

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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|---------------------|---|-----------------|--------------------------|
| Chapter 8 | Health and Safety | Effective: | June 2000 |
| Section 8.6 | Student Right-To-Know and the Campus Security Act | Revised: | December 2006 |
| Policy 8.6.1 | Student Right-To-Know and the Clery Act | Responsibility: | Chief, University Police |

STUDENT RIGHT-TO-KNOW AND THE CLERY ACT

Policy

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, "Clery Act", the Health Science Center collects specified information on campus crime statistics, campus security policies, and advises the campus community where information concerning registered sex offenders can be obtained. Pursuant to federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators. The Health Science Center will make timely reports to the campus community on crimes considered to be a threat to students, employees and property reported to University Police or local police agencies.

Annual Security Report

The University Police prepares the annual security report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found at <http://utpolice.uthscsa.edu/>. Every September, it is published and distributed to all current students and employees through an e-mail notification that provides a Web site link to the annual security report. All employees that do not have access to an e-mail account will receive a postcard that states how to find the annual security report on-line and how they can obtain a paper copy upon request. Prospective students or employees may also receive a copy upon request. Every October, a Department of Education survey will be completed and sent in.

The annual security report contains specific campus crime, arrest, and referral statistics from designated campus security authorities (University Police and Associate Dean of Students for Health Professions, School of Medicine, Dental School, Graduate School, and School of Nursing) and local law enforcement agencies. These crime statistics will reference crimes that occur on and off campus property that is owned and controlled by the Health Science Center. The report also contains how to report criminal activity, crimes and emergencies, security and access to campus facilities, University police programs, weapons on-campus, photo identification system, drug and alcohol policies, off-campus criminal activity by students, sexual assault policies and procedures, and sex offender registration.

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Campus Police Authority and Jurisdiction

The University Police is comprised of non-commissioned personnel and duly commissioned police officers (as authorized by Article 51.203 of the Texas Education Code). University Police officers have full authority to arrest. The primary jurisdictions of institutional police officers include all counties in which property is owned, leased, rented, or otherwise under the control of The University of Texas System.

University Police officers must meet specific employment qualifications and training requirements to be licensed police officers by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) under the authority of Article 4413 (29a) VACS.

The primary functions of the University Police 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, and to uphold the Regents' *Rules and Regulations* and applicable Health Science Center policies and procedures. University Police maintains a good working relationship with local, state, and federal law enforcement agencies.

During student orientations in June, September and January of each year, the students are informed of police services. Every week an orientation is also given to new employees. The topics that are covered by officer and guard authority and jurisdiction; department locations, hours and services; parking and traffic rules; gates, emergency intercoms, and late entry doors, identification cards and card reader procedures; key department phone numbers and Web site; and Clery Act information and theft prevention.

University Police Programs

Programs and services are designed to inform members of the Health Science Center community about campus security procedures that are based on the dual concept of eliminating or minimizing criminal opportunities, whenever possible, and encouraging employees and students to share the responsibility of their own security and the security of others. Crime prevention programs and services offered by the University Police include, but are not limited to, the following:

- Crime Prevention Presentations are made throughout the year to

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campus faculty, staff, and students when requested. The content of these programs includes information about personal safety, to include sexual offense prevention, operation identification, office theft prevention, home security and auto theft prevention.

- Operation Identification is a program requiring the engraving of driver's license number on items of value and the cataloging of these items. Engravers can be borrowed free of charge.
- Security Surveys identify areas of vulnerability. They are conducted for a number of campus departments and facilities each year. A survey can be requested.
- Area Crime Analysis is a quarterly report which reflects Part I crimes occurring within a one-mile radius of the campuses.
- Sexual Offense Awareness, Education and Prevention is an ongoing process with crime prevention.
- Patrol-Bys are conducted, upon request, by officers who will periodically conduct security checks of working/studying areas.
- Safe Walk Program is provided seven days a week, 24 hours a day, to vehicles parked on campus. The program may be used by calling the University Police at 567-2800 or using any emergency intercom placed throughout the campus.
- Motorist Assistance Program is available to help motorists on campus with such problems as keys accidentally locked in their vehicle, dead batteries, flat tires or lack of gasoline. There is no charge for this service.

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Security and Access to Campus Facilities

Campus buildings and facilities are accessible to most faculty, staff, students and visitors during normal business hours, Monday through Friday. After normal business hours, weekends, and holidays, all outside doors are locked to protect personnel and property. Card keys may open some doors, if so equipped.

Certain doors have been identified as "late hour entry" and are equipped with cameras, intercoms, and the Health Science Center security card reader system. If an employee does not have their card key, they will not be able to access the building. All faculty, staff, students, and other non-employees housed on campus must wear photo identification cards where it can be seen at all times on campus.

There are strategically placed emergency intercoms in the parking lots on campus which automatically annunciate at the University Police Communications Center. They are mounted on light poles and are equipped with signs and blue lights for ease in locating on the Main Campus. New intercoms on North Campus lots have a red or blue pole with a blue light. There is also campus elevators equipped with emergency intercoms.

The personal safety of each individual who enters the campus is his or her responsibility. Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased risk. University Police will continue to develop and implement security measures, but these measures cannot succeed without the personal support of faculty, staff, students and visitors.

Reporting a Criminal Activity or Emergency

Faculty, staff, students and visitors are encouraged to report all crimes and public safety related incidents to the University Police in a timely manner. Individuals, who wish to report alleged criminal actions that occur on the campuses of the University, as well as Health Science Center leased space, may do so by calling University Police at:

- Main Campus 210-567-2800
- Harlingen 956-365-8900
- Laredo 956-523-7414

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In case of an emergency on campus, dial 911 on a campus phone or dial 567-2800 on a cell phone or appropriate campus police phone number. Also, emergency intercoms may be used from any parking lot or elevator placed throughout the campus. In addition, assistance may be requested from an officer in uniform on patrol or at one of the entry control stations. University Police is located at 7703 Floyd Curl Drive on the corner of Campus Drive and Hillside Drive.

Offenses occurring off-campus should be reported to a local law enforcement agency.

Crimes should be reported to the University Police to ensure proper documentation of the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

Crime Reporting

The University Police will advise the campus community about campus crimes and criminal related problems. This will be accomplished through a University Police newsletter, Health Science Center newspapers, special crime alerts, the University Police web page, and in extreme situations, crime bulletins are prepared and distributed utilizing the campus electronic mail system in a timely manner.

What to do if you are a victim of any crime:

- Contact University Police when possible. Inform the Police Communications Officer (PCO) of the description and direction of travel taken by the criminal.
- Remember all you can about the criminal, and relay that information to the PCO, such as :
 - Race/sex, clothing description, height/weight, color of hair/eyes, any unusual features or jewelry, and description of the vehicle.
- Stay on the phone with the PCO until told to hang up.
- Do not confer with other individuals who may have been involved

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In the incident or allow anyone in or near the area where the incident took place.

- Reporting may be confidential.

Confidential Crime Reporting Procedures

If a victim of crime does not want to pursue action within the University system or the criminal justice system, they may still want to consider making a confidential report. This can be accomplished by going to the University Police Web site and completing a form at: <http://www.uthscsa.edu/utpolice/reportcrime.htm>. With the victim's permission, the Chief of Police or a designee of University Police can file a report on the details of the incident without revealing the identity of the person. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the future safety of the victim and others. With such information the University can keep an accurate record of the number of incidents involving faculty, staff and students to determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in the manner are counted and disclosed in the annual crimes statistics for the institution.

Timely Warnings

In the event that a situation arises, either on- or off-campus, that in the judgment of the Chief of Police of University Police constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. These warnings can be issued for threats to persons or property. The warning will be issued through the University e-mail system to faculty, staff, and/or students; via *HSC News*; the student newsletter *Update*; and/or, posted on bulletin boards around campus.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, University Police may also post a notice on the University Police Web site at: <http://utpolice.uthscsa.edu/>, providing the University community with more immediate notification.

Anyone with information warranting a timely warning should report the circumstances to University Police, by phone at 567-2800 or in person

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at the main Police building between the School of Nursing and the Dental Cafeteria.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Texas, it is the Texas Department of Public Safety (DPS)) to provide the Health Science Center with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at the Health Science Center.

The Health Science Center is required to inform the campus community that a Texas DPS registration list of sex offenders will be maintained and available at University Police’s Criminal Investigation Unit and the Assistant Vice President for Student Services.

In addition, a list of all registered sex offenders in Texas is available from the DPS at [https://records.txdps.state.tx.us/DPS WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx). The Health Science Center is located in Bexar County and the zip code is 78229.

The CSCPA further amends the Family Education Rights and Privacy Act of 1074 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and Article 62 of the Texas Code of Criminal Procedures.
