

HARRIS-STOWE STATE UNIVERSITY

2024 Annual Security & Fire Safety Report

(Clery Year 2023)

Prepared by the Department of Public Safety



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Dr. LaTonia Collins Smith



From the President

Dear Harris-Stowe State University Community,

It is my privilege to share with you the 2023 Annual Security and Fire Safety Report, prepared in compliance with the Clery Act of 1990. At Harris-Stowe State University (HSSU), the safety and well-being of our students, faculty, staff, and visitors are of paramount importance. We strive to maintain an environment where academic excellence and personal growth can thrive, supported by a campus that prioritizes safety, transparency, and community involvement.

This report outlines our efforts in crime prevention, safety awareness, and emergency preparedness. It provides valuable information regarding our security policies, crime statistics, and resources available to all members of our university. Transparency and collaboration are key components of our safety strategy, and we encourage everyone in the HSSU community to stay informed and take an active role in maintaining a secure campus environment.

Together, we can continue to build a culture of respect, responsibility, and resilience that defines our institution. Thank you for your commitment to making Harris-Stowe State University a safe and supportive place for everyone.

Sincerely,

Dr. LaTonia Collins Smith
President, Harris-Stowe State University

DEPARTMENT OF PUBLIC SAFETY

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

Harris-Stowe State University's Department of Public Safety (DPS) is committed to providing a *safe* environment for our students, faculty, staff, and all the guests that visit our campus. Our goal and mission as a Public Safety Department is to embrace the philosophy of "Community Policing." We also share the belief that as a unified body, when it comes to making sure Harris-Stowe State University is a safe environment, it takes the students, faculty, and staff working together to make this happen.

The information found in this report will include policies as it relates to the safety and security of the campus as well as educational and security programs conducted by public safety. Harris-Stowe, Emergency Notification procedures, fire safety policies and much more information concerning safety and security can be found in this report.

When you review the statistics, you will notice that the report contains crime statistics for the previous three years. The statistics listed are related to crimes that happened on campus, adjacent to campus, off-campus properties and/or properties owned by Harris-Stowe State University. We also solicit the help of the local police department to compile the information required to complete the ASR.

The Department of Public Safety is committed to maintaining active and close partnership with our law enforcement agency, St. Louis Metropolitan Police Department (SLMPD), local, state, and federal agencies, community partnerships, as well as our other neighboring Universities.

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

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

Sincerely,

Chief Catherine Dennis
Director of Public Safety



Annual Disclosure of Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Sec. 1092(f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to the Clery Act.

Institutions that violate the Clery Act are subject to significant monetary penalties and possible enforcement action by the U.S. Department of Education, the agency charged with enforcement of the Act.

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

The Crime Awareness and Campus Security Act (Title II of Public Law 101-542) amended the Higher Education Act of 1065 (HEA) to require all postsecondary institutions participating in Title IV student financial aid programs to disclose crime statistics and security information.

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

The Annual Security and Fire Report Available

The Campus Security Act requires Colleges and Universities to:

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

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

Crime Statistics for the annual disclosure that is prepared for the campus community are collected from two primary sources: (1) law enforcement agencies (e.g., St. Louis Metropolitan Police) and (2) University officials

with knowledge of formal and informal complaints and disciplinary referrals who are designated as campus security authorities (CSAs). Individuals at HSSU are designated as CSAs based on whether they perform the following functions: (1) their official job responsibilities involve significant interaction with students and/or campus activities, (2) they serve as informal or unofficial mentors to students, (3) they serve as a member in an office or of a committee to whom students are informed to report or discuss crimes, allegations of crimes, and other troubling situations, and/or (4) they have oversight for disciplinary procedures.

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

Each year, an e-mail notification is sent to all enrolled students, faculty, and staff, who provide the website address to access this report. Copies of the report may also be obtained at the Department of Public Safety. The report is posted online at: http://go.hssu.edu/rsp_content.html?wid=58&pid=728

Clery Geography

Harris Stowe State University must disclose statistics for reported Clery Act crimes that occur (1) on campus property, (2) on public property, within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls.

On Campus Property: Is defined as “Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).” The following buildings are considered on-campus property:

- a.** Dr. Henry Givens, Jr. Administration Building – HGA
- b.** Vashon Center
- c.** William L. Clay, Sr. Early Childhood Development/parenting Center
- d.** Emerson Performance Center
- e.** AT&T Library and Technology Resource Center

On Campus Student Housing: Is defined as “any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, and within the reasonably contiguous geographic area that makes up campus.” The following building are considered on-campus student housing facilities:

- a.** Rev. Dr. William Gillespie Residence Hall
- b.** Bosley Hall

Non-Campus Property: 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: Is defined as "all public property, including thoroughfares, streets, sidewalks, and parking facilities, which is within the campus, or immediately adjacent to and accessible from the campus. Any Harris - Stowe owned property that is surrounded by a gated fence that restricts access (e.g., it is opened only by a guard or some type of pass), when those gates remain open an open to a public road then the public sidewalk, street, and opposite sidewalk that border the gated side of the campus is considered Public Property. Harris-Stowe owned property not surrounded by a gated fence, public property includes any public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street. (i.e., sidewalk, street, sidewalk).

Monitoring of Student Organizations

Harris-Stowe State University does not have any officially recognized student organizations that have housing facilities "off-campus." If SLMPD is contacted about incidents occurring off-campus involving HSSU students, SLMPD may notify Harris-Stowe State University Department of Public Safety to inform them of the situation. There is no official SLMPD policy requiring such notification involving private property. Students in these cases may be subject to arrest by SLMPD and university disciplinary proceedings through the Office of Student Rights and Responsibilities. HSSU does have officially recognized student organizations that have non-campus facilities; however, the university does not use local law enforcement agencies to monitor or record activities at those locations. Those private facilities are within the jurisdiction of the local law enforcement agency, and they respond to those locations when police services are required.

Unfounded Crimes

A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement officers make a formal determination that the report is found to be false or baseless.

A complete and thorough investigation must be conducted for crime reports to be determined false. Crime reports can be considered baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.

A reported crime cannot be designated 'unfounded' if no investigation was conducted or the investigation was not completed. A crime report cannot be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

Daily Crime & Fire Safety Log

Up-to-date information regarding crimes reported on Clery Act Geography is also publicly available year-round in a Daily Crime & Fire Safety Log maintained by the Department of Public Safety and is located in the Department of Public Safety's Dispatch office. The Crime Log records, the date the incident was reported to the Department of Public Safety, certain information on all alleged criminal incidents (not just Clery Act Crimes), and the location where the crimes occurred within the University's Clery Act Geography or the Department of Public Safety's patrol jurisdiction. The Crime Log does not include other Department of Public

Safety activities unrelated to alleged crimes (e.g., responding to alarms on campus or rendering medical assistance).

Specific traffic violations that must be included in the crime log are (DUI), driving under the influence (DWI), driving while intoxicated, hit-and-run (of a person), and vehicular manslaughter. The most recent 60 days of the Daily Crime Log are available for public inspection in the Department of Public Safety office Monday-Friday, during normal business hours.

Requests to view entries from more than 60 days ago will be provided within two business days of the request.

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

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

If posting the information jeopardizes the safety of the individual. Once these factors are no longer present, and/or there is no longer a chance that posting the information would adversely affect an ongoing investigation, we will post the information. No Crime Log information will directly or indirectly identify a victim or a witness.

Emergency Notification System

To help prevent crimes or serious incidents, the Department of Public Safety, in conjunction with other departments on campus, issues Campus Alerts in a timely manner to notify campus community members about certain crimes in and around our campus. Our current emergency notification system is the Rave notification system. Campus Alerts are used to notify the campus community about certain crimes and emergencies, as described more below in the following sections of the Annual.

Security & Fire Safety Report related to Timely Warnings and Emergency Notifications. The University may also use Campus Alerts to communicate unexpected school closures due to inclement weather and/or power outages from time to time; however, it is never used to send information regarding advertising or unrelated campus activities.

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

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

Timely Warning Policies and Procedures

What Are Timely Warnings?

It is the University's policy to issue Timely Warnings to the campus community any time a campus security authority (or local law enforcement agency) receives a report of an alleged Clery Act crime that has occurred on Clery Act geography that, in the judgment of the Director of Public Safety (or designee), is confirmed and constitutes a serious or continuing threat to students, faculty, staff or guests. The University's timely warnings are known as "Campus Alerts." These alerts are issued in a timely manner, which withholds the names of victims as confidential, and that may aid in the prevention of similar crimes. Any crimes reported to clergy or professional counselors are not required to be reported as a timely warning.

When Are Timely Warnings Issued?

The Department of Public Safety (or designee) will issue "Timely Warnings" in an effort to keep the Harris – Stowe community safe and informed. The university must send alerts in a timely manner that will aid in the prevention of similar crimes. These crimes must include all Clery Act crimes (See below) reported to campus security authorities or local police agencies and are considered by the institution to present a serious or continuing threat to students/faculty/staff. Each crime reported to the Department of Public Safety is evaluated on a case-by- case basis to determine whether, based on the facts known at that time, there is an ongoing threat to the campus community. Factors taken into consideration include but are not limited to, the nature of the crime and the continuing danger to the campus community. Mass notifications will be distributed by email and/or text.

Clery Act Crimes require institutions to disclose three general categories:

Types of Offenses: Criminal Homicide, including Murder and Non-Negligent Manslaughter and

Negligent Manslaughter and Sex Offenses, including forcible and non-forcible and Robbery: Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.

Hate Crimes – Disclose whether any of the above-mentioned offenses or any other crimes involving bodily injury, were hate crimes; and

Arrest and Referrals for Disciplinary Action – for illegal weapons possession and violation of drug and liquor laws.

What Is Included in a Timely Warning?

Once the Director of Public Safety (or designee) determines that a Campus Alert should be issued to the campus community, the Director of Public Safety (or designee), along with other members of the department, will identify the pertinent information regarding the incident and draft the content of the Campus Alert. The Campus Alert is then sent to the Office of Communications for distribution electronically to the Campus Community via email.

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

- Date/time/location of the crime;
- Brief description of the crime;

- Suspect description(s);
- DPS and/or local law enforcement contact information; Relevant crime prevention and/or safety tips.

Updates to Timely Warnings

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

Emergency Response Plan /Disaster/Emergency Evacuation

The Clery Act also requires Harris-Stowe State University to have and disclose a statement of policy regarding the emergency response and evacuation procedure that would be used in the event of a significant emergency and/or a dangerous situation. A significant emergency is defined as one that requires individuals to take urgent and immediate action to protect their health and safety.

Harris-Stowe University's Department of Public Safety officers and supervisors receive annual Incident Command and Responding to Critical Incidents on Campus training. When a serious incident causes an immediate threat, the first responders are usually the Department of Public Safety and/or St. Louis Metropolitan Police Department. They will work

together to manage the incident. Depending on the type of incident, other local, state, and federal agencies could also be involved in responding. Each university department is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. Emergency response and evacuation exercises will be conducted each year. These tests will evaluate the emergency plans and capabilities of the institution.

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

http://www.hssu.edu/ae/aefiles/58/HSSU_Emergency_Procedures_v20170717.pdf

Whether natural or manmade, a disaster can strike at any time and come in many forms. Being prepared for a disaster on the University campus can mitigate injuries and save lives; we do this by having an Emergency Response Plan in place.

Emergency Response Plan

Due to a broad scope of emergencies that could take place on campus, Harris-Stowe State University has initiated response plans to ensure effective and efficient response systems, all members of the University community must know the role they would play in the event of an emergency.

- University students should become familiar with the emergency plan assigned to each residence hall and their academic unit.
- University faculty/staff should become familiar with their department's emergency plan.

During a Disaster

Students/faculty/staff must be prepared to work together and assist where needed. Understanding that their family members are also concerned, remaining calm, and assisting public safety and police as well as other members of the University will help mobilize the disaster.

Personal Preparedness

All members of the University are encouraged to create a personal emergency response plan that would guide the communication and actions between them and their loved ones during a disaster or emergency.

Having a plan can lessen the feelings of anxiety that occur when such events happen.

Emergency Evacuation

The Clery Act requires Harris-Stowe to have and disclose a statement of policy regarding the emergency response and evacuation procedure that would be used in the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of students and/or employees occurring On-Campus Property as well as Student Housing.

Harris-Stowe State University implemented evacuation guidelines in the event that part or all of a building needs to be evacuated. Many factors play a part in the decision to evacuate, such as the type of threat, the area of the campus that may and may not be safe, and the occupancy of other buildings at the time of evacuation. All students/faculty/staff are expected to follow the directions of first responders. Public Safety would assist first responders as needed. Please be mindful that evacuations can occur rapidly and are coordinated on-site.

In some emergencies, you may be instructed to “shelter in place.” If the area around you becomes unsafe, it is usually safer to “shelter in place,” meaning to stay inside the building that you are in until advised to go outside by first responders are public safety.

In the event of an emergency evacuation,, leave your personal belongings (purse, wallet, access cards) behind. Take your ID out of your wallet and place it in your pocket, in the event you are separated or injured you have a way of being identified. Do not re-enter a building unless the All-Clear alert has been sent. Follow the evacuation procedures for your building and do not use elevators; use only the stairs. Assist elderly and disabled members first. Seek shelter at the nearest building quickly. If first responders are on the scene, follow their directions.

Additional information regarding emergency response/evacuation can be located in the “Emergency Procedure Guide.”

Conditions In Which to Activate a Lockdown

- A person is armed or indicates they are armed with a gun or weapon.
- Shots fired on or in close proximity to campus.
- Law enforcement activity involving a potentially dangerous suspect on/near campus.
- A person(s) has threatened to bring a weapon to campus (may close certain areas)
- A high-risk situation involving police presence that requests the University be locked down.

Lock Down Authority

The President, Vice-President, Chief of Public Safety, Public Safety Commanders (Approved by Public Safety Chief) shall make the determination to activate a “Lockdown” of the University. If time permits the President and/or Vice President will be notified immediately of the reason for the lockdown.

Emergency Notifications Procedure

The Clery Act also requires that the emergency plan be tested, evaluated, and publicized. Harris-Stowe utilizes the Rave System for emergency notifications, alerting the campus community of current and/or pending dangerous situations. Once Harris initiates an emergency message through the Rave system, the message is distributed to every registered member's phone via text and/or email account. To ensure every member is signed up Harris will distribute a test message the first Monday of every month followed up with an email from the helpdesk advising that if you did not receive the “Test” notification, you need to make sure you are signed up for the Emergency Notification System.

The Department of Public Safety has the responsibility of responding to and requesting the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. Public Safety will also determine if the situation does pose a threat to the community.

After the initial communication blast, the primary means of providing follow-up information to keep the community informed will be through the emergency notification system (Rave) and email. The University may also choose to update its main webpage temporarily and provide significant emergency information.

The Rave alert can only provide limited characters, the email messaging may provide further detailed information. The outside community (family, friends, neighbors) may seek further information through the University's website or the local media.

Emergency notifications are not just restricted to Clery reportable crimes. Incidents such as emergency weather broadcast (tornado), gas leaks, hazmat, etc., could warrant an emergency notification. The Department of Public Safety will, without delay and taking into account the safety of the community, determine the content of each notification. If issuing a notification would compromise the efforts of St. Louis Police, Fire, and EMS to assist in the aid of victim'(s) then the content of such notification may be modified or delayed.

Annual Notification and Testing

The Department of Public Safety is responsible for testing all emergency notification systems to ensure proper functionality and high availability and to report maintenance needs in a timely manner. Testing is completed annually and may be announced or unannounced which may vary depending upon exercise. In addition to creating and implementing emergency response plans, the Department of Public Safety is also responsible for conducting several exercises to improve preparedness in case of an emergency. These exercises help to identify any gaps in response plans, improve communication between outside agencies, and educate the campus. Tabletop exercises, functional or live exercises may be conducted. All tests are documented and later evaluated by the Emergency Management Team, including representation by University members. Emergency Procedure Guides are updated on an as needed basis and will be placed in every classroom and office, along with quick access guides.

Annual Notification of Testing

To ensure the campus emergency plans remain up to date and actionable. The Department of Public Safety conducts at least one exercise annually. The exercises include but are not limited to drills, tabletops, seminars, functional and full-scale. An after-action review is conducted after each exercise. The Department of Public Safety and Emergency Management work together to develop exercise scenarios for each campus building.

Each year during the exercise the campus community is reminded of the University's Emergency Notification System (Rave) and instructed on following the emergency response procedures.

Annual Notification Procedure

Monitoring and Debriefing throughout the drill helps with calming the staff members that participated in testing and keeps them focused on completing the test successfully. It further assists with identifying the following variables:

- Officer's ability to function under stress.
- Students/faculty/staff have the ability to function at high, high stress levels.
- Officer's ability to maintain consistent communication with dispatch calmly.

Upon completion of the exercise, an after-action discussion took place:

- Responsibilities
- Review
- Response time
- Problem -Solving

Reporting Criminal Actions or other Emergencies

You can help keep the Harris-Stowe State University campus a safe place for yourself and others by promptly and accurately reporting to the Harris-Stowe State University Department of Public Safety (DPS) immediately by calling on of the dispatch landlines at 314-340-3333 and 314-340-5975 or extensions 13333 and 15975 from a campus telephone. The Harris-Stowe State University Department of Public Safety (DPS) patrols all properties rented, owned, or leased by the University. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around the residence halls should be reported immediately. Dispatchers are available 24 hours a day to answer calls at the respective numbers. Dispatchers will take the required actions, such as dispatching an officer or asking the victim if they would like to file a report with the police. The Department of Public Safety forwards reports to the Student Conduct Office for review and potential action by the Rights and Responsibilities Committee.

The Department of Public Safety will investigate all reports when appropriate. Additional information obtained through the investigation may be forwarded to the Rights and Responsibilities Committee. Incidents may also be reported in person to the Public Safety Operations Office located at 3026 Laclede Ave – Henry Givens Administration Building, room 019.

All members of the Harris-Stowe State University community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe, even if the victim of

such crime elects or is unable (physically/mentally) to make such a report. Reports are to be made immediately to the Department of Public Safety for the purpose of distributing a potential timely warning notice and for disclosure in the annual crime statistics. When the incident is an emergency and requires a law enforcement response, the Department of Public Safety will notify the St. Louis Metropolitan Police Department to respond. In the event of an emergency, you may also dial 911.

If you prefer to report a crime to an office or person other than the Department of Public Safety, you may also report crimes to local law enforcement or the following (CSA's) Campus Security Authorities or offices:

Campus Security Authorities

OFFICE	PHONE NUMBER
Department of Public Safety	314-340-3333
Dean of Students	314-340-5300
Office of Residential Life	314-340-5053
Office of Human Resources	314-340-3340
Athletics Department	314-340-3572
Office of Academic Success	314-340-3307
Officer of Student Health Services	314-340-5092
Title IX Coordinator	314-340-3644
Office of Admissions	314-340-3300
Academic Resource Center	314-340-3650

If you are a Victim/Witness of a Crime

It is the Department of Public Safety's duty and mission to ensure students/faculty/staff and visitors are safe while on campus; however, we need your help to do this. If you are a victim of a crime, we understand it can be scary, but to ensure this doesn't happen to you again or someone else on campus, please do the following:

1. Contact Public Safety at 314 340-3333 or 911 immediately. Even if you have contacted the police, please contact public safety next. The police are not familiar with the campus and in life-saving incidents Public Safety will arrive more quickly and will direct police to the incident.
2. If you witness an incident or have information regarding suspects, please write the details down while it is fresh in your mind. Physical descriptions and characteristics are important; even the smallest of details (ex., limp, tattoos, shoes, etc.) you think do not matter actually matter the most. Only attempt to gain this information if it is safe for you to do so.

Confidential Reporting

The University's Department of Public Safety is committed to providing a safe campus community. All members of the Harris-Stowe State University community are encouraged to report all crimes. If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, or if you are a witness to a crime and do not want to reveal your identity, you may make a confidential report of the incident to the Department of Public Safety. The purpose of a confidential report is to maintain the reporting individual's confidentiality while helping the Department of Public Safety protect the safety of the HSSU community. Providing information also helps the University maintain accurate records regarding the number of incidents involving students, employees, and visitors; determine if there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers when appropriate.

Reports filed in this manner are not excluded from HSSU's annual crime statistics, and when they involve allegations of sexual harassment (including sexual violence), they are made available to the University's Title IX Coordinator. By request, the Director of the Department of Public Safety or her designee may agree to file a report on the details of an incident without revealing a person's identity. If you know of a crime or wish to report suspicious activity, you can submit information confidentially by completing and submitting the form on the HSSU website: www.hssu.edu/report

Counselors and Confidential Crime Reporting

The 1998 amendments to 20 U.S.C. Section 1092 (f) clarified who are campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a campus security authority, and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, Professional Counselors at Harris-Stowe State University are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to public safety for inclusion into the annual crime statistics.

Crimes can also be confidentially discussed with a professional counselor who is a licensed or certified employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community.

Security and Access to Campus Facilities

Academic and Administrative Buildings

Harris-Stowe State University is a historically Black institution (HBCU) in the heart of vibrant mid-town St. Louis, Missouri. The campus is home to all of the Harris-Stowe State University schools/colleges administrative offices, as well as classrooms, library, Early Childhood Development Center, athletic and theatrical performance center, and on-campus student housing facilities. The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most

facilities have individual hours, which may vary at different times of the year. Access to some of these buildings is also controlled by card or fob readers, and some even by phone application or virtual ID. All of these buildings have varied levels of access. DPS officers patrol all the academic and administrative buildings as well as the library, Early Childhood Development Center, and Athletic and Theatrical Performance Center on a regular basis. For information about the access protocol for a specific building, see the Director of Facilities or contact DPS at (314) 340-3333.

Residential Halls

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

Maintenance of Campus Facilities

The Harris-Stowe State University campus is well-lit, and further improvements in campus lighting are continuously being made, including the upgrading of existing lighting to LED lights on buildings, in parking lots, in areas with heavy landscaping, and along sidewalks and pathways frequently traveled by students. Lighting and shrubbery checks are conducted periodically during the year by Facilities Management in conjunction with DPS. Safety and security concerns are identified, and recommendations for improvements are made. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Other members of the university community should promptly report equipment problems to DPS or to Facilities Management. Facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is also controlled by card or fob readers. All of these buildings have varied levels of access. DPS officers patrol all the academic and administrative buildings as well as the library, Early Childhood Development Center, and Athletic and Theatrical Performance Center on a regular basis. For information about the access protocol for a specific building, see the Director of Facilities, or contact DPS at (314) 340-3333.

Emergency Blue Light Phones

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

Campus Officers Authority

Although the officers are not sworn police officers, they are granted the authority to enforce federal, state, and municipal laws. The Department of Public Safety is also granted limited arrest powers through the St. Louis Board of Police Commissioners. This allows officers to make an arrest (detain only and not full custody arrest) and to search and seize evidence relating to an arrest as long as the crime was committed in their presence and on property rented, owned, leased, or controlled by the University.

Officers can also make arrests for felonies that did not occur in their presence if reasonable grounds exist. exist that the offense was committed by the person the officer is arresting, and it occurred on property rented, owned, leased, or controlled by the University. Harris-Stowe State University's Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Harris-Stowe State University. Public Safety Officers have the authority to issue parking citations,

which can be billed to the financial accounts of students, faculty, and staff. The St. Louis County Security License guidelines prohibit officers from having authority over university property.

Working Relationship with Law Enforcement

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

Security Awareness and Crime Prevention Programs for Students and Employees

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

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

The Department of Public Safety works collaboratively with other administrative departments on campus to provide relevant safety and crime prevention information to the campus community in connection with special events. The following topics were specifically addressed in one or more of the crime prevention programs offered during the 2022-2023 academic year:

- New students and employees are informed about the Clery Act as well as safety and security issues at orientation sessions. Multiple DPS 101 sessions are held during the spring and summer for prospective students. Public Safety also speaks
- to the faculty and staff at the mandatory faculty and staff institute held annually in the Fall before the start of the academic year.

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

For information about any prevention programs or activities, contact the Dean of Student Success at (314) 340-5095 or the Department of Public Safety at (314) 340-3333.

Campus Security Tips

Public Safety’s job is not only to protect the students/faculty/staff, but we must also share tips with you that help you maintain your safety. See the safety tips below:

- Park your vehicle on campus and not on the street.
- Keep all valuable things secure.
- Report suspicious activity to Public Safety at (314) 340-3333.
- Record serial numbers of all your electronic valuables (ex. TV’s, gaming consoles, computers, etc.).
- Do not give your room key to anyone.
- Lock your dorm room door whenever you leave.
- Report strangers or banned students you see on campus.

Personal Safety Tips

Tips for Personal Safety When Walking

- Avoid walking alone at any time. There’s more safety in numbers.
- Keep your purse over your head (crossbody style) and personal belongs close to you.
- Always be alert to your surroundings. If you think you are being followed, cross the street and walk in the opposite direction. Call 911 immediately and/or Public Safety (314) 340-3333.
- Avoid dark and dimly lit areas.
- Don’t walk close to open doorways, or dark.
- Wear appropriate shoes, even if walking to your car.
- Stay alert, and avoid distractions like headphones and ear buds.
- Walk with confidence and purpose.

- Monitor your environment.
- Don't choose unfamiliar areas to walk in

Tips for Driving to and from Campus

- Have your vehicle keys in your hand when approaching your vehicle for quick entry, or if you need to activate your alarm you can do so.
- When approaching your vehicle be observant of suspicious people near your vehicle.
- Press down on the trunk and check the back seat before entering your vehicle.
- Lock your doors as soon as you're inside the vehicle.
- Use well-traveled and well-lit streets.
- If your vehicle breaks down, pull over to the right shoulder and raise your hood then wait inside your vehicle until your help arrives. If you don't feel safe contact the local law enforcement department.
- If someone approaches your vehicle while you're stopped and attempts to gain entry, safely drive off. Make sure the intersection is clear before entering it. Sound your horn to draw the attention of others. Do not fight with anyone if they gain access to your vehicle. It is not worth losing your life for letting them have the vehicle.

Tips for Suspicious persons or Activity

- Notify Public Safety of all suspicious persons and activities. If you are not sure a person of interest is a student, do not approach that person, attempt to obtain safely a detailed description of the persons (ex. clothing, vehicle, scars, tattoos etc.)
- Contact Public Safety at 314 340-3333 or 314 340-5975

Students Rights and Responsibilities/Code of Conduct

Harris-Stowe State University seeks to preserve the integrity of all students. It is expected that individual students will refrain from participating in acts which are considered inappropriate. Students are subject to disciplinary action that continues in violating any of the privileges, standards and policies of the University; who are consistently negligent in academic responsibility; and/or who continuously neglect their financial obligations; or who disconcert the University in any manner. The University reserves the right to discharge a student for unbecoming social behavior. The possession of firearms, weapons, and narcotics by Harris-Stowe State University students is strictly forbidden and is grounds for immediate dismissal.

The University reserves the right to notify civil authorities whenever a student is guilty of, or charged with, violation(s) of civil law. The University also reserves the right to dismiss said student if arrested and while charges are pending. Students may apply for readmission upon being cleared of all charges. The Board of Regents has given authority to the administration of the University to formulate policies and methods to insure the welfare of all students, faculty, and staff.

These measures also extend to the preservation of the physical plant. Variations in behavior may be expected in a large group; however, every student is responsible for understanding and acting in accordance with established regulations. Any conduct or behavior that is in violation of the University Bulletin, Student

Handbook, city, county, state or federal ordinances, statutes or laws, or any act which, in the sole judgment of the administration, is considered detrimental to the safety and welfare of the campus community or which tends to bring disgrace or discredit upon Harris-Stowe State University, may be considered to be “misconduct.”

Admission into the University does not give students any greater legal rights or protection from the laws of the land than any other non-enrolled citizen, nor does it clothe them with any special immunity from prosecution by civil or criminal law enforcement agencies. The University reserves the right to conduct administrative or disciplinary proceedings against a student while criminal charges arising from the same incident are pending.

In short, the University does not condone or knowingly disregard any student violations of campus, city, state or federal laws. The University welcomes reports from anyone on or off campus who has personal knowledge of a student offense or a complaint concerning student misconduct. Complaints will not go unheeded, nor will any student go unpunished if found guilty of an offense.

Harris-Stowe State University - Drug Policy

Drug-Free Policy

One of the certifications now required for the receipt of federal grants and funds is a formal statement from the grantee that it has adopted a policy and implemented a program that prevents the illicit possession, use, or distribution of drugs and alcohol by students and employees of the institution. Further, the grantee must maintain evidence that it is in compliance with all sections of the relevant federal regulations.

Harris-Stowe State University has a “Zero Tolerance” policy regarding the improper use of controlled substances. This policy expressly prohibits:

- The possession, manufacturing, distributing, or sale of a controlled or illegal substance. Examples of these illegal substances are: crack cocaine, ecstasy, “date rape” drugs, marijuana cocaine, heroin, or any other narcotic or controlled substances except as expressly permitted by law.
- The possessing, use, manufacturing, distributing, or selling of drug paraphernalia or the attempt to distribute or sell same. Aiding or abetting individuals in the illegal possession, use, sale, distribution, or attempted sale or distribution of controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall rooms or to be in any University owned or operated property over which they have control.

Annual Distribution

In compliance with this federal requirement, Harris-Stowe State University has established the written drug/alcohol prevention program described herein. This written program will be distributed at a minimum annually to each employee of the University and to each student who is taking one or more classes for any type of academic credit, regardless of the length of the student’s program of study.

I. Standards of Conduct

The following is the University’s official statement of the Student Code of Conduct expected of its students and the University’s commitment to, and action toward, ensuring a drug-free and alcohol-free campus.

- The unlawful manufacture, distribution, dispensing, possession or use of a controlled substances or alcohol on the campus of Harris-Stowe State University or at any location at which the University is conducting programs or events are strictly prohibited.
- All students of Harris-Stowe State University are required, as a condition of admission to the University, to comply with this strict rule.

II. Description of Legal Sanctions Under Local, State, and Federal Law

Below are summaries of sanctions provided in local, state and federal laws against the unlawful possession, use, and distribution of illicit drugs and alcohol.

- A. Sanctions imposed by local laws consist of ordinances of the City of St. Louis, which prohibit the sale of alcohol to minors, the operation of an automobile while under the influence of alcohol, public drunkenness and similar offenses. These offenses are misdemeanors punishable by fines and imprisonment. Fines may be as high as \$500, and imprisonment may be for as long as one year.
- B. Sanctions imposed by state law are more extensive and include the following:
 - Possession of a controlled substance; depending on the quantity of controlled substances in possession, penalties can range from one to seven years.
 - Trafficking of drugs; penalties can range from five to 30 years in prison and may be served without probation or parole.
 - Unlawful use of drug paraphernalia;
 - Unlawful distribution of a control substance to a minor; penalty from five to 15 years imprisonment.
 - Distribution of a controlled substance near schools; penalty can range from 10 to 30 years, life imprisonment.
 - Penalties can include forfeiture of vehicles, vessels, or aircraft, or disqualification from voting and jury service.

Sanctions imposed by federal law:

- First conviction up to one-year imprisonment and a fine of at least \$100,000 or both.
- After one prior conviction, at least 15 days in prison must be served not to exceed one year, and fine of at least \$2,500, but not more than \$250,000 or both.
- Special sentencing provisions are in effect for possession of crack cocaine: mandatory minimum sentence of at least five years in prison, not to exceed 10 years and a fine up to \$250,000 or both, if:
 - a. First conviction and the amount of crack possessed exceeds five grams;
 - b. Second crack conviction and the amount of crack possessed exceeds three grams;

- c. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.
- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment.
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance;
- Civil fine of up to \$10,000;
- Denial of federal benefits, such as student loans and licenses; up to one year for the first offense, up to five years for the second and subsequent offenses;
- Ineligible to receive or purchase firearms;
- Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., as vested within the authorities of individual federal agencies.

Harris-Stowe State University will conduct a biennial review of its program to provide a drug-free and alcohol abuse-free environment on its campus and at campus-sponsored activities. The purpose of this review is:

- a. To determine the effectiveness of the program and to implement changes, if warranted;
- b. To ensure that all disciplinary sanctions are consistently, fairly and vigorously enforce
- c. To ensure that the University will maintain appropriate records to establish its compliance with this program.

Harris-Stowe State University – Alcohol Policy

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

Harris-Stowe State University – Drug and Alcohol Awareness & Prevention

Although some students come to college already having some experience with alcohol, there are other aspects of college life that can raise the level of drinking—such as unstructured time, widespread availability of alcohol, inconsistent enforcement of underage drinking laws, and limited interactions with parents and other adults—can lead to a problem for the student, the campus and the students’ academic success. In fact, college students have higher binge-drinking rates and a higher incidence of driving under the influence of alcohol than their noncollege peers.

The first several weeks of freshman year is a vulnerable time for many students, and it may be easy for some to become engaged in heavy drinking because of student expectations and social pressures at the start of the academic year.

Harris-Stowe State University and the Department of Public Safety are committed to individual levels of intervention. The interventions are designed to change student's knowledge, attitudes, and behaviors related to alcohol so they drink less, take fewer risks, and experience fewer harmful consequences.

Drug and or Alcohol Counseling, Treatment or Rehabilitation, or Re-entry Programs that are Available to Students

- A. Each semester, Harris-Stowe State University offers a drug-free awareness program, which is conducted by the University's Office of Counseling Services in conjunction with the Office of Health Services. This program, open to both students and employees, will include the dissemination of printed materials and also include periodic meetings and or conferences designed to inform all students and employees regarding:
 - 1. The dangers of drug abuse and its effect on academic and personal success;
 - 2. The University's policy of maintaining a drug-free campus;
 - 3. The availability of drug counseling, rehabilitation, and other assistance programs;
 - 4. The penalties that may be imposed upon students and employees for drug and alcohol abuse violations occurring on campus.
- B. The Office of Counseling Services will provide referral services and programs through that office and various community agencies.
- C. Persons who successfully complete rehabilitation programs are eligible for consideration for re-employment on the University campus.

Missing Student Notification Policy for Residential 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. If foul play is suspected, the report should be made immediately even if it has not been 24 hours. Any report of a missing student will be fully investigated by the Department of Public Safety. To determine if a student is missing, university officials will use all available methods to determine the location of the missing student. The Department of Public Safety will notify the appropriate local law enforcement agency when the local attempts fail to locate the missing student.

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 the investigation determines that the student is missing prior to 24 hours, these procedures will be implemented immediately.

Emergency Contact Information

In compliance with the Federal Higher Education Opportunity Act, federal law, Residential students may identify an individual to be designated as an emergency contact. The emergency contact will be notified by the University within 24 hours if circumstances indicate that the student may be missing. The student should notify their choice of emergency contact that he/she has been designated as an Emergency Contact. Every student who resides on campus will be required to fill out the Student Information sheet as part of the check-in process to their residential hall and room. The information is updated each semester and is maintained by the Residential Life Coordinator in each residential hall. The student is responsible for ensuring the accuracy of the information provided and updating the information when needed.

Students with Disabilities

Harris-Stowe State University is committed to students with disabilities. All colleges and universities are required under two federal statutes, the Rehabilitation Act and the Americans with Disabilities Act (ADA), to not discriminate against students/persons with disabilities who apply for programs. However, the law against disability discrimination does not require a college or university to unreasonably alter its academic requirements to accommodate a student. Working collaboratively with students' disabilities and faculty, the Academic Resource Center provides services to students with disabilities according to their individual needs. The goal is to aid students with disabilities in their educational achievement and success.

Students requiring disability accommodations should come to the office (HGA, Room 013) to complete an accommodations request form. If you have any questions, call the Academic Resource Center at (314) 340-3650.

Academic Accommodations for Students with Disabilities

Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are civil rights laws that offer protection to individuals with disabilities in the United States. In summary, the law and act state that:

“No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

The Americans with Disabilities Act (ADA) protects the civil rights of individuals who (1) have a physical or mental impairment that substantially limits one or more major life activities, (2) have a record of such an impairment, or (3) are regarded as having such an impairment. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

Harris-Stowe State University is committed to creating an inclusive environment that supports all of its diverse learners and offers academic accommodations to students with documented disabilities. Any Harris-Stowe State University student is eligible for academic accommodations if:

1. The student self-identifies with a disability and needs accommodations;

1. The student provides appropriate and verifiable documentation of the disability.

Students with disabilities must meet the same academic standards as other students. Instructors should not change the fundamental requirements of a course or waive program components that are essential to the course of study. The fundamental requirements for all courses must be clearly stated and followed by **all** students.

Concerning behavior, students with disabilities must meet the same criteria as is required of students without disabilities. The Harris-Stowe State University Code of Student Conduct and the Student Classroom Decorum Rules apply to **all** students at Harris-Stowe State University, including students with disabilities in compliance with the laws that are set forth to protect students with disabilities.

Students requiring academic accommodations should come to the Academic Resource Center (HGA, Room 013) to complete an accommodations request form and meet with the ADA Coordinator. If students have questions or would like to schedule an appointment, call the Academic Resource Center at (314) 340-3650.

FERPA

The Family Educational Rights and Privacy Act (FERPA) was passed by Congress in 1974 to protect student records from being shared with those who do not have a legitimate reason to access them. Under the provisions of FERPA, Harris-Stowe State University will not release academic record information without student authorization and will withhold directory information at the student's request. *Note: Some exceptions apply.*

Information about students, which is considered "Directory Information," can be released without a student's prior consent. Refer to Harris-Stowe State University's Family Education Rights and Privacy Act: Notification of Student Rights for a list of directory information. In accordance with FERPA, currently enrolled students have the right to withhold disclosure of "Directory Information." Should a student decide to request nondisclosure of information, any requests for such information will be refused. Students are encouraged to carefully consider the consequences of any decision to withhold such Directory Information. Electing to withhold directory information will restrict disclosures, including enrollment/graduation verifications for third parties and inclusion in public listings such as the Commencement Program. Requests for nondisclosure are valid until an official written request to rescind the request for nondisclosure of directory information is received by the Office of the Registrar.

The University will disclose information from the academic record with the consent of the student to the specified person(s). Access may be granted to parents, grandparents, guardians, spouses, and others as authorized. Valid identification is required. The authorization to release information is valid until an official written request is received in the Office of the Registrar to rescind the authorization.

Students may give authorization to specific persons by completing the FERPA AUTHORIZATION FORM online through the MYHSSU Student Portal by accessing the Registrar Forms quick link under the My Academic Profile tab.

Students may withhold directory information by filing the FERPA NONDISCLOSURE REQUEST FORM in the Office of the Registrar, HGA 007. Students seeking to remove nondisclosure requests must file the FERPA NONDISCLOSURE RESCIND REQUEST FORM in the Office of the Registrar.

Title IX Coordinator/Title Investigator

The University's designated Title IX Coordinator is responsible for administering this policy and ensuring that the campus community is educated regarding the various obligations detailed herein. In fulfilling their role, the Title IX Coordinator oversees the University's management of reports and complaints that involve allegations of Title IX Sexual Misconduct, monitor outcomes of policy and training efforts, identify and address any patterns, and assess effects on the campus climate. In addition, the Title IX Coordinator carries out training for students and employees, assist individuals who have experienced Title IX Sexual Misconduct, including on an emergency basis, oversee the provision of accommodations and interim measures, and carry out monitoring and advising activities. Contact information for the University's Title IX Coordinator is set out below:

NAME: Dr. Aline Phillips

TITLE: Assistant Provost for Retention and Student Success

ADDRESS: 3026 Laclede Ave. St. Louis, MO. 63103

PHONE: 314-340-3644

EMAIL: phillipsa@hssu.edu

Title IX Retaliation

Title IX prohibits, and the University shall not retaliate against any person because he or she opposed an educational practice or policy, filed a complaint, testified, or participated in any complaint action under Title IX law. Any student can experience sexual misconduct from: male and female individuals, straight, gay, lesbian, bisexual, transgender individuals, part-time or fulltime students, students with or without disabilities, students of different ethnic groups and/or national origins, faculty, staff, and/or employees. It is the University's commitment to provide a safe and healthy learning environment for students to thrive and grow; as well as for employees to satisfactorily perform their job duties in an environment free of sexual harassment, sexual misconduct, and sex discrimination. This commitment includes the safety of volunteers and visitors of the University, too. The University has zero-tolerance for claims of discrimination based on academic programs, sport programs, and sexual misconduct allegations. A commitment of the University continues to be the development of the whole student in mind, body, and spirit.

Harris-Stowe State University's Response to Domestic Violence/Dating Violence/Sexual Assault and Stalking

Harris-Stowe State University does not discriminate on the basis of sex in its educational programs nor tolerate sexual violence or sexual harassment, which are types of sex discrimination. Other acts can also be forms of sex based discrimination and are also prohibited whether gender-based or not and include dating violence, domestic violence, and stalking. As a result, Harris-Stowe State University maintains a comprehensive policy to inform the community our plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off-campus, and how these events are reported to a University official. In this context, Harris-Stowe prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the Harris-Stowe State University community.

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University's Policy /Procedures on Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

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.

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.

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. If 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; VP of Student Affairs and Enrollment Management; and the Director of Res Life.

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.

Reporting and Support

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. Cammie Conner, at (314) 340-5089. If calling after hours, Campus Public Safety can also contact Dr. Bernard in an emergency situation.

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:

Clear and unequivocal consent are required between adults to engage in any kind of sexual behavior of an intimate personal nature. Each adult must have the capacity to give consent. Consent is defined as an affirmative, unambiguous, and conscious decision by each party to engage in sexual activity. Consent to sexual activity must be discussed, knowing, informed, understood, and agreed upon between the parties. Sexual activity must be willingly permitted between the parties. Consent must be voluntary, conscious, knowing, willing, and not forced upon between the parties. The threat of force, the threat of physical harm, and/or the act of coercion negate the affirmative act of consent. If a party is incapacitated, intoxicated, unconscious, underage, and/or unknowing of the situation, that party is found NOT to have given legal consent for sexual activity nor does that party have capacity to give consent. The engaging party CANNOT legally claim that consent was given for sexual activity. The silence or absence of resistance by a party does not establish consent-implied or direct.

The consent to one form of sexual activity does not imply the consent to another form of sexual activity. If consent to engage in sexual activity with one person is given, it does not confer consent to engage in sexual activity with other persons. At the time of the specific sexual activity is when consent must be affirmatively obtained. Consent can be withdrawn at any time. The communication of words and/or the conveyance of non-verbal acts are sufficient gestures by a party to withdraw consent, and to demonstrate a lack of consent by any party. A previous sexual history does not equate to consent during the time of the alleged event. Consent for sexual activity is not continuing in nature. If adults take part in any kind of sexual activity, the decision to do so must be made with the total approval and the informed consent of the party(s) involved. If not, the University shall administer relevant sanctions and appropriate remedies for the deviant actions.

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.

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)

A Bystander is a person who intervenes when they see something happening around them they know is wrong. They are neither the victim nor perpetrator but rather a third party who feels something is not quite right about a situation and may find it difficult to speak out because they are “not directly involved.”

Bystander intervention- means safe and positive options that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual.

Bystanders have the power to stop crimes from occurring and to get help for people who have been victimized. If you find yourself in this situation, follow the below Tips and Options for intervening in a situation potentially involving a crime.

Tips & Options:

- Keep yourself safe
- Approach everyone with respect
- Avoid using violence
- Be honest and direct whenever possible
- Redirect the focus of one person somewhere else
- Try to split up the parties involved
- Do not be antagonistic
- Recruit help if necessary

- If things get out of hand or become too serious, contact the police

How to Lower Your Risk of Sexual Assault (adapted from RAINN)

Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Sexual Assault, Alcohol and Drugs

- 80-90 percent of sexual assaults on college campuses are acquaintance rape and involve drugs and alcohol
- Alcohol and drugs facilitate sexual assault: 21 percent of college students report using alcohol to impair their dates

Alcohol and Drugs can cause perpetrators to:

- Feel more social and Confident
- Misinterpret verbal and nonverbal cues
- Misperceive friendliness, physical contact, going to their room, drinking etc., as a person's desire to have sex
- Feel justified in forcing sex on someone they believe has been "leading them on"

Alcohol and Drugs can cause victims to:

- Ignore or miss cues that would help them evaluate their safety
- Be seen as more willing to have sex than someone who is not drinking
- Notice attempts to isolate them
- Unsuccessfully resist an assault, either verbally or physically
- Be encouraged to drink more as a way to facilitate an assault

(Adapted from "Sexual Violence Protect Yourself with Facts, "Utah Coalition Against Sexual Assault, www.ucasa.org.)

What To Do if Sexually Assaulted

If you have been raped or sexually assaulted, or think you have been but are not sure, it's important to talk to someone. You can always call Campus Public Safety at (314) 280-9971. Counselors are available on campus at the Office of Counseling Services in Gillespie Residence Hall, Room 111. You can reach Counseling Services at (314) 340-5089 or (314) 340-5068. Counselors can help you recover from the assault and can assist you in finding legal services and pressing charges if you choose to do so. If you don't feel comfortable talking to someone face-to-face there are a number of anonymous hotlines available. Remember, these resources are not just available for women, or people of certain groups; no matter whom you are you have the right to talk to someone.

If you have been raped or sexually assaulted here's What You Can Do:

If the assault occurred in the last 72 hours:

- Go to a safe place.
- Call someone you trust to be with you and give you support.
- If you live in a residence hall, contact an RA or RD for support.
- Preserve all physical evidence of the assault. Do not shower, bathe, douche or brush your teeth.
- If the assault took place in your residence room or home, do not rearrange or clean-up anything. Preserve all evidence until you have filed a report with Campus Public Safety.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Ask the hospital for an evidence collection, also known as a rape kit/exam, emergency contraceptive and testing for STD's and pregnancy. It is important to receive this exam even if you are not planning to make a police report. If you suspect you may have been drugged, ask for a urine test.
- If you want to report an assault contact Campus Public Safety at (314) 340-3333 immediately.

Continued Education

Through the division of Student Affairs, Harris-Stowe State University provides on-going education regarding sexual assault prevention through a variety of programs. The On-line program [Mystudentbody.com](http://mystudentbody.com) is required of all new students prior to completion of registration. There are educational opportunities for faculty and staff throughout the academic year as well. The following resources can assist you in your on-going responsibility to stay informed and educated on the important issue of sexual violence.

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

Circle of 6

Free phone app that prevents violence before it happens

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

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

Green Dot Campaign

Bystander intervention programs and research

http://livethegreendot.com/gd_overview.html

The Rape Abuse and Incest National Network

A website for national statistics, laws, and governance

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

Red Flag Campaign

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

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

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

Women's Safe House

(314) 772-4535

Preventing and Responding to Sex Offenses

Annual educational programs and materials are provided to students to promote the awareness and risk reduction of criminal sexual misconduct including sexual misconduct, which can be generally be defined as non-consensual sexual activity, which occurs because of intimidation, threat of force, force or coercive behavior, or taking advantage of one who is unable to give consent due to mental or physical incapacitation. Criminal sexual misconduct most generally refers to acts of sexual misconduct, which are felonies and/or misdemeanors, according to the criminal code.

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

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

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

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

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

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

Resources St. Louis Regional Sexual Assault Center (314) 726-6665 www.ywcastlouis.org National Sexual Assault 24/7 Crisis Hotline (RAINN) 1-800-656-HOPE (4673)

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

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

Notification of Results

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

Violence Against Women Reauthorization Act (VAWA) 2013

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

Federal Clery Act Definitions:

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

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

"Dating violence" is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

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

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

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

For the purposes of this definition—

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

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

Victims’ Rights and Responsibilities

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

Reporting Procedures

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

Department of Public Safety (DPS)

(314) 340-3333 (314) 340-5975

Human Resources

(314) 340-3340

Division of Student Affairs

(314) 340-5095

Athletics Administrator

(314) 340-3572

Director of Student Engagement

(314) 340-5030

Associate Provost

(314) 340-3610

Grievance Procedures to Report Complaints of Sexual Discrimination and Misconduct::

<http://www.hssu.edu/ae/aefiles/TitleIXSexualDiscriminationandMisconductReportingForm.pdf>

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 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 Misconduct:

- Information and complaints of sexual discrimination, sexual violence, sexual harassment, and sexual misconduct³ are to be filed with the: Dr. Aline Phillips, Title IX Coordinator, Harris-Stowe State University, 3026 Laclede Avenue, St. Louis, Missouri, 63103-2136, 314-340-3644, PhillipsA@hssu.edu, or TitleIXCoordinator@hssu.edu.
- Students and/or employees may begin the application of the grievance procedure for complaints alleging sexual misconduct carried out by other students, employees, or third parties to: Dr. Aline Phillips, Title IX Coordinator, Harris-Stowe State University, 3026 Laclede Avenue, St. Louis, Missouri, 63103-2136, 314-340-3644, PhillipsA@hssu.edu, or TitleIXCoordinator@hssu.edu.
- A complainant should file within 10 calendar days a complaint of sex discrimination and sexual misconduct. To effectively investigate any complaints, it is in the best interests of the University and the complainant to file a complaint immediately upon occurrence.
- The University has provisions for adequate, impartial, prompt, and reliable investigation of all complaints. This includes the equal opportunity for due process for the complainant and equal opportunity for due process for the alleged perpetrator to: present witnesses, give testimony, submit evidence (albeit not necessarily in the presence of one another), and other 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 does not include any time for an appeal process.

Confidentiality

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

Investigation/Disciplinary/Hearing Procedures

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

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

Sanctions/Protective Measures

Following the final determination of rape, acquaintance rape, domestic violence, sexual assault or stalking, all or some of the sanctions or protective measures may apply: suspension or expulsion of the responsible party from the university; change class schedule, living, transportation, and work situation for the accused or accuser upon request; on-campus escort services by the Department of Public Safety as deemed appropriate; no-contact orders for the accused and accuser issued by the Rights and Responsibilities Committee; and/or counseling services option for the accused and accuser.

Appeals

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

Harris-Stowe State University Givens Campus 2021-2023

Clery Act Crime Statistics

CRIMINAL OFFENSES

CRIMINAL OFFENSES	2021				2022				2023			
	ON-CAMPUS	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0	0	0	0
RAPE*	0	0	0	0	2	2	0	0	0	0	0	0
FONDLING*	0	0	0	0	5	0	0	0	1	1	0	0
INCEST*	0	0	0	0	0	0	0	0	0	0	0	0
STATUTORY RAPE*	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2	1	0	0	4	3	0	0	1	1	0	0
BURGLARY	7	6	0	0	7	5	0	0	2	1	0	0
MOTOR VEHICLE THEFT	1	0	0	0	3	0	0	0	2	0	0	0
ARSON	1	0	0	0	0	0	0	0	0	0	0	0

VAWA OFFENSES

VAWA OFFENSES	2021				2022				2023			
TYPE OF OFFENSE	ON-CAMPUS	ON-COMING HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-COMING HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	1	1	0	0	1	0	0	0	3	3	0	0
DATING VIOLENCE	0	0	0	0	3	3	0	0	0	0	0	0
STALKING	2	2	0	0	2	2	0	0	0	0	0	0

ARREST/REFERRALS

ARRESTS/REFERRALS	2021				2022				2023			
TYPE OF OFFENSE	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	1	1	0	0	7	1	0	0	4	4	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	3	3	0	0	4	4	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	0	0	0	0	12	0	0	0	1	1	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	5	5	0	0	12	12	0	0	9	7	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	0	0	0	0	5	1	0	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	1	1	0	0	5	4	0	0	10	10	0	0

Fire Safety Report

Fire Safety Procedures

This section is intended to comply with the Fire Safety Reporting provisions of the Higher Education Opportunity Act, as well as to provide fire safety policy guidelines for the University residence hall buildings. If any fire should occur on the campus of the Harris-Stowe State University, it should be reported to the Department of Public Safety immediately at (314) 340-3333, or in case of an emergency, call 911. The policy applies to the following Residential Halls: The Icon Student Spaces, Coronado Place & Towers, City Lofts, as well as the Bosley and Gillespie residence halls, which are all considered on-campus student residential facilities; based on the definition contained in the relevant federal guidelines.

On or before October 1 each year (or December 31 in 2021 due to the pandemic), the University will publish an annual Fire Safety Report that contains, at a minimum, the following information:

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

FIRE SAFETY PLAN

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

WHEN THE FIRE ALARM IS ACTIVATED

- Fire alarms should never be taken lightly. Do not assume it is an alarm test unless a test has been announced. When the fire alarm sounds, you should leave the building immediately—even if someone else tells you it is a false alarm.
- Do not stop to collect belongings.

- Exit by using the previously designated exit stairs or areas.
- Do not use the elevator. You may be trapped inside.
- Re-enter the building only after personnel from the Fire Department or the Department of Public Safety announce it is safe to re-enter.

FIRE DRILLS

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

UNIVERSITY HOUSING FIRE POLICY

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

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

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

IF YOU DISCOVER A CLASSROOM FIRE

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

WHEN YOU DISCOVER A FIRE

- Evacuate via the nearest emergency exit. **DO NOT USE THE ELEVATOR!** Proceed to assembly areas.
- Activate the alarm by activating the manual pull station located near the facility exits as you leave the building.
- If no fire alarm is available, immediately notify the occupants of the room to evacuate the building.
- Locate the nearest safe telephone and call the Department of Public Safety (314-340-3333) or dial 911; report the exact location of the fire.
- Attempt to extinguish the fire **ONLY** if the fire is small or contained and you are trained in the use of a fire extinguisher.
- Stop all activities. If you are not able to evacuate and are trapped on a floor or in a building, follow these procedures:
- Feel all doorknobs you encounter before opening any door. If it is hot, do not open the door. Stay in that room.

- Seal the cracks around the door with any available material to block smoke and fumes.
- Call 911 and let them know your location and that you are unable to exit.
- Open the window a few inches for fresh air and hang an object out of the window to alert the fire department to your location.
- Keep low to the floor and await evacuation by emergency personnel.
- If the doorknob is not hot, brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room. Follow the procedures outlined in the steps above.
- If you are able to move around within the building, but can't exit, find a safe room farthest from the fire and follow the procedures outlined in the steps above.

LABORATORY FIRES

If a fire starts in a laboratory:

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

Hazardous Materials: Toxic Gas Release

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

Hazardous Materials: Chemical Spills

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

Recommendations to all Faculty:

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

Fire Alarm and Sprinkler Systems used by the University:

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

Fire Statistics

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

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

Fire Log

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

FIRE LOG 2021 – 2023

Summary of Fires									
Name of Facility	2021			2022			2023		
	Fire	Injury	Death	Fire	Injury	Death	Fire	Injury	Death
Bosley Hall	0	0	0	0	0	0	0	0	0
Gillespie Hall	2	0	0	0	0	0	0	0	0
Non-Campus Property City Lofts on Laclede	IA	IA	IA	IA	IA	IA	IA	IA	IA
Non-Campus Property Icon Student Spaces	IA	IA	IA	IA	IA	IA	IA	IA	IA
Non-Campus Property Coronado Place	1	0	0	0	0	0	0	0	0
Non-Campus Property Moohlah	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

There was no reported injuries or deaths in 2021-2023

REPORTING YEAR	2021	2021	2022	2022	2023	2023
RESIDENTIAL FACILITY	GILLESPIE	BOSLEY	GILLESPIE	BOSLEY	GILLESPIE	BOSLEY
ALARM MONITORING	YES	YES	YES	YES	YES	YES
SPRINKLER SYSTEM	YES	YES	YES	YES	YES	YES
SMOKE DETECTOR	YES	YES	YES	YES	YES	YES
FIRE EXTINGUISHER	YES-72	YES-69	YES-72	YES-69	YES-72	YES-69
EVACUATION MAP	YES	YES	YES	YES	YES	YES
EVACUATION PLAN	YES	YES	YES	YES	YES	YES
FIRE DRILLS (ANNOUNCED)	1	1	1	1	1	1
FIRE DRILLS UN-ANN.	0	0	0	0	0	0
INTENTIONAL FIRE	0	0	0	0	0	0
UNINTENTIONAL FIRE	2	0	0	0	0	0
VALUE OF PROPERTY	0	0	0	0	0	0
DRILLS PER YEAR	2	2	2	2	2	2