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1.0 WELCOME

Dear Reader:

The University of Houston-Clear Lake (UHCL) is committed to providing the members of the campus community and visitors with the safest and most secure environment possible. With this in mind, even the most extensive initiatives cannot succeed without awareness and cooperation from the community members who work, study, and live on campus. This report includes security and safety information for each of the UHCL campuses: UHCL, UHCL Pearland, and UHCL Texas Medical Center.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all postsecondary institutions to disclose campus crime statistics and security information. The act was passed into law in 1990 as the Crime Awareness and Campus Security Act. A 1998 amendment renamed the act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986 (the catalyst for the original legislation). The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires the collection, reporting and dissemination of crime and fire data to the campus community and to the Department of Education. The Act is intended to provide employees, students and their families, and potential employees, students and families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

In compliance with this Act, the university’s designated Clery Authority is Interim Chief of Police Allen Hill. Through Chief Hill, the University of Houston-Clear Lake Police Department has produced the Annual Security Report, which contains the aforementioned information. In addition to campus crime and fire statistics, this report is also a resource guide for campus safety services and crime prevention strategies. Inquiries about this report may be directed to Chief Hill at (281) 283-2222 or by electronic mail: policechief@uhcl.edu

We hope this publication proves helpful and informative.

Sincerely,

Allen Hill

Interim Chief of Police

University of Houston-Clear Lake
2.0 Definitions

The following is a list of definitions that apply to this report:

A. Campus:
   a. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
   b. Any building or property that is within or reasonably contiguous to the area identified in paragraph (a) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

B. Campus Business Day: Monday through Friday, excluding any day when the institution is closed.

C. Campus Business Hours: Between 8 A.M. and 5 P.M. on business days.

D. Campus Security Authority (Include all of the following):
   a. A campus police department or a campus security department of an institution.
   b. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
   c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
   d. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor. **Pastoral or professional counselors are encouraged, if and when they deem appropriate, to inform persons they counsel of any procedures.

5. Clery Authority: The person or persons responsible for overseeing the university's Clery compliance. This person is also responsible for the completion of the Annual Security Report and the posting of Clery Statistics.

6. Non-Campus Building or Property:
   a. Any building or property owned or controlled by a student organization that is officially recognized by the institution.
   b. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by
students, and is not within the same reasonably contiguous geographic area of the institution (i.e. Pearland Campus, TMC Campus).

7. On-Campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

8. Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

9. Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

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

11. Referred for Disciplinary Action: The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction. This does not include criminal charges obtained through the University Police. Criminal charges and campus disciplinary action are independent processes.

12. Test: Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

13. Voluntary Confidential Reporting: When the victim of a crime does not want to pursue action within the university system or the criminal justice system, but still wishes to report the crime and not reveal his/her identity. Crimes reported in confidentiality for inclusion in the annual security reports should be reported to the UHCL Police or any Campus Security Authority.

3.1 Reporting Criminal Activities, Emergencies & Other Incidents

This section includes campus policies regarding procedures by which students and others should report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

3.2 Timely Warning

The University of Houston-Clear Lake provides timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes if it is determined that a threat exists. Timely warnings are triggered by crimes that have already occurred but pose an ongoing threat. All campus crimes should be reported to the UHCL Police Department for
the purpose of issuing timely warnings and inclusion in the annual statistical reporting. The UHCL Police Department will immediately determine if the situation represents a threat to the campus community. If it is determined that there is a continuing threat, the police department will send out a timely alert throughout the UHCL community via media release, massacre e-mail, text message, and/or a web posting of the incident to help prevent similar crimes from happening. The police department will not release the identity of the victims and reporting persons. The police department will make every effort to release timely warnings within an hour of confirming the reported crime.

3.3 Emergency Notification / Code Green

In the event of an emergency such as a sudden weather event or criminal act that threatens personnel safety, the University of Houston-Clear Lake will make an emergency notification to all and/or the affected portions of the campus community. Some examples include, but are not limited to: 1) If a tornado touched down near the University of Houston-Clear Lake Pearland Campus, Pearland Campus students and employees will be notified of the emergency and given appropriate safety instructions; 2) If a shooting event occurred at the UHCL campus, the campus community would be notified and given instructions; 3) If a crime trend off, on, or near campus is impacting community safety, the campus community will be notified and provided prevention recommendations. Emergency notification is triggered by an event that is currently occurring or is an imminent threat to the campus.

Emergency notifications are typically made via the university’s Mass Communication System that includes email and texting. All employees and students are automatically opted into the university’s mass communication system at the time of registration and/or hire. Updates to contact information in the Mass Communication System are made within 24 hours of the changes being provided to the university. To confirm contact information, employees and students should visit www.uhclemergency.info and follow the appropriate links to update contact information. This is also the method to opt out of the system, although this is not recommended.

Emergency notification messages that require immediate reading due to imminent life safety threats start with the term CODE GREEN in the subject line. When a message is received with this subject line coding, the community is asked to stop what they are doing and read and heed the message.

3.4 Daily Crime Log

The UHCL Police Department maintains a Daily Crime Log that records by chronological date any
reported crime that occurs on or near campus, so the community and media have access to this information. This log includes the incident’s nature, date and time crime occurred, date and time crime was reported, general location where crime occurred, and the disposition. The Daily Crime Log will not include reports made to other police agencies. The UHCL Police Department updates the log within two (2) business days of a crime’s occurrence. The UHCL Police Department maintains a seven-year archive of Daily Crime Logs available upon request. The Daily Crime Log is distributed as follows:

- UHCL Police Webpage: [www.uhcl.edu/police](http://www.uhcl.edu/police). The webpage log is updated within two (2) days of occurrence and is the most up to date version of the log.
- A list of the previous month’s log is emailed monthly to all university employees and students.
- The last two months of the log are posted to the Police Blotter Bulletin Board in the hallway adjacent to Police Headquarters at Bayou 1636, and is posted to the police department’s website.

**Note:** If there is clear and convincing evidence that the release of crime report information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld from the Daily Crime Log until that damage is no longer likely to occur from the release of such information.

### 3.5 Preparing the Annual Disclosure of Crime Statistics

The University Chief of Police is the designated Clery Authority and is responsible for the preparation and distribution of the UHCL Annual Security Report. Information reported from all Campus Security Authorities is included in the report, as well as crimes reported to other law enforcement agencies who have jurisdictional control over Clery defined properties (Campus Property, Non-Campus Property and Public Property). The Clery Authority completes the report in compliance with Federal Clery Law and publishes the report by October 1 of each year. The report is accessible through the UHCL Police Department website ([www.uhcl.edu/police](http://www.uhcl.edu/police)), by clicking the Clery Act footer at the bottom of the University's webpage, or by directly going to [www.uhcl.edu/clery](http://www.uhcl.edu/clery).
3.5.1 Reporting Procedures: Information the Police Will Want to Know

When you call the police to report a crime, the dispatcher will need certain information. For your safety, be prepared to answer all the questions the dispatcher asks you, and be specific. Don’t downplay the importance of your call. Here are points to immediately consider when reporting a crime:

- Is anyone’s life or safety threatened?
- Does anyone need medical assistance or an ambulance?
- Is the suspect(s) still there? (If so, make sure the dispatcher knows this.)
- Does the suspect(s) have a weapon?

Crimes in progress, or those involving life-threatening circumstances, receive the highest priority response. If the crime is still in progress, do what you can to ensure your own safety first before calling the police. If you are not at home, get to a public area - an open store, a restaurant or other well-populated location. If at home, an apartment, your office or classroom, move to a safe area, then call the police and tell the dispatcher where you are.

When you call the police, this is the type information the responding officers need to know:

Where:
- Where are you now?
- Where did the crime happen?
- If the suspects are gone, where did they go? In what direction?
- Did they use a car or some other transportation? Did you get the license number?

What:
- What exactly happened or is happening? Describe the situation in complete detail. (e.g., "Someone has just broken my window and is inside my apartment.")
- What are the suspect(s) physical characteristics? (sex, height, weight, hair color, race, etc.)
- What was the suspect wearing? (distinctive colors of clothing)

When:
- When did the crime happen? Is it still in progress? (This is very important, as it may determine the level of response.)
Who:
- Who are you? What phone number are you calling from? Don't hang up the phone until the dispatcher tells you to do so. You may be put on hold while the dispatcher contacts emergency responders. Make sure you always give the dispatcher your call back number.

3.5.2 Using 911

The University of Houston-Clear Lake is a participating member of the Harris County 911 Network. You are welcome to report emergencies to the UHCL Police via 911, but it is important to know how these calls are routed. This section details how the Harris County 911 Network works.

- **Dialing 911 from a hard line phone on campus:** If you dial 911 from a hard line (traditional) phone on campus, you will be connected to the Harris County 911 Operator who will determine whether you need medical, fire, or police assistance. If you need police assistance, the operator’s computer will signify you are calling from campus and the call will be transferred to the UHCL Police Dispatch Center via a dedicated 911 phone and computer terminal. You will then be connected to the UHCL Police Dispatcher. If you are on campus and dial 911 in need of medical or fire service, the Harris County 911 Operator will transfer the call to the city’s fire or EMS service. When the call is transferred, the UHCL Police will be notified of the call and subsequent transfer via a dedicated computer terminal.

  - **911 for Emergency Calls ONLY.** Please call 281-283-2222 for non-emergency requests for service.

When dialing 911 from your cell phone (whether on campus or not): the Harris County 911 Operator will answer and send your call to the police, fire or medical service associated with the location of the cell tower from which your call signal was transmitted. This means if you call 911 from your cell on campus, you will likely get the Houston Police Department because the campus does not have a dedicated cell tower. In this case, you need to specifically instruct the 911 Operator of your address (2700 Bay Area Boulevard) and request your call be transferred to the University of Houston-Clear Lake Police Department (The UHCL Police will always be able to respond faster than the city police to a campus emergency or significant event). This will expedite your call to our dispatcher.
• The UHCL Police Dispatch Center will accept emergency calls via its regular phone number. If you prefer to skip the 911 Operator as an intermediary, you may call 281-283-2222 for police assistance. Make sure you advise the dispatcher immediately that you are in an emergency situation.

3.5.3 False Reporting

Making a false report to any emergency responder is a serious matter that also happens to be a criminal offense. False reporting creates a false sense of urgency and wastes the time of first responders, taking those valuable resources away from where they are needed. Examples of false reports include, but are not limited to, claiming a false crime against another, calling in a fake bomb threat, pulling a fire station when no fire exists, and activating a burglar alarm on purpose without a crime being in progress. Another example of a false report is activating a panic alarm in order to test response speed.

Making a false report or alarm is a violation of Texas Penal Code 42.06. It is a felony and punishable by both fines and imprisonment. The UHCL Police Department will seek criminal charges for all instances of false report on the UHCL campus.

3.5.4 Police Response

Officers will respond as quickly as possible to any request for assistance, whether it is an emergency or not. Response times are based on current activity load and the urgency of the call. Crimes in progress, traffic accidents, medical emergencies, and persons in danger calls have a higher priority than other types of calls. Our average response times for these type calls are under one minute.

A police officer will meet with you to gather information and prepare an official report. The initial report will be forwarded to an investigator, who will review the report and evidence (if any) to attempt to determine the perpetrator(s) of the crime. In all instances of criminal activity, the UHCL Police Department works to determine the exact nature and perpetrator(s) of reported crimes for the purposes of developing a viable case to forward to the Harris County or Brazoria County District Attorney’s Office for prosecution.

3.5.5 Voluntary Confidential Reporting / My Safe Campus

Definition of Voluntary Confidential Reporting is when the victim of a crime does not want to pursue action within the university system or the criminal justice system, but still wishes to report the crime and not reveal his/her identity.
The University of Houston-Clear Lake strongly encourages everyone to report all crimes they are aware of in an accurate and timely manner to the UHCL Police Department, to include reporting crimes for victims who are unable to report it. For those who want to report crimes but do not want to report it to the police department, it is recommended that the crime be reported to the Dean of Students or Executive Director of Human Resources. There are some very good reasons to promptly report crime.

- Timely notification of crime may affect the safety of others. When UHCL Police receives reports of crime that may impact the safety of the community, we will quickly post notices (while protecting the victim’s identity) around campus to warn other community members of possible risks.

- When you make your report, you assist UHCL Police in initiating an investigation, which in turn could lead to arrest, which means a possible dangerous offender and/or situation is removed from campus.

If you still would rather remain anonymous while reporting a crime, or any other violation of campus compliance or ethics, the University of Houston-Clear Lake has made available the My Safe Campus anonymous incident reporting system. In order to make a report, simply visit www.mysafecampus.com (a link to this website can also be found at the police department web page: www.uhcl.edu/police), click on “Make a Report”, and enter “University of Houston-Clear Lake” into the Institution Search Engine. From there, follow the prompts to make your report. If you prefer using the telephone, you may call 1-800-716-9007 to make your report. Again, you may submit these reports confidentially if you do not want to pursue legal action. If you wish charges to be filed and prosecution of the offender, you must call UHCL Police to make a report.

Note: By state law, victims of sexual assault may file a complaint with the police department while protecting their identity from the public through the use of a pseudonym. Victims who wish to protect their identity should do so to the responding officer. In addition, the UHCL Police makes every effort to protect the privacy of all crime victims.

3.6 Reporting a Crime or Emergency

The University of Houston-Clear Lake strongly encourages everyone to report all crimes they are aware of in an accurate and timely manner to the UHCL Police Department, to include reporting crimes for victims who are unable to report them. The UHCL Police Department is the primary agency for reporting and investigating all crimes that occur on University of Houston-Clear Lake property, whether the property is owned or leased by UHCL. Any instance of criminal or suspicious acts and emergencies occurring on the UHCL campus, including the University Forest Apartments, the Texas Medical Center Annex and UHCL Pearland should be reported to the UHCL
Police Department regardless of how seemingly insignificant the incident. UHCL Police operates a live 24-hour Dispatch Center staffed by state certified police dispatchers. The UHCL Police Dispatch Center can be reached at 281-283-2222 or in person inside of the Bayou Building Room#1636.

**Reporting to Other Campus Security Authorities**

UHCL acknowledges that some persons may be reluctant about reporting crimes to the UHCL police, but may be more willing to report incidents to other UHCL staff, and faculty campus officials, who are designated as Campus Security Authorities (CSA). The Clery Act also mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to Campus Security Authorities. All Campus Security Authorities are required to immediately report crimes reported to them to the UHCL Police Department. It is also highly encouraged that counseling staff, if and when they deem it appropriate, inform the persons they are counseling of the crime reporting procedures detailed in this section for inclusion in the annual disclosure of crime statistics.

**Who Are UHCL Campus Security Authorities (CSA’s)?**

The Department of Education (DOE) defines CSA’s as “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings”.

CSA’s include:

- A campus police department of an institution (UHCL Police).
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

An Official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

**4.1 Facility Access, Security & Maintenance**

The UHCL Police Technical Services Division manages the university’s access control and key distribution systems. Proximity cards are assigned to all staff and approved students. These cards are coded with the level of access to which they are authorized. UHCL Police Technical Services distributes keys to employees and students based upon office location and access approvals.
For employees, authorizations for other than general keys and access control require the written approval of the Department Head or Department Security Designate controlling the space where access is being requested.

For students, all key and access control requests should be made through their school’s designated Security Delegate. This delegate is normally attached to the respective school’s Dean’s Office.

Keys and access codes/cards are issued for entry to university buildings for conducting university business only. If abused, the UHCL Police has the right to repossess keys and deactivate access cards.

Institution master keys are closely guarded and are only distributed by approval from the Chief of Police.

4.2 Non-Residential Buildings

Most non-residential campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business, Monday - Friday, and for limited designated hours on Saturday and Sunday. Access times will vary depending upon the nature of the building and activity.

Except for those authorized students, faculty, and staff, access to non-residential campus buildings is restricted after hours and during recognized holidays. It is the policy of the University of Houston-Clear Lake that after working and class hours, all buildings should be locked to maintain security of the buildings and their contents. Keep in mind, that work and class hours vary from building to building, dependent on activity. In general, buildings remain open until 10:00PM, except the Bayou Building, which remains open based upon the library’s schedule – normally midnight on weekdays when class is in session and Delta Building, which maintains engineering and computer labs open until 1:00AM. Buildings are monitored by random patrols by UHCL police officers, buildings with CCTV’s are monitored 24 hours a day by UHCL police dispatch, and buildings with card access are monitored by electronic access control software.

4.3 Residential Buildings

The University of Houston-Clear Lake has one residential community on campus, the University Forest Apartments (UFA). The UFA operates as an apartment complex and is managed privately through a contract service. While the UFA is located on university property, the contract company sets rules and shared facility hours. The UFA has twenty-four hour card access through vehicle and pedestrian gates. Apartments are individually leased and assigned as available through UFA regulations.
The UHCL Police Department routinely patrols this property and responds to requests for police service. The UHCL Police Department also works with the UHCL Office of Risk Management, UHCL Emergency Management Office, and the UFA Management to test fire and safety systems.

UFA residents can protect themselves and their property by making responsible decisions. Unescorted persons should not be given access to the complex after hours. Other tips for resident security include, but are not limited to:

- Lock apartment exterior doors at all times; and windows when you leave your apartment.
- Close blinds when you leave your apartment; and do not flaunt your high-end electronics, jewelry or other valuables.
- Do not leave your car unlocked and do not leave anything visible in your car.
- If you hear or see something suspicious, call the UHCL Police immediately at 281-283-2222.
- Review the public notice area (near mailboxes) regularly for updates on criminal or suspicious activity in the complex, or for safety training classes offered by UHCL PD.
- When going to the pool or shared access areas after hours, go with someone you trust. Do not go alone or with someone you do not know well.
- Get to know your neighbors, Resident Advisor and Complex Management. Look out for one another.

Security depends on the responsible actions of each resident for its effectiveness. Inaction or lack of consideration endangers all residents.

4.4 Security and Facility Maintenance

Landscaping and outdoor lighting on campus are frequently surveyed and modified for pedestrian safety and security. Facilities Management and Construction personnel trim shrubs from sidewalks, walkways, and building entrances to enhance lighting and visibility. UHCL Risk Management inspects campus walkways regularly, checking for adequate lighting, replacement of burned-out lights, and trip hazards. UHCL Police Officers lock exterior doors on campus buildings each evening. Officers also report door and security hardware operating deficiencies. To report lighting outages or other facility hazards, please contact UHCL Facilities Management and Construction at 281-283-2250. Work orders can also be submitted through the Facilities Management and Construction website at http://prtl.uhcl.edu/portal/page/portal/FMC.
5.1 Campus Law Enforcement

University of Houston-Clear Lake Police Department

The University of Houston-Clear Lake Police Department is a nationally accredited law enforcement agency under the direction of Allen Hill, Chief of Police. The department has an authorized strength of thirty-three full time employees (twenty sworn peace officers and thirteen civilian support personnel), three contract security guards and five part-time student employees. The department is organized into three components: Operations (Patrol, Dispatch, Criminal Investigations, Community Outreach, Department Training, Emergency Preparedness, Event Planning and Recruiting), Technical Services (Access Control, Information Systems and Lock Shop), and the Office of the Chief of Police (Accreditation, Internal Affairs, Inspections, Records, Hawk Patrol and Budget). These components work together to assure the university community receives the highest quality law enforcement and security services.

The University of Houston-Clear Lake has a population of approximately 9,800 students, staff and faculty. This does not include visitors to the campus, high school students who utilize the campus’ parking lots and services, or individuals and groups that rent campus space for a variety of events each year. The UHCL Police Department’s primary functions are the preservation of the public peace and order, the prevention and detection of crime, apprehension of offenders, the protection of persons and property, and the enforcement of the laws of the State of Texas. Through police and security programs such as automobile, ATV and foot patrol, safety transportation services, and implementation of security technologies, the UHCL Police Department endeavors to provide consistent and vigilant law enforcement services to the community.
5.2 Police Department Mission Statement, Vision Statement and Core Values

**Mission Statement**

The mission of the University of Houston-Clear Lake Police Department is to provide exceptional law enforcement service, effectively respond to critical and emergency situations, while proactively safeguarding the lives and liberties of our community.

**Vision Statement**

The University of Houston-Clear Lake Police Department is united in a vision to serve the public and combat the criminal element to keep our community safe.

**Core Values**

*Leadership* – We set and strive for excellence in all we do, whether it is visible to the public or not.

*Integrity* – We will uphold the highest standard of ethics, being honorable and truthful in all our actions, by consistently and fairly applying rules, regulations and laws.

*Professionalism* – We will treat everyone with dignity while maintaining a professional attitude at all times with pride and commitment in our role as university guardians.

*Service* – We will exemplify customer service by creating a safe and secure environment, finding ways to add value to the university community, and providing courteous and accurate information.

5.3 Police Department Organization and Management

The UHCL Police Department is organized into three components – Operations, Technical Services, and the Office of the Chief of Police.

*Office of the Chief of Police*

The Office of the Chief of Police manages all university law enforcement and security issues. The Chief of Police directs the mission of the department, assuring its support of the university’s goals and objectives.
The Chief administers the department’s resources so as to be a good steward of the public funds in which it has been entrusted. Working closely with other campus administrators, students and faculty, the Chief of Police develops programs, initiatives and practices to aid in providing a secure atmosphere in which the university conducts its business.

Within the Office of the Chief of Police is the Office of Professional Standards. This unit serves the vital function of ensuring the University Police Department operates under the highest ethical climate and adheres to established best practices of the law enforcement service.

The Professional Standards Compliance Officer is a civilian specifically trained to manage the department’s accreditation and internal affairs functions. In addition, the Office of Professional Standards handles Public Information, Records, Inspection Services, Risk Management Assessments, and the Hawk Patrol student program.

**Operations:**
Operations is arguably the most visible component of the police department. They are the men and women in uniform who patrol the buildings and streets of the university.

The Operations Commander is a Police Lieutenant, who also serves as the assistant chief of the police department.

Operations consists of four squads (three patrol squads and one investigations squad) covering 24-hours a day, seven days a week, every day of the year. Police Sergeants, who report directly to the Operations Commander, lead each squad.

Operations is responsible for:
- Patrol and Emergency Response
- Victim/Witness Assistance
- ATV Patrol
- Traffic Enforcement
- Motorist Assistance
- Police Dispatch Center
Technical Services:
Technical Services is the branch of the police department that handles the ever-growing area of security technologies. From access control, to burglar alarms, to surveillance closed circuit television, to conventional mechanical locks, Technical Services is charged with maintaining a functioning security network while integrating new technologies to further improve campus safety. This group also handles all internal police department technology such as in-car electronics, data servers and access encryption.

Technical Services consists of specially trained IT and Access Control Technicians led by a civilian Systems Operations Manager.

5.4 Police Department Accreditation

The UHCL Police Department continuously monitors its existing programs for opportunities to increase efficiency and improve service. We model our policing techniques and programs to reflect the very best standards of law enforcement around the country. In addition, the UHCL Police is always looking for opportunities to expand its community outreach. It is our intent to increase the community’s participation and establish effective collaboration of resources to create and maintain a safe and secure work and study environment.

In 2008, in an effort to improve our services and provide the UHCL community with a law enforcement agency that reflects the industry’s best practice standards, the UHCL Police Department entered into an agreement with the Commission on Accreditation for Law Enforcement Agencies (CALEA – www.calea.org) to seek national accreditation. The accreditation process is an arduous and detailed endeavor that takes approximately three years to complete. Using CALEA’s standards manual as a guide, the UHCL Police Department developed policies, procedures, and practices that met or exceeded industry applications in administration, operations, prevention and communication. In December 2011, a team of outside assessors inspected the department's directives manual, proofs of compliance, and practices. After an extensive review, the Commission unanimously granted accreditation to the University of Houston-Clear Lake Police Department on March 24, 2012.

Now that accreditation has been attained, it must still be maintained. As a living process, the UHCL Police Department must continue to demonstrate compliance with accreditation
standards. On April 21, 2015, the Commission once again unanimously granted the police department re-accreditation after demonstrating compliance with the highest standards set-forth by CALEA throughout the previous three years.

The honor of accreditation is held by less than 4% of all law enforcement agencies in the United States. Accreditation is yet another means by which the UHCL Police Department demonstrates its commitment to the core values of Leadership, Integrity, Professionalism and Service.

5.5 Campus Law Enforcement Authority and Jurisdiction

The University of Houston-Clear Lake (UHCL) is authorized by §51.203 of the Texas Education Code to certify and employ commissioned police officers to serve its law enforcement and security needs. University Police Officers are fully state certified and have the same powers as any other police officer in the State of Texas. While UHCL Police Officers hold law enforcement authority state wide, its primary jurisdiction is Harris and Brazoria Counties with a focus on the UHCL and UHCL Pearland campuses and outlying university properties. The UHCL Police Department also takes action as needed to provide assistance to other law enforcement agencies and to protect university personnel and assets in the areas adjacent to and / or near the UHCL campus. UHCL Police Officers carry firearms and may arrest violators and refer them to the judicial system for prosecution.

In addition to commissioned police officers, the UHCL Police Department contracts three non-commissioned Security Officers through the University of Houston Police Department. Security officers provide security services at the UHCL Pearland and UHCL TMC campuses. They are civilian employees who have the same level of arrest authority as a citizen as authorized by the Texas Code of Criminal Procedure. Security officers serve as support staff for the police department by providing a visible uniform presence in buildings and on UHCL campus property to deter crime. Security officers report criminal incidents to the police officers who are designated first responders. The UHCL Police Department has the responsibility and duty to enforce all local, state, and federal laws.

5.6 Working Relationships with Other Agencies

The UHCL Police Department maintains a close working relationship with the Dean of Students and Human Resources. All criminal offenses involving a student perpetrator are referred for
campus disciplinary action to the Dean of Students. All criminal offenses involving an employee perpetrator are referred for campus disciplinary action to the Executive Director of Human Resources. Campus Disciplinary Action is taken separately from the police department’s criminal action. For some minor offenses, the Chief of Police may waive criminal prosecution in lieu of campus disciplinary action; however, only the Chief of Police may make this determination. By law, UHCL personnel not associated with the police department cannot instruct the police department to waive viable criminal prosecution. Statistics for cases not prosecuted, but forwarded to the Dean of Students or Human Resources, will still appear in the university’s Daily Crime Log and the annual statistical summaries included in this report.

Every month, the UHCL Police Department sends its Uniform Crime Report to the Texas Department of Public Safety for inclusion of crime statistics that are published by the Federal Bureau of Investigation. The UHCL Police Department does not have any written memoranda of understanding with any outside agency, but does maintain a close working relationship with local, state and federal law enforcement agencies to include the Houston Police Department, Pasadena Police Department, Harris County Sheriff’s Office, Galveston County Sheriff’s Office, Harris County Precinct 8 Constables Office, Webster Police Department, Nassau Bay Police Department, Seabrook Police Department, Texas Department of Public Safety, Department of Homeland Security, and the Federal Bureau of Investigation. The University of Houston-Clear Lake Police Department is also an active member agency of the Houston Fusion Center criminal intelligence collection and sharing bureau and the Bay Area Investigators Group.

Relationships on both the individual and organizational levels improve our opportunity for success and build trust among fellow professionals. We share information with other agencies in order to enhance our ability for prosecution, crime prevention, and community problem solving. In addition to our work with other law enforcement agencies, we strive to improve our relationships with other functional areas of the university. These relationships are cultivated to enhance our role as Emergency First Responders.

6.1 Security Awareness / Crime Prevention Programs / Police Safety Enhancement Services

Every member of the university community is a functional crime prevention operative. University of Houston-Clear Lake Police Department officers are specifically trained to interface with the community daily, work with them to resolve their concerns, and empower each community member to focus on proven crime prevention techniques.

Formally, the UHCL Police Department’s Crime Prevention and Investigations Unit coordinate’s community training programs and conducts risk assessment reviews on all facilities. One of the police department’s stated goals is to “engage the university community to participate in their
own protection and safety through community outreach programs”. The UHCL Police Department offers several programs for students, faculty, and staff designed to meet this goal:

- **Monthly Table Presentations**: Members of the department stage training and information programs in public areas of university buildings with topics changing monthly to address hot and / or important safety topics. The presentations are conducted and rotated throughout the campus.

- **Community Outreach Promoting Safety (COPS) Program**: Monthly, the department sends a community-wide email of a PowerPoint slide on a variety of crime prevention topics. The department encourages the faculty to incorporate the slides in their classroom presentations. University televisions run the slides throughout the month. The purpose of the slides is to get students and staff talking about their safety.

- **Monthly Crime Statistics Email**: Monthly, the department emails the previous month’s crime log to all students and staff to make them aware of crime and suspicious happenings on campus.

- **Safety Transportation Service**: The UHCL Police Department provides safety transportation services upon request for all faculty, staff, students and visitors from dusk to dawn. This service is available for transportation to any points within the UHCL main campus borders. The service may be requested by calling 281-283-2222. The university also provides a shuttle bus that operates on a set schedule. The shuttle makes runs to specific on and off campus locations. For access to this service and its schedule, visit [http://prtl.uhcl.edu/portal/page/portal/SLO/Shuttle_Service](http://prtl.uhcl.edu/portal/page/portal/SLO/Shuttle_Service).

- **Crime Prevention Presentations**: Crime prevention presentations are held for all students, student organizations, campus departments, faculty, and staff employees. Programs offered throughout the year by the UHCL Police Department consist of Rape Aggression and Defense (RAD), Bicycle Registration, and building Security Surveys.

- **Rape Aggression Defense (R.A.D.)** The University of Houston-Clear Lake Police Department conducts educational seminars throughout the year to raise awareness of issues related to sexual assault and rape. The police department works with Student Affairs to develop reporting and investigative procedures that protect the sexual assault survivor, while insuring justice is served. The UHCL Police has a Mutual Aid Agreement with the Bay Area
Turning Point to provide educational literature and programs about sexual assault and domestic abuse for the university community, as well as, respond as victim advocates if ever the need arises.

The UHCL Police Department offers Rape Aggression Defense (RAD) classes to the university community (www.rad-systems.com) free of charge. Classes are held several times each year. For information on future Rape Aggression Defense Classes, please email RAD@uhcl.edu.

- **Security Surveys:** Comprehensive Security Site Surveys or audits are made for a number of campus facilities and high risk areas each year. Surveys of exterior lighting are conducted regularly by UHCL PD patrol officers. Exterior doors and grounds are examined by UHCL PD Police Patrol Officers on their daily patrol, and malfunctions/required-repairs are reported to UHCL Facilities Maintenance and Construction Department.

- **Active Shooter:** Shootings on America’s college campuses and in other public locales have been widely publicized and are of great concern to the community and to law enforcement. The University of Houston-Clear Lake Police Department specifically trains and equips its officers to effectively respond to an active gunman situation. All UHCL Officers undergo extensive hands on active shooter training. Within a year of hire, each UHCL Police Officer attends an intense “live active shooter” course called ALERRT (Advanced Law Enforcement Rapid Response Training – www.alerrt.org). Several agency members are certified instructors and all agency personnel partake in annual refresher training and exercises on campus.

The UHCL Police Department also offers training classes for community members on how to respond if they are trapped in an active shooter scenario. In addition, to training classes, the UHCL Police offers a training video to community members on its website (www.uhcl.edu/police). Along with the video, there is a printable PDF handout that highlights important safety points. The video training is transferable to all active shooter situations and locales. The UHCL Police Department encourages you to sit down with your family and friends, watch the video, and discuss the survival techniques presented in the training.

- **Student Lot Patrol (Hawk Patrol):** In September 2012, the UHCL Police Department initiated its inaugural student lot patrol program. Student employees, who have passed the department’s rigorous background investigation, patrol the student lots on foot and in vehicles from 6:00PM – 11:00PM, Monday through Thursday during the fall and spring semesters. The student lot patrol, called Hawk Patrol, wears bright Hi-Viz yellow
uniform shirts and drive the specially marked Hawk Vehicle. They provide general security, safety transportation escorts upon request, and basic motorist assistance such as car unlocks, jump-starts and airing tires. To request Hawk Patrol services, call 281-283-2222.

• **Emergency Information Hotline:** The UHCL Police operates the Emergency Information Hotline for the University of Houston-Clear Lake. The hotline number (281-283-2221) leads to a recorded message designed to share weather information, building closures, and other emergency messages as needed. This automated line is the first to be updated when the university experiences an unexpected closure. If you are unsure of the university’s operating status, call 281-283-2221 to confirm that information.

• **Lost and Found:** The police department maintains a Lost and Found collection for certain items left behind on campus. Items are kept for thirty (30) days before being destroyed or sent to charity. Due to the limited storage space available for found items, only high value, non-perishable items are accepted. For a complete list of accepted found items, please visit the UHCL Police Department website at www.uhcl.edu/police. To find out of your item has been turned in to Lost and Found, please call 281-283-2222.

• **Motorist Assistance:** The UHCL Police Department gladly assists anyone on campus experiencing difficulty with their vehicle to include: jump-starts, door unlocks, running out of gas, and flat tires. This service may be requested by calling 281-283-2222.

• **Police Website:** The UHCL Police Department website is www.uhcl.edu/police. From the website, students, staff, faculty and visitors can find resources covering crime prevention, access to the Daily Crime Log, special bulletins, information on the police department and its services, and electronic services for access control / key requests, public information and much more.

• **Clery Statistics:** Per the Federal Clery Act, the university publishes its Clery defined crime statistics for the previous three years at www.uhcl.edu/clery. A link is also available at the footer of every web page on the www.uhcl.edu domain. A complete listing of all crime statistics (Clery and non-Clery defined crimes) through the Daily Crime Log is available on the police department’s web site.

• **Classroom Training:** The police department offers a variety of classes that are either scheduled throughout the year or can be requested by departments, classes or student
organizations. These programs are free of charge. The following programs are part of the UHCL Police crime prevention repertoire:

- Active Shooter*
- Crime Prevention 101*
- Critical Incident Response
- Bicycle Registration
- Hurricane Safety*
- Office Risk Assessment
- Operation ID
- Parking Lot Safety
- Personal Safety
- Refuse to Be a Victim
- Theft Prevention
- Women’s Safety Issues

*Active Shooter, Crime Prevention 101, and Hurricane Safety are also available via the UHCL Police website at www.uhcl.edu/police.

To request a particular program, call the Crime Prevention and Investigations Unit at 281-283-2290 or email policechief@uhcl.edu. If you would like a topic presented that is not specifically listed above, the police department can specially design a presentation tailored to your concerns or interests.

6.2 Crime Prevention / Your Role in Campus Safety

A secure environment is made possible through community involvement in crime prevention. The purpose of community crime prevention is simple: to help you recognize your own vulnerability to crime and reduce your risk through preventive action and cooperation with the police.

Theft is the most common crime on the UHCL campus. Most thefts occur during the daylight hours, where thieves enter the structure without forced entry. It is important to watch out for one another. In your office, study and work spaces exchange information about your schedule with colleagues. Observe your neighbors’ study and work areas. Do not leave valuable items unsecured and / or unattended. Call the police when something seems suspicious or out of place.

A high percentage of campus crimes are incidents of opportunity. Often we contribute to the crime rate by needlessly placing our property or ourselves at risk. The lifeblood of criminal activity contains three elements, called the Crime Triangle:

1. **Desire** of a criminal to commit a crime.
2. **Target** of the criminal’s desire.
3. **Opportunity** for the crime to be committed.
We are limited in our ability to impact the first two elements. However, removing or reducing the criminal’s **Opportunity** is the best defense. Like a fire feeding on oxygen, crime feeds on opportunity. Prevention efforts can be effective in reducing these opportunities. You play an essential role in crime prevention. Be cautious, careful, and alert to your own safety. Protect your possessions and university property. Keep property locked up if possible. Lock your office door when leaving and do not leave valuables unattended. Walk to your vehicle with another person or in a group. Use common sense and always stay alert. Trust your self-preservation instincts. And always remember to call the police to report suspicious persons or activity as soon as it is safe for you to do so.

6.3 **Behavioral Intervention Team (CARE Team)**

The Dean of Students Office, Student Affairs, Intercultural Student Services, Counseling Services, and the UHCL Police Department participate as members of the UHCL CARE Team (Crisis Awareness Response Emergency Team). The CARE Team is a behavioral intervention team that reviews and mitigates reports of campus violence, student or staff mental crisis, and suspicious behavior. If you feel a friend, colleague, or student is in a crisis or showing signs of a developing crisis, please call the twenty-four hour CARE Line at **281-283-2273 (281-283-C-A-R-E)** or send a message to the CARE Team via the CARE link located on the police department’s website at [www.uhcl.edu/police](http://www.uhcl.edu/police) or the Dean of Students website: (http://prtl.uhcl.edu/portal/page/portal/DOS/Forms/CARE).

Remember, if a threat is imminent, please do not call this line, but call **281-283-2222, or 911** for immediate emergency response.

6.4 **Social Media**

The UHCL Police Department actively uses Social Media as a means to communicate campus news, safety alerts, and other pertinent security information to the UHCL community.

On Facebook ([www.facebook.com](http://www.facebook.com)), UHCL Police can be found by searching “University of Houston-Clear Lake Police Department”.

On Twitter ([www.twitter.com](http://www.twitter.com)), UHCL Police can be found by searching “@UHCLPolice”.
On Instagram ([www.instagram.com](http://www.instagram.com)), UHCL can be found by searching “UHCLPolice”.

On Youtube ([www.youtube.com](http://www.youtube.com)), UHCL can be found by searching “University of Houston-Clear Lake Police Department.

Links to all social media sites are located on the UHCL Police website ([www.uhcl.edu/police](http://www.uhcl.edu/police)).

7.1 Crime Statistics

This section contains the campus crime statistics. Subsections 7.1 – 7.4 focus on the defined Clery Crime Statistics from 2013 – 2015. These are the crime statistics the university is obligated to report per the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Subsection 7.5 details ALL reported campus criminal and unusual police activity from 2011 – 2015. This total view, beyond the minimum requirements of federal statute, is offered to allow our community members to compare the campus crime rate with that of the surrounding area and other universities throughout the state and nation. The University of Houston-Clear Lake believes it matches up favorably with the safest campuses around the nation.

7.2 Applicable Crimes

Per Federal Clery Law, certain crimes reported to campus security authorities occurring on campus, on non-campus property, and on public property during the most recently completed calendar year and during the two preceding calendar years must be included in the Annual Security Report. The crimes that must be included in the Clery statistical summary are:

- Murder & Non-Negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assault (Sex Offenses)
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- All Hate Crimes
- Dating Violence
- Domestic Violence
- Stalking
- Arrests or referrals for campus disciplinary action for
  - Liquor Law Violations
  - Drug-related Violations
  - Weapons Possession

All crimes reported under Clery are presented by geographical reporting locations.
7.3 Applicable Reporting Locations

For purposes of reporting Clery statistics, the law requires the reporting institutions separate the categories and criminal offenses by geographical reporting locations. Those locations are:

- On Campus
- Non-campus Building or Property
- Public Property
- Dormitories or Other Residential Facilities for Students On Campus
7.4 Applicable Crime Definitions

Not every crime is a Clery Act defined reportable crime. Similar to applicable reporting locations and geographical considerations, Clery Act statistics are specific. The Clery Act requires educational institutions to disclose four general categories of crime, with classifications based on the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Handbook (UCR). Those four general categories are

1. Criminal Offenses
2. Alcohol / Drug / Weapons Violation Arrests
3. Hate Crimes
4. Violence Against Women

Criminal Offenses

- **Murder and 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.
- **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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.

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

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

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.

Hate Crimes

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same
and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

For *Clery Act* purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-Negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

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

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

- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Violence Against Women Act Crimes**

The Violence Against Women Reauthorization Act (VAWA) adds the following crimes to the list of crimes that must be disclosed as part of the Annual Security Report:

- **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence:** A felony or misdemeanor crimes of violence committed -
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
  - Fear for his or her safety or the safety of others; or
  - Suffer substantial emotional distress.
For the purpose of this definition-

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

**Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse and Liquor Laws**

- **Weapons Law Violation**: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- **Drug Abuse Violation**: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Liquor Law Violation**: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Referred for Disciplinary Action**: The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

### 7.5 Clery Reportable Crime Statistics

The following tables contain the defined Clery crimes reported in compliance with the *Clery Act*. These numbers reflect crimes reported to the University of Houston-Clear Lake. Crimes are recorded in the calendar year reported.
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<th>OFFENSE</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS STUDENT HOUSING FACILITIES</th>
<th>NONCAMPUS PROPERTY</th>
<th>PUBLIC PROPERTY</th>
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**Hate Crimes**

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2015: Two on-campus vandalism incidents characterized by race bias.
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### Hate Crimes

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### UNIVERSITY OF HOUSTON-CLEAR LAKE TEXAS MEDICAL CENTER ARRESTS AND DISCIPLINARY REFERRALS

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**Hate Crimes**

2013-2015: There were no reported Hate Crimes for the years 2013, 2014, or 2015.
8.0   Off-Campus Crime Response
The University of Houston-Clear Lake recognizes that most of its students live off campus - many in apartment complexes within a few miles off campus. While the UHCL Police does not replace the law enforcement agency of jurisdiction for these complexes, in an effort to serve this large group of students, the UHCL Police provides supplementary law enforcement response and preventative patrol. The UHCL Police works with these apartment complexes to stay informed of crime trends on their properties and provide extra patrols. If students wish to request UHCL Police services at these complexes they may contact UHCL Police Dispatch at 281-283-2222. If units are available, the UHCL Police will respond; otherwise, the call will be referred to the agency of jurisdiction. The University of Houston-Clear Lake does not have any officially recognized student organizations with non-campus locations.

Crime statistics for off campus complexes can be obtained by contacting the agency of jurisdiction in which the complex is located.

9.1   Alcohol & Illegal Drug Policy

UHCL is committed to the creation of an institutional environment where students, faculty and staff learn to cope with stress and anxiety without the use of mood-altering substances. The unlawful and/or unauthorized possession, use, distribution and sale of illicit drugs is prohibited on all UHCL property. The use or possession of alcoholic beverages is prohibited on all UHCL property, except the University Forest Apartments. The sale, use, or possession of alcohol may be allowed in certain instances, but only by appropriate university approval through the Office of the President. All applicable statutes are strictly enforced, and those who engage in prohibited activity may face criminal prosecution. In addition, UHCL students and employees are subject to disciplinary sanctions under University procedures.

The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on campus or at any UHCL sponsored event off campus is prohibited. No one may use any illegal substances, or abuse legal substances, including alcohol, in a manner that impair performance of assigned tasks. Texas law prohibits the medically unsupervised use, possession, sale, manufacture or distribution of drugs classified as illegal or the use, possession, sale, manufacture, or distribution of prescription medication used in an illegal manner or used in a manner other than that is prescribed. Individuals determined to be in violation are criminally prosecuted and in accordance with University Policy.
The use of alcohol must be in compliance with Texas State Law and is strictly limited to persons 21 years of age or older. The possession, transportation, consumption and/or sale of alcohol by or to persons less than 21 years of age are strictly prohibited (Texas Alcoholic Beverage Code 106.02, 106.04, 106.05, 106.06).

UHCL police officers enforce laws regulating the use of alcoholic beverages and underage drinking. Officers may issue court appearance citations or make an arrest if required by law. Student violators may also be referred to the Dean of Student’s Office. Regarding the possession and consumption of alcoholic beverages, state law will be strictly enforced on campus at all times. http://www.statutes.legis.state.tx.us/docs/al/htm/al.106.htm

The following is the UHCL Drug and Alcohol Abuse Prevention Policy verbatim.

**The Dangers of Drug or Alcohol Abuse in the Workplace and on the Campus**

There are millions of American individuals adversely affected by their progressive dependence on drugs or alcohol. According to the 2014 National Survey on Drug Use and Health [1] an estimated 27.0 million Americans, or 10.2% of the population aged 12 or older, are current illicit drug users. The use of illicit drugs such as marijuana is increasing and show continuing upward trends among the young adult age group (18 to 25 years). Regarding alcohol users, an estimated 139.7 million Americans, or 52.7% of the population aged 12 or older, report being current drinkers of alcohol, 60.9 million report being heavy drinkers, and 16.3 million report participating in binge drinking at least once in the 30 days prior to the survey. Finally, National Drug Abuse and Addiction [2] reports economic costs of approximately $193 billion and $224 billion for illicit drug and alcohol use, respectively.


**Health Risks**

The abuse of drugs and alcohol can lead to a variety of serious consequences including: poor academic performance; poor decision making; poor morale; work errors; wasted time and materials; damage to equipment; theft; tardiness; absenteeism; accidents which injure the drug abuser; accidents which put employees and students at risk of injury; and may lead to disciplinary action, prosecution, illness, and even death. Abusers of these substances experience depression, isolation, loss of memory, loss of coordination, impaired judgment, reduced morale, anxiety, paranoia and loss of self-respect.

**Philosophy**

The unlawful use of drugs or abuse of other drugs and alcohol is inconsistent with the behavior expected of members of the university community. The university is committed to the development and maintenance of a drug-free environment on the campus as well as an environment that prohibits the abuse of other drugs and alcohol and has a drug and alcohol abuse prevention program in operation, accessible to all members of the university community.
The university is committed to the further expansion of that program and the dissemination of drug awareness information to the members of the university community. In addition, the university is committed to enforcing the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 and believes that these acts and their regulations provide a proper framework for the drug and alcohol abuse policies of the university.

Definitions
The following terms are important for purposes of expressing the university's policy on a drug free workplace:

A. Controlled substance means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and defined in the Texas Controlled Substances Act [Texas Health and Safety Code, and §481.001 et seq].

B. Contract means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

C. Conviction means finding of guilt (including a plea of nolo contendere), of imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

D. Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.

E. Employee means an individual receiving a salary, wages, other compensation and/or stipend support from the university.

F. Federal agency or agency means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch (including the Executive Office of the President), or any independent regulatory agency.

G. Grant means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government-wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct
appropriations; or any veterans' benefits to individuals, i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.

H. **Grantee** means a legal entity, which applies for or receives a grant or contract directly from a federal agency.

I. **Illicit drug use** means the use of illegal drugs and the abuse of other drugs and alcohol.

J. **Student** means an individual registered or enrolled for credit or non-credit in a course or program offered by the university or any of its units.

K. **University activities** means an activity officially sponsored by the University of Houston-Clear Lake.

L. **Workplace** means the physical boundaries of the university and facilities owned or controlled by the university.

**POLICY**

It is the policy of the university that illicit drug use, including the manufacture, sale, distribution, dispensation, possession, or use, is prohibited in the workplace, on the campus, or as part of any university activities. Sanctions imposed for violation of this policy are indicated below.

**Application of Policy**

The Drug and Alcohol Abuse Prevention Policy is supported by a drug free awareness and alcohol education program available to the faculty, staff and students of the university. Specific compliance and reporting items enumerated in the policy (items B,C,D,E) are applicable to all persons employed on federal contracts and grants.

In support of this policy, the university:

A. Has established a drug free and alcohol abuse awareness program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse in the workplace, the university’s policy of maintaining a drug free workplace and a workplace which prohibits the illicit use of alcohol, available drug and alcohol counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug and alcohol abuse violations.

B. Will provide each new student and new employee a copy of this policy. In addition, all faculty, staff, and students will be notified of this policy through appropriate publications and Websites.

C. Will notify each university employee and each student that, as a condition of employment on a federal grant or contract, the person, once so employed, must abide by the terms of this policy, and must notify his/her supervisor and the Office of Human Resources of any criminal drug use.
statute conviction for a violation occurring in the workplace not later than 5 days after such conviction.

D. Will notify the appropriate federal agency within 10 days after receiving notice of criminal drug statute conviction for a violation occurring in the workplace of any university employee engaged in performance of the grant or contract.

E. Will impose sanctions on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension, suspension without pay, and termination.

F. Will make a good faith effort to continue to maintain an environment that complies with the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

G. Will conduct a biennial review of its programs to assess their effectiveness, what changes need to be made, and to ensure the uniform application of sanctions to employees and students.

**Implementation**
Implementation of this policy is a joint responsibility of the Office of Human Resources, the Office of Sponsored Programs, University Police and the Student Services division.

**Penalties for Violation of the Policy**
The university policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at university-sponsored events held off campus is for the support and protection of employees and students of the University of Houston-Clear Lake. Therefore, any employee admitting to or convicted of the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus or at university sponsored events held off campus, will be subject to disciplinary action in accordance with the Discipline and Dismissal of Non-faculty policy or the Dismissal of Faculty policy. Further, the employee may be referred for criminal prosecution and may be required to participate in a satisfactory manner in a drug and alcohol assistance or rehabilitation program. Referrals to rehabilitation programs will be as a result of joint consultation between the employee and the Coordinator of Work/Life Services in the Office of Human Resources. Supervisors who suspect that an employee may be in violation of this policy or may be under the influence while at work, must consult with the Executive Director of Human Resources and/or the University Police Department before any action is taken.

Any student found guilty of violating Student Life Policies regarding the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or at university-sponsored events held off campus will be subject to disciplinary action. This action consists of penalties up to and including probation, suspension, and expulsion. The student may be referred for criminal prosecution and may be required to participate in a satisfactory manner in a drug and alcohol assistance or rehabilitation program.
Further information concerning disciplinary action and appropriate procedures for employees is available from the Office of Human Resources (281.283.2160) and for students from the Dean of Students Office (281.283.2567).

9.2 Drug & Alcohol Abuse Education Programs

The UHCL offices of Counseling Services and Health Services offer drug and alcohol abuse educational resources, programs, consultation and referrals for employees and students. In addition, the assistance of outside resources may be used.

1. Educational Resources Programs

- Educational literature and materials on substance abuse, identification and treatment are available free of charge in the offices of Counseling Services and Health Services.
- On a biennial basis, programs focusing on drug and alcohol abuse education are offered to the university community. The offices of Counseling Services and Health Services and relevant agencies are used as resources in the implementation of these programs. These programs are open to students, faculty and staff at no charge.
- In-service seminars are available by request. These seminars are designed to help students, faculty, and staff understand ways to identify persons at risk and to explore methods of dealing with such problems.

2. Consultation and Referrals

- Students are eligible to consult with the counselors in the Office of Counseling Services or the Office of Health Services about drug and alcohol substance abuse issues and resources.
- Faculty and staff are eligible to consult with the Coordinator of Work/Life Services in the Office of Human Resources about drug and alcohol substance abuse issues and resources.
- Drug and alcohol abuse counseling and rehabilitation program referrals are made as needed to mutual help organizations (such as Alcoholics Anonymous or Alanon), private hospitals, public treatment programs and private practitioners.

For more information:

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<th>Counseling Services</th>
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10.0 Gun Policy

On June 13, 2015 Governor Greg Abbott signed into law Senate Bill No. 11 (S.B. 11), also known as the "campus carry" law. S.B. 11 amends Section 411.2031 of the Texas Government Code to allow carrying of handguns by license holders on college campuses beginning on August 1, 2016. The law authorized the University to adopt its campus carry policy after presenting it to, and receiving feedback from, the University community and the Board of Regents. The campus carry policy was presented to the Board during the UHS Board of Regent meeting in May of 2016.


11.0 Sex Offender Registration

Federal law, including section 121 of the Adam Walsh Child Protection and Safety Act of 2006 and the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Act of 1994, pertains to the registration of and publication of information about sex offenders. Federal law requires registered sex offenders to indicate when they are enrolled or employed at institutions of higher learning. The law further requires the state law enforcement authority, the Texas Department of Public Safety, to provide the University of Houston-Clear Lake Police Department with a list of registered sex offenders who have indicated that they are either enrolled or employed at any of the University of Houston-Clear Lake campus locations.

Information on Registered Sex Offenders at the University of Houston-Clear Lake

The UHCL Police Department maintains a registry of convicted sex offenders that work, volunteer or attend the University of Houston-Clear Lake. You may receive a complimentary copy of the university’s registered sex offender list by sending a request to the Office of the Chief of Police in one of the following ways:

- Send an email request to police@uhcl.edu
- Contact the Chief of Police by phone at 281-283-2222
- Send a written letter of request to:
  University of Houston-Clear Lake Chief of Police
  Attn: Sex Offender Registry Request
  2700 Bay Area Blvd., Box 323
  Houston, Texas 77058

Please allow 48 business hours for your request to be processed.

Disclosure: Please keep in mind that registered sex offenders working on campus are easier to track than sex offenders that are students. Student backgrounds are not checked as a condition of admission. The listing of student registered sex offenders is dependent on their disclosure, or notification by other means such as parole or probation office.
Information on Registered Sex Offenders in Texas
The Texas Department of Public Safety maintains a sex offender registry of convicted sex offenders’ home addresses. Their database has also begun including sex offender registry of college campuses. To access their database free of charge, visit website: https://records.txdps.state.tx.us/SexOffender/.

12.1 Domestic Violence, Dating Violence, Sexual Assault and Stalking

The University of Houston System, through its Sexual Misconduct Policy, prohibits domestic violence, dating violence, sexual assault, and stalking as those terms are defined for purposes of the Clery Act, and aims to eradicate sexual misconduct of every type through education, training, the establishment of policies, and serious consequences for policy violations.

Texas defines dating violence, domestic violence (as family violence), sexual assault, and stalking within its criminal statutes as shown below.

**Dating violence:** an act, other than a defensive measure to protect oneself, by an actor that:

1. is committed against a victim or applicant for a protective order:
   - A. with whom the actor has or has had a dating relationship; or
   - B. because of the victim's or applicant's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
2. is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault.

For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

1. the length of the relationship;
2. the nature of the relationship; and
3. the frequency and type of interaction between the persons involved in the relationship.

(c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).
(Reference: Texas Family Code Section 71.0021)

**Family violence (domestic violence)** means:
(1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;

(2) abuse, as that term is defined by Sections 261.001(1)(C), (E), (G), (H), (I), (J), and (K), by a member of a family or household toward a child of the family or household; or

(3) dating violence, as that term is defined by Section 71.0021.

(Reference: Texas Family Code Section 71.004)

Sexual Assault is defined as when a person:

(1) intentionally or knowingly:
   (A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
   (B) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
   (C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

(2) intentionally or knowingly:
   (A) causes the penetration of the anus or sexual organ of a child by any means;
   (B) causes the penetration of the mouth of a child by the sexual organ of the actor;
   (C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
   (D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
   (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

(Reference: Texas Penal Code Section 22.011)

Stalking is defined as follows:
A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

(1) constitutes an offense under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening:
   (A) bodily injury or death for the other person;
(B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or

(C) that an offense will be committed against the other person's property;

(2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and

(3) would cause a reasonable person to:

   (A) fear bodily injury or death for himself or herself;
   (B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
   (C) fear that an offense will be committed against the person's property; or
   (D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

(Reference: Texas Penal Code Section 42.072)

**Consent** is not specifically defined under Texas law, except to provide the following statutory provision within Section 22.011 of the Texas Penal Code:

A sexual assault is without the consent of the other person if:

1. the actor compels the other person to submit or participate by the use of physical force or violence;
2. the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
3. the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
4. the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
5. the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
6. the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
7. the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
8. the actor is a public servant who coerces the other person to submit or participate;
(9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;

(10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or

(11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code.

**Bystander Intervention**

One of the most effective methods of preventing sexual assault is bystander intervention. Some people might be concerned that they are being encouraged to place themselves in jeopardy to stop crimes in progress. This is not the case. There are many situations that occur prior to Sexual Misconduct that are appropriate for intervention. Bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive and harassing.

**Ways to Intervene**

- Making up an excuse to get a person out of a potentially dangerous situation;
- Letting an individual know that his/her actions may lead to serious consequences;
- Not leaving a person's side who may be in trouble despite the efforts of someone else to get him/her alone or away from you;
- Using a group of friends to remind someone behaving inappropriately that his/her behavior should be respectful;
- Taking steps to curb someone's use of alcohol before problems occur;
- Calling the authorities when the situation warrants.

**Risk Reduction Strategies**

Acts of Sexual Misconduct not only devastate their victims, but also the campus communities where they occur. For these reasons, the University of Houston System shall engage in risk reduction strategies emphasizing the collective responsibility of the campus community to reduce the risk of Sexual Misconduct throughout the system. As a part of that effort, every new student and employee shall attend a prevention and education program about Sexual Misconduct. The program will incorporate risk reduction strategies and include bystander intervention training which enables community members to take a role in preventing and interrupting incidents of Sexual Misconduct. The
program will also provide resources, including information regarding this sexual misconduct policy.

Common sense, situational awareness and trusting your instincts will reduce your risk of being subjected to sexual misconduct.

Risk reduction strategies include, but are not limited to, the following:

A. If you consume alcohol, do so in moderation;
B. Do not leave your beverage unattended or accept a drink from an open container;
C. When you are with someone, communicate clearly to ensure he or she knows your limits from the beginning (both verbal and nonverbal (body language) communication can be used to ensure the message is understood);
D. If you go on a date with someone you do not know very well, tell a close friend what your plans are;
E. You have the right to say "No" even if you first say “Yes” and then change your mind, have had sex with this partner before, have been kissing or "making out" or are wearing what is perceived to be “provocative” clothing;
F. Always have extra money to get home and have a plan for someone you can call if you need help;
G. If you feel uncomfortable, scared or pressured, act quickly to end the situation by saying "Stop it" and leave or call for help;
H. When you go to a party, go with a group of friends, arrive together, watch out for each other and leave together;
I. Be aware of your surroundings at all times;
J. Do not allow yourself to be isolated with a person you do not know or trust;
K. Travel with a friend or in a group;
L. Walk only in lighted areas after dark;
M. Keep the doors to homes and cars locked;
N. Know where a phone is located.

12.2 Sexual Assault Survivor Assistance and Guidelines

UHCL will provide in writing to any (student, faculty, staff) victim the following:

a. Information about existing counseling, health, mental health, victim advocacy, legal assistance, student financial aid, and other services available for victims, both within the institution and in the community.
b. Options for, available assistance in, and how to request changes in academic, living, transportation, and working situations or protective measures.
c. Explanation of victim rights and options, regardless whether the offense
occurred on or off campus.

Upon written request, the University will disclose to the victim of a crime of violence, or a non—forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who was the perpetrator. Accuser has no limit on choice of advisor for any disciplinary proceedings.

The University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.

_Rape Crisis Centers_
The following are hotlines for rape and sexual assault, as well as domestic violence:

- Bay Area Turning Point: 281-338-7600
- The Bridge: 713-473-2801
- Bay Area Women’s Center: 281-422-2292
- Houston Area Women’s Center: 713-528-RAPE (7273) (Rape Crisis Hotline) or 713-528-2121 (Family Violence)

### 12.3 Reporting Sexual Assault to the Police

If you are a sexual assault survivor on any University of Houston-Clear Lake property (owned or leased) please do the following immediately:

1. **Call the University Police Department, (281) 283-2222 or 911.**
   - If the sexual assault occurred off campus at a UHCL event, still call UHCL Police. You may choose to allow UHCL to handle the investigation or if you request, we will notify the appropriate agency of jurisdiction.

2. **Seek medical attention in an emergency room that performs court certified rape exams (Rape Kits).**
   - Once officers arrive they will make sure you get to the appropriate hospital.

When you call the UHCL Police Department, the following information will be discussed with you:

1. Remember that **you did not deserve to be assaulted.** You have nothing to feel guilty or ashamed about.

2. A police officer will contact you at the scene of the attack, the hospital, or another
location of your choosing. Let us know your preference.

3. To preserve evidence, you should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance. We know this is difficult, but it can mean the difference in a successful investigation and prosecution. Preserving evidence may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order.

4. You are the person in control when you contact the police department and you decide how you want the incident handled:

- You may press charges against the suspect. It is not required that you press charges against the suspect, but the police hope that you will proceed with prosecution so that your assailant(s) may be arrested for what they have done to you. However, **IT IS YOUR CHOICE**.
- You may ask that university disciplinary action be initiated against the suspect (Per the UH System Sexual Assault Policy).
- You may ask the police to contact the suspect about the incident, and still choose not to have the suspect arrested.
- You may tell the police not to contact the suspect about the incident, and choose not to have the suspect arrested.
- You may also choose to proceed through the University Discipline Procedure in addition to, or in lieu of, pressing criminal charges against the suspect.

Any victim will be assisted by campus authorities in notifying law enforcement if they choose. Victims also have the option to decline to notify such authorities.

### 12.4 Prevention Programs

The University currently provides the following trainings and programs for prevention and awareness of dating violence, domestic violence, sexual assault, and stalking.

- All new students to the University of Houston-Clear receive Title IX presentations from the Dean of Student’s Office, International Student’s Office, and Counseling Services.
- During Domestic Awareness Violence Month (DVAM) in October, the following programs are held to promote awareness of dating violence, domestic violence, sexual assault, and stalking:
  - Counseling Services rolling display board providing information about domestic violence, awareness, and resources is rotated in buildings.
  - Clothesline project started in 1990 addresses violence against women by providing an opportunity for individuals affected by violence to express their emotions through decorating a shirt. These shirts are then hung on a clothesline to be viewed by others as a testimony to the problem of violence against women.
  - DVAM Resource Fair: Outside agencies, Bay Area Turning Point, Planned Parenthood,
The Bridge Over Troubled Waters, and Get Covered America to attend Women Studies Department, Counseling Center, Health Center, Delta Xi Nu events. International Student Services passes out purple ribbons to be worn at events.

- The Hunting Ground movie screening is shown during DVAM along with a discussion prior to the movie by the Dean of Students.
- Consent is Sexy Panel Discussion: Event is an open dialogue to raise awareness about sexuality, relationships, and what consent really is in an effort to end sexual violence.
- Women & LGBTQ Health Fair: Several on and off-campus organizations share information about resources for victims of sexual violence, and pass out information about sexual assault.

12.5 Sexual Misconduct Policy

The following is the University of Houston System Sexual Misconduct Policy verbatim approved by the System Chancellor on June 29, 2016 and published in the 2015-2016 UHCL Student Life Policy Handbook:

UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: General Administration

AREA: Legal Affairs SUBJECT: Sexual Misconduct Policy

1. PURPOSE

1.1. This Policy provides the exclusive mechanism for managing the non-criminal reporting, processing, investigation, and resolution of complaints of sexual misconduct filed with the University of Houston System and its component institutions (“University”). For the purpose of this policy, Sexual Misconduct is defined as:

- Sexual Harassment
- Non-Consensual Sexual Contact
- Sexual Assault
- Sexual Exploitation
- Intimate Partner Violence (Domestic and Dating Violence)
- Stalking

1.2. The University is committed to maintaining and strengthening an educational, working and living environment where students, faculty, staff and visitors are free from sex discrimination of any kind. Sexual Misconduct (as defined in this policy), a form of sex discrimination, is antithetical to the standards and ideals of the University. The University will take appropriate action in an effort to eliminate Sexual Misconduct from happening, prevent its recurrence and address its effects.

1.3. The University aims to eradicate Sexual Misconduct through education, training, policies and
serious consequences for violations of its policies. The University will conduct educational programs, including ongoing prevention and awareness campaigns, designed to promote awareness and prevent Sexual Misconduct.

1.4. This Sexual Misconduct Policy (“Policy”) defines and describes prohibited sexual conduct and establishes a procedural mechanism for providing a prompt, fair, and impartial investigation and resolution of complaints of Sexual Misconduct. (Please see the University’s Discrimination Policy, SAM 01.D.07, to find the procedural recourse for responding to unlawful discrimination and harassment incidents that do not constitute Sexual Misconduct.)

1.5. Consistent with its commitment to addressing sex discrimination and harassment, the University complies with Title IX of the Education Amendments of 1972 (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities, Title VII of the Civil Rights Act of 1964 (“Title VII”), which prohibits sex discrimination in employment, and Section 304 of the Violence Against Women Reauthorization Act of 2013 (also known as the Campus Sexual Violence Elimination Act (SaVE Act). Sexual Misconduct, as defined in this Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII. Inquiries concerning the application of Title IX may be referred to the or to the U.S. Department of Education Office for Civil Rights.

All members of the University are expected to adhere to this policy, to cooperate with the procedures for responding to complaints and to report conduct or behavior that they believe to be in violation of this Policy (See Sections 9 and 10 for reporting procedures). The University will take seriously allegations of Sexual Misconduct and will take prompt disciplinary action against any individuals within its control who violate this Policy. During its investigation into these matters, the University will work to ensure that all persons are given appropriate support and fair treatment.

1.7. This Policy applies to all University administrators, faculty, staff, students, and third parties within the University’s control, including visitors and applicants for employment. This policy applies regardless of the complainant’s or respondent’s sex, sexual orientation, gender identity, gender expression, immigration or citizenship status. Moreover, acts of Sexual Misconduct can occur between strangers or acquaintances.

1.8. Prohibited actions defined in this policy may also constitute a violation of criminal law. Anyone who reports Sexual Misconduct will be notified of their right to speak to the appropriate law enforcement agency and file a report for possible criminal prosecution.

2. GENERAL DEFINITIONS

2.1. Complainant – A party or entity (in the case of the University) who makes a complaint of Sexual Misconduct under Section 14 of this Policy.

2.2 Intimate Partner Violence – A term used to describe a range of prohibited actions that occur between people who have or have had a romantic or sexual relationship. Intimate partner violence can be a single event or a pattern of behavior that includes sexual and/or physical abuse. The term encompasses domestic violence and dating violence as further described in Section 6.
2.3. Respondent – A party who has been accused of committing an act of Sexual Misconduct by a Complainant under Section 14 of this Policy.

2.4 Responsible Employee – A University employee who has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee, or an employee whom an individual could reasonably believe has this duty. Responsible employees include all administrators, faculty, supervisory staff, resident life coordinators and graduate teaching assistants, except any employee with confidentiality obligations as defined in Section 8.7.

2.5. Sexual Activity – Intercourse, however slight, meaning:
   a. Vaginal penetration by a penis, object, tongue or finger,
   b. Anal penetration by a penis, object, tongue or finger,
   c. Oral copulation (mouth to genital contact or genital to mouth contact).

   Sexual activity also includes:
   a. Any intentional contact with another’s intimate body parts defined as the person’s breasts, buttock, groin, or genitals,
   b. Touching another with any of these body parts,
   c. Making another touch a person or themselves with or on any of these body parts;
   d. Any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

2.6. Sexual Misconduct – A broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, sexual assault, sexual exploitation, stalking, and intimate partner violence as further described in Section 6.

2.7. Student – Any person who has been accepted for admission or who is currently or was previously enrolled in the University pursuing undergraduate, graduate or professional studies, whether full-time or part-time, and a person who is registered for a future semester.

2.8. Title IX Coordinator – The person who has been designated on each component institution campus to coordinate efforts to comply with and implement this Policy. The Title IX Coordinator is responsible for conducting the administrative investigation of reports of Sexual Misconduct and is available to discuss options, provide support, explain University policies and procedures and provide education on relevant issues. The Title IX Coordinator may designate one or more Assistant Title IX Coordinators. The Title IX Coordinators for each component institution campus are located here.

2.9. University-Affiliated Activity – Any activity on or off campus that is initiated, aided, authorized or supervised by the University or by an officially-recognized organization of the University.

2.10. University Community – All faculty, staff, and students of and visitors to any University premises or University-affiliated activity.

2.11 University Premises – Buildings or grounds owned, leased, operated, controlled or supervised by
the University.

3. JURISDICTION

3.1. The University has jurisdiction over, and will respond to, allegations of Sexual Misconduct occurring on the University’s premises, at University Affiliated Activities, and/or where both the accused person and alleged victim are a student, faculty, or staff. The University does not have jurisdiction over allegations between visitors or non-affiliated persons.

3.2. The University has the discretion to investigate conduct occurring off University premises or at a non-University affiliated activity if the Complainant and Respondent are UH-affiliated.

3.3. The process outlined in this Policy is separate from any criminal proceeding related to the reported behavior and may occur while criminal proceedings are on-going.

3.4. Proceedings under this Policy will not be dismissed or delayed because criminal prosecution is pending, criminal charges have been dismissed, or the criminal charges have been reduced.

3.5. Proceedings may also continue if a party is no longer employed with or a student of the University.

3.6. The University does not limit the timeframe for filing a complaint of Sexual Misconduct. Complaints can be submitted at any time following an incident, although the University’s ability to take action may be limited by the passage of time.

4. CONSENT

4.1. For purposes of this Policy, consent is an informed and freely and affirmatively communicated willingness to participate in a particular sexual activity.

4.2. Consent can be expressed either by words or by clear and unambiguous actions, as long as those words or actions create mutually understandable permission regarding the conditions of each instance of sexual activity.

4.3. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging the receipt of consent, and individuals are thus urged to seek consent in verbal form for each instance of sexual activity before they initiate the sexual activity.

4.4. It is the responsibility of the person who wants to initiate a sexual activity to ensure that they have the consent of the other(s) to initiate in each instance of sexual activity before they initiate the sexual activity.

4.5. Consent is active, not passive, and cannot be inferred from the absence of a “no.”

4.6. Silence or lack of protest or resistance, without actions demonstrating permission, cannot be assumed to show consent.
4.7. The existence of a dating relationship or a previous sexual relationship between the persons involved does not provide the basis for an assumption of consent to future sexual activity.

4.8. Consent must be present throughout the sexual activity, and consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity.

4.9. At any time, a participant can communicate that they no longer consent to continuing the sexual activity.

4.10. If there is confusion as to whether an individual has consented or continues to consent to sexual activity, it is essential that the initiating person stops the sexual activity until the confusion is clearly resolved.

4.11. Alcohol or other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and effectively given. Because consent is difficult to discern when a person has ingested alcohol and other drugs, anyone wanting to initiate sexual activity is strongly encouraged to err on the side of caution when either they or the person(s) they want to initiate the activity with appear(s) to be intoxicated.

4.12. Being under the influence of drugs and/or alcohol is never a defense for not obtaining consent.

4.13. A person cannot consent if physical force or violence is used or threatened.

5. INCAPACITATION

5.1. A person is incapacitated and cannot consent to sexual activity if:
   a. The person is unconscious or otherwise unable to resist;
   b. The person is unaware that sexual activity is occurring;
   c. The person does not have the legal capacity to consent;

   (The definition of consent in the State of Texas can be found at http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011.)

5.2. Further, a person may be unable to consent when they are mentally or physically incapacitated due to the influence of drugs, alcohol, or medication and as a result are rendered temporarily incapable of understanding, appraising or controlling their conduct.

5.3. A person’s incapacity to understand, appraise or control their conduct may be analyzed based on surrounding factors including, but not limited to, hallucinations, blackouts, seizures, vomiting, slurred speech, disorientation, or incoordination.

5.4. When a Respondent has been accused of engaging in sexual activity with an incapacitated person, the perspective of a reasonable person will be the basis for determining whether the Respondent knew or should have known about the Complainant’s ability to give consent.

6. FORMS OF SEXUAL MISCONDUCT
6.1. Sexual Harassment

Sexual harassment is a form of sex discrimination that includes verbal, written or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person’s or group’s sex, or based on gender stereotypes, when that behavior is unwelcome, severe or pervasive, and where it meets either of the following criteria:

a. Submission or consent to the behavior is believed to carry consequences for the individual’s education, employment, on-campus living environment or participation in a University-affiliated activity. Examples of this type of sexual harassment include, but is not limited to:

1. Pressuring another to engage in sexual behavior for some educational or employment benefit; or
2. Making a real or perceived threat that rejecting sexual behavior will result in a negative tangible employment or academic consequence.

b. The behavior has the purpose or effect of substantially interfering with another’s work or educational performance by creating an intimidating or hostile environment for employment, education, on-campus living or participation in a University-affiliated activity. Examples of this type of sexual harassment can include, but is not limited to:

1. Persistent unwelcome efforts to develop a romantic or sexual relationship;
2. Unwelcome commentary about an individual’s body or sexual activities;
3. Unwanted sexual attention;
4. Repeatedly engaging in sexually-oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office or classroom, even if such conduct is not objected to by those present; or
5. Gratuitous use of sexually-oriented materials not directly related to the subject matter of a class, course or meeting even if not objected to by those present.

The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated instance of sexual harassment may create a hostile environment if the incident is sufficiently severe.

6.2. Nonconsensual Sexual Contact

Nonconsensual sexual contact is any intentional touching in a sexual manner, however slight or momentary, or the use of an object to touch another in a sexual manner.

Examples of nonconsensual sexual contact under this Policy include, but are not limited to, the following non-consensual sexual activity:

a. Unwanted touching of a sexual nature;
b. Use of force or intimidation to make someone else engage in nonconsensual sexual touching;

6.3. Sexual Assault

For purposes of this Policy, sexual assault is sexual intercourse that occurs without consent.

Examples of sexual assault under this Policy include, but are not limited to, the following non-consensual sexual acts:

a. Penetration of an orifice (anal, vaginal, oral) with the penis, finger or other object

b. Oral sex

The definition of sexual assault as used in this Policy may constitute sexual assault in Texas. Relevant state law can be found at: http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011.

6.4. Sexual Exploitation

Sexual exploitation occurs when a party takes nonconsensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses. Examples can include, but are not limited to, the following behaviors:

a. Prostituting another;

b. Non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and of all parties involved;

c. Voyeurism or watching or recording someone when that person is in a place where they would have a reasonable expectation of privacy;

d. Going beyond the boundaries of consent (such as engaging in actions that were not consented to during an otherwise consensual encounter);

e. Distributing intimate or sexual images about another person without that person’s consent, even if the images were obtained consensually;

f. Knowingly exposing a person to and/or transmitting a sexually-transmitted infection or HIV/AIDS to another person.

6.5. Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
a. Fear for their safety and/or the safety of others; or

b. Suffer substantial emotional distress.

For the purposes of this Policy, stalking is considered a severe or pervasive form of harassment. This Policy will apply to acts of stalking that:

a. Occur between people who currently have or have had a romantic or sexual relationship, or

b. Occur because of the accused person’s desire to have a romantic or sexual relationship with the alleged victim.

For the purposes of defining stalking under this Policy:

A “course of conduct” is a pattern of behavior composed of two or more acts, whether directly by a Respondent or through third parties, over a period of time, however short, that evidence a continuity of purpose.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

A “reasonable person” means a reasonable person in the Complainant’s circumstances.

The University may consider multiple actions outlined in this definition as one act of stalking. A report of stalking will be considered a new and distinct report if the behavior continues after an official intervention, including, not limited to:

a. University disciplinary action

b. The issuance of a no-contact order, or any warning/action by the University or a court.

The definition of stalking as used in this Policy may constitute stalking in Texas. Relevant state law can be found at http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.42.htm.

6.6. Intimate Partner Violence

For purposes of this Policy, Intimate Partner Violence includes Domestic (Family) Violence and Dating Violence.

Actions that may violate this policy include, but are not limited to:

- Acts of physical violence
- Threats of physical violence
- Abduction, restraint, or false imprisonment
- Actions that may constitute a felony or misdemeanor crime of violence according to
the laws of jurisdiction where the incident occurred.

a. Domestic Violence

Domestic Violence includes felony or misdemeanor crimes of violence committed by:
  • A current or former spouse or intimate partner of an alleged victim
  • A person with whom an alleged victim shares a child in common
  • A person who is cohabitating with or has cohabitated with an alleged victim as a spouse or intimate partner
  • A person similarly situated to a spouse of an alleged victim under the domestic or family violence laws of the State of Texas

http://www.statutes.legis.state.tx.us/SOTWDocs/CR/htm/CR.5.htm

b. Dating Violence

Dating violence includes acts between people who are currently or formerly in a social relationship of a romantic or intimate nature.

For the purposes of this Policy, the existence of such a relationship shall be determined by the alleged victim with consideration of the following:

  • The length of the relationship
  • The type of relationship
  • The frequency of interaction between the persons involved in the relationship

6.7 Additional Actions that Constitute a Violation of this Policy

a) An attempt and/or threat to engage in conduct that would otherwise constitute a violation of this Policy;

b) Knowingly aiding another in violating this Policy;

c) Knowingly covering up actions by oneself or others that would constitute a violation of this Policy, including removing, hiding, altering or destroying evidence;

d) Knowingly engaging in actions that impede or obstruct a University investigation related to this Policy;

e) Attempting to coerce, compel, or prevent an individual from providing testimony or relevant information.

7. REPORTING RIGHTS

7.1. Alleged victims of a violation of this Policy have the right to decide if and when they report the incident(s) to the University, law enforcement, or to any other member of the University
community. The University strongly encourages individuals to access services, such as counseling and medical help, that can respond to the immediate mental and physical impact of an act of Sexual Misconduct. Individuals can access these services regardless of whether they report what happened.

7.2. The University strongly encourages reporting as soon as possible. Prompt reporting may preserve options that delayed reporting does not, including immediate police response and the preservation of physical evidence that may be necessary to prove an alleged criminal offense or to obtain a protective order.

7.3. Once an individual alerts the University of an alleged violation of this Policy they will be provided with information including this Policy, their rights, reporting options, and support resources.

8. CONFIDENTIALITY

8.1. Alleged victims and others who are either not required to report or are bound by state law to remain confidential have the right to remain confidential.

8.2. The University will protect the confidentiality of all individuals involved in a report or a complaint by refusing to disclose their identifying information to anyone outside the University to the maximum extent permitted by law.

8.3. Anyone can receive information about this Policy, their rights under the Policy, reporting options, and support resources without disclosing facts related to the alleged incident.

8.4. The following members of the University community can provide this information:

   - Title IX Coordinator and any assistant coordinators
   - Campus law enforcement and/or security
   - Campus-based counseling staff
   - Campus-based student health center staff
   - Human Resources staff
   - Dean of Students Office staff
   - Student Housing and Residence Life professional staff

8.5. In addition, each component may have their own programs and services related to the issues covered in this policy.

8.6. University staff of campus counseling or health centers, individuals operating in the role of a pastoral counselor or a confidential advisor, and other University employees whose job is to provide medical and mental health care are exempt from required reporting.

8.7. Community-based programs not affiliated with the University may also be confidential
resources and would follow their own policies and procedures regarding reporting duties.

8.8. Individuals may request that their report be investigated by the University without providing their name to the Respondent or witnesses. However, this may reduce the University’s ability to thoroughly investigate a report. When the University cannot fully investigate a report or take appropriate disciplinary action because of a request for a confidential investigation, the University will pursue other steps to limit the effects of the alleged violation, attempt to prevent its reoccurrence, and respond to the impact on the involved parties and the community.

8.9. If an individual discloses an incident to a responsible employee but wishes to maintain confidentiality and/or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University will balance a request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the University community.

8.10. Request for confidentiality will be evaluated on a case-by-case basis by the Title IX Coordinator in cooperation with appropriate administrators and will consider a range of factors, including but not limited to the following:

a. Whether there is an increased risk that the accused person may commit additional violations of this Policy;

b. Whether a weapon was used;

c. Whether the alleged victim is a minor;

d. Whether there are other means to obtain relevant evidence (e.g. security cameras or personnel, physical evidence); and,

e. Whether the report reveals a pattern of alleged actions.

The presence of one or more of these factors could lead the University to investigate, and, if appropriate, pursue disciplinary action against respondents under its control.

8.11. Information will be shared within the University only to those individuals with a legitimate need to know.

9. ANONYMOUS REPORTING

9.1. Alleged victims and others not required to report may submit a report through a web-based reporting system called MySafeCampus, which allows the option of anonymity.

9.3. Reports received through this site will be reviewed and may be investigated.

9.4. The University will work with anyone who is identified via a MySafeCampus report or subsequent investigation to provide confidentiality to the full extent possible under this policy.

10. REQUIRED REPORTING

10.1. All employees, students, and third parties are strongly encouraged to immediately report any incidents alleged sexual misconduct to the Title IX Coordinator and/or a Deputy Coordinator.

10.2. All Responsible Employees who receive a report of Sexual Misconduct must share that information with the Title IX Coordinator and/or a Deputy Coordinator and cannot maintain confidentiality with the exception of:
   a. The staff of a counseling or health center
   b. Individuals who are associated with the University in the role of a pastoral counselor or confidential advisor
In addition, some individuals who are not Responsible Employees who must share reports of Sexual Misconduct with the Title IX Coordinator and/or a Deputy Coordinator, including, but not limited to:
   a. Academic Advisors
   b. Resident Advisors
   c. Members of Student Government Associations
   d. Individuals, including students, serving as responsible persons, even if they are volunteers, at a University-affiliated activity. These individuals could be teaching, graduate, and research assistants, chaperones, peer mentors and retreat counselors.

These individuals are required to report because they are either in a position to do something about the alleged actions, may be perceived to be able to do something about the alleged action, or would otherwise have to report known or suspected incidents of Sexual Misconduct.

10.3. Anyone who is required to report known or suspected violations of this Policy must promptly contact the Title IX Coordinator and disclose what they know about the alleged incident. Even if a required reporter is a Campus Security Authority, and must provide a report to law enforcement or other campus departments, the reporter must also notify the Title IX Coordinator as soon as possible.

10.4. Reports should include all relevant details including the following:
   a. The name of the accused person (if known)
   b. The name of the alleged victim
   c. The names of other people who may be involved
   d. Relevant facts, including date, time, and location of the incident(s)

10.5. The University will comply with all applicable state laws regarding mandatory reporting for known or suspected abuse, neglect, or exploitation of a child or a vulnerable adult.
10.6. Individuals who are required to report under this Policy but fail to do so may face disciplinary action by the appropriate administrator.

10.7. Individuals who are not required to report and who are not bound by state confidentiality laws are still encouraged to report known or suspected violations of this Policy and may do so through the confidential and non-confidential listed in Sections 11 and 12.

10.8. Public awareness events such as “Take Back the Night,” candlelight vigils, protests, “survivor speak outs” or other forums in which members of the community disclose incidents of violations of this Policy are not considered notice to the University for the purpose of triggering its obligation to investigate. However, information regarding rights under this Policy will be available to anyone who discloses Sexual Misconduct at one of these types of events.

10.10. Reporting to Outside Entities. An individual wishing to make a complaint may also contact the U.S. Department of Education, Office for Civil Rights (OCR) to complain of sex discrimination or sexual misconduct:

Office for Civil Rights U.S. Department of Education 1301 Young Street, Suite 1169
Dallas, TX 75202
Phone: (800) 537-76970
FAX: (214) 767-0432
Employees may also contact the U.S. Equal Employment Opportunity Commission to complain of sex discrimination or sexual harassment:

U.S. Equal Employment Opportunity Commission
Dallas District Office
207 S. Houston Street, 3rd Floor
Dallas, TX 75202
Phone: (800) 669-4000
FAX: (214) 253-2720

11. RETALIATION

11.1. The University takes reports of Sexual Misconduct very seriously and will not tolerate retaliation against those who make such reports or participate in the investigation or adjudication process.

11.2. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of Sexual Misconduct, or otherwise participating under this Policy.

11.3. Any actual or threatened retaliation, or any act of intimidation to prevent or otherwise obstruct the reporting of a violation of this Policy or the participation in proceedings relating to a report of Sexual Misconduct, may be considered a separate violation of this Policy and may result in disciplinary sanctions.
11.4. Any person who believes that they have been subjected to retaliation should immediately report this concern to their Title IX Coordinator.

12. IMMEDIATE ASSISTANCE

12.1. Medical Assistance: An individual who experiences any form of sexual, domestic, or dating violence is encouraged to seek immediate medical care. Also, preserving DNA evidence can be key to identifying the perpetrator in a sexual violence case. Victims can undergo a medical exam to preserve physical evidence with or without police involvement. If possible, this should be done immediately. If an immediate medical exam is not possible, individuals who have experienced a sexual assault may have a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) within 4 days of the incident. With the examinee’s consent, the physical evidence collected during this medical exam can be used in a criminal investigation; however, a person may undergo a SAFE even without contacting, or intending to contact, the police. To undergo a SAFE, go directly to the emergency department please go to the nearest hospital that provides SAFE services.

For more information about the SAFE, see http://hopelaws.org/ or https://www.texasattorneygeneral.gov/victims/sapcs.shtml#survivors. The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases where a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE.

12.2. Police Assistance: Because the prohibited actions outlined in this policy may also constitute a criminal act, individuals seeking emergency assistance or who want to file a criminal report may contact their University police department or the appropriate municipal law enforcement agency. In addition to any possible criminal action, the University Police will forward the report to the Title IX Coordinator.

a. Reporting to the police helps maintain future options regarding criminal prosecution.

b. When the victim reports the incident, a police officer will take a statement from the victim regarding what happened.

c. An adult victim can request that their identity be kept confidential.

d. When a police report is filed, the victim is not obligated to participate in criminal proceedings or University disciplinary action.

Anyone wishing to file a report with University police can make a report to their component institution’s Police Department as noted below:

University of Houston Main Campus Police Department
http://www.uh.edu/police 713-743-3333

University of Houston - Clear Lake Police Department
http://www.uhcl.edu/police281-283-2222
12.3. Counseling Assistance: A person who has experienced sexual violence is strongly encouraged to seek medical and psychological care even if he or she does not plan to request a SAFE or report the assault to the police. He or she may be prescribed medications to prevent sexually transmitted infections and/or pregnancy even if the police are not contacted or if a SAFE is not performed.

12.4. Interim Measures and Ongoing Assistance: When an incident of Sexual Misconduct is reported, the University will consider interim measures to protect involved persons and/or the community while the incident is investigated and adjudicated through this Policy.

- An alleged victim does not need to file a complaint to receive interim measures. Some interim measures may be implemented without an alleged victim disclosing identifying information related to the incident(s). Interim measures include, but are not limited to, changes to academic, living, transportation, or working situations. The University will assess whether an interim measure will involve making these changes to the alleged victim or accused person’s circumstances on a case-by-case basis.

- When the University offers counseling through University-affiliated student counseling and employee assistance programs as an interim action, an alleged victim will not have to pay related fees for that counseling while the processes outlined in this Policy are on-going.

- If an interim measure is refused by a party it may still be available at a later date.

- No contact orders can be issued under this Policy between the parties involved in a report or others related to a report as an interim measure. No contact orders issued under this Policy can remain in effect indefinitely and are not contingent upon a formal complaint.

- Violations of interim measures may be considered a separate violation under this Policy or may be investigated and adjudicated through other relevant University policies.
The University will honor any order of protection, no contact order, restraining order or similar lawful order issued by any criminal, civil or tribal court.

13. REPORT RESPONSE PROCEDURES

13.1. A report of a violation of this Policy does not automatically begin the formal complaint procedures, listed in Section 14.

13.2. The University will determine the appropriate response to each report based on the information available at the time of the report and, whenever possible, with the input of the alleged victim.

13.3. When the University receives a report from anyone regarding an alleged violation of this Policy, it will take reasonable measures to do the following:

a. Contact the alleged victim to notify them of their rights and options under this Policy;
b. Implement any appropriate interim measures;
c. Complete a preliminary investigation, as appropriate.

14. FORMAL COMPLAINT PROCEDURES

EOS, located at the University of Houston System/University of Houston, works in conjunction with each component’s Title IX Coordinator to administer all aspects of this Policy. Investigations can be completed by the component’s Title IX Coordinator or appointee or by EOS.

A formal complaint may be filed by the alleged victim or by the University.

The timeframes set forth in this Policy may be extended when there is good cause to do so. The Complainant (or the non-participating alleged victim in cases of the University as complainant) and the Respondent will be notified in writing of the delay and the reason for the delay.

14.1. Step One: Filing a Complaint

14.1.1. If the alleged victim wishes to pursue a formal complaint, they will be asked to complete a Formal Complaint Form with their Title IX Coordinator, who will forward the Complaint to EOS.

14.1.2. If the alleged victim does not wish to pursue a formal complaint:

a. The University may determine that it will serve as a complainant if the alleged victim declines to file a formal complaint.

b. The decision to file a complaint with the University as complainant is not taken lightly and will be determined based on various factors including, but not limited to, the type of actions alleged in the report, prior reports received, and/or potential on-going risk to the alleged victim and/or the community.
14.1.3. The University does not limit the timeframe for filing a complaint of Sexual Misconduct. Complaints can be submitted at any time following an incident, although the University’s ability to take any action may be limited because of the passage of time.

14.1.4. Within five (5) business days after receiving a formal complaint, EOS will provide a copy of the complaint to the Respondent.

14.1.5. If during the course of an investigation additional actions that may constitute a violation of this Policy are identified, the University will determine on a case-by-case basis whether to investigate those allegations as part of the original complaint or provide an additional Formal Complaint Form to the Respondent. Facts used to make this determination include the type of action identified and whether the actions occurred during the same incident or during a separate incident.

14.1.6. Once a complaint is filed, if the Complainant decides that they want to withdraw the complaint, the University’s investigation may still proceed.

14.2. Step Two: Consideration of Interim Measures

14.2.1. Although interim measures may have already been considered and implemented, EOS will again consider interim measures at this step to protect involved parties while the incident is investigated and adjudicated through this Policy.

14.2.2. EOS and other appropriate University administrators will work together to identify alternative arrangements that will preserve the rights of both the Complainant and the Respondent, as well as provide a safe overall educational or working environment until (and perhaps after) the complaint is investigated and adjudicated.

14.3. Step Three: Response to a Complaint

14.3.1. The Respondent’s response to the complaint is due to EOS within five (5) business days from the Respondent’s receipt of the Complaint.

14.3.2. The response should address and respond to the specific allegations made in the Complaint and can include any other rebuttal information.

14.3.3. A response may be provided in writing or through an in-person interview with the investigator(s).

14.3.4. While a Respondent is not required to provide any response to the complaint or answer questions related to the investigation, failure to recognize the receipt of the Complaint may be considered a violation of relevant University policies and could result in an additional complaint.

14.3.5. A Respondent is not required to provide a statement or submit any rebuttal material; however, this will not stop the formal complaint process. Findings will be made based on the information
gathered during an investigation.

14.4. Step Four: EOS Investigation

14.4.1. An investigation will begin upon receipt of a complaint or other notice of alleged Sexual Misconduct.

14.4.2. An investigation may begin prior to receiving a response from the Respondent.

14.4.3. The investigator(s) will attempt to interview the Complainant, the Respondent and any witnesses, as appropriate.

14.4.4. The investigator(s) will also gather and review any information it deems pertinent, as well as any information submitted by the Complainant, the Respondent and/or any witnesses.

14.5. Step Five: EOS Finding

14.5.1. A finding by EOS will be issued as soon as practicable. EOS will make every effort to issue its finding within 60 business days from its receipt of the complaint. In investigations exceeding 60 days, a justification for the delay will be presented to and reviewed by the Title IX Coordinator or his/her supervisor. The complainant, respondent, and supervisor should be provided updates on the progress of the investigation and issuance of the report.

14.5.2. The finding will be determined using a preponderance of the evidence standard; that is, whether it is more likely than not that the Respondent violated this Policy.

14.5.3. If it is determined that this Policy was violated, appropriate university action will be recommended in an effort to eliminate Sexual Misconduct from happening, prevent its recurrence and address its effects.

14.5.4. Even if it is determined that this Policy was not violated, a recommendation may be made that the Respondent undertake educational initiatives and/or trainings.

14.5.5. The Complainant and the Respondent will be simultaneously notified in writing of the outcome of its finding and any appeal rights under this Policy.

14.5.6. The appropriate university administrator(s) will also be notified of any recommended university action. The appropriate administrator will depend on the status of the respondent (i.e., student, faculty or employee).

14.5.7. At any time after a finding has been made that the Respondent has violated the Policy, the University reserves the right to implement an interim sanction against the Respondent while the complaint is being further adjudicated.
14.5.8. Once a finding has been made either party to the complaint may request to meet with the investigator(s) to discuss the investigation and finding and to inspect the investigative file.

14.6. Step Six: Sanctions and Remedies

14.6.1. If there is a finding of a violation of this Policy, a recommendation will be made that appropriate university action be taken, and any sanction imposed on the Respondent will be determined by and implemented by the appropriate administrator after consultation with the Title IX Coordinator.

   a. If there is a finding of a violation of this Policy against a faculty member, any sanctions imposed on the faculty member will be determined by and implemented by the appropriate administrator after consultation with the Title IX Coordinator and consistent with the component institution’s faculty handbook/manual.

   b. If there is a finding of a violation of this Policy against a non-faculty university employee, any sanction imposed on the employee will be determined by and implemented by the appropriate administrator after consultation with the Title IX Coordinator and consistent with the component institution’s policies and procedures related to employee discipline.

   c. If there is a finding of a violation of this Policy against a student, any sanction imposed on the student will be determined by and imposed by the Dean of Student’s Office or its equivalent after consultation with the Title IX Coordinator and consistent with the component institution’s policies and procedures related to student conduct/discipline.

14.6.2. The sanctions for committing an act of Sexual Misconduct will be commensurate to the offense and may include but is not limited to the following:

   • Probation (including disciplinary probation)
   • Temporary or permanent ban from campus locations (such as residence hall communities)
   • Educational programs such as state-certified batterer’s intervention
   • Ban from participating in campus organizations
   • Disqualification from employment positions
   • Withholding of transcripts, grades, diploma, or degree
   • Partial or full criminal trespass
   • Suspension from employment and/or enrollment
   • Revocation of admission and/or degree
   • Termination of employment
   • Expulsion

14.6.3. If a party is dissatisfied with a sanction determined by the appropriate administrator under Section 14.6.1, they may appeal the sanction as follows:

   a. Any appeal to the sanction against a faculty member must be addressed through the component institution’s faculty handbook/manual;
b. Any appeal to the sanction against an employee must be addressed through the component institution’s policies and procedures related to employee grievances;

c. Any appeal to the sanction against a student must be addressed through the appeal process in the component institution’s student code of conduct or its equivalent.

14.6.4. Remedies. Regardless of the finding, and in addition to sanctions that may be imposed pursuant to the appropriate disciplinary policy, the University will take appropriate action(s), including but not limited to those below to resolve complaints of sexual misconduct, prevent any recurrence and, as appropriate, remedy any effects:

a. Imposing sanctions against the respondent, including attending training;

b. Ensuring the complainant and respondent do not share classes, working environments or extracurricular activities;

c. Making modifications to the on campus living arrangements of the respondent or complainant (if the complainant requests to be moved);

d. Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;

e. Determining whether sexual misconduct adversely affected the complainant’s university standing;

f. Conducting, in conjunction with University leaders, a University climate check to assess the effectiveness of efforts to ensure that the University is free from sexual misconduct, and using that information to inform future proactive steps that the University will take;

g. Providing targeted group training;

h. Issuing policy statements or taking other steps to clearly communicate that the University does not tolerate sexual misconduct and will respond to any incidents and to any individual who reports such incidents.

These remedies are separate from, and in addition to, any interim measures that may have been provided before the end of the University’s investigation. If the complainant did not take advantage of a specific service (e.g., counseling) when offered as an interim measure, the complainant should still be offered, and is still entitled to, appropriate final remedies that may include services the complainant declined as an interim measure.

14.7. Step Seven: New Information
14.7.1. If a party has new information they believe would have significantly impacted the finding, they may submit that information to the Title IX Coordinator.

14.7.2. If the Title IX Coordinator determines that the submitted information should be reviewed, and the information was not available for the party to present during the time of the investigation, the case may be re-opened.

14.8. Step Eight: Grounds for Appealing an EOS Finding

14.8.1. An appeal must be submitted in writing to the Title IX Coordinator within five (5) business days of receiving the finding.

14.8.2. The Complainant and the Respondent both have the right to appeal a finding for any error occurring during the investigation that could have significantly impacted the finding.

14.8.3. An appeal is not a new investigation of the complaint.

14.8.4. The non-appealing person does not have to participate.

14.9. Step Nine: Appeal Process

14.9.1. If an appeal is filed in accordance with Section 14.8, the appeal will automatically be presented to the University’s Sexual Misconduct Hearing Board (“Board”) by the Title IX Coordinator.

14.9.2. Members of the Board are selected from recommendations from the component’s Faculty Senate, Staff Council, and Student Affairs who shall each recommend at least five individuals to the component’s President. The President shall then select a Board of eight with representation from each group recommended. Except for the first Board, members shall serve staggered terms of three years.

14.9.3 Upon the Board’s receipt of the appeal, a poll will be taken of the Board members by the Title IX Coordinator to identify four members to hear the appeal and comprise the Hearing Panel (three members of the Hearing Panel will serve as voting members and one will serve as an alternate, non-voting member). The role of the Hearing Panel is to review any evidence presented in the appeal for any error occurring during the investigation that could have significantly impacted the finding and is not for the purpose of conducting a de novo review of the complaint.

14.9.4. If the appeal concerns sexual assault, the appealing student may waive their right to a hearing before the Hearing Panel and have their appeal heard by an individual hearing officer not affiliated with the University (“Non-affiliated Hearing Officer”). To waive their right to a Hearing Panel, the appealing student must submit written notice to the Title IX Coordinator within five (5) business days of receiving EOS’ finding.

14.9.5. The Hearing Panel/Non-affiliated Hearing Officer will make decisions using a preponderance of the evidence standard.

14.9.6. The role of the Hearing Panel/Non-affiliated Hearing Officer is to accept, or remand EOS’ finding by determining by a preponderance of the evidence if any error occurred during the investigation that...
could have significantly impacted its finding. While the Hearing Panel/Non-affiliated Hearing Officer will have the opportunity to review any evidence presented on appeal, their role is not to reinvestigate the original complaint or to review allegations that would otherwise constitute a new complaint under this Policy or any other University policy.

14.9.7. Absent extenuating circumstances, the Title IX Coordinator will schedule a hearing to be held within 15 business days from the filing of the appeal.

14.9.8. Once the hearing is scheduled, requests to reschedule the hearing must be submitted in writing to the Title IX Coordinator and will be considered by the Hearing Panel/Non-affiliated Hearing Officer and the Title IX Coordinator.

14.9.9. The Complainant and Respondent will be notified of the composition of the Hearing Panel or the identity of Non-affiliated Hearing Officer for their hearing. Within five (5) business days of this notification, the Complainant and Respondent have the opportunity to object to a panel member or the Non-affiliated Hearing Officer for cause. The objection should be made in writing. The Title IX Coordinator, in consultation with the members of the panel, will consider any objection and replace the panel member or the Non-affiliated Hearing Officer if appropriate.

14.9.10. No later than five (5) business days prior to the hearing, all materials that will be used at the hearing must be submitted to the Title IX Coordinator, who will forward the materials to the Hearing Panel/Non-affiliated Hearing Officer and will simultaneously provide the materials to both parties. The materials must include:
   a. The names of any witnesses and a brief summary concerning the subject matter of the witness’ expected testimony
   b. The name of any advisor to be in attendance at the hearing and whether that person is an attorney

14.9.11. No witness or document/tangible evidence will be permitted at the hearing unless such information was timely submitted.

14.9.12. It is the responsibility of the party wanting to present a witness to secure that witness.

14.10. Step Ten: Hearing

14.10.1. Prior to the beginning of a hearing, the members of a Hearing Panel will select a Chairperson for the hearing.

14.10.2. The general course of the hearing procedure will be as follows, subject to the discretion of the Panel chairperson/Non-affiliated Hearing Officer:
   a. The Panel chairperson/Non-affiliated Hearing Officer will convene the hearing, introduce the individuals, give a brief description of the process and invite questions about the process and
allow the parties the opportunity to present a brief opening statement;

b. The appellant shall present their evidence (including calling and questioning their own witnesses) to the Panel. If the other party participates, they shall have the same opportunity to present their evidence.

c. EOS shall present their documentation related to the finding to the Panel/Non-affiliated Hearing Officer;

d. The Panel chairperson/Non-affiliated Hearing Officer will allow the parties the opportunity to present a brief closing statement before concluding the hearing.

14.10.3. During the hearing, the Panel Chairperson/Non-affiliated Hearing Officer may impose the following guidelines:
   a. The Panel chairperson/Non-affiliated Hearing Officer may impose reasonable time limits on any stage of the hearing.
   b. The Panel chairperson/Non-affiliated Hearing Officer may also determine the relevance of, and place restrictions on, any witness or information presented.

14.10.4. The Panel chairperson and/or Panel/Non-affiliated Hearing Officer may question any individual at any time during the hearing.

14.10.5. The parties may question their own witnesses, but they cannot directly question the other party’s witnesses.

14.10.6. The parties may request that the Panel chairperson/Non-affiliated Hearing Officer ask questions of the other witnesses by submitting proposed questions to the Panel chairperson in writing either prior to, or during, the hearing.

14.10.7. The Panel chairperson/Non-affiliated Hearing Officer may determine which questions are relevant, and the Panel chairperson/Non-affiliated Hearing Officer has the discretion to revise a question or to decline to ask the question.

14.10.8. The appellant may withdraw an appeal by submitting a request in writing to the Title IX Coordinator prior to the scheduled start of the hearing. A withdrawn appeal will conclude the matter.

14.10.9. In cases where an appellant refuses to participate in the hearing, the Panel/Non-affiliated Hearing Officer will convene and make a decision based on the evidence and testimony available to the Panel/Non-affiliated Hearing Officer.

14.10.10. This hearing process is an internal University process and not a formal courtroom process in which rules of evidence and courtroom procedures apply.

14.10.11. The appellant may bring an advisor of their choosing who may be an attorney.
14.10.12. Advisors may attend the hearing and sit with their advisee during the hearing, communicate quietly orally and/or in writing with their advisee during the hearing, and may respond to a direct question from the Panel/Non-affiliated Hearing Officer.

14.10.13. An advisor will not be permitted to speak on behalf of the advisee, make an oral presentation, including an opening or closing argument, or to question witnesses, the EOS representative, or the Panel/Non-affiliated Hearing Officer during the hearing.

14.11. Step Eleven: Panel Decision

14.11.1. After the hearing has concluded, the three voting members of the Panel will deliberate in private.

14.11.2. The Panel’s decision will be by majority vote.

14.11.3. The Panel/Non-affiliated Hearing Officer can make the following decisions:
   a. Affirm the original finding
   b. Remand the case back to EOS to correct an error

14.11.4. The Panel will communicate its decision by completing the Hearing Decision Form and forwarding it to the Title IX Coordinator within three (3) business days of the hearing.

14.11.5. The Title IX Coordinator will then provide a copy of the decision simultaneously to all parties involved in the complaint.


14.12.1. The Title IX Coordinator and/or EOS will simultaneously notify the Complainant and the Respondent in writing of the outcome of the following stages of the process:
   a. The initial finding including a rationale
   b. The procedures to appeal a finding
   c. The outcome of any appeal, including any changes to the finding
   d. Any interim sanctions imposed
   e. Any changes to interim sanctions
   f. The final outcome of the complaint
   g. Any imposed sanctions including a rationale
   h. When the outcome is final
   i. Changes to sanctions related to the party once the outcome is finalized

14.12.2. These notifications may be combined if they occur at the same time.

14.12.3. In the case of a complaint alleging dating or domestic violence, non-consensual sexual contact, sexual assault, or stalking, both parties will be notified of all imposed sanctions.

14.12.4. In the case of a complaint alleging sexual harassment, the Complainant will be notified of any
sanctions that directly relate to the Complainant.

14.12.5 A Complainant will always be notified of any individual remedies offered or provided to the Complainant and any additional steps the University has taken to eliminate the hostile environment, if one was found to exist, and to prevent recurrence.


15.1. Immunity

To encourage reporting, the University may offer alleged victims and witnesses of Sexual Misconduct amnesty from being charged with non-violent University policy violations, such as unauthorized use of alcoholic beverages, related to the incident. The University may impose educational responses rather than sanctions, in such cases. Decisions regarding amnesty are made by the Title IX Coordinator in conjunction with the appropriate sanctioning body.

15.2. Allegations Involving University-Affiliated Organizations

15.2.1. If a report is made alleging that a University-affiliated organization has violated this Policy, EOS will make a referral to the appropriate administrative department and/or adjudicative body over that organization to ensure a timely, equitable process to determine if an Organization violated relevant University policies.

15.2.2. EOS will work in partnership with the appropriate adjudicative body should there be concurrent investigations involving individuals and organizations, including, but not limited to, sharing information with appropriate University administrators who have a legitimate need to know.

15.2.3. If a report is made involving an organization, EOS will seek to identify any individuals who may be involved. EOS will, in collaboration with the alleged victim whenever possible, determine whether a formal complaint will be filed against any identified individuals, as per this Policy.

15.3. Non-Participating Alleged Victims

15.3.1. Alleged victims who decline to serve as a complainant as per Section 15.1.2 will maintain certain rights as per this Policy.

15.3.2. When the University serves as a complainant, it will work with the alleged victim to the extent they would like to participate.

15.3.3. Non-complainant alleged victims do not have appeal rights as per this Policy.

15.3.4. Non-complainant alleged victims receive the same notifications as the Complainant and Respondent, unless they request otherwise, as outlined in Section 15 of this Policy.

15.3.5. Non-complainant alleged victims always maintain the right to reasonable interim measures as
outlined in Sections 14 and 15.2 of this Policy.

15.4. Additional Interventions

15.4.1. When a report is received alleging a violation of this Policy, the University will take appropriate steps to assess whether additional actions, beyond a formal investigation and possible disciplinary sanctions, are appropriate.

15.4.2. These actions may be implemented regardless of whether a formal complaint is filed and regardless of whether a finding of a violation is made.

15.4.3. Actions may respond to the specific needs of impacted persons and/or may address the needs of the University community.

15.4.4. Actions may include extending interim measures provided to impacted persons such as those listed in Sections 14 and 15.2 or new actions taken to respond to immediate and long-term concerns regarding personal safety, academic success, and emotional well-being.

15.4.5. Actions may address the needs of the University community may include but is not limited to training, both targeted training and campus-wide programs, campus safety assessments, campus climate surveys, and evaluation of policies and procedures.

15.5. Reports Outside of University Jurisdiction
If the University is notified that a member of the University community has reported an incident of Sexual Misconduct, but the action occurred outside of the University’s jurisdiction, the University will still take reasonable steps to ensure the individual’s safety while on campus and to offer the individual information about resources both on campus and in the community.

15.6. Training
15.6.1. Investigator(s) will receive training at least annually on the issues related to Sexual Misconduct and how to conduct the processes outlined in this Policy while being both trauma-informed and impartial.

15.6.2. Members of the Hearing Board will receive training at least annually on the issues related to Sexual Misconduct. These individuals will also receive training on the role of EOS to enforce this Policy, best practices for hearings and hearing panelists, and how their role is to ensure and promote safety, due process and accountability.

15.6.3. The University will provide training for all incoming students and new employees that increase their knowledge about this Policy, their rights and resources, as well as strategies to prevent violence, promote safety, and reduce perpetration.

15.6.4. The University will provide on-going prevention and awareness campaigns for students and employees that will increase their knowledge about this Policy, their rights and resources, as well as
strategies to prevent violence, promote safety, and reduce perpetration.

16. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor for Legal Affairs and General Counsel

Review: Every three years on or before August 31

17. APPROVAL

Approved: Dona Cornell
Vice Chancellor for Legal Affairs and General Counsel

Renu Khator
Chancellor

Date: June 29, 2016

13.0 Emergency Response, Evacuation Procedures and Emergency Communications

The UHCL Police Department in conjunction with Emergency Management & Fire Safety has developed an Emergency Operations Plan that provides the necessary guidance to organize and direct UHCL operations in the event of a major emergency or disaster.

The plan details the protocols and resources to be utilized in order to prepare for and / or prevent potential emergencies, and to deal effectively with the effects of these events if they do occur; to include timely response, personnel and property protection, recovery and resumption of the normal mission and critical operational functions of UHCL.

During emergency management operations, the UHCL operates under the Incident Command System (ICS) – a system mandated by federal and state law that utilizes common command structures, protocols and terminology shared by all emergency responders. Under this system, a single Incident Commander directs all university and outside resources to carry out necessary tasks to mitigate the emergency. The Incident Commander is supplemented with a team of personnel known as the Crisis Management Team, who will assume various management responsibilities during the emergency and recovery phases.

The UHCL Emergency Operations Plan includes parameters for annual drills and exercises to assure the plan is operating at the highest efficiency. Every three years, the UHCL participates in a PEER review process where outside entities review the university’s Emergency Operations Plan to assure it meets statutory standards and the needs of the university.

The University of Houston-Clear Lake operates a mass communication system in order to facilitate communications in an emergency situation. This system, known as PIER (Public Information Emergency Response), is an opt out system. This means that all employees and
students are automatically enrolled in the system when they are hired or register. The system utilizes the emails and phone numbers in the UHCL database. When an employee or student updates his/her contact information, this is automatically updated in the PIER System as well. Employees and students can confirm their information or opt out of the program by visiting www.uhclemergency.info and following the appropriate links. Opting out of the system is not recommended.

UHCL uses PIER during life safety and / or university closure situations. When used, messages will be sent via email and text to all emails and cellular phones in the system. The subject line of these messages will read CODE GREEN. This is a signifier of an emergency message that requires the recipient’s immediate attention. Messages will include instructions for follow up information or directions for specific action.

At the beginning of each semester (fall, spring and summer) the PIER System is tested using a random selection of employees and students to ascertain if the test messages were received and the speed in which the messages reached their destination.

14.1 Annual Fire Safety Report

The University of Houston-Clear Lake advocates a fire safety campus. The university includes four classroom and administration buildings, three office building, one maintenance building and one apartment complex on the main campus. There is also one classroom and administration building at the campus located in Pearland, TX, and one classroom and administration building located in the Texas Medical Center.

The apartment complex, known as University Forest Apartments (UFA), is a gated student and staff only housing community with 10 Buildings containing 136 housing units operated by Campus Living Villages Inc. The University Forest Apartment complex must comply with the regulations set forth in the Higher Education Act, the amended Higher Education Opportunity Act and any National Fire Protection Association's Life Safety Codes that concern on-campus housing. The University Forest Apartments must also adhere to any requirements established by the Texas State Fire Marshal and Fire Safety guidelines developed by the University of Houston-Clear Lake.

14.2 Applicable Definitions

1. **Cause of Fire**: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
2. **Fire**: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
3. **Fire Drill**: A supervised practice of a mandatory evacuation of a building for a fire.
4. **Fire-Related Injury**: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person”
may include students, employees, visitors, firefighters, or any other individuals.

5. Fire-Related Death: Any instance in which a person:
   (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
   (2) dies within one year of injuries sustained as a result of the fire.

6. Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

7. Overhaul: The practice of searching a fire scene to detect hidden fires or sparks which may rekindle, and to note the possible point of origin and cause of ignition.

8. Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

14.3 Fire Log

The on-campus housing fire log contains information such as: cause of incident, date, time, and location of occurrence. The fire log is open to the public and is located at the University Forest Apartments Office and the University of Houston – Clear Lake’s Office of Risk Management.

14.4 Fire Statistics

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Property Damage &amp; Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2600 Bay Area Blvd. University Forest Apartments</td>
<td>1</td>
<td>1</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>$50</td>
</tr>
</tbody>
</table>

14.5 Fire Safety Systems

All but 3 of the buildings on all campuses are monitored with an automatic fire detection/alarm system. All buildings have smoke detector/alarms in place. All systems are tested annually by a certified inspector.

The following fire safety systems are in place at the University Forest Apartments:
• 30 emergency pull station alarms located at Buildings 4, 5, 7, 9, and 10.
• Fire Extinguisher in each individual apartment unit.
• Smoke detectors (non-monitored) in each individual apartment unit.

14.6 Emergency Evacuation Drills

Annually, the University Forest Apartments conducts a fire evacuation drill in September and March.

14.7 Evacuation Procedures

If a fire alarm is received at any campus facility, all persons within the building are to evacuate the building into the nearest parking lot unless an ALL CLEAR announcement has been made. During a fire alarm event, the UHCL Police and UHCL Facilities and Construction Management shall inspect the alarm location to determine if the fire department is needed. Based upon their findings, the UHCL Police will make a follow up announcement via the building’s fire address system. During an evacuation, assist your classmates and colleagues, particularly those who may have a disability. Evacuations should be made via stairwells whenever possible. If you are unable to evacuate yourself or you cannot assist someone in evacuating, please contact the UHCL Police at 281-283-2222 and advise them of your location and type of assistance needed.

Emergency Evacuation at University Forest Apartments
• Remain alert, but calm.
• If safe to do so, leave your apartment immediately and shut the door.
• Go to the parking lot area furthest away from the danger zone.
• Call UHCL Police at 281-283-2222 or 911 to report the fire.
• Activate an emergency alarm pull station box (Buildings 4, 5, 7, 9, 10) to notify other residents that there is a fire.

14.8 Reporting a Fire

All fire emergencies should be reported to University Police by calling 281-283-2222, or 911.

14.9 Fire Safety Education & Safety Programs

Policy on Portable Electrical Appliances, Smoking, and Open Flames
The following policies are in effect at University Forest Apartments, in order to reduce risk of fire:

Grilling
Use only designated barbeque pits for grilling on campus.

Smoking
Smoking cigarettes, cigars, pipes, etc., is allowed only if all residents in apartment agree. Hookahs
are not permitted within apartments.

**Candles & Incense**
Candles, incense and any other form of open flames are not allowed within apartments.

**Electrical Safety**
- Make sure cords have no exposed wires.
- University Forest Apartments does not allow multiple outlets, also known as “octopus plugs.”
- No halogen lamps are allowed at University Forest Apartments.
- No Electric or gas space heaters are allowed at University Forest Apartments.

**Inspections**
The University Forest Apartment management performs routine inspections and maintains all fire extinguishers, smoke detectors, and emergency pull station alarms. The Texas State Fire Marshal performs inspections at University Forest Apartments at least every two years to determine whether:

- Fire extinguishers are present and have been recently inspected.
- Smoke detectors are in place and are in working order.
- Pull stations are operational and have been inspected.

**Campus Safety Programs, Have an Exit Strategy (HAES) Program**
The University of Houston-Clear Lake takes part in the Have an Exit Strategy (HAES) Program funded by a federal grant through the Texas State Fire Marshal's office. The HAES program was developed to educate the campus community to become fire safety conscious. Through this program, the campus body becomes more aware of their surroundings, locating exits, and identifying fire hazards and how to prevent them from occurring. The program uses handouts, emails, flyers, campus TV ads, doorknob hangers, etc. to educate the community. This program works in concert with the campus' Fire Safety Rules and Procedures to promote fire safety. Campus fire safety Information is located on the University of Houston-Clear Lake Website: [http://prtl.uhcl.edu/facilities/emergency-safety](http://prtl.uhcl.edu/facilities/emergency-safety)

**Fire Extinguisher Training**
Fire extinguisher training is offered several times a year, in person, online, and by request through the UHCL Emergency Management & Fire Safety Department at 281-283-2250.

**14.10 Future Improvements in Fire Safety**
The University of Houston-Clear Lake's Risk Management Department has plans to begin a fire warden program at the UFA. This plan designates several individuals to take a leadership role during a fire emergency by ensuring their neighbors know the fire emergency, evacuation procedures, assist with fire drills and help promote fire safety awareness.
14.11 Additional Fire Safety Information

For additional fire safety information, visit the Emergency Management & Fire Safety website:  
http://prtl.uhcl.edu/facilities/emergency-safety

15.0 Missing Student Notification

Any university organization, employee, instructor or student who suspects a student is missing,  
is required to contact the UHCL Police Department at 281-283-2222 immediately upon  
determining the student is missing.

While 24 hours is the commonly accepted waiting period for an adult suspected of being missing,  
UHCL and the UHCL Police does not subscribe that there is a minimum time that a person must  
be missing before they can be reported. A person may be declared missing when his or her  
whereabouts are unknown and unexplainable for a period of time that is regarded by  
knowledgeable persons as highly unusual or suspicious.

Procedures for Missing Students at University Forest Apartments

For students living in University Forest Apartments, the following procedures are verbatim from  
the campus living villages Emergency Procedures Manual:

1       MISSING STUDENT – PROCEDURES UNIVERSITY FOREST APARTMENTS (UFA)

1.1       Immediate Action

• TRY to calm the person providing notification.

• OBTAIN all pertinent information from the person reporting the missing student.

  > Have authorities been contacted?
  > Full name and description of the student.
  > Full name and contact information of person notifying you. (Verify with ID, if  
    applicable.)
  > Length of time the student has been missing.
  > Time, date and location of when the student was last seen and by whom.
  > Ask why they believe the student is missing.
  > Any previous incidents or related concerns (i.e. known medical conditions or life  
    events).
  > Determine if student has a cell phone, significant other or car.

• GO to the student’s unit (along with another employee – do not go alone) and conduct a  
welfare check.
• **If the student is there**, ask them to contact the person who notified the office. Notify the contact person and let them know that you have spoken to the student and asked them to make contact.

• **If the student is not there and there is no answer at the door:**
  
  o KEY into the unit and determine if there are any indications that the student is still living in the unit.

  o CONTACT student’s resident assistant, roommate(s) and neighbors to determine if they have seen the student

  o Contact police and initiate a report.

• Tell emergency operator: “**MY NAME IS**” __________ “. I AM CALLING FROM ENTER VILLAGE NAME LOCATED AT ENTER VILLAGE ADDRESS/LOCATION. WE HAVE BEEN NOTIFIED OF A POSSIBLE MISSING STUDENT.”

• Follow the directions given by the emergency operator and answer all questions to the best of your ability.

• Notify Regional General Manager/Assistant Vice President of Operations of situation.

• If on campus, notify institutional partners and assist with their protocol.

• Be prepared to meet authorities who may need assistance in entering the property or unit.

• Follow directions of the police.

1.2 Subsequent Action

• Complete Incident Report form and submit to Regional General Manager/Asst. Vice President of Operations.

• Evaluate and critique procedures used and revise Emergency Procedures Manual as appropriate.

• Review incident for the purpose of updating and revising Risk Register.

**Missing Student Investigations**

The UHCL Police takes all reports of missing students seriously. These reports are immediately
and thoroughly investigated following the department’s Missing Persons directive. The UHCL Police will use all resources at its disposal to locate reported missing students, including assistance from outside local, state and federal authorities. Students reported missing to the UHCL Police will also be reported to the UHCL Dean of Students for proper institutional and next of kin notification.

The university holds each student’s contact information confidential. At the time of admissions, students are given an option to include next of kin. If the student has been determined missing by the UHCL Police, the university shall notify the next of kin of that determination. If the student is under 18 and not an emancipated minor, the UHCL PD must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the missing person. UHCL PD will also notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.
16.0 Important Phone Numbers

*Emergency*
911 (off campus, or cell phone); 9-911 (on campus phone)

*University of Houston-Clear Lake Police Department*
281-283-2222

*Emergency Information Hotline (School Closure Hotline)*
281-283-2221

*University of Houston-Clear Lake Title IX Coordinator*
281-283-2168

*Dean of Students Office*
281-283-2567

*University of Houston-Clear Lake Counseling Services*
281-283-2580

*University Information (Operator)*
281-283-7600

*University Health Center*
281-283-2626

*University CARE Line (Student Behavioral Concerns)*
281-283-2273

*University Forest Apartments*
281-286-5959

*Information about this Report*
Thank you for your interest in campus safety. If you need more information on this report and the topics it covers, please contact Chief Allen Hill via phone: 281-283-2222 or email: policechief@uhcl.edu.