



Annual Security Report

SEPTEMBER, 2016

Prepared By: Security Department



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MESSAGE FROM THE PRESIDENT AND DEAN

The directors and administration at Houston College of Law care greatly about the safety and well-being of our students, faculty, staff, alumni and visitors to the College. It is the responsibility of *all* persons in the College community to make crime prevention and awareness a priority. The information in this report is provided to you as part of this commitment and is in compliance with the Clery Act. Let's work together to ensure a safe and secure environment at Houston College of Law.

DONALD J. GUTER
PRESIDENT AND DEAN

THE CAMPUS

Houston College of Law (the "College") is located in an 11-story high rise in downtown Houston at 1303 San Jacinto Street. The College owns and occupies the full city block bordered by San Jacinto, Caroline, Polk, and Clay Streets. Students park on College-owned lots at the southeast and southwest corners of Bell and San Jacinto Streets, and on public parking lots adjacent to the College; while faculty and staff park on the College's lot bordered by Caroline, Austin, Polk and Clay Streets. The College assumes no liability or responsibility for any damage or loss incurred as a result of parking on any of the lots.

The College does not have residential facilities.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Houston College of Law; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes College policies concerning campus security such as weapons, illegal drug and alcohol abuse prevention, sexual assault, and other security-related matters. You can obtain a copy of this report by contacting the Security Department (room 818).

REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES

The Director of Security is responsible for the coordination of law enforcement and security at Houston College of Law and reports to the General Counsel. The office is located in the Tower building on the eighth floor, room 818 (713.646.1889). The College employs officers of the Houston Police Department and Harris County Sheriff's Department (collectively, "law enforcement officers") and also contracts for private security officers through Tricorps Security Services ("security officers") who perform supplemental security functions at Houston College of Law. Security coverage at the College is as follows:

A. Inside of the Building

Security inside the building is provided by a roving uniformed law enforcement officer, and a security officer at the front desk.

B. Outside of the Building

Outside security is provided by uniformed law enforcement officers and supplemented by security officers.

To report a life-threatening emergency, if possible dial 911; or if not possible, report in person to the closest law enforcement officer or security officer. To report other crimes or situations in person, contact the closest law enforcement officer or security officer; by telephone, contact the security officer at the front desk (713.646.1743), or the Director of Security (713.646.1889). Each law enforcement officer and security officer has a two-way radio to ensure constant communications with each other.

Assistance from local fire and ambulance services can be obtained by contacting the security officer at the front desk, any of the law enforcement officers, or by calling 911.

Students, faculty, staff, alumni and visitors are encouraged to report all crimes and public safety related incidents to the Security Department by contacting the Director of Security (713.646.1889), the security desk at the entrance of the College (713.646.1743), or in person to one of the law enforcement officers.

Crimes should be reported to the Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices (*Security Alerts*) to the College community, when appropriate.

In the event that a situation arises (non-life threatening), either on or off campus, that, in the judgment of the Director of Security, constitutes an ongoing or continuing threat, a campus-wide *Security Alert* will be printed on goldenrod paper and posted on the numerous bulletin boards located on campus as well as communicated through the College e-mail system to students, faculty, and staff, and/or placed in each student mailbox and hand-delivered to all faculty and staff.

Should a disaster or life threatening event occur, the College will activate our emergency text alert system. This system is designed to enhance and improve communications so that members of the Houston College of Law campus community can stay informed. This service allows students, faculty and staff to be notified via text message and email in the event of an emergency, lock-down or campus closure. In addition, the College will utilize other appropriate communications mechanisms such as the College website, email, local radio and television stations, through the established off-site Call Center, and the College voicemail system, as deemed necessary.

SECURITY OF, AND ACCESS TO, CAMPUS FACILITIES

The College building complex is accessible through the main entrance on San Jacinto Street Monday through Thursday, from 7:00 a.m. - midnight; and Friday, Saturday, and Sunday 8:00 a.m. - 10:00 p.m. (Extended hours occur during final exam periods.) A security officer is located at the front desk inside the entrance to the building. Students are required to show a valid Houston College of Law Identification card upon entering the building, while alumni and visitors are required to sign in and show a valid photo identification upon entering. The classroom facilities, administrative and faculty offices are locked when not in use. After-hours access to locked areas is prohibited by unauthorized personnel, and all access is prohibited from 1:00 a.m. to 6:00 a.m., unless special written permission is granted by the President and Dean. Access to faculty and administrative offices will only be granted upon written approval from the occupant and appropriate department head of such office (with the exception of the occupant's supervisor, for which written approval is waived). Under no circumstances will students be given access to faculty and administrative offices unless occupant is currently in such office.

The College is locked after normal operating hours and monitored by a 24-hour service in case of a break-in.

Animals are prohibited on College property, with the exception of service dogs and special events as approved in writing by the President and Dean.

SECURITY AND MAINTENANCE OF CAMPUS FACILITIES

Houston College of Law is interested in the security of the people and facilities in the campus environment.

The exterior of the building complex and sidewalks around the complex are well lighted, as are the interior areas of the building. Defective lighting fixtures are replaced upon inspection by maintenance staff or as reported to maintenance staff.

Inspections are made of campus exterior doors to ensure that they are properly secured at night; any deficiencies are secured and reported. The staff of Property Services regularly cleans the grounds, and is responsible for ensuring the shrubbery and trees are trimmed. Members of the campus community are encouraged to report any lighting or property maintenance deficiencies to the Property Services office (713.646.1765) or to any officer monitoring the front desk (713.646.1743).

The faculty/staff parking lot (bordered by Caroline, Austin, Polk, and Clay Streets), and the student lots (southeast and southwest corners of Bell and San Jacinto Streets) are regularly patrolled by law enforcement officers. An escort service to an individual's car or bus stop is provided by law enforcement officers upon request to security at the front desk. **The College encourages you to utilize this service and recommends that you wait for the officer to meet you at the front desk before proceeding to your car or bus stop.**

ENFORCEMENT (ARREST) AUTHORITY OF CAMPUS SECURITY PERSONNEL AND INTERAGENCY RELATIONSHIPS

Law enforcement officers employed by the College have enforcement authority on all property owned, controlled, or adjacent to the College, including surrounding parking lots. The law enforcement officers carry firearms, while the security officers do not.

The law enforcement officers and College administrative personnel maintain close working relationships with the Houston Police Department. Routine meetings are held and crime-related reports and statistics are exchanged.

The College's law enforcement officers do not monitor nor provide law enforcement service for off-campus student organizations' activities nor are those activities recognized by College authority. The College's law enforcement officers provide law enforcement service for the following off-campus activities only: Alumni Gala, Commencement, and The Barrister's Ball.

The security officers do **not** have enforcement authority. However, in an enforcement situation, they will report the situation immediately to a law enforcement officer and request assistance.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Houston College of Law has a goal to prevent crimes rather than to react to them after the fact. We believe the best way to accomplish this is to create an environment of crime prevention awareness on the part of students, faculty, staff, and the rest of the campus community. The primary method of creating this environment is through the College's Security Awareness and Crime Prevention Program. This Program is based on the fundamental concept of encouraging students and employees to take responsibility for their own security and the security of others. In support of this effort, Houston College of Law has implemented the following Security Awareness and Crime Prevention Programs:

1. *New Student Orientation* -A Security Awareness and Crime Prevention presentation is made to new students at orientation prior to the start of the fall and spring semesters.
2. *Escort Program* - Escort service by law enforcement officers to an individual's car or bus stop is available upon request to security at the front desk. **The College encourages you to utilize this service and recommends that you wait for the officer to meet you at the front desk before proceeding to your car or bus stop.**
3. *Key Assists* - The entrance to the College and general access areas (atrium, student lounge, hallways) are open during regular building hours (extended hours occur during final exam periods). Access to a secured area, however, will only be granted upon approval in writing from the appropriate department head.
4. *Electronic Alarm Systems* - An electronic alarm system monitors an intrusion detection network at the main building complex.
5. *Security Surveys* - Security surveys/audits are made throughout the buildings during the year to determine adequacy of facilities and to correct any deficiencies.
6. *Facilities Surveys* - Surveys of exterior lighting, doors, and grounds are performed by Property Services staff during the year, and deficiencies are corrected.
7. *Crime Prevention Publicity* - Crime prevention tips and articles are periodically published in *Security Alerts* and on the Security Tab of Stanley, the College's intranet site.
8. *Help Phones* – Phones are located in the north and south hallways, as well as next to the elevators on each floor in the Cullen, Neal, and Tower Buildings; in the Library, phones are located in the copy room as well as throughout on each floor. These help phones are for the purpose of dialing 911 or reaching an officer in the event assistance is needed.
9. *Security Alerts* – In the event that a situation arises (non-life threatening), either on or off campus, that, in the judgment of the Director of Security, constitutes an ongoing or continuing threat, a campus-wide *Security Alert* will be printed on goldenrod paper and posted on the numerous bulletin boards located on campus as well as communicated through the College e-mail system to students, faculty, and staff, and/or placed in each student mailbox and hand-delivered to all faculty and staff.

Should a disaster or life threatening event occur, the College will activate our emergency text alert system. This system is designed to enhance and improve communications so that members of the Houston College of Law campus community can stay informed. This service allows students, faculty and staff to be notified via text message and email in the event of an emergency, lock-down or campus closure. In addition, the College will utilize other appropriate communications mechanisms such as the College website, email, local radio and television stations, through the established off-site Call Center, and the College voicemail system, as deemed necessary.

TIMELY WARNINGS AND CRIME REPORTS TO THE COLLEGE COMMUNITY

Efforts are made to advise members of the campus community of crime-related problems on a timely basis. These efforts include the following:

1. Crime statistics are compiled and distributed annually.
2. In the event that a situation arises (non-life threatening), either on or off campus, that, in the judgment of the Director of Security, constitutes an ongoing or continuing threat, a campus-wide *Security Alert* will be printed on goldenrod paper and posted on the numerous bulletin boards located on campus as well as communicated through the College e-mail system to students, faculty, and staff, and/or placed in each student mailbox and hand-delivered to all faculty and staff.

Should a disaster or life threatening event occur, the College will activate our emergency text alert system. This system is designed to enhance and improve communications so that members of the Houston College of Law campus community can stay informed. This service allows students, faculty and staff to be notified via text message and email in the event of an emergency, lock-down or campus closure. In addition, the College will utilize other appropriate communications mechanisms such as the College website, email, local radio and television stations, through the established off-site Call Center, and the College voicemail system, as deemed necessary.

3. Security Alerts are also posted on the Security Tab of Stanley, the College's intranet site.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Should a disaster or life threatening event occur, the College will, without delay, and taking into account the safety of the community, determine the content and initiate the activation of our emergency text alert system. This system is designed to enhance and improve communications so that members of the Houston College of Law campus community can stay informed. This service allows students, faculty and staff to be notified via text message and email in the event of an emergency, lock-down or campus closure. In addition, the College will utilize other appropriate communications mechanisms such as the College website, email, local radio and television stations, through the established off-site Call Center, and the College voicemail system, as deemed necessary.

The Executive Operations Management Team ("EOMT") is responsible for the content, direction and implementation of this system. The EOMT is comprised of:

- President and Dean
- Senior Executive Assistant to the President and Dean
- General Counsel
- Executive Vice President
- Senior Vice President and CFO
- Senior Vice President of Advancement
- Vice President of Human Resources
- Vice President and Associate Dean for Academic Affairs
- Vice President and Associate Dean for Academic Administration
- Vice President and Associate Dean of Academic Administration & Skills Training
- Vice President of Information Technology
- Director of Library Services

Upon receipt of information indicating a potential disaster or life threatening event, the EOMT will determine the appropriate response and message to be conveyed before, during, and after such event. Based on the circumstances of the individual disaster or emergency crisis, the EOMT will determine if notification should be directed to faculty, staff, students, or the community as a whole, or any segment thereof.

EVACUATION INFORMATION

- Evacuate the building using the nearest exit
- Do NOT use the elevators
- If you are unable to get down the stairs, call 8-911 from a campus phone (or 911 from a cell phone) and give them your location
- Take personal belongings with you (keys, purses/wallets, etc.)
- Proceed to one of the designated Evacuation Assembly Points – Exhibit A
- Wait for further instructions—never attempt to return to the campus area following an evacuation until instructed it is safe to do so by a designee of the College

These procedures are also published on Stanley under the Security Tab, "Emergency Procedures Manual" channel.

The College will periodically, on an annual basis minimally, conduct tests of our emergency response and evacuation procedures. These tests may be announced or unannounced.

CRIME STATISTICS

Policy For Reporting The Annual Disclosure of Crime Statistics

The Security Department of Houston College of Law prepares this report to comply with the *Clery Act*. Campus crime, arrest and referral statistics include those reported to the Security Department, designated Campus Security Authorities (including but not limited to the Title IX Coordinator, the Vice President of Human Resources, the General Counsel, and the Director of Security), and local law enforcement agencies.

An e-mail notification is made to all enrolled students, faculty and staff of the College, that provides the web site to access this report. Copies of the report can also be obtained from the Security Department located in room 818, or by calling 713.646.1889.

A. Statistics

The administration of Houston College of Law is committed to keeping the campus community informed as part of increasing the community's crime and security awareness. In compliance with the *Clery Act*, statistics are provided in this report for the years 2013, 2014, and 2015. The statistics represent total numbers reported for both the general public and the College community. It is important to note that although a crime might appear in a particular category, it may not involve a member of the College community but rather a member of the general public.

Crime statistics do not include crimes that occur in businesses or buildings located adjacent to the College.

B. Categories Reported

On-Campus Property - Defined as: (1) Any building or property owned or controlled by an College within the same reasonably contiguous geographic area and used by the College in direct support of or in a manner related to the College's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in (1) above, that is owned by the College but controlled by another person, is frequently used by students and supports Collegial purposes.

Non-Campus Property - Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the College; or (2) Any building or property owned or controlled by a College that is used in direct support of or in relation to the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.

Public Property - Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

C. Crime Definitions

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

Rape - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

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

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Murder/Non-Negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence - The killing of another person through gross negligence.

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

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

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

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor

vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned - including joyriding.)

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

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

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

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

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or 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 Texas, Family Violence is defined in section 71.004 of the Texas Family Code.

Dating Violence: Violence committed by a person:

- a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b) Where the existence of such a relationship will be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship; and
 - Other factors as described in section 71.0021 of the Texas Family Code

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a) Fear for his or her safety or the safety of others; or
- b) Suffer substantial emotional distress

In Texas, Stalking is defined in section 42.072 of the Texas Penal Code.

CRIME STATS 2013 - 2015

	On-Campus Property			Non-Campus Property			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Criminal Offenses									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses(Incl. Rape) **									
<i>Rape</i>	0	0	0	0	0	0	0	0	0
<i>Sodomy</i>	0	0	0	0	0	0	0	0	0
<i>Sexual Assault with an Object</i>	0	0	0	0	0	0	0	0	0
<i>Forcible Fondling</i>	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-Forcible									
<i>Incest</i>	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Referrals for Disciplinary Action									
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Offense : (Crimes not reported by hierarchy)									
Arson	N/A	0	0	N/A	0	0	N/A	0	0
Domestic Violence	N/A	0	1	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0	N/A	0	0
Stalking	2	1	0	N/A	0	0	N/A	0	0

* Houston College of Law is a private law school located in an 11 story high-rise in downtown Houston and has no residential facilities.

** Statistics submitted from the Houston Police Department do not separate forcible from non-forcible rape.

Hate Crimes - On Campus

Criminal Offense	Total by Year			Category of Bias						
	2013	2014	2015	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/	Nat'l Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible										
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0

Hate Crimes - Non Campus

Criminal Offense	Total by Year			Category of Bias						
	2013	2014	2015	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/	Nat'l Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible										
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Criminal Offense	Total by			Category of Bias							
	Year	2013	2014	2015	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/	Nat'l Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible											
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0

DAILY CRIME LOG

As mandated by the *Clery Act*, Houston College of Law maintains a Daily Crime Log in which all crime incidents reported to the Security Department are recorded.

A crime is entered into the Daily Crime Log when it is reported to the Security Department. If a crime is initially reported to a Campus Security Authority (including but not limited to the Title IX Coordinator, the Vice President of Human Resources, the General Counsel) other than the Security Department, it is not recorded in the Log unless it is subsequently brought to the attention of the Security Department.

Clery Act requirements for inclusion in this Log are:

- The nature of the reported incident.
- The date and time the incident was reported.
- The date and time the incident occurred. The general location of the incident.
- The disposition of the incident, if known.

The Daily Crime Log is located at the College's main entrance and is available for review during normal hours of operation.

WEAPONS

Pursuant to Texas Penal Code Section 46.03(a): A person commits an offense if, with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a), he intentionally, knowingly, or recklessly goes:

(1) on the physical premises of a school, an educational College, or a passenger transportation vehicle of a school or an educational College, whether the school or educational College is public or private, unless pursuant to written regulations or written authorization of the College.... **Any such offense is a third degree felony.** Section 46.03 has been amended effective January 1, 1996 as follows:

(f) **it is not** a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a CONCEALED or OPEN CARRY handgun under Article 4413(29ee), Revised Statutes.

The newly enacted Article 4413(29ee) LICENSE TO CARRY A CONCEALED HANDGUN, has caused Section 4, Chapter 46, of the Penal Code to be amended by adding Section 46.035(b)(2) UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER prohibiting carrying "on the premises where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event."

Therefore, STCL has put in place a policy that in effect will enforce any violation of Texas Penal Codes forbidding weapons in an educational College.

WEAPONS POLICY

Houston College of Law weapons policy follows the Texas Penal Code in prohibiting the carrying or possession of any type of firearm, illegal knife, club or any other weapon, concealed or not, on the physical premises or in a passenger transportation vehicle of an educational College. This includes any area of the College or offsite College premises, or any grounds or building where an activity sponsored by the College is being conducted or any College vehicle, or the site of any College related activities.

To do so constitutes a third degree felony even though the offending party may be licensed under Texas's concealed handgun law. This applies to all constituents of the College, whether student, faculty, staff, vendor, applicant or any other category of visitor.

The only exception is any law enforcement officer or government agent, whether in or out of uniform, whether on or off duty, who is required to carry a weapon as a matter of complying with the regulations of the agency by which employed.

The College prohibits employees from placing personal locks on College property. The College reserves the right to conduct a search of an employee, an employee's work area, an employee's personal items, or any vehicle in the possession or subject to the control of the employee to determine whether or not a weapon prohibited by the policy is present. Such a search includes, but is not limited to a visual inspection, a physical search, and/or the use of a metal detector. Failure to comply with the College's request to conduct a search as specified above may result in the termination of employment.

HOUSTON COLLEGE OF LAW ILLEGAL DRUG AND ALCOHOL ABUSE PREVENTION POLICY

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that Houston College of Law, a College of higher education, certify that it has adopted and implemented, and will administer in good faith, a program to prevent the unlawful possession, use or distribution of illegal drugs and alcohol, the misuse of prescription drugs, and the abuse of alcohol by students and employees. This certification is a condition of receiving funds, grants or any other form of financial assistance under any Federal program, including all Federally funded student financial aid.

STANDARDS OF CONDUCT

Students and employees (faculty, staff or any other individual receiving a salary, wage, or other compensation) of Houston College of Law are expected to abide by local, state and federal laws relating to the use of alcohol and other drugs, including State of Texas underage drinking laws. The College prohibits the unlawful manufacture, possession, use, or distribution of illicit drugs, and alcohol, the misuse of prescription drugs and the abuse of alcohol by students and employees while on College property, or while representing the College, or while participating in College activities whether on or off College property.

AUTHORIZED USE OF PRESCRIBED MEDICINE

Students or employees undergoing prescribed medical treatment with any drug or controlled substance which interferes with student or work activity must report such treatment to the Vice President of Human Resources, and the immediate supervisor in the case of staff employees. Prescribed medicine should be kept in its original container, which identifies the drug, date of prescription, prescribing doctor, and the person for whom the drug is prescribed.

COLLEGE DISCIPLINARY SANCTIONS

Compliance with the Houston College of Law Illegal Drug and Alcohol Abuse Prevention Policy is a condition of student enrollment and faculty and staff employment.

Any student or employee of Houston College of Law found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution. Appropriate action may also include requiring the student or employee to satisfactorily complete a drug or alcohol rehabilitation program.

Further, employees must notify the Vice President of Human Resources or the President and Dean of the College of any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business, or while representing the College, no later than five (5) days after such conviction.

LEGAL SANCTIONS

Both Federal and State Law make it a criminal offense to manufacture, distribute, dispense or simply possess an illegal drug. State laws also contain penalties for the abuse or misuse of alcoholic beverages. Both sets of laws carry penalties for violations, which could include community service, monetary

finances and imprisonment.

STATE PENALTIES AND SANCTIONS CONCERNING DRUGS

The statutes in Texas which regulate an individual's involvement with drugs are the Dangerous Drug Act (Tex. Health & Safety Code Ann. Title 6, Chapter 483) and the Controlled Substance Act (Tex. Health & Safety Code Ann. Title 6, Chapter 481). Penalties for convictions under these statutes range from probation to 99 years of imprisonment and fines escalating to \$1,000,000. These penalties are determined by individual circumstances, the category or type of drug involved, and whether one is a repeat offender.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

21 U.S.C. 844 (a)

First Conviction: Up to one year imprisonment and fined a minimum of \$1,000 or both.

After one prior drug conviction: Not less than 15 days in prison, but not more than two years and fined a minimum of \$2,500 or both.

After two or more prior drug convictions: Not less than 90 days in prison, not to exceed three years and fined a minimum of \$5,000 or both.

Special sentencing provision for possession of crack cocaine: Mandatory not less than five years in prison, not to exceed 20 years and fined a minimum of \$1,000 or both if:

- (a) First conviction and the amount of crack possessed exceeds 5 grams.
- (b) Second crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) Third of subsequent crack convictions and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) AND 881(a)(7)

Forfeiture of personal and real property used to commit or to facilitate possession of a controlled substance, if that offense is punishable by more than one year imprisonment. (See special sentencing provisions above regarding crack.)

21 U.S.C. 862

Denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

21 U.S.C. 881(a)(4)

Forfeiture of all conveyances, including vehicles, boats, aircrafts which are used (or are intended for use) to transport or in any manner to facilitate the transportation, sale, receipt, possession or concealment of a controlled substance.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

MISCELLANEOUS

Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

STATE LAWS AND PENALTIES REGARDING ALCOHOL ABUSE

From *Vernon's Annotated Texas Penal Code*:

Sec 49.02, *Public Intoxication*, Class C misdemeanor carrying a fine not to exceed \$500.

Sec 49.03, *Consumption of Alcohol While Driving*, Class C misdemeanor carrying a fine not to exceed \$500.

Sec 49.04, *Driving While Intoxicated*, Class B misdemeanor carrying a fine not to exceed \$2,000; confinement in jail for a term not to exceed 180 days; or both such fine and confinement.

Sec 49.07, *Intoxication Assault*, Third degree felony with imprisonment for any term of not more than ten years or less than two years; may also be punished by a fine not to exceed \$10,000.

Sec 49.08, *Intoxication Manslaughter*, Second degree felony with imprisonment for any term of not more than 20 years or less than two years; may also be punished by a fine not to exceed \$10,000.

Sections 705 and 724 of the Texas Transportation Code provide for the testing of alcohol or controlled substance abuse and the revocation of a driver's license upon positive proof of alcohol or controlled substance abuse.

Sections 106.02, 106.04, and 106.05 of the Texas Alcoholic Beverage Code state that it is unlawful for a person under 21 years of age to purchase, possess or consume an alcoholic beverage except under limited circumstances set out in the statutes. These offenses are misdemeanors and call for fines that may be as high as \$1,000 for the repeat offender.

CITY OF HOUSTON ORDINANCE

In Section 3-3 of the Houston ordinance regulating Alcohol in the Central Business District, *central business district* (of which the College is a part) means the area depicted as the central business district of the city on the map that was adopted by city council resolution no. 93-109 and was approved by order of the Texas Alcoholic Beverage Commission dated January 25, 1994, true copies of which map, resolution and order are on file in the office of the city secretary.

Licensed premises means the premises of any place for which a Texas Alcoholic Beverage Commission permit or license has been issued that allows on-premises consumption of alcoholic beverages.

Open container means an alcoholic beverage container that is no longer sealed.

(a) It shall be unlawful for any person to be in possession of an open container in the central business district.

(b) It shall be unlawful for any person to engage in the public consumption of any alcoholic beverage in the central business district.

(c) It is a defense to prosecution under this section that the alleged offense took place in a motor vehicle, in a building not owned or controlled by the city, in a residential structure or on a licensed premises that is situated in the central business district. (Ord. No. 94-597, 2, 6-15-94)

HEALTH RISKS

Drug and alcohol abuse is a major problem in the United States. Significant health risks are associated with the use of illegal drugs and the abuse of alcohol.

Alcohol consumption causes a number of marked changes in behavior. Even small amounts significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Small to moderate amounts of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very large amounts cause respiratory depression and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. When alcohol dependence exists, sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants often suffer irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other children.

AVAILABLE ALCOHOL & OTHER DRUG PREVENTION, COUNSELING TREATMENT, & REHABILITATION PROGRAMS

Resources are readily available to assist any person who is having a problem with substance abuse or who is concerned with someone else's drug or alcohol use. The College prefers to address problems concerning substance abuse, which could include illicit drug use, alcohol abuse, or misuse of prescription drugs, through rehabilitation methods, and will encourage individuals to seek treatment. However, if a student's or employee's conduct or actions would subject them to disciplinary action, disciplinary action cannot be avoided by a request for assistance.

Confidential referral for counseling, treatment, and rehabilitation programs are available to students from the Assistant Dean of Student Academic Affairs, and to employees from the Vice President of Human Resources.

The Office of Human Resources and the Office of Academic Affairs & Student Counseling have listings of alcohol and drug abuse counseling and rehabilitation centers in the Houston area and other Texas regions, some of which are shown here:

TOLL-FREE HOTLINES

1.800.343.8527 (TLAP): Texas Lawyers Assistance Program is a committee of lawyers and judges throughout the State, a professional staff who are also lawyers, and a statewide network of volunteers, all of whom are committed to helping troubled law students, and attorneys get the assistance and support they need with chemical dependency, stress, depression or similar problems. All communications are kept strictly confidential.

HOUSTON AREA

Alcoholics Anonymous Intergroup (meetings only):	713.686.6300 (Main Office)
Al-Anon- Family or Adult Children of Alcoholics:	713.683.7227
Houston Council on Alcoholism or Drug Abuse:	713.942.4100
Next Step TRS Behavioral Care, Inc.:	1.877.627.4389

This policy further implements the Illegal Drug and Alcohol Abuse Prevention Policy originally adopted and implemented on September 4, 1990. The previously adopted policies concerning drugs and alcohol continue in effect and are not superseded hereby.

DRUG ABUSE PREVENTION POLICY

1. "Illegal drugs" shall be defined as a substance or substances defined and regulated under the provisions of Article 4476-14 or Article 4476-15 of *Vernon's Texas Civil Statutes*, except as may be allowed by said provisions and included, but is not limited to, Central Nervous System ("CNS") depressants, CNS stimulants, hallucinogens and other illegal drugs such as PCP (angel dust).
2. "Use" of a drug shall include use, possession, manufacture, sale or distribution on campus of any one or more illegal drugs.
3. "On Campus" shall mean any building, facility, grounds or other property owned, leased or controlled by Houston College of Law.
4. "Drug Officer" shall mean the person charged by the Dean (the Vice President of Human Resources) with the responsibility to oversee and coordinate campus disciplinary procedures. Unless personal action by the Drug Officer is expressly required, the term shall mean "Drug Officer or his/her designee."
5. The use of illegal drugs on campus is contrary to the policy of the College and is hereby prohibited.
6. Any person violating this policy will be subject to disciplinary action, conducted in accordance with the College's "Procedures for Use in Illegal Drug Cases."
7. Any person observing the use of illegal drugs on campus should report same to the Drug Officer or the Dean's office.

PROCEDURES FOR USE IN ILLEGAL DRUG CASES

I. DEFINITIONS

1. "Illegal drugs" shall be defined as a substance or substances defined and regulated under the provisions of Article 4476-14 or Article 4476-15 of *Vernon's Texas Civil Statutes*, except as may be allowed by said provisions and includes, but not limited to, Central Nervous System ("CNS") depressants, CNS stimulant, hallucinogens and other illegal drugs such as PCP (angel dust).
2. "Use" of a drug shall include use, possession, manufacture, sale or distribution on campus of any one or more illegal drugs.
3. "Drug Officer" shall mean the person charged by the Dean (the Vice President of Human Resources) with the responsibility to oversee and coordinate campus disciplinary procedures. Unless personal action by the Drug Officer is expressly required, the term shall mean "Drug Officer or his/her designee." During any time that there is no Drug Officer appointed, the term shall mean the Dean or his/her designee.
4. "On Campus" shall mean any building, facility, grounds or other property owned, leased or controlled by Houston College of Law.
5. "Penalty" shall mean the sanction imposed for violating the Policy. The sanction imposed for violating the Policy may be suspension of the offending student for such period of time as may be determined by the Drug Officer or Hearing Committee or Hearing Officer, as the case may be.
The sanction shall not be carried out until it has been approved by the Dean.
6. "The Hearing Committee" is a fair and impartial committee/officer appointed by the Dean in his/her discretion to hear a particular case.
7. "Policy" shall be defined as the College's policy found in the Academic Regulations, which prohibits the use of illegal drugs on campus by students.

II. COMPLAINT FILED

Any person having knowledge of use of illegal drugs on campus should report said event to the Drug Officer.

III. INVESTIGATION, SUMMONS & INTERVIEW

The Drug Officer or his/her designee shall determine if there are reasonable grounds to believe there was a violation of the Policy. If the Drug Officer or his/her designee believes there is a violation of the Policy, he/she shall summon the student and discuss the charges and evidence with the student and give the student the opportunity to respond. If the Drug Officer or his/her designee still believes there is a violation of the Policy, he/she shall initiate disciplinary action. The student is entitled to choose either to accept a process through the Drug Officer or may request a formal hearing.

IV. INTERIM ACTION

Where it is determined by the Drug Officer or his/her designee that the student's continuing presence

poses a danger to persons or property or ongoing threat of disrupting the academic process, the Drug Officer or his/her designee may take immediate interim disciplinary action including suspension. No such action may be taken until the Drug Officer or his/her designee discusses or attempts to discuss the case with the student. If interim action is taken, a hearing or other process shall be scheduled as soon as possible thereafter.

V. FORMAL HEARING

A student may request a formal hearing to the Hearing Committee/Hearing Officer within a period of time not exceeding 10 days. Said request shall be in writing.

VI. PROCEDURES BEFORE THE HEARING COMMITTEE/ HEARING OFFICER

The Hearing Committee/Hearing Officer shall abide by the following procedures:

1. The Drug Officer shall schedule a hearing within a reasonable period of time not exceeding 30 days after a request therefore is filed. The Drug Officer shall notify the student in writing of the time, date and place of the hearing.
2. The College shall be represented by the Drug Officer or his/her designee.
3. The Drug Officer shall provide to the student a list of witnesses, documentary evidence and brief summary of the proposed testimony of the witnesses within a reasonable time prior to the hearing. The Drug Officer may require the student to provide the same type of information to the Drug Officer within a reasonable time before the hearing.
4. Not less than 20 days prior to the hearing, the student may file with the Dean a writing challenging for good cause shown the impartiality of the Hearing Committee members or Officer. The Dean shall act on any such challenge and shall appoint an impartial replacement for any person against who the challenge is sustained.
5. Each party shall have an opportunity to present orally or in writing its own version of the facts and to present other evidence in support of its case.
6. Each party shall have the right to hear the evidence and ask questions of the witnesses either directly or through the Hearing Committee/Hearing Officer.
7. The Chairman of the Hearing Committee/Hearing Officer shall preside over the hearing and rule on all evidentiary and procedural matters.
8. The student may be counseled by an advisor including an attorney during the hearing. However, an advisor/attorney shall not be allowed to participate in the hearing process other than to advise the student unless the College uses an attorney other than the Drug Officer to present its case.
9. The College has the burden of proving its cases by the preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not.
10. Either party at its own expense may make a record of the proceedings by use of a tape recorder, court reporter, written summaries of the proceedings or other reliable means of making a record.
11. After hearing all the evidence, the Committee shall determine by majority vote of those present or, if a Hearing Officer is used in lieu of a Committee, the Hearing Officer shall determine if the

student violated the Policy. If it is found the student violated the policy, the Committee shall recommend to the Dean an appropriate penalty.

12. Student hearing shall be closed to the public.

13. Any determination that the Policy has been violated shall be based only on the evidence presented at the hearings.

VII. APPEAL FROM HEARING COMMITTEE/HEARING OFFICER

The decision at the hearing stage shall be final, subject to the last sentence of Paragraph 5 of Section I above.

DRUG FREE WORK PLACE POLICY

In order to comply with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) federal statute enacted by Congress, and in keeping with the ongoing effort to provide a safe and pleasant work environment, the following policy is being reiterated from the previously stated policy of March 18, 1988 and will apply to all Houston College of Law employees, including faculty, staff, administrators and student employees.

Our policy is as follows:

Employees are expected and required to report to work on time and in appropriate mental and physical condition to work. It is the intent of the College to provide a drug-free, healthful, safe and secure work environment.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or while conducting College business off College premises, or while representing the College is absolutely prohibited.

Reporting to work under the influence of a controlled substance is also prohibited.

The College recognizes drug dependency as an illness and a major health problem. The College also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek professional assistance. Eligible employees can make use of the benefits as described in the group health insurance plan.

The Vice President of Human Resources or the Assistant Dean of Student Academic Affairs will assist in locating appropriate professional help. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.

As a condition of College employment, every employee shall

(1) Abide by the terms of this policy and

(2) Notify the Vice President of Human Resources or the President and Dean of the College of any conviction under a criminal drug statute for violations occurring on or off College

premises while conducting College business, or while representing the College, no later than five (5) days after such conviction.

Any employee found in violation of this policy shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program.

The College's previously stated Drug Abuse Prevention Policy dated March 18, 1988 continues in force and effect, as to employees and students. The College's Procedures for Use in Illegal Drug Cases dated March 19, 1988, shall likewise continue in force and effect insofar as violations or alleged violations by students are concerned. The "Drug Officer" designated in such procedures is hereby designated as the Vice President of Human Resources.

HOUSTON COLLEGE OF LAW SEXUAL MISCONDUCT POLICY

Houston College of Law does not discriminate on the basis of sex in its educational programs; sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Houston College of Law issues this statement of policy to inform the community that we have developed a comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, when it is reported to a College official regardless if the incident occurs on or off campus. In this context, Houston College of Law strongly condemns the offenses of domestic violence, dating violence, sexual assault and stalking; thereby reaffirming our commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community. Sex offenses will not be tolerated by any student, employee, volunteer, or visitor.

For a complete copy of Houston College of Law's policies governing sexual misconduct, visit the Student Handbook, the Faculty Handbook or the Employee Handbook available on Stanley.

A. Definitions

The College has established a Coordinated Community Response Team. The team consists of the Title IX Coordinator, the VP of Human Resources, the General Counsel, and the Director of Security. The team meets quarterly and is responsible for developing, reviewing, and revising protocols, policies and procedures addressing violence against women on campus.

Consent: Legal sexual relations require consent. There is no consent if there is the threat or use of physical force or violence, the victim is unconscious, the victim is physically unable to resist, including because of severe intoxication. Also, there is no consent if the perpetrator knows the victim is unable to assess, understand or resist the assault, including when the perpetrator uses an impairing substance without the victim's knowledge, if the victim is unaware the sexual assault is occurring, or if the victim is unable to assess or resist the assault because of mental disease.

Sexual Assault: Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. In Texas, Sexual Assault is defined in Texas Penal Code 22.011.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person

cohabitating with or has cohabitated with the victim as a spouse, or 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 Texas, Family Violence is defined in section 71.004 of the Texas Family Code.

Dating Violence: Means violence committed by a person:

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) Where the existence of such a relationship will be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship.

In Texas, Dating Violence is defined in section 71.0021 of the Texas Family Code.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (a) Fear for his or her safety or the safety of others; or
- (b) Suffer substantial emotional distress

In Texas, Stalking is defined in section 42.072 of the Texas Penal Code.

B. Education and Prevention Programs

The College engages in comprehensive educational programming to help prevent domestic violence, dating violence, sexual assault and stalking. Educations programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- (a) Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- (b) Defines what behavior constitutes domestic violence, dating violence sexual assault, and stalking;
- (c) Defines what behavior and actions constitute consent to sexual activity in the State of Texas;
- (d) Provides safe and positive options for bystander intervention 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 the bystander ;
- (e) Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks;
- (f) Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The College is developing an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; participating in the Spring or Fall Faculty orientation program; presenting programs throughout the year, including: printed materials and web-based training programs.

C. Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as academic, transportation and working accommodations, if reasonably available. Students and employees should

contact the Title IX Coordinator, the VP of Human Resources, the General Counsel or the Director of Security.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon possible at a local hospital Emergency Room. In Texas, evidence may be collected even if you chose not to make a report to law enforcement.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College investigators or police. The College requires all employees to report violations of this policy to the Title IX Coordinator, the VP of Human Resources, the General Counsel, or the Director of Security. It is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The College Security Department will assist any victim with notifying local police if they so desire. Houston Police Department may also be reached directly by calling 911 or (713) 884-3131, in person at 1200 Travis Street, Houston, Texas. Additional information about the Houston Police department may be found online at: <http://www.houstontx.gov/>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, the VP of Human Resources, the General Counsel or the Director of Security (if the victim so desires.) The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Security Department or law enforcement to preserve evidence in the event that the victim changes his/her mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure College Will Follow	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), College will provide complainant with information on how to access medical care 2. College will assess immediate safety need of complainant 	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated using the <i>preponderance of the evidence</i> standard

	<ol style="list-style-type: none"> 3. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. College will provide complainant with referrals to on and off campus mental health providers 5. College will assess need to implement interim or long-term protective measures, change in class schedule, "No Contact" directive between both parties 6. College will provide a "No trespass" directive to accused party if deemed appropriate 7. College will provide information on how to apply for Protective Order 8. College will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 9. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 10. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	
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Stalking	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. College will provide information on how to apply for Protective Order 4. College will provide written information to complainant on how to preserve evidence 	<p>If the stalking is sexually based, it may fall under the College's Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated using the <i>preponderance of the evidence</i> standard.</p>
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	<ol style="list-style-type: none"> 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide a “No Trespass” directive to accused party if deemed appropriate 	
Dating Violence	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. College will provide information on how to apply for Protective Order 4. College will provide written information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. College will provide a “No Trespass” directive to accused party if deemed appropriate 	If the dating violence incident is sexually based, it may fall under the College’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated using the <i>preponderance of the evidence</i> standard.

Domestic Violence	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of complainant 2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. College will provide information on how to apply for Protective Order 4. College will provide written information to complainant on how to preserve evidence 5. College will assess need to implement interim or long-term protective 	If the act of domestic violence is sexually based, it may fall under the College’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated using the <i>preponderance of the evidence</i> standard.
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	<p>measures to protect the complainant, if appropriate</p> <p>6. College will provide a “No trespass” directive to accused party if deemed appropriate</p>	
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D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Texas, a victim of domestic violence, dating violence, sexual assault or stalking have certain rights that can be found in Chapter 56 of the Code of Criminal Procedure. Houston College of Law complies with Texas law in recognizing Protection Orders. Any person who obtains an order of protection from Texas or any reciprocal state should provide a copy to the Security Department and the Office of the Title IX Coordinator. A complainant may then meet with the Director of Security to develop a Safety Action Plan, which is a plan for campus security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. Protection from abuse orders may be available by filing an application for a Protective Order with the Harris County’s District Attorney’s Office.

To the extent of the victim’s cooperation and consent, College departments including Student Academic Affairs, Human Resources, Academic Affairs and Security will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. A student should contact the Title IX Coordinator, the VP of Human Resources, the General Counsel or the Director of Security for assistance. Staff employees and faculty members should discuss different work-related options with the VP of Human Resources. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the campus security department’s Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by sending a written request to the Security Department.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

- HCL Student Academic Affairs:
 - 1) Gena Singleton, Assistant Dean (Room 832): 713.646.1778
 - 2) Lyndsay Garmond, J.D. (Room 832): 713.646.2967
 - 3) studentacademicaffairs@stcl.edu

- HCL Wellness Program
 - 1) Stress Management Workshops
 - 2) Mental Health and Substance Abuse Screening, Assessments, and Resources

3) Sex Offense Prevention / Harassment Prevention / Alcohol and Drug Abuse Prevention

Houston Area:

- Rape Crisis Hotline.....713.528.7273
- Crisis Hotline of Houston.....713.228.1505

Woman’s Advocacy Project:

- Family Law Hotline.....800.777.FAIR
- Family Violence Legal Hotline.....888.374.HOPE
- Emergency Advocate Hotline.....888.325.SAFE

Victim’s Services:

- TDCJ Victim’s Services Division.....800.848.4284
- Texas Family Violence Legal Hotline.....800.374.4673
- National Domestic Hotline.....800.799.7233

E. Adjudication of Violations

Whether or not criminal charges are filed, the College or a person may file a complaint under the Sexual Misconduct Policy, alleging that a student or employee violated the College’s policy. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Security will automatically be referred to the Title IX Coordinator regardless of fact that the complainant chooses to pursue criminal charges.

The College disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation that protects the safety of the victim and promotes accountability.

The POLICY provides that:

1. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
2. A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the college’s Student Conduct Code?”;
3. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
4. The accuser and the accused each have the right to appeal the outcome of the hearing by providing a written request to the President and Dean.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the College’s Sexual Misconduct Policy located in the Student Handbook and Employee Handbook in order to remedy any hostile environment. Individuals who wish to discuss a concern or those individuals who wish to file a formal complaint may do so without fear of retaliation from the college, and without fear of being penalized for minor infractions of student or employee conduct codes relating to the matter. However, a complainant who knowingly or intentionally files a false complaint will be subject to disciplinary action. When a

complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College's ability to respond to the complaint may be limited.

F. Confidentiality

The College understands that reports of harassment, and particularly of sexual harassment, frequently involve very private matters, and that the complaining party or other witnesses frequently wish not to be identified or disclosed to the accused or to persons outside the investigation. Moreover, the accused party frequently desires that a matter should be handled discreetly and confidentially. The College will attempt to respect the needs of the parties for confidentiality insofar as is possible and fair to other participants in the investigation. However, confidentiality must sometimes give way to the needs of the investigation, fair procedure, or effective remedy or deterrence. Fairness requires that the person accused of harassment must know the identity of the accuser and other witnesses unless there is no dispute about the material facts and circumstance of the conduct alleged to be sexual harassment, or proof of the harassment does not depend on any particular witness. If the complaining party refuses to agree to disclose his/her identity to the accused, the College will cease further processing of the complaint, or treat the matter as one requiring informal action in order to counsel the accused party with respect to the conduct that provoked the charge.

G. Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. Compliance with the Houston College of Law Sexual Misconduct Policy is a condition of student enrollment and faculty and staff employment. Any student or employee of Houston College of Law found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion or termination of employment following an on-campus disciplinary procedure. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: "No Trespass" directives, academic, transportation and working accommodations, if reasonably available. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Houston College of Law.

POLICY AGAINST HARASSMENT

IN GENERAL

The College prohibits improper harassment of all kinds by any member of the College community, including any student, professor, staff, administrator or other employee where the harassment is against another member of the College community. In particular, the College prohibits harassment that is because of a person's race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or gender expression, or disability. A special policy and definition regarding sexual harassment is set forth in the next section.

The College is also concerned about any improper harassment by or against any contractor performing business for the College or on the College's premises, and about improper harassment by or against any other visitor on the College's premises.

SEXUAL HARASSMENT

The College prohibits sexual harassment by any member of the College community, including any student, professor, staff, administrator or other employee against any other member of the College community. For example, sexual harassment is prohibited whether it occurs between two or more professors; or between two or more staff members; or between a professor and a student; or between a professor and a staff member; or between a staff member and a student. The College is also concerned about any sexual harassment by or against any contractor performing business for the College or on the College's premises, and about sexual harassment by or against any other visitor on the College's premises.

Sexual harassment includes an unwelcome sexual advance or request that involves an express or implicit threat of retaliation or offer of academic or employment benefit. A sexual advance or request that does not involve any threat or offer may still constitute sexual harassment if it occurs in a way that unreasonably interferes with a person's academic or work performance, or creates an abusive environment, because of its persistence or offensive manner.

Sexual harassment also may include any other offensive conduct that involves a sexual nature or theme; that disparages women or men as a class; or that disparages or humiliates any individual in a sexual manner. Single, isolated incidents of offensive or improper conduct do not ordinarily warrant a complaint under this policy unless or until they become part of a pattern of harassment. However, even a single sexual advance, request or disparagement may be so offensive or so disruptive to a person's performance as a student or employee that it constitutes sexual harassment in the first instance.

Some examples of conduct that may constitute or be part of a pattern of sexual harassment, depending on the circumstances, severity and pervasiveness or persistence of the conduct, are as follows:

- unwelcome sexual flirtations, innuendos, advances or propositions;
- any suggestion that academic evaluation may depend on consent to a sexual relationship;
- graffiti, photographs, cartoons or other displays or materials that are sexual in nature or that are offensive or derogatory to men or women as a class;
- inappropriate touching or physical contact;

- offensive and uninvited sexual humor;
- whistling or other sounds or gestures that convey a message of sexual invitation or judgment;
- uninvited discussion or inquiry with another individual about that individual's sexual activities or lifestyle;
- leering or ogling.

Conduct that fits the definition of sexual harassment may constitute sexual harassment whether or not the harasser and the complaining party are of different genders, and whether or not the harasser is motivated by sexual attraction or hostility to a particular gender. For example, uninvited "hazing" that is directed by men against other men, and not against women, may constitute illegal and improper harassment because it discriminates against men.

GRIEVANCE PROCEDURE

If any student believes he/she has been improperly harassed, the student should report the matter as soon as reasonably possible to the Title IX Coordinator, the Vice President of Human Resources, the General Counsel, or the Director of Security. The manner of the College's investigation, and any action with respect to the matter, will depend on the nature of the offense and whether the person against whom a report has been made is a student, employee, faculty member or administrator.

CONFIDENTIALITY

The College understands that reports of harassment, and particularly of sexual harassment, frequently involve very private matters, and that the complaining party or other witnesses frequently wish not to be identified or disclosed to the accused or to persons outside the investigation. Moreover, the accused party frequently desires that a matter should be handled discreetly and confidentially. The College will attempt to respect the needs of the parties for confidentiality insofar as is possible and fair to other participants in the investigation. However, confidentiality must sometimes give way to the needs of the investigation, fair procedure, or effective remedy or deterrence. Fairness requires that the person accused of harassment must know the identity of the accuser and other witnesses unless there is no dispute about the material facts and circumstance of the conduct alleged to be sexual harassment, or proof of the harassment does not depend on any particular witness. If the complaining party refuses to agree to disclose his/her identity to the accused, the College will cease further processing of the complaint, or treat the matter as one requiring informal action in order to counsel the accused party with respect to the conduct that provoked the charge.

The fact of the charge, the results of the College's investigation and the College's remedial action will ordinarily be treated by the College as confidential, and to be discussed only between those involved in the investigation or remedial aspects of the matter, unless public disclosure of the College's action is necessary to remedy the effects of a course or pattern of sexual harassment within the College community, or unless the law requires disclosure to certain public authorities.

POLICY AGAINST RETALIATION & PROHIBITION AGAINST MALICIOUS CHARGES

The definition of harassment is necessarily vague, and whether improper harassment has occurred frequently depends on circumstances and context unique to each case. Reasonable people sometimes disagree as to what constitutes improper harassment. Regardless of the outcome of a charge or investigation of harassment, the College will not retaliate against a person who has acted in good faith

in filing a harassment charge or acting as a witness. Furthermore, the College prohibits retaliation by any individual administrator or member of the faculty or staff against a person who has acted in good faith in reporting harassment or acting as a witness. Charges made in bad faith, which the charging party knows to be untrue, or which are for malicious purposes, may result in formal disciplinary action.

INFORMAL & FORMAL ACTIONS TO REMEDY HARASSMENT

The College's goal in any case of harassment is to provide remedy for the affected parties and deter future misconduct. Because the definition of harassment is so imprecise, and because the existence of sexual harassment depends so much on context, the College may find in some instances that informal counseling and education are a sufficient remedy and deterrent. The College may also find that a particular case of harassment is an isolated and relatively minor offense warranting only informal counseling. However, depending on the seriousness of the offense, the College may determine for the purposes of remedy and deterrence that formal disciplinary action is required. The complaining party's recommendation for either informal or formal action will be an important factor but will not be the only factor in the College's decision regarding appropriate disciplinary action.

FORMAL PROCEEDINGS

If the grievance is against a student, and the Title IX Coordinator believes formal disciplinary action is appropriate, the Title IX Coordinator may issue a complaint and appoint a hearing committee with respect to the matter. Unless the Title IX Coordinator specifies otherwise in the complaint, committee appointments and proceedings will be in accordance with the College's procedure for cases of academic misconduct, Article I, Section 3 through 9; Article II, from the beginning paragraph through item (7); Article IV; and Article V.

If the grievance is against an employee or administrator, the manner of proceeding will be determined by the Title IX Coordinator or the Vice President of Human Resources, in accordance with the College's Sexual Harassment Policy for employees.

If the grievance is against a member of the faculty, and the Title IX Coordinator believes formal disciplinary action may be appropriate, the Title IX Coordinator will proceed in accordance with the rules and policies then in effect for matters involving faculty discipline.

If the grievance is against a contractor or a visitor to the College, the Title IX Coordinator will address the matter, as he/she deems appropriate, including, if necessary, excluding the contractor or visitor from the premises or barring any future business with the contractor or visitor.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

In keeping with the College's commitment to provide a supportive work environment, the College prohibits harassment of employees by anyone, including any manager, supervisor, co-worker (faculty or staff), student, vendor, client or visitor to the College.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex when: (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, sexual orientation, gender identity or gender expression, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Some examples that may constitute harassment:

- subtle or overt pressure for sexual activity
- offensive sexual graffiti
- physical aggression such as unnecessary touching, brushing, pinching and patting
- sexual innuendos made at inappropriate times
- verbal sexual abuse disguised as humor
- provocative whistling
- obscene gestures, jokes or remarks
- verbal harassment or abuse
- sexist remarks about a person's clothing, body or sexual activities
- leering at or ogling of a person's body
- derogatory references or disparaging remarks about one's gender

Harassment may be committed by a person of either sex against a person of the opposite or same sex.

If any employee feels they have been harassed in any manner, it should be reported immediately to the Title IX Coordinator or the Vice President of Human Resources. All complaints will be investigated, in cooperation with the employee appointed to coordinate the College's compliance efforts.

Any employee who believes that the action or words of anyone constitutes harassment in any form has a responsibility to report it as soon as possible to his or her supervisor, the Title IX Coordinator, the Vice President of Human Resources. The College will make every attempt to keep the information provided in the complaint and investigation process confidential to the fullest extent possible.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must promptly advise the Vice President of Human Resources or an Associate Dean who will handle the matter in a timely manner.

All complaints will be investigated promptly and thoroughly in an impartial manner. Where confirmed, any employee who is found to have harassed another employee will be subject to appropriate disciplinary action, which may include immediate termination of employment.

REGISTERED SEX OFFENDER INFORMATION

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires Colleges of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each College of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Texas, convicted sex offenders must register with the Department of Public Safety. You can link to this information, which appears on Texas Department of Public Safety website, by accessing <https://records.txdps.state.tx.us/SexOffender/>.