N/A	N/A
Bosley Hall	0	0	N/A	N/A	N/A	N/A

Fire Summary (2012)

Facility	Total Fire in Each Building	Injuries	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire
Gillespie Hall	1	0	N/A	N/A	N/A
Bosley Hall	0	0	N/A	N/A	N/A



Fire Summary (2013)

Facility	Total Fire in Each Building	Injuries	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire
Gillespie Hall	0	0	N/A	N/A	N/A
Bosley Hall	0	0	N/A	N/A	N/A

Fire Summary (2014)

Facility	Total Fire in Each Building	Injuries	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire
Gillespie Hall	0	0	N/A	N/A	N/A
Bosley Hall	0	0	N/A	N/A	N/A



Americans with Disabilities Act (ADA)

It is the policy and practice of Harris-Stowe State University to comply with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities.

Under these laws, no qualified individual with a disability shall be denied access to or participation in services or programs at Harris-Stowe State University.

Further information about campus safety can be obtained from the director of Public Safety at (314) as well as the [Public Safety website](#).

(1) From page 59063, Federal Register/Vol. 64, No. 210/Monday, November 1, 1999/ (Final) Rules and Regulations: "For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activity, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students is unlikely to have significant responsibility for student and campus activities."

The Office of Public Safety collects and compiles pertinent information to be disclosed to the public from on and off campus sources, those described above as



well as law enforcement agencies with concurrent and neighboring jurisdiction for publishing on an annual basis.

Harris-Stowe State University does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability (in compliance with the Americans With Disabilities Act) with respect to employment or admissions, or in connection with its programs or activities. Inquiries or requests for reasonable accommodations may be directed to the activity coordinator or the appropriate university office.



APPENDICES

Campus Security Authority Crime Report Form

CSA _____

Date _____

Crime reported by: _____ Phone number: _____

Classification (see definitions below): _____ Date incident occurred: _____

Location of Incident (building name or address) _____

Brief description of the incident: _____

Check the appropriate answer to the following questions:

Did the crime occur in a building or on the street? Building: ___ Street: ___

Did the crime occur on school owned, controlled, or leased property? Yes: _____ No: _____

Did the crime occur at a University-sponsored activity or event? Yes: _____ No: _____

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

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



Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

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

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)



Crime definitions from the Uniform Crime Reporting Handbook

Please forward this completed form to:
Director of Public Safety (*Clery Act*)
3026 Laclede Ave. St. Louis Mo. 63103

CRIMES

We are also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and/or weapons: possessing carrying, etc. (see definitions on the front page) and larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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.

Simple Assault: An 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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but is the



commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc... the assault is then also classified as a hate crime.

If a bias-related (hate) crime was reported to you, please fill out the top section of Page 1 and then complete the following information about the type of bias involved in the crime.

Type of Crime (List classification as defined above): _____

Type of Bias (circle one):

Race
Origin

Religion

Ethnicity/National

Gender

Sexual Orientation

Disability



Campus Security Authority Sex Offenses Report Form

CSA _____

Date _____

Crime reported by: _____ Phone number: _____

Classification (see definitions below): _____ Date incident occurred: _____

Brief description of the incident: _____

Check the appropriate answer to the following questions:

Did the crime occur in a building or on the street? Street: _____
Building: _____

Did the crime occur on school owned, controlled, or leased property? No: _____
Yes: _____

Did the crime occur at a University-sponsored activity or event? No: _____
Yes: _____

Sex 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.

A. Forcible Rape

The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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.

C. Sexual Assault With An Object

The use of 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.

D. 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 Definitions from the National Incident-Based Reporting System

Edition of the Uniform Crime Reporting Program

Please forward this completed form to:

**Director of Public Safety (Clery Act)
3026 Laclede Ave. St. Louis Mo. 63103**



HARRIS-STOWE STATE UNIVERSITY



2015 ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

HARRIS-STOWE STATE UNIVERSITY



CRITICAL MANAGEMENT HANDBOOK

EMERGENCY CONTACT LIST

Administrative Offices:

Office of the President

Dr. Dwaun Warmack

President 314-340-3380

Harris-Stowe State University

3026 Laclede Ave.

Henry Givens Administration Building Room

St. Louis, MO, 63013

president@hssu.edu

Academic Affairs

Dr. Dwyane Smith

Provost 314-340-3610

Harris-Stowe State University

3026 Laclede Ave.

Henry Givens Administration Building Room

St. Louis, MO, 63013

smithd@hssu.edu

Student Affairs

Emmanuel Lalande 314-340-5053

Dean of Student Success 314-340-5112

Harris-Stowe State University

3026 Laclede Ave.

Gillespie Residence Center Room 110A

St. Louis, MO, 63013

lalandee@hssu.edu

Shawn Baker

Senior Associate Dean of Student Success
314-340-5095

Harris-Stowe State University

3026 Laclede Ave.

Gillespie Residence Hall

St. Louis, MO, 63013

bakers@hssu.edu

Counseling Center

Vicki R. Bernard, Ph.D.

Director of Counseling Services 314-340-5089

Harris-Stowe State University

3026 Laclede Ave.

Gillespie Residence Center Room 111A

St. Louis, MO, 63013

bernardv@hssu.edu

Student Health Services

Roslyn Harvey

Director of Student Health Services

314-340-5053

Harris-Stowe State University

3026 Laclede Ave.

Gillespie Residence Center Room 111A

St. Louis, MO, 63013

harveyr@hssu.edu

Human Resources

Tammy Kimbrough

Title IV Coordinator and Director of Human Resources

314- 340-3340

Harris-Stowe State University

3026 Laclede Ave.

St. Louis, MO, 63013

kimbrou@hssu.edu

Academic Resource Center

Anne Grice

Director, ARC

314-340-3649

Harris-Stowe State University

3026 Laclede Ave.

Henry Givens Administration Building Room

St. Louis, MO, 63013

gricea@hssu.edu

Department of Public Safety

314-280-9971

Lynne Harrison

Director of Campus Public Safety

Office 314-340-5952

Mobile 314-280-9970

Harris-Stowe State University

3026 Laclede Ave.

St. Louis, MO 63103

harrisol@hssu.edu

Protocol for Rapid Notification to Campus Community

This notification protocol is to be utilized in the event of a crisis in order to apprise the campus community of an event.

- The HSSU Office of University Relations in conjunction with IT will be in contact with news media and will keep campus community informed of the situation via E-mail, voicemail, or whatever medium available.

FIRE SAFETY PLAN

The potential loss of life or injury from a fire-related incident is one of the most serious risks on campus. In addition, few occurrences represent a greater potential for property loss than a serious fire or explosion. A fire or emergency can strike quickly and without warning. When the evacuation alarm sounds, or when you receive a request from a Public Safety Officer, YOU MUST EXIT THE BUILDING IMMEDIATELY. Failure to evacuate could result in injury to yourself or others and lead to institutional and/or criminal disciplinary action. 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 Department of Public Safety announces it is safe to re-enter.

FIRE DRILLS

The Department of Public Safety stands ready 24 hours a day to respond to any fire alarm or report of burning odors. Our duty is to assure the safety of everyone on campus. However, fire alarms alone do not ensure any person's safety, unless that person knows how to safely exit a building when the fire alarm sounds. Fire Drills are conducted twice a year in all Residence Halls. The first drill is scheduled early in the fall semester. The second drill is conducted during the spring semester with no advance warning. If the building is not evacuated in a reasonable amount of time, the drill is repeated until Dept. of Public Safety officials are satisfied with the evacuation time. All repeat drills are unannounced.

IF YOU DISCOVER A CLASSROOM FIRE

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

- Do not use elevators!
- 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 (03333) 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.

WHEN YOU HEAR THE FIRE ALARM

- Stop all activities.
- Close windows/doors.
- Evacuate via the nearest emergency exit.
- DO NOT USE THE ELEVATOR! Proceed to assembly area (Unless otherwise instructed.)
- DO NOT RE-ENTER THE BUILDING unless the "ALL CLEAR" signal has been given by the Fire Department or the Department of Public Safety.

WHEN YOU DISCOVER A FIRE

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

If you are not able to evacuate and are trapped on a floor or in a building, follow these procedures:

- A. Feel all doorknobs you encounter before opening any door. If it is hot, do not open the door. Stay in that room.
- B. Seal the cracks around the door with any available material to block smoke and fumes.
- C. Call 911 and let them know your location and that you are unable to exit.
- D. 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.
- E. Keep low to the floor and await evacuation by emergency personnel.
- F. 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.
- G. 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

Faculty should periodically review specific procedures posted in each lab.

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.

Laboratory or Chemical Fires

Do not attempt to extinguish a fire in a laboratory or a chemical fire, unless you know what chemicals are involved, and have been trained in the correct procedures and types of extinguishers to be used for fighting such fires. "Safety of Life" remains the prime concern. If the first attempts to put out the fire do not succeed, evacuate the building immediately.

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 Department of Public Safety.

Hazardous Materials: Chemical Spills

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

Transportation Incidents—Chemical Spills and Toxic Gas Release

- Remain indoors until asked to evacuate by First Responders and other emergency personnel.
- When asked to evacuate, move upwind /uphill from the source of the spill or release.

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.

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 Dept. of Public Safety (03333).
- Back-up emergency power should make it possible to use the university telephones for a while. However, if the office telephones are not working, locate a security officer who will relay the information via portable radio.
- Remain where you are until the extent of the problem is determined. Public Safety officers will go from room to room informing occupants to remain where they are until notified otherwise. Keep a flashlight available in your room/office at all times.
- Never use candles during a power failure.

- During the daytime hours you can attempt to add as much natural lighting as possible by raising blinds and opening draperies. 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 uses an elevator. If you become trapped in an elevator during a power outage, Contact the Dept. of Public Safety (03333). Wait for assistance.
- Try not to panic. Help is on its way.
- Once power is restored, Public Safety officers will go from room to room and

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

Cease all operations! Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion! Do not use a telephone in the vicinity of the leak. Immediately notify the Department of Public Safety (0333). Wind direction should be monitored and all emergency vehicles and crews should be up wind from the gas fumes.

- As a safety precaution, a window should be slightly open in classrooms where gas is being used.

INTRUDER/SUSPICIOUS PERSON ON CAMPUS

If an armed or threatening intruder comes on to Harris-Stowe State University property, it is urgent that faculty, staff and students report it immediately and take protective action. In the unlikely event this occurs, the Dept. of Public Safety recommends the following procedures:

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 Department 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.

SHOOTING INCIDENTS ON CAMPUS

No one within the university community, except Public Safety Officers, pursuant to authorization of the university President, shall have in their possession a rifle, shotgun, firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or grounds of a campus. In the event there is an active shooting incident on campus, you can do the following depending on the situation. If someone enters the area you are in and begin to shoot:

- Exit the building immediately only if it can be done quickly and safely.
- While exiting, notify anyone you encounter to do the same.

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:
 - Go to the nearest classroom or office.
 - Close and lock the door if possible. Use rooms without windows.
 - Stay away from doors and windows, and stay low to the ground as possible.
 - DO NOT answer the door unless an “all clear announcement” has been made by Public Safety officers or emergency personnel.

If you are unable to safely leave the area:

- Go to the nearest classroom or office.
- Close and lock the door if possible. Use rooms without windows.
- Stay away from doors and windows, and stay low to the ground as possible.
- DO NOT answer the door unless an “all clear announcement” has been made by Public Safety officers or emergency personnel.

If you are caught in an open area:

- If you can run, do not run in a straight line. Try to keep objects between you and the shooter.
- If you cannot run, take cover and try to hide in a well-hidden space.
- Fighting back is dangerous, but depending on your situation, this could be your last option.

- If you are caught by the suspect and you are unable to fight back, obey all commands

And do not look the intruder in the eye.

- If you are taken hostage, remain calm and avoid drastic action.
- Know or be assured that help is being summoned by public safety personnel once the situation has been learned.

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.

Terrorist incidents may include, but may not be limited to:

- Biological or chemical devices or attacks radiological devices or attacks.

The Department of Homeland Security defines terrorism as "A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. If you see something suspicious, or if you receive information that may indicate that the campus may be targeted for terrorist activity, notify Public Safety immediately. Provide the dispatcher with the specifics of the suspicious activity or threat, and meet with an officer at a safe location.

Stay Alert

- Watch for strangers or anyone who seems to be acting suspiciously.
- If you see anything raising your concern - including unattended bags, backpacks, packages, cars or vehicles - call Public Safety by dialing 314-280-9971. Secure areas which unattended visitors should not enter.
- Be sure to keep building doors and windows locked when the building is closed and not open for business.
- If you see something that should be secured but is not, let Public Safety know.

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 Department of Public Safety immediately (03333). 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 Dept. of Public Safety office (03333) 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.

REMEMBER!

If a Shelter-in-Place occurs, it will probably be newsworthy, so your family, friends, etc. will know that you are inside and okay. The HSSU Office of University

Relations will be in contact with news media and will keep campus personnel informed of the situation via E-mail, voicemail, or whatever medium available. No matter how physically or emotionally uncomfortable you may become, you must not open a door or window! To do so may jeopardize the lives of everyone.

BIOLOGICAL, CHEMICAL OR NUCLEAR DISASTERS/ATTACKS

Upon receiving confirmed information of an imminent or ongoing biological, chemical or nuclear disaster/attack that poses great risk to human life on the HSSU Campus, the President or his designee shall declare a campus-wide emergency at Harris-Stowe State University. Campus Public Safety personnel, Physical Plant staff, Building Liaisons, members of the University Emergency Management Team, university website, voicemail and e-mail will be utilized as a means of communication to notify individuals to evacuate or assemble in another area of the University. This state of emergency may initiate a lockdown of the campus or its total evacuation. You are asked to cooperate with officials.

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

- The Physical Plant staff will turn off air intakes and buildings will be sealed as best as possible.
- Building occupants will be notified of the lockdown via the E2 alert system, campus wide telephone broadcast, and email and by Public Safety Officers.
- If required, building occupants will 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 by university officials.

EVACUATION OF DIFFERENTLY-ABLED PERSONS

If you are disabled and in need of assistance during an evacuation, please make sure that you are listed with the Academic Resources Center and they are aware of your location. Once you have arrived at the refuge area, you may have to wait for Public Safety Officers or the Fire Department personnel to get you down the stairs

VIOLENCE ON CAMPUS

Harris-Stowe State University has a commitment to promoting a safe and secure academic and work environment. All members of the University community—faculty, students, staff, former employees, alumni, visitors, and others who do

business with Harris-Stowe State University, is conducted, must abide by the Harris-Stowe State University policies. In the event of workplace or classroom violence, call the Dept. of Public Safety (2900). The Dept. of Public Safety will immediately evaluate the matter and where necessary, call the local police. The Chief/Director of Public Safety is located ground floor of the Henry Givens Administration Building can be reached at (314) 340-3333 or 314-280-9970

- **Reporting Procedures**

- In all cases the first call is to the Dept. of Public Safety (0333). Public Safety will immediately evaluate the matter and where necessary, call the local police.
 - The Director of Public Safety is located ground floor of the Henry Givens Administration Building can be reached at (314) 340-3333 or 314-280-9970. The Dept. of Public Safety is available to assist the University at all times.
- **Extreme Emergencies:** Where there is evidence of immediate menacing or threatening behavior i.e. possessing firearms, knives or other dangerous weapons, instruments or materials, all members of the institution are to adhere to the following: Call the Dept. of Public Safety (03333). Public Safety will immediately evaluate the matter and where necessary, call the local police. Public Safety will also notify the Harris-Stowe State Emergency Management Team.
 - **Less Extreme Emergencies:** Where there is no evidence of immediate danger, but there is the perception of violence, (i.e. disruptive behavior, verbal abuse, use of profanity, throwing of objects, acting aggressively and menacing) the Dept. of Public Safety should be notified (03333)

All members of the institution are to adhere to the following:

- Report the incident to their immediate supervisor.
- In the absence of their supervisor, please contact Public Safety; the Dept. of Public Safety will contact the respective administrator.

UNIVERSITY'S POLICY ON SEXUAL ASSAULT

HSSU is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all persons. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Any form of sexual assault is a serious violation of these standards 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.

Sexual Harassment/ Sexual Assault

Definitions:

Sexual violence involves any physical sexual act which is perpetrated against a person's will or done without valid consent (such as when the person is incapacitated). The primary motivation for sexual violence is not sexual gratification but rather the assertion of power; this inevitably leads to a hostile environment for the victim.

Domestic Violence is violence that occurs between partners who are married and/or are living together for long periods of time. The pattern of abusive behavior is used by one partner to gain or maintain control over another intimate partner. Many forms of abuse are included in the definition of domestic violence including behaviors that injure, hurt, manipulate, intimidate, humiliate, blame, isolate, terrorize, coerce, threaten or wound someone.

Dating violence is committed by a person in a social, romantic, or intimate relationship with the victim. The existence of such relationship is determined using the following factors: The length of the relationship, the type of relationship, the partners' frequency of interaction.

Stalking is a pattern of repeated unwanted attention, harassment or contact that would cause a reasonable person to feel fear. Stalking can include following the victim, spying, watching, harassing, sending gifts, collecting information, making phone calls, leaving written messages, or appearing at a person's residence or workplace. Cyberstalking refers to online action or repeated emailing that inflicts substantial emotional distress in the recipient.

Consent - Missouri Section 556.061 states consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

(a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or

(b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

(c) It is induced by force, duress or deception.

Sexual Assault and/Rape Acquaintance Rape - Any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as forced intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

Sexual Harassment: Any sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that a reasonable person would consider unwelcomed.

Examples of conduct which can constitute sexual harassment include such things as:

- (a) sexual flirtation, advances, or propositions;
- (b) sexually explicit statements, questions, or jokes;
- (c) displays of sexually explicit material (whether audio or visual);
- (d) inappropriate personal comments, staring, or touching;

Students shall report complaints of sex-based discrimination and sexual harassment to the Title IX/EEO Coordinator, who serves as Human Resources Director. Students should also report complaints of sexual harassment to the Department of Public Safety and an investigation will take place by Human Resources.

GRIEVANCE PROCEDURES TO REPORT COMPLAINTS OF SEXUAL VIOLENCE

The grievance procedure to address complaints of sexual violence shall be overseen by the University in conjunction with Title IX rules and procedures-as a prompt and equitable corrective action reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence and remedy its effects. The University shall not wait to take steps to protect the students until students have already been deprived of educational opportunities. The University shall protect a complainant and ensure his or her safety as necessary including taking interim steps before the final outcome of any investigation. University students are strongly encouraged to, immediately, report any information and incidents which are thought to be inappropriate and unwanted

sexual conduct directed towards them, against another, or heard of by others. This information may be reported in confidence.

Any employee of the University is strongly encouraged to, immediately, report any information and incidents which are thought to be inappropriate and unwanted sexual conduct directed towards them, against another, or heard of by others. This information may be reported in confidence to the extent possible. It is strongly encouraged for volunteers, visitors, and any member of the University community to, immediately, report information that appears to be sexual violence and sex discrimination in nature. Sexual violence impairs the ability of a student to fully participate in academic programs, University services, and athletic sports. Employees are impaired from satisfactorily performing their job duties when subjected to sex discrimination and the sexual misconduct by another at work.

The University will take prompt steps once it has notice of a sexual violence allegation. It will provide the complainant with periodic updates on the status of the investigation. If the University finds that sexual violence did occur, the University shall continue to take the necessary steps to protect the complainant and ensure his or her 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 health services, legal assistance, and the right to report a crime to campus public safety and/or local law enforcement.

It is the University's commitment to operate an institution for learning, development, productivity, and achievement within the HSSU community.

UNIVERSITY PROCEDURES FOR COMPLAINTS OF SEXUAL VIOLENCE:

- Information and complaints of sexual discrimination, sexual violence, sexual harassment, and sexual misconduct⁵ are to be filed with the: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrout@hssu.edu.**
- Students and/or employees may begin the application of the grievance procedure for complaints alleging sexual violence carried out by other students, employees, or third parties to: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrout@hssu.edu.**
- A complainant shall have **10** calendar days in which to file a complaint of sexual violence and sex discrimination. To effectively investigate any

⁵ See page 7 for examples.

complaints, it is to the complainant's best interest to file a complaint immediately upon occurrence.

- 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 complaint is based upon the preponderance of the evidence, i.e., the existence of the facts is more likely than not.
- The timeframe for completion of an investigation can vary on a case-by-case basis. The University pledges to complete major steps of a complaint process in a prompt, reasonable, and equitable timeframe as determined by the facts and circumstances of each case. A timeframe goal of 60-calendar days refers to the entire investigation process (which includes conducting the fact-finding investigation, holding a hearing or engaging in another decision-making process to determine whether the alleged sexual violence occurred and created a hostile environment, and to determine what actions the University will take to eliminate the hostile environment and prevent its recurrence. This will include imposing sanctions against the perpetrator and provide remedies for the complainant and the University community, as needed). This does not include any time for an appeal process.

[Anonymous-Sexual-Assault-Form.pdf](#)

- 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. 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 simultaneously.
- If there is any kind of any sex discrimination or sexual misconduct directed towards you or another, please contact the: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrou@hssu.edu.**

COUNSELING SERVICES:

The University does provide counseling, advocacy, and support services for sex discrimination and/or sexual violence encounters to students and employees upon their request. The Office of Counseling Services provides students with individual and group counseling, and a variety of programs to foster personal and educational growth, effective problem solving, and thoughtful cohesive decision making. Counseling is confidential and free to currently enrolled students-female, male, any sexual orientation, gender identity, LGBT individuals, straight individuals, gender-neutral individuals, and all other variations of students, employees, visitors, and volunteer sexual preferences. University employees are encouraged to; also, seek out counseling with EAP services of the University. Other local resources that address sexual violence are

Circle of 6 <http://www.circleof6app.com/>

Free phone app that prevents violence before it happens

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

Green Dot Campaign http://livethegreendot.com/gd_overview.html

Bystander intervention programs and research

Know Your IX <https://www.youtube.com/watch?v=1FAs9fegJsI>

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

No More <http://nomore.org/>

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

The Rape Abuse and Incest National Network <http://www.rainn.org/>

A website for national statistics, laws, and governance

Red Flag Campaign <http://www.theredflagcampaign.org/>

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

Not Alone 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

ADDITIONAL INFORMATION ABOUT TITLE IX GRIEVANCE PROCEDURES:

- Harris-Stowe State University has jurisdiction over all Title IX complaints. Any matter which relates to sex discrimination, sexual violence, sexual harassment, and sexual misconduct⁶ must be reported immediately to the: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrout@hssu.edu.**
- The University has a reporting policy and an established protocol to fully gather all facts, circumstances, and information relevant to any alleged complaint of sex discrimination.
- The employee(s) responsible for evaluating requests for confidentiality may be found at: **Tammy Kimbrough, Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340 or kimbrout@hssu.edu.**
- The University’s primary concern is for the safety of its students and employees. Use of alcohol or drugs never makes the victim of sexual violence as an individual at fault – **REPORT THE ACT.**

CONFIDENTIALITY:

- With the complainant’s request, and to the fullest extent possible, the University will investigate a report of sex discrimination as confidential in nature and as privileged information. In the event that some information must be disclosed in furtherance of investigating any complaint, the University will disclose selective information (only to the extent necessary and on a need-to-know basis) that is to be used only for complaint resolution for the safety of the victim, other students, employees, volunteers, and visitors. The Title IX

⁶ See page 7 for examples of sex discrimination.

Coordinator and school officials are best suited to evaluate those requests for confidentiality.

- Under some applied laws and statutes, the University must adhere to a request to inspect and review information about allegations maintained by the University. In such a case, the University may redact the complainant's name and all identifying information of the complainant before allowing the perpetrator to review the allegations. Or, the University will inform the alleged perpetrator of the specific information in the complaint that is about the alleged perpetrator.
- The University will always need to balance whether it can honor a student's request not to disclose his or her name to the alleged perpetrator against the responsibility to provide a safe and nondiscriminatory environment for all students including the student who reported the sexual violence.

RESPONSIBLE EMPLOYEES AND REPORTING:

Each employee and member of the Harris-Stowe State University community have a role in preventing the occurrence of sexual violence and reporting its occurrence if it should happen.

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

When an employee knows or reasonably should know of possible sexual violence, the University is deemed to have notice of the sexual violence. The University is obligated to take immediate and appropriate steps to investigate and determine what has occurred. If the University determines that the sexual violence has created a hostile environment, the University has an obligation to take the appropriate steps to address the situation.

A responsible employee must immediately report in writing to the University's Title IX coordinator all the relevant details about the alleged sexual violence that the student or another person has shared. The University will need to determine what occurred and shall move to resolve the situation. This includes reporting the name of the alleged perpetrator, the student who experienced the alleged sexual violence, other students involved in the alleged sexual violence, as well as all relevant facts, such as date, time, and location.

A responsible employee has an obligation to immediately report in writing any sexual misconduct, sex discrimination, sexual harassment, and sexual violence⁷ perpetrated one against another. Failure to report such will have punitive consequences against the responsible employee.

⁷

A responsible employee must understand that they do not need to determine whether the alleged sexual harassment or sexual violence actually occurred, nor determine that a hostile environment has been created before reporting an incident to the University's Title IX coordinator. The responsible employee fulfills the obligation by mere reporting, in writing, of the details and information related to a possible sexual misconduct occurrence.

ADDITIONAL UNIVERSITY POLICIES:

Harris-Stowe State University strives to provide a safe campus conducive for learning, achieving, and developing. To that end, it is imperative that all students, employees, volunteers, and visitors are informed of the following:

- There is zero-tolerance for the threat of violence of any sort done to another individual;
- There is zero-tolerance for bullying, stalking and related behavior committed against another individual;
- There is zero-tolerance for the misuse of University rooms and facilities for inappropriate behavior by students, employees, volunteers, and visitors;
- There is zero-tolerance for the display of active bias's committed against another individual based on sexual orientation, physical attributes, mental disabilities, and/or socio/economic status; and
- There is zero-tolerance for discrimination and retaliation in any form committed against another individual.

HAZING PROHIBITED:

The University prohibits all acts of hazing. Hazing is defined as:

- ... a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing shall include:
 - (a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or

- (b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- (c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state. ⁸

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

Furthermore as hazing is forbidden, the University informs all students, employees, volunteers, and visitors that:

- A person commits the crime of hazing if he/she knowingly participates in or causes hazing, as it is defined in section Mo.R.S. [578.360](#) and the University. Hazing is a class a misdemeanor. Consent is not a defense to hazing.

Possible Sanctions

Possible sanctions the University may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses include: expulsion, suspension, probation, restitution, fines, restricted access or residence hall contract termination.

Disclosure to Victim of a Crime of Violence or a Non-forcible Sex Offense

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Educational Programs

Educational programs to promote awareness of sexual assault, acquaintance rape and other sex offenses are offered through Student Affairs.

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).

Instructions: *This form is intended to convey information needed to track the University response to the incident being reported, as well as to bring the misconduct to the attention of staff charged with survivor support. Anyone can submit this form on behalf of him-or herself or a survivor, **but not without permission of the survivor.** Please submit this form to Vicki R. Bernard, Ph.D., Harris-Stowe State University, 3026 Laclede Ave., and Counseling Services Rm. 111-A Gillespie Residence Hall or submit it electronically to counselingservices@hssu.edu. **It is not necessary to complete the form in the presence of the person reporting, or to fill in each response if the information was not shared.** Reporting Department or Agency _____ Dept. Phone _____*

Date of Discussion with Victim _____

Other departments or Agencies the Victim Reported this Assault to. (Please indicate order of contact if more than one applies).

On Campus: Off Campus:

_____ Counseling Services _____ St. Louis Police Department

_____ Faculty

_____ Family/Friend _____ St. Louis County Police Department _____ other
Community Support Service for Victims

_____ Student Health Services

_____ Residence Life

_____ Student Activities

_____ Campus Public Safety

Victims' Rights and Responsibilities

Victims have:

- The right to investigation and appropriate resolution to all credible complaints of sexual misconduct made in good faith to the University
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus public safety
- The right to be treated with respect by University officials
- The right to choose to report or not report an assault to either or both on-campus and off-campus authorities
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing
- The right to be notified of available counseling, mental health or student services for victims of sexual assault both on campus and in the community
- The right to notification of options for changing academic and living situations after an alleged sexual assault incident if requested by the victim
- The right to have any complaint of sexual assault mediated as opposed to adjudicated
- The right to a “NO Contact Directive” against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others

Accused Rights and Responsibilities

Accused have:

- The right to investigation and appropriate resolution to all credible complaints of sexual misconduct made in good faith to the University
- The right to have University policies and procedures followed without material deviation
- The right to be treated with respect by University officials
- The right to be notified of available counseling, mental health or student services for victims of sexual assault both on campus and in the community
- The right to a hearing on the complaint, including timely notice of hearing date, and adequate time for preparation
- The right to have irrelevant prior sexual history admitted as evidence in a campus hearing

(The preceding list is limited. For full list of student rights and responsibilities refer to Student Handbook)

MEDICAL HEALTH EMERGENCY

A mental/medical health crisis is interpreted to be, but is not limited to, exhibiting asthma seizures, heart attacks, suicidal ideation, bereavement, trauma, acute stress disorder, as well as emotional problems resulting from possible drug-related or active psychosis, homicidal intent, and sudden life changes that pose or have the potential to pose harm to their wellbeing or to others and/or cause significant disruption of the normal functioning of the university community

Reporting Procedure

- **Life threatening emergencies:**

Students, staff and faculty members requiring immediate medical emergency care for a life threatening condition or physical assault must be sent immediately to a local hospital for evaluation and treatment. For assistance, the procedure below must be followed: call the dept. Of public safety (03333) and alert them to call 911 for medical assistance immediately. **DO NOT CALL THE STUDENT HEALTH CENTER FIRST**-this will only delay medical assistance. The student health center should be notified after the dept. Of public safety has called for medical assistance. The student health center can provide medical first aid, if applicable, while waiting for medical transportation. Upon the individual returning to campus, refer the individual to the counseling center (students) or human resources (staff or faculty).

Suicide Attempts or Gestures

On-Campus:

If a student attempts suicide in the residence hall, the Resident Assistant shall perform a safety check and notify the Residence Hall Director. In no way are RAs expected to judge seriousness of the situation and should contact the Residence Life Director immediately. Depending on the severity of the situation RLD will need to involve additional helping professionals including Counseling Services and Public Safety. If medical attention is needed immediately, Public Safety should be notified for EMR transport to the nearest hospital.

The focus is on the University professional closest to the situation making the quickest, most responsible decision possible under the circumstances.

A meeting of appropriate professional staff may be convened to determine the student's future status. The following courses of action may be taken and subsequent decisions may include:

- a. Readmit to residence halls and classes.

- b. Deny readmission to residence halls/classes pending a psychological/medical evaluation by an appropriate professional and Counseling Services. In any case where denial of re-admittance to the University and/or residence halls may become a factor, the advice of the Dean of Student Success or designee and the Rights and Responsibilities Committee should be obtained to ensure the students' rights to due process, confidentiality, and freedom from unlawful discrimination.

Levels of Response

- I. No action - Student remains in residence hall room.
- II. Student is sent to a community mental health provider for evaluation and medical clearance.
- III. If the student refuses the option of mental health clearance he/she may be sent home and temporarily suspended under the Involuntary Leave Policy.
- IV. Implement involuntary leave procedures including the option of a medical withdrawal.

Off-Campus

If a residence life student makes an attempt off campus and the local Police Department is contacted, the local Police will notify the university about the incident with the student's permission. A Public Safety representative will contact the Administrator on Call who will meet the student at the treating location if hospitalization is required. The Administrator on call will notify Counseling Services in order to ensure appropriate follow up mental health care is provided.

The Dean of Student Success or designee should be notified and procedures as described above should be followed.

Non-life threatening situations:

Students, staff or faculty members who pose a "health risk" to the university community should be referred to the Student Health Services for assistance or evaluation. Individuals suspected of having a communicable disease such as Measles, Mumps, Rubella, Tuberculosis, Hepatitis A, B, C or Meningococcal Meningitis etc. can pose health risks to others and should be reported immediately to the Student Health Services or Human Resources. The Dept. of Public Safety should be called when the Student Health Services is closed.

Student Health Services is located in Gillespie Student Center Office Suite #111 and can be reached at 05052 or 05053

NON-SUICIDAL PSYCHOLOGICAL PROBLEMS

Counseling Services personnel are available to provide consultations to Residence Life Assistants, faculty and staff concerning approaches to handling specific cases, including recommendations on courses of action, referrals or treatments.

Guidelines for when it is appropriate to directly involve Counseling Services staff and when it is not are as follows:

Do not call the Counseling Center's staff when:

- a. The individual is not currently an enrolled student of the University;
- b. The student is impaired due to drug or alcohol use or is exhibiting violent behavior.
- c. The student is misbehaving or is disruptive in the classroom. Call Public Safety.

Missouri Statutes, [Chapter 632 RSMo](#), provides the statutory authority to allow involuntary treatment under certain conditions with appropriate due process.

Law Enforcement personnel, under their police power of authority, may detain a person believed to be imminently harmful due to a mental disorder or alcohol or drug abuse and transport the person to an appropriate facility for evaluation for admission. In the event that the drug or alcohol impaired student threatens suicide or there is reason to suspect suicidal intention Public Safety or other appropriate community agencies should be involved in arranging transportation to the nearest Mental Health treating facility (i.e. SLU Hospital or St. Mary's or BJC)

Do call the Counseling Center's staff when:

- a. The student is engaging in suicidal threats or gestures ;
- b. If rape or sexual assault or other offenses of a sexual nature are involved and follow the procedures outlined in this handbook.

Policy for Responding to a Student Death

General Information: Overall responsibility for coordinating the University's efforts to respond to a student death rests with the Dean of Student Success or designee, who may delegate duties to other University personnel.

- a. The Dean of Student Success or designee shall be the primary University officer in the event of a student death, whether on campus or off campus.

- b. Questions regarding liability or other legal concerns shall be referred by the Dean of Student Success or designee to the appropriate University officials.

On-Campus Death of Student:

In the event of the death of a currently enrolled student, please contact the Dean of Student Success or designee. An official Notification of Student Death will be issued by the Dean of Student Success or designee once all pertinent and accurate information has been received. Records pertaining to the student will be restricted by the Office of the Registrar and no grades will be submitted for the student. Faculty or staff members receiving information that a currently enrolled student has died are asked to contact the Dean of Student Success or designee. The Dean of Student Success or designee will work collaboratively to verify such reports with appropriate officials, and will issue social notifications to the campus community.

- a. Public Safety will conduct an investigation and contact local police and the coroner.
- b. The Dean of Student Success or designee shall be responsible for notification of next of kin following consultation with the President and appropriate police agencies.
- c. Counseling Services shall be notified to provide counseling services as deemed appropriate.

Off-Campus Death of Student:

The Dean of Student Success or designee will set in motion the procedures outlined above for notification of faculty, staff, students and next of kin. The VP of Academic Affairs will notify the Registrar, the Alumni Office to delete the student's name from mailing lists, etc. The Dean of Student Success or designee will notify the campus community via campus alert notices, which will be posted in a timely fashion no later than the start of class on the day following the death. Particular care will be made to inform faculty of the student's current classes and major.

Administrative Procedures: Any action taken in the event of a student death should follow the guidelines noted above and hereafter.

- a. The Counseling Services staff will coordinate grief work efforts. Counseling staff will make themselves available immediately to individuals or groups of students, residential or non-residential, who might want to talk. Other counseling resources, including networks and specialists in grief work from the local community may be invited to participate in counseling efforts. If possible,

the schedules of Counseling Services staff should be cleared to facilitate walk-ins and to respond to staff and student concerns.

- b. All press inquiries shall be referred to Communications.

INCLEMENT WEATHER POLICY AND PROCEDURES

Harris-Stowe State University is committed to the safety and security of its students, faculty, staff and visitors. As such, the decision to cancel classes, close the university is based on the overall concern for the safety and security of the university community. In general, however, HSSU's practice is to remain open and conduct business as usual during periods of inclement weather. Unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday. Appropriate media outlets will be kept apprised of the status of the university.

The President has the authority to close the university due to inclement weather conditions or other environmental factors that may jeopardize the safety of the persons traveling to or from the university. Only employees, designated by the President's office as Essential Personnel will be required to report to work. Employees so designated are notified in writing from the Office of Human Resources prior to the winter season of each year. Essential Personnel who do not report to work when the university is declared closed will be charged personal leave and are required to submit leave documents.

Inclement weather procedures for day classes and the Clay Center

The decision to close the University or to cancel day classes will be announced to the news media prior to 5:00 am. The media listing will separately denote the closings of (1) Harris-Stowe State University – Day Classes Only & (2) Harris-Stowe State University - William L. Clay Early Childhood Center

Listed below is the sequence of events that should be followed:

- a. Should conditions appear to warrant possible cancellation/closure, the public safety officer on duty will contact the Chief of Security by 3:00 a.m. The Chief of Security will contact the Dean of Student Success and the Vice President of Academic Affairs. After consultation with the President, or his designee, a decision whether or not to close the University or to cancel day classes will be made.

- b. If day classes are canceled, the Chief of Security will contact the following of the school cancellation/closing (using the appropriate code), **specifically denoting “Day Classes Only”**:
 - a. Leslie Holloway
 - b. Will notify the news media of the school cancellation/closing (using the appropriate code).
 - c. Will put information on HSSU main website – **Due to inclement weather day classes have been cancelled. Continue to check the website for evening class information. Due to inclement weather the William Clay Early Childhood Center is closed.**
 - d. Jodi Jordan (Clay Center)
 - e. James Fogt (E 2 Alert System, HSSU e-mail, Facebook, Twitter, and text alerts, automatic phone notification for information regarding the cancellation of classes)
- c. If classes are officially canceled because of weather, efforts will be made to maintain services in the following operations:
 - a. Public Safety
 - b. Dining Services
 - c. Maintenance
 - d. Residential Life
 - e. IT support

Inclement weather procedures for evening classes

Since the decision to cancel day classes due to inclement weather does not pertain to evening classes (classes beginning at 4:00 pm and after), a separate decision will be made later in the day.

The following procedures will be followed:

- a. Between 10:00 am and 11:00 am, the Chief of Security will consult with the Vice President of Academic Affairs and the Dean of Student Success concerning the condition of the parking lots and their possible availability during the late afternoon and evening hours and will review information from the National Weather Bureau, the Missouri State Highway Patrol District Office, and area public school offices concerning road conditions and impending weather changes.
- b. At 11:30 am the Vice President of Academic Affairs and Dean of Student Success will consult with the President and a decision will be made.

- c. The University reserves the right to alter its decision if weather conditions change during the afternoon.
- d. The Chief of Security will be responsible for informing the following people and/or offices of the decision:
 - a. Vice President of Academic Affairs (who in turn will contact their department heads)
 - b. Leslie Holloway – will release this information to the public media in time for the 12:00 noon news, will put information on HSSU website.
 - c. James Fogt – E 2 Alert System, HSSU e-mail, Facebook, Twitter, and text alerts, automatic phone notification for information regarding the cancellation of classes

SEVERE WEATHER, HURRICANES, TORNADOES, FLOODS

- Generally, students, faculty and staff will Shelter-in-Place—remain indoors until the all clear sign is announced.
- Stay away from windows; move into hallways and other locations without windows.
- Be prepared to move to higher ground/floors if flooding occurs.
- When evacuating the building, be alert for falling objects from the roof/edges of buildings.
- Be aware of downed power lines. Consider all lines active!

Tornadoes/Hurricane/Tropical Storm Alert- Hurricane/Tropical storm conditions are possible in the campus area, usually, within 72hrs.

Tornadoes/Hurricane/Tropical Storm Watch- Hurricane/Tropical storm conditions are possible in the campus area, usually within 36hrs.

Tornadoes/Hurricane/Tropical Storm Warning- Hurricane/Tropical storm conditions are expected in the campus area, usually with 24 hrs.

NO STUDENT WILL BE ALLOWED TO LEAVE CAMPUS WITHIN 24 HRS OF A HURRICANE WITHOUT ADMINISTRATIVE PERMISSION.

All students, faculty and staff should monitor the E 2 Alert System, HSSU e-mail, and Facebook, Twitter, and text alerts for information regarding the cancellation of classes.

In the event of a tornadoes or hurricanes watch or warning - signs will be posted on residential hall exterior doors & bulletin boards, as well as all other campus facilities regarding the weather situation.

PARENTAL NOTIFICATION FOR A HOSPITALIZATION DUE TO AN ALCOHOL/DRUG INCIDENT OR TO SELF-HARMFUL BEHAVIOR

Parents of students under 21 years old will be contacted when a student has been hospitalized due to an alcohol or other drug related incident or due to an incident that is believed to be a suicide attempt or gesture.

1. The process is as follows for non-suicide alcohol/drug related incidents:
 - a. A student is transported to the hospital
 - b. Public Safety collects the facts as known at that time
 - c. Public Safety will contact the Dean of Student Success or designee with the name of the student, the facts as they know them, and the home telephone number of the student.
 - d. The Dean of Student Success or designee will call the student's parents.
2. The process is as follows for self-harmful behavior that could be construed as a suicidal gesture or attempt:
 - a. A student is identified as harmful to self by faculty, staff and/or student.
 - b. If medical emergency call Public Safety for EMR transport and call the Administrator on Call and Counseling Services.
 - c. If no medical emergency, call the Administrator on Call and Counseling Services.
 - d. Whether or not the student has been hospitalized, the facts will be collected and reported to the Dean of Success or designee.
 - e. The Dean of Student Success or designee will notify the parents.
3. Should we find out about a hospitalization after the fact (e.g. a student was taken to the hospital by a friend as opposed to transported by ambulance) then the call to notify parents will be made by the Dean once facts related to the incident have been confirmed.