D. Crime Awareness and Annual Crime and Fire Safety Report

In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," codified as 20 U.S.C. 1092(f) as part of the Higher Education Act of 1965, the Annual Security and Fire Safety report (http://www.utsa.edu/utsapd) is prepared and published by October 1st of every year by the UTSA Police Department. The contents of this report are in cooperation with the Office of Student Affairs, University Housing, Student Conduct and Community Standards, Counseling Services, Fire and Life Safety Division, Title IX, and other university departments. Each entity provides updated information on their educational efforts and programs to comply with the Act.

The Annual Security and Fire Report has statistical information for three years of offenses occurring at all three UTSA campuses. Crime statistics are provided by the UTSA Police Department and other police agencies. The report contains certain security policy statements, fire safety policies and procedures and reporting requirements, sexual assault policies which assure basic victims' rights, the law enforcement authority of UTSA police, and where students should go to report crimes. The annual report contains UTSA's policy regarding sex-related offenses, including sexual assault prevention programs, educational programs to promote awareness of sex offenders, administrative disciplinary procedures and sanctions for offenders, as well as counseling and other student services for victims. Included in the report is a statement advising the campus community where to locate information concerning registered sex offender information as provided by a state under 42 U.S.C. § 14071(j).

The annual report also includes information regarding timely warning and emergency notification information. The report contains the University’s policies and procedures regarding immediate emergency response, including procedures regarding how the campus community will be notified of a significant emergency involving an immediate threat and campus evacuation.

The annual report includes information about the missing student notification policy for students who reside in on-campus housing and about how to obtain information regarding registering a confidential contact.

The annual report discloses statistics for reported Clery Act crimes that occurred in the following areas: on campus, on public property within or immediately adjacent to campus, and in or on noncampus buildings or property that UTSA owns or controls.

The report is available to all current and prospective students and employees through the UTSA Police Department website (http://www.utsa.edu/utsapd) and in various UTSA publications. Hard copies of the Annual Security and Fire Safety Report are also available at the University Police Department Main and Downtown Campuses and the Institute of Texan Cultures (ITC) Security Station. The Clery Compliance Coordinator, Rebecca Gomez, can be reached at 210-458-4417.

A copy of the statistics included in the annual report is also provided to the U.S. Department of Education.

Reporting Crimes or Emergencies

Police-Fire-EMS

Dial:

911 (Any on-campus phone)

210-458-4911 (Cell phone or off-campus phone)

210-458-4242 UTSA Police Non-Emergency

The UTSA Police Department is responsible for law enforcement, security, and emergency response at the UTSA Main Campus, Downtown Campus, HemisFair Park (ITC), Park West, and University Heights Tech Center. The primary office of the UTSA Police Department is located on the Main Campus in the Bosque Street Building, 1.400. A satellite police office at the Downtown Campus is located at the Buena Vista Building, 1.303. The UTSA Police Department is operational 24 hours a day, 365 days a year, and is staffed by commissioned Texas peace officers and supported by civilian personnel and non-commissioned public safety officers. A number of well-marked outdoor emergency telephones are located throughout the campuses in parking lots, parking garages, and elevators to report crimes and emergencies or to request police services. Walk-in reports will be taken at either the Main Campus or Downtown Campus offices. However, for faster service, please call the numbers listed. UTSPAPD’s Silent Witness Program is a way for people who have witnessed a crime or suspicious activity at any UTSA campus and want to report it, but want to remain anonymous and are not sure whom to contact at the Police Department. NOTE: The Silent Witness Program is NOT intended to report crimes in progress. The program can be accessed at: http://utsa.edu/utsapd/forms/witness.cfm.

Encouragement of Prompt Reporting of Crimes

Please promptly report all criminal incidents and medical emergencies to the UTSA Police Department using the telephone numbers listed in this report. Upon receipt of the call, University police officers are dispatched immediately to the site of the incident and have the authority to make arrests, if necessary. The UTSA Police Department provides notification to the University community on a timely basis about crimes and crime related issues.

Annual Security & Fire Safety Report

By October 1st of each year, the Annual Campus Security & Fire Safety Report is distributed to all enrolled students and current employees. Distribution can be made by mail, campus mail, electronic mail or text messaging. The Annual Security & Fire Safety Report is posted on the UTSA Police Department website at: http://www.utsa.edu/utsapd/.

The Annual Campus Security & Fire Safety Report is available to prospective students or employees at the same website listed above. The UTSPAPD Clery Compliance Division is responsible for gathering the crime statistics from the department’s database, from area law enforcement agencies, and from other campus offices that receive reports about crimes. The UTSPAPD Clery Compliance Division is responsible for the publication and dissemination of the Annual Security Report.

Timely Warnings

When a reported offense occurs and is a Clery Act crime, the Chief of Police or designee conducts a timely review of the circumstances.
surrounding the offense as soon as pertinent information is available. This is performed to determine if the offense constitutes a continuing threat to students, faculty, and staff. If the offense presents a continuing threat to students, faculty, and staff, then the Chief or designee orders the distribution of a timely warning. The timely warning is composed by the Director of Emergency Management or designee and posted on the department’s website (http://utsa.edu/utsapd) and the Campus Alerts website (http://alerts.utsa.edu). Victims’ names are withheld as confidential. Timely warnings include as much specific information as available about the crimes and information that will help students, faculty and staff to protect themselves from similar crimes. The timely warning may be distributed to students, faculty, and staff through social media outlets, mass email distribution, printed flyers on public or office bulletin boards, text messaging, and the UTSA Emergency Notification System (ENS). UTSAPD may withhold the information required above if there is clear and convincing evidence that the release of the information would jeopardize the safety of an individual or an ongoing criminal investigation, cause a suspect to flee or evade detection, or result in the destruction of evidence. UTSAPD will disclose any information withheld for these reasons once safety or the criminal investigation is no longer jeopardized. If the decision is made to disseminate a timely warning, coordination with other university departments is considered. However, the Chief of Police shall not be bound to consult with other departments if doing so would cause a delay that could put members of the community at risk. The key factor is the safety of the community, and UTSA’s procedures ensure that emergency notifications will be issued immediately without delay.

Campus Security Authorities

UTSA acknowledges that some individuals may be hesitant about reporting crimes to the police, but may be more inclined to report crimes to other university officials designated by the Clery Act as Campus Security Authorities. Campus Security Authorities includes any individual who has significant responsibilities for student and campus activities. Some of the offices where a report can be made to a CSA include, but are not limited to, the Vice President for Student Affairs (210-458-4136), Dean of Students (210-458-4720), Associate Vice President for Student Health Services (210-458-4142), Director of Housing and Residence Life (210-458-6200), Director of Campus Living Villages (210-877-4000), Student Conduct and Community Standards (210-458-4720), Athletic Director (210-458-4161), Associate Vice President for Human Resources (210-458-4250), and the Title IX Coordinator at (210-458-4120). Crimes can be reported by phone, walk-in meeting, or by appointment.

Campus Security Authorities also include faculty and administrators who have significant responsibilities for student and campus activities including advising, mentoring, coaching, housing, discipline, and campus judicial proceedings. Please contact the UTSA Police Department for a complete list of all Campus Security Authorities. Information is disclosed for the purpose of collecting data to be included in the annual crime statistics or for creating timely warnings. A complainant (victim) may request to make a confidential statement to a Campus Security Authority concerning crimes. The statements made to Campus Security Authorities are confidential unless they pose a continued threat to the safety of the University community.

When no threat is posed, the only information disclosed is for the purpose of collecting data to be included in the annual crime statistics. If a complainant insists that their name or other identifiable information not be disclosed, the complainant will be informed that the ability of UTSA to respond may be limited. A complainant may also make a confidential statement to The Director of Student Counseling (210-458-4140) or the Director of Student Health Services (210-458-4142). These officials are exempt from disclosing information to the UTSA Police Department (except by law in cases where there is an immediate threat to the safety of an individual, other persons, children, or the elderly) because of their function within the scope of their professional license or certification as a counselor. These officials also encourage complainants they treat or counsel to report crimes on a voluntary, confidential basis for inclusion in annual crime statistics. For a complete listing of all Campus Security Authorities, please contact the UTSAPD Clery Compliance Coordinator at 210-458-4417.

Crimes Occurring Off Campus

Crimes occurring off-campus should be reported to the San Antonio Police Department at 210-207-7273, or the Bexar County Sheriff’s Office at 210-335-6000.

Security of and Access to Campus Facilities

The University Police Security Services Office is responsible for keys, UTSA Card access, and all associated records. Keys and UTSA Card access to UTSA buildings, offices, and other facilities are strictly controlled to ensure that only authorized UTSA affiliates have keys or UTSA Card access to facilities. Keys and UTSA Card access to UTSA buildings, offices, and other facilities are issued upon authorization by the appropriate administrative official, per chapter 8.04 of the UTSA Handbook of Operating Procedures. A computer based electronic monitoring system located at the UTSA Police Department monitors a network of intrusion alarms, panic alarms, and access controlled doors. More information on access to campus facilities can be found in chapter 8.04 of the UTSA Handbook of Operating Procedures.

Access To Academic Buildings

Academic campus buildings and support facilities are accessible by members of the campus community, guests, and visitors during normal business hours. Academic buildings are card access equipped for access to buildings that are locked after normal business hours. Access to classrooms and office buildings for special events after normal business hours, weekends, and holidays is coordinated with the various campus departments overseeing that particular area or event. Many buildings, offices, labs, computer rooms, and other areas of campus are equipped with card key access and door alarms that are monitored by the UTSA Police Department Communications Center.

Access To Apartments and Residence Halls

Chisholm Hall: Chisholm Hall is operated by Campus Living Villages, a third party provider. The exterior doors remain locked 24 hours a day. Unlimited access is available to residents via an electronic access control system. Each unit has a front door equipped with a mechanical lock. Guests and visitors to the student residence halls may gain admission at a centralized check-in desk and must be escorted when in the residence hall.

University Oaks Apartments: The University Oaks Apartments are also operated by Campus Living Villages. Access to the University Oaks Apartment complex is through access gates for vehicles to the parking lot as well as access gates for pedestrians to the grounds. Each apartment has a front door equipped with a mechanical lock.

Chaparral Village: Chaparral Village is operated by UTSA Housing and Residence Life. Access to the Chaparral Village complex is through various pedestrian gates or the City Center. Each unit has a front door
equipped with an electronic lock. Each bedroom door within each unit is equipped with an electronic lock.

**Laurel Village:** Laurel Village is operated by UTSA Housing and Residence Life. Access to the Laurel Village complex is through various pedestrian gates or the City Center. Each unit has a front door equipped with an electronic lock and pin code. Each bedroom door within each unit is equipped with an electronic lock.

**Alvarez Hall:** Alvarez Hall is operated by UTSA Housing and Residence Life. The main entrance doors to the lobby are accessed through an electronic access control system. Access to Alvarez Hall is through pedestrian gates or the main entrance doors to the lobby. Each unit has a front door equipped with an electronic lock and pin code. Each bedroom door is equipped with an electronic lock and PIN code.

All residents should immediately report lost access cards and keys, malfunctioning locks, and gates to their respective Director for on-campus Housing.

**Maintenance of Emergency Phones and Security Equipment**

UTSA Police Department staff regularly tests the emergency telephones and security equipment including alarms, security cameras, and card access hardware. Security Services staff submits repair orders for emergency phones, lights, and security equipment when needed. Officers report hazards discovered during routine patrols. The Community Affairs Unit of the Police Department periodically conducts lighting surveys of the campus grounds and recommends additional lighting to eliminate areas of darkness. The Services Facilities staff conducts a monthly lighting survey of campus parking lot lights and building exterior lights to schedule lamp replacements or repairs. The Community Affairs Unit recommends the trimming of shrubbery, trees, and other vegetation to prevent the obstruction of ample lighting on pedestrian walkways. Lighting upgrade recommendations are routinely evaluated by Facilities Services and the Community Affairs Unit. Improvements typically include the placement of additional or upgraded lighting in buildings, parking lots, in areas with heavy landscaping, and along pedestrian walkways. Periodic security assessments are conducted when repeated crimes occur within a short timeframe or when a crime trend at a particular location identifies the need for security improvements.

A total of 133 outdoor emergency telephones are located on the Main Campus and eight are located at the Downtown Campus. Campus elevators and parking garages are equipped with emergency telephones. All emergency telephones connect directly to the UTSA Police Dispatcher. Security video cameras are installed at designated campus locations based on security needs. These locations include the pedestrian areas of Chaparral Village, Laurel Village, Alvarez Hall, restricted work areas, research laboratories, building interiors, designated parking lots, and parking garages. Security camera monitors are located in the Police Communications Center. We encourage students, faculty and staff to report safety concerns and exterior lighting and emergency telephone malfunctions to the UTSA Police Department at 210-458-4242.

**Campus Law Enforcement Policy**

The UTSA Police Department is located in the Bosque Street Building, BOS, suite 1.400. UTSA PD is responsible for law enforcement, police services, and safety and security at all UTSA campuses. The department has an authorized strength of 52 commissioned police officers with full arrest authority and 37 public safety officers.

**Commissioned Peace Officers**

University police officers receive their police authority via Article 2.12 of the Texas Code of Criminal Procedure and Article 51.203 of the Texas Education Code. UTSA police officers must meet specific employment qualifications and training requirements in order to be licensed peace officers by the Texas Commission on Law Enforcement (TCOLE). UTSA police officers receive their commission as peace officers upon graduation from The University of Texas System Basic Peace Officer Academy or another regional police academy. All officers have been trained in first aid and CPR and are authorized to enforce state, local, and federal laws on the University Campuses. UTSA police officers carry firearms and conduct foot, bicycle, and vehicular patrols on all UTSA properties, including the on-campus housing facilities, 24 hours a day. The principal jurisdiction of peace officers commissioned by The University of Texas System includes all counties in which property is owned, leased, rented, or otherwise under the control of The University of Texas System. The University of Texas at San Antonio peace officers are authorized by law to function as peace officers outside their primary jurisdiction to assist another law enforcement agency in Texas or to otherwise perform duties as a peace officer on official university business. For UTSA, normal police operations are conducted within the boundaries of property owned, leased or otherwise under the control of UTSA. These properties include Main Campus, Downtown Campus, HemisFair Park (ITC), University Heights Tech Center, Park West, and the contiguous areas around each UTSA campus.

**University Public Safety Officers and Dispatchers**

Public Safety Officers (PSOs) of the UTSA Police Department are civilian employees who have the same level of arrest authority as a citizen as authorized by the Texas Code of Criminal Procedure. PSOs serve as support staff for the police department to deter crime by providing a visible uniform presence in buildings and on university property. PSOs report criminal incidents to police officers who are designated first responders. The police communications center is staffed by 11 state certified police telecommunications operators who are also certified 911 operators.

**Working Relationships with State and Local Police**

The UTSA Police Department maintains close working relationships with the San Antonio Police Department, Bexar County Sheriff’s Office, as well as federal, state, and other law enforcement agencies.

The UTSAPD routinely shares investigative information with these agencies and also works closely with the San Antonio Fire Department and EMS. UTSAPD has a mutual aid law enforcement agreement with the San Antonio Police Department to provide law enforcement services to investigate crimes, and to protect life and property within the geographical areas common to the City of San Antonio and UTSA. The San Antonio Police Department and other local law enforcement agencies notify the UTSA Police when crimes occur within their jurisdictions that impact UTSA. A number of recognized student organizations maintain meeting and living facilities off campus. These facilities are not owned or controlled by UTSA. UTSA is routinely informed by other local law enforcement agencies of any criminal activities involving UTSA student organizations. The information in these reports is subsequently shared with the Office of Student Affairs.
Emergency Management, Response and Evacuation Procedures

The UTSA Office of Emergency Management (OEM) is committed to openly engaging the university community to prepare for, respond to, and recover from local emergencies through an all-hazards approach. OEM’s highest priority is to help provide a safe and secure environment for the UTSA community of students, faculty, staff, and visitors. The Office of Emergency Management works cooperatively with all members of the UTSA community, The University of Texas System, City of San Antonio, and the State of Texas to achieve this objective. The mission is accomplished by coordinating and sharing essential elements of information with students and staff, as well as providing business continuity guidance within the four phases of emergency management: mitigation, preparedness, response, and recovery. The Office of Emergency Management will identify critical and key resources to allow UTSA faculty, staff, and students the opportunity to recover from emergencies and disasters affecting the UTSA campuses. Each member of the UTSA community is encouraged to be responsible for their own preparedness, including the safety of others.

UTSA Emergency Response Team

The UTSA Emergency Response Team (ERT) is activated as needed to manage UTSA’s response to an emergency incident. It is comprised of members from Student Affairs, Academic Affairs, Information Technology, Facilities Services, Human Resources, Police Department, and other supporting departments. During an actual emergency, the ERT evaluates information from various sources and provides feedback and support to the Emergency Incident Commander. Every ERT member receives specialized training to prepare them for the challenges presented by a critical incident. The ERT’s support role during an emergency incident is carried out in UTSA’s state of the art Emergency Operations Center (EOC). The EOC is equipped with a number of media sources including news feeds, video feeds from campus security cameras, and multiple communications phone and data lines. The UTSA Director of Emergency Management is responsible for overall management of EOC operations. More information can be found at http://alerts.utsa.edu/.

Emergency Response and Evacuations

The UTSA Police Department is the primary first responder to any emergency situation on all campuses. Campus and community emergency responders such as UTSA’s Environmental Health, Safety and Risk Management team, and the San Antonio Fire Department may also respond to the emergency scene depending on the scope of the emergency.

Preparedness is everyone’s responsibility. The UTSA OEM has developed a Community Emergency Response Guide that has been placed throughout all UTSA campuses in classrooms, hallways, meeting spaces, and areas where large crowds gather indoors. The guide provides information regarding protective actions to be taken during emergencies, such as an active shooter incident, suspicious package discovery, tornadoes and severe weather, hazardous materials, and medical emergencies, and also provides emergency contact phone numbers. All university facilities have evacuation maps next to the elevators in each building at all campuses. The UTSA OEM coordinates the Floor Captain Safety Liaison program, which trains faculty and staff on evacuation procedures, shelter-in-place procedures, utilizing evac-chairs (mobility impaired evacuation chairs), fire safety, incident command system, crime prevention, and active shooter response. Floor Captain Safety Liaisons provide assistance during building evacuations.

Confirmation of an Emergency or Dangerous Situation

In order to confirm a significant emergency or dangerous situation is occurring on campus, UTSA police officers are dispatched to the location where the incident has been reported. If responding officers confirm that a significant emergency or dangerous situation is occurring, the police field supervisor will ensure that appropriate UTSA officials are notified by the UTSA police dispatch center. Patrol field supervisors have the capability to activate notifications to the UTSA campus community that are affected by the emergency or dangerous situation in consultation with the UTSA Director of Emergency Management and the Chief of Police. Department and UTSA administrators will be promptly notified of major incidents by the Chief of Police.

Emergency Notifications and Warning Systems

Upon the confirmation of a significant emergency or dangerous situation involving an immediate life safety threat to students, faculty, or staff occurring on any UTSA campus, the UTSA Director of Emergency Management or designee will, without delay, notify the campus community. The content of the notification is determined by the Director of Emergency Management, in consultation with the Chief of Police, and takes into account the safety of the UTSA community. The UTSA Director of Emergency Management or designee will activate appropriate mass notification systems, unless in the professional judgment of UTSA emergency response officials, the notifications will compromise efforts to assist victims or to contain, respond, to or otherwise mitigate the emergency. The notification will contain information and instructions to students, faculty, or staff that will enable them to take reasonable protective or safety measures to escape from, shelter within, or avoid the emergency location. Initial notifications are made upon confirmation that an emergency incident has occurred. Additional follow-up notifications are made as new information about the emergency is obtained that will provide additional protective instructions or a status update.

UTSA provides various methods to notify students, faculty, and staff of a developing situation or emergency. The UTSA OEM coordinates the UTSA Emergency Notification System and the Giant Voice outdoor/ indoor mass notification system. These robust technologies allow UTSA students, faculty, and staff to receive life safety and security messages at any of the UTSA campuses or via their mobile/landline devices. Providing multiple alerting methodologies ensures UTSA is prepared for all types of emergency situations.

All UTSA mass notification systems are designed to utilize prescribed messages, as well as customized emergency communication with students, faculty, and staff. Police dispatchers, Emergency Management staff, and police commanders are trained to activate the mass notifications systems, including how to develop messages and alerts. All trained staff regularly test the system as a means of ongoing training, troubleshooting, and developing regular familiarity with the system. Messages and alerts, either initiated by dispatch or PD/Emergency Management leadership, have the ability to quickly alert the UTSA community via text, landline phone, cell phone, email, or through the outdoor/indoor mass notification system. Persons authorized for making notification decisions include the Chief of Police or his designee, Director of Emergency Management, and on-duty police supervisors.
Families and external agencies also have access to emergency information through the UTSA Campus Alerts website. The Campus Alerts webpage is routinely updated during an emergency, and provides an outlet for internal and external stakeholders to quickly review updates during a rapidly developing situation or emergency. This webpage also serves as a clearinghouse of campus emergency preparedness information, as well as road closures, class cancellations, general alerts, and other areas of interest to the UTSA community. For more information, visit the Campus Alerts webpage at http://alerts.utsa.edu/.

The UTSA Police Department also posts information on Facebook and Twitter sites to reach external partners.

Facebook - www.facebook.com/UTSAPoliceDepartment (https://www.facebook.com/UTSAPoliceDepartment)
Twitter - twitter.com/#!/UTSA_Police (https://twitter.com/UTSA_Police)

Notification Systems Used at UTSA

UTSA Alerts System: In the event of a campus-wide incident threatening life safety, the university can utilize the UTSA Alerts System, which is an enhanced emergency telephone, text and email notification system for students, faculty, and staff. When activated, the system will send emergency information and protective actions to registered recipients.

Giant Voice Mass Notification System: UTSA also has an indoor and outdoor mass notification system at the Main Campus. The system features eight outdoor sirens that optimally can be heard within 1,600 feet of each tower. In an emergency, the high-power sirens will broadcast alerts via a live or recorded voice message tailored to the emergency situation. The system has the capability to alert the entire Main Campus or smaller areas, depending upon the scope of the emergency. Most buildings feature an indoor emergency notification system, which utilizes the fire alarm system speakers to broadcast emergency messages.

Alertus Desktop Notification & e-Panic Buttons: UTSA employs an emergency desktop notification system called Alertus. During a campus emergency, the OEM has the capability to send a desktop notification with life safety information via a scrolling ticker, pop-up window, or a full-screen override. Additionally, newly installed e-Panic buttons on university desktop computers allow students, faculty, and staff to send a silent alert to PD dispatch if they should find themselves in distress.

UTSA Mobile App: The University maintains a mobile app for smartphones, where an “emergency info” section is included to provide mobile access to emergency resources. From the app, users can click on the emergency info section and have access to direct dial options for emergency and non-emergency purposes, link directly to the Campus Alerts website, call the emergency hotline at (210) 458-SNOW (7669), and have access to the emergency response guide. The UTSA app is available for download through app stores for Apple, Android, and Google Play.

Campus Alerts: UTSA developed the Campus Alerts website to keep students, faculty, staff, and the general public informed on the status of university operations on a daily basis. Managed by the UTSA Office of Emergency Management and the UTSA Office of Communications, the site is a single source for information on the status of on-going emergencies, a clearinghouse for preparedness tips/information, university resources, UTSA closures prompted by severe weather, health, and other emergencies. The website is accessible from a link at the footer of all UTSA Web pages. The goal of the one-stop site is to help reduce confusion by eliminating duplicate messages on multiple UTSA websites. Campus Alerts can be found at http://alerts.utsa.edu/.

National Weather Service Accreditation: UTSA is accredited as a Storm Ready University. Storm Ready is a National Weather Service program created to ensure American communities have advance warning systems and methodologies to alert their residents of hazardous weather.

(210) 458-7669 (SNOW): UTSA has an emergency recorded message phone line. UTSA faculty, staff, and students can call 210-458-SNOW (or extension 7669 from a UTSA line) at any time for information about the university regarding the status of classes and employee work schedules.

Social Media (Facebook, Twitter): The use of social media sites provides a valuable means of interacting with the community. UTSA utilizes social media websites to enhance communication and can disseminate information related to campus emergencies, crime alerts, or issues concerning public safety.


Digital Signage – UTSA TV: The Office of Information Technology manages a number of televisions across the university campuses that regularly post information and bulletins. Emergency notifications can be displayed on these televisions when needed.

Annual Exercises and Drills

UTSAPD, the OEM, and campus leadership regularly participate in planned exercises, drills, and coordination activities to test emergency plans and capabilities. These preparedness and mitigation exercises provide the campus emergency response team and university departments the opportunity to learn their roles, responsibilities, and procedures before an actual emergency. All exercises with the emergency response team are designed following federal and state guidelines to ensure consistency with the National Incident Management System and Incident Command System. Emergency exercises are followed through with after action reports, meetings, and evaluations to identify lessons learned and explore new or improved means of coordination before, during, and after an emergency at any UTSA campus.

Selected exercises, drills, evacuations, and activities are announced and published on the UTSA Campus Alerts webpage, as well as via email to students, staff, and faculty. Communication to the community is important before testing emergency systems or exercises so as to not alarm building occupants and ensure external partners are aware of the activities. All exercise and drill reports are maintained internally with UTSAPD and within the OEM. When warranted, external agencies participate in these exercise drills including the San Antonio Fire Department, San Antonio Police Department, and other county, state, and federal emergency management agencies. Selected exercises, drills, evacuations and activities may be unannounced to test response actions by emergency first responders and building or area occupants.

Security Awareness Programs

The University of Texas at San Antonio encourages all students and employees to be responsible for their own security and the security of others. UTSA has a number of campus-wide educational programs such as orientation for new students, faculty, and staff to include:


**Roadrunner Days:** A series of required events for all freshmen and transfer students that traditionally takes place on the two days prior to the first day of classes and held once a year that includes elements of safety and security from UTSAPD and the Office of Environmental Health, Safety, and Risk Management

**Rowdy Wing Fling:** Held once a year in the fall semester to educate students on the issues of underage drinking

**Safety Escort Program:** Safety escorts are provided at all campuses at any time from one campus destination to another. By calling 210-458-4242, a uniformed police officer or Public Safety Officer will respond to provide this free service.

**Self Defense Program:** The UTSA Police Department has a one hour self-defense class where physical, non-physical, and avoidance techniques are covered as well as resources to continue self-defense education. This program is typically presented eight times each year.

**Whistle Defense Program:** The UTSA Police Department offers free key chain safety whistles for UTSA students, faculty, and staff as a personal defense system for university community. The Whistle Defense Program is a campus safety program based on the use of whistles to alert patrol officers, students, faculty, and staff that a crime or emergency has occurred or is about to occur.

**Health Services Information Fairs:** Held twice a year to give faculty, staff, and students information on various health issues to include HIV awareness, drug and alcohol dependency issues, and sexual assault awareness.

**International Student Orientation:** Usually held three times a year for international students to gain knowledge of UTSA student support services and academic life, and reduce anxiety about the transition to U.S. college life

**Printed Crime Prevention Literature:** Crime prevention literature related to personal safety, identity theft, auto theft prevention, and residential security is available at designated locations throughout the campus. Specialized crime prevention literature is available upon request. The UTSAPD website also has crime prevention brochures in PDF format.

**Operation Identification:** Operation Identification is an ongoing program, which involves the engraving of a state driver's license number on valuable items of personal property such as laptops and bicycles. Engravers are available at the UTSA Police Department.

**Annual Compliance Training and Human Resources:** Compliance training conducted annually for all faculty and staff with topics that include sexual harassment, public safety, and discrimination issues. These programs are offered at scheduled times during the calendar year and all university community members are encouraged to attend. The programs are designed to inform students, faculty, and staff about campus safety and security procedures.

### Crime Prevention Programs

#### General Information

The UTSA Police Department has a comprehensive crime prevention program that assists community members to reduce their risk of becoming a victim of crime. The Community Affairs Unit has certified crime prevention officers on staff that have received specialized training in crime prevention and physical security. Programming and presentations offered include self-defense, alcohol awareness, sexual assault, domestic violence, dating violence, and stalking prevention. Other duties include conducting residence and office security surveys and threat assessments.

**Safety Escort Program:** Safety escorts are provided at all campuses at any time from one campus destination to another. By calling 210-458-4242, a uniformed police officer or Public Safety Officer will respond to provide this free service.

**Crime Prevention Presentations:** Crime prevention presentations pertaining to personal safety, sexual assault, domestic violence, dating violence, stalking prevention, acquaintance rape, women's self-defense, alcohol and drug awareness, burglary and theft prevention, and office safety are conducted for students, faculty, and staff. The Community Affairs Unit works closely with campus housing departments and UTSA student groups to develop and schedule presentations. Contact the Community Affairs Unit at 210-458-6250 for more information. Classes are scheduled through the UTSAPD website. Customized crime prevention presentations are available upon request.

**Self Defense Program:** The UTSA Police Department has a one hour self-defense class where physical, non-physical, and avoidance techniques are covered as well as resources to continue self-defense education. This program is typically presented eight times annually.

**Whistle Defense Program:** The UTSA Police Department offers free key chain safety whistles for UTSA students, faculty, and staff as a personal defense system for the university community. The Whistle Defense Program is a campus safety program based on the use of whistles to alert patrol officers, students, faculty, and staff that a crime or emergency has occurred or is about to occur.

**Hazing Prevention - Hazing 101:** Fraternities, sororities, and other registered student organizations can request hazing prevention presentations from the UTSA Police Department and Student Activities. These presentations address the legal and student conduct consequences of engaging in this behavior as well as providing appropriate behavior guidelines.

**Printed Crime Prevention Literature:** Crime prevention literature related to personal safety, identity theft, auto theft prevention, and residential security is available at designated locations throughout the campus. Specialized crime prevention literature is available upon request. The UTSAPD website also has crime prevention brochures in PDF format.

**Operation Identification:** Operation Identification is an ongoing program which involves the engraving of a state driver's license number on valuable items of personal property such as laptops and bicycles. Engravers are available at the UTSA Police Department, or contact the Community Affairs Unit at 210-458-6974 to make an appointment to have a personal item engraved by a Community Affairs staff member. This program is offered seven times annually, usually in the fall semester.

**National Night Out:** National Night Out is an annual event where the police and the UTSA community come together to raise community awareness and involvement in preventing crime. This event is typically attended by over 1000 students.

**Runner Beat Newsletter:** The Runner Beat is a UTSAPD monthly campus safety newsletter that is distributed to all students via email as well as posted on UTSA Today for faculty and staff.

**Crime Statistics Reports:** In addition to the annual crime statistics report required by the Clery Act, the UTSA Police Department posts a public
crime log of offenses that occurred within the past 60 days. The crime log can be found at [http://www.utsa.edu/utsapd/blotter/index.html](http://www.utsa.edu/utsapd/blotter/index.html). A paper copy is available at the UTSA Police Department located in the Bosque Building, suite 1.400, during normal business hours.

**Environmental Health, Safety and Risk Management (EHSRM):** EHSRM’s goal is to work with the University community in making The University of Texas at San Antonio a safer and healthier place to work and study through a variety of training classes offered through Human Resources Training. About 45 different classes are offered throughout the year.

**UTSA Training and Development Department:** Training and Development provides high-quality training programs on safety and security to UTSA staff and faculty. Classroom and online courses are offered.

**Student Health Services - Alcohol and Drugs presentation:** This is a peer-led discussion on the risks of alcohol and drug use that is presented to student organizations, a classroom, or a conference, and is offered several times during the year.

**State Mandated Risk Management Training for Student Organizations:** In September 2007, the State of Texas passed a law requiring student organization leaders and advisors to attend a training course that covers seven risk management topics that include alcohol, drugs, hazing, sexual harassment, firearms, weapons, travel, and behavior at organization events. It is the hope of both The State of Texas and UTSA that students will practice risk management techniques in order to have safe student organizations. UTSA Student Organizations are required to send two student leaders each academic year to a state mandated risk management training provided by the Office of Student Activities. Advisors of student organizations are required to attend only one time. Once the organization has had two leaders attend a training session, it is the duty of those representatives to ensure the members of their organization are aware of the information presented.

**E.P.I.C Journey:** Administered by Student Conduct and Community Services, the EPIC Journey model is a developmental approach to conduct intended to transform the student’s decision-making patterns.

For additional crime prevention information or to schedule a crime prevention presentation, please call the Community Affairs Unit at 210-458-6250 during business hours.

**Drug and Alcohol Policy**

**General Information**

The Drug Free School and Communities Act of 1989 requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. UTSA is a drug-free school and complies with the Drug Free Workplace Act of 1990. Information concerning these programs must be distributed to students annually. For information regarding these policies, please refer to the following: Drug-Free Schools and Communities Act provided by the Office of the Vice President for Student Affairs; Student Conduct and Community Standards, Subsection 3.21 of Chapter VI, Part One of the Rules and Regulations of the Board of Regents of The University of Texas System located in Appendix F ([http://catalog.utsa.edu/informationbulletin/appendices/drugfreeschools](http://catalog.utsa.edu/informationbulletin/appendices/drugfreeschools)) Drug-Free Schools & Communities Act ([http://catalog.utsa.edu/informationbulletin/appendices/drugfreeschools](http://catalog.utsa.edu/informationbulletin/appendices/drugfreeschools)). In addition, the Education Department General Administrative Regulations – Part 86, Complying with the Drug Free Schools and Campuses Regulations: A Guide for University and College Administrators, UTSA’s Human Resources department annually documents UTSA’s efforts regarding compliance to the act in December. A memo is then generated certifying UTSA’s compliance with the regulation, along with documentation of all UTSA compliance actions.

UTSA is committed to maintaining a safe and healthy environment for the campus community. Alcohol and other drugs should not interfere with UTSA’s educational mission. All UTSA students, faculty, staff, administrators, and visitors are subject to local, state and federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs.

**Drugs**

The unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs on any UTSA campus or at any UTSA sponsored event held off campus is prohibited. No one may use illegal substances or abuse legal substances, including alcohol, in a manner that impairs 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 prescribed. Students determined to be in violation are subject to arrest, criminal prosecution, and referral to Student Conduct and Community Standards for disciplinary action. Additional policies on drugs regulated by campus housing may apply at campus housing facilities. The UTSA Student Code of Conduct prohibits the use, manufacture, possession, sale, or distribution on campus of the substances defined and regulated under the Texas Health and Safety Code, except as may be allowed by the provisions of such articles. If a student is found responsible for the illegal use, possession, or sale of a drug or narcotic on campus, the minimum sanction shall be suspension from the institution for a specified period of time, and/or suspension of rights and privileges.

**Alcohol**

The use of alcoholic beverages must be in compliance with Texas law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals less than 21 years of age is strictly prohibited. UTSA police officers enforce laws regulating the use of alcoholic beverages and underage drinking. Officers may issue court appearance citations or affect an arrest if required by law. In addition, student violators are referred to the Student Conduct and Community Standards office and Housing and Residence Life as appropriate. Alcoholic beverages may not be consumed or possessed in public areas of the University, except for approved catered events and the Chili’s restaurant in the University Center or at authorized off-campus facilities.

Additional policies on alcohol regulated by Housing and Residence Life apply at campus housing facilities. According to the UTSA Student Code of Conduct, the use or possession of any intoxicating beverage is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural facilities, housing facilities (except at the University Oaks Apartments with specific restrictions), and all other public areas. Regarding the possession and consumption of alcoholic beverages, Texas state law will be strictly enforced on the campuses at all times.
Drug and Alcohol Counseling Services on Campus

Counseling Services (210) 458-4140, provides short-term counseling for students. The office is located in the Recreation and Wellness Center, room 1.810. Counseling Services provides individual alcohol and drug related consultations, substance abuse assessments and feedback. Referrals for education and other support services to students dealing with alcohol and drug issues are provided, to include maintaining recovery. Students can also seek support and guidance on starting 12-step recovery groups on campus. The Counseling Center uses online anonymous assessments, E-Chug for alcohol and E-Toke for marijuana, to give students feedback on alcohol and drug use, potential risks of substance use, and ways to reduce harm associated with misuse of substances.

Student Health Services (210-458-4142) is located in the Recreation and Wellness Center, room 1.500, and no appointment is required. Student Health Services provides referrals for education and other support services to students dealing with alcohol and drug issues. Student Health Services sponsors two student organizations that raise awareness and educate students on various health and wellness issues. The two organizations are registered student organizations and utilize a peer-to-peer education model.

SHO, Student Health Organization, promotes general wellness.


The Office of Student Activities (210-458-4160), located in the University Center, room 1.210, provides a variety of programming opportunities and events for students. Training is provided the Student Activities Risk Education staff to facilitate discussions with representatives of UTSA’s 256 student organizations regarding drug and alcohol use and misuse among student organizations. Campus-wide programs with intentional educational messages regarding alcohol and drugs are offered throughout the year. Educational programs include Rowdy Wing Fling, Alcohol Awareness Week, Safe Spring Break, Party on the Paseo, and Roadrunners Late Night. The student organization and peer education program, Be A Responsible Roadrunner, offers members the opportunity to develop and produce events with risk reduction messages to promote positive and responsible choices for a safer and healthier University community. Classroom and student organization presentations are also offered.

Student Conduct and Community Standards (210-458-4720), located in the University Center, room 2.02.18, administers the disciplinary process using the E.P.I.C. (Engagement, Personal development, Inter-personal development, and Community membership) Journey Sanctioning Model. This developmental approach to conduct includes combining consistently applied inactive sanctions such as probation and deferred suspension, with active experiences, in order to engage the student in risk education and learning. This combination of sanctions provides a journey intended to transform the student’s decision-making patterns.

UTSA Athletics provides the Champs / Life Skills program for student athletes and includes presentations each semester regarding alcohol abuse, drug abuse, and issues associated with the responsible use of alcohol and the dangers of illegal drugs.

Human Resources offers employees the Employee Assistance Program through the Human Resources website at http://www.utsa.edu/hr/EmployeeRelations/eapinfo.html. The Employee Assistance Program is a confidential service that includes short term assessments, counseling, prevention, education, crisis intervention, and referrals for a wide range of issues including substance abuse.

Sexual Assault, Domestic Violence, Dating Violence And Stalking Policy

Violence Against Women Act of 1994 (VAWA) and Reauthorization Act of 2013

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act of 1994. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

Introduction

It is the policy of The University of Texas at San Antonio to maintain an environment that is free from intimidation and one in which students may be educated to their fullest potential. UTSA fosters an understanding of differences and cultivates the ethical and moral issues that are the basis of a humane social order. Therefore, UTSA prohibits and will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape, domestic violence, dating violence, and/or stalking. In addition, all such acts of sexual violence are considered forms of Sexual Harassment covered under Title IX of the Education Amendments of 1972 (Title IX) and the 1994 Violence Against Women Act.

State Definitions

In Texas, the Family Code defines “Family Violence” (domestic violence) to mean an act, other than a defensive measure to protect oneself, by a member of a family against another member of the family that is intended to result in physical harm, bodily injury, or sexual assault or that is a threat that reasonably places the family member in fear of imminent physical harm, bodily injury, or sexual assault (Texas Family Code 71.004).

“Dating Violence” is defined in Texas as an act, other than a defensive measure to protect oneself, that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim’s dating relationship with an individual with whom the actor is or has been in a dating relationship. The act is intended to result in physical harm, bodily injury, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, or sexual assault. A “Dating Relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature which is determined based on consideration of the length, nature, frequency and type of interaction between the persons involved in the relationship (Texas Family Code 71.0021).

The Texas Penal Code defines “Sexual Assault” as an offense if committed by a person that intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person’s consent; or causes the penetration of the mouth of another person by the sexual organ of the actor, without that person’s consent; or 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 (Texas Penal Code Sec. 22.011).

“Without Consent” in regards to sexual assault is defined in Texas Penal Code (Texas Penal Code Sec. 22.011) as:

1. The actor compels the other person to submit by the use of violence.
2. The actor compels the other person to submit by threatening to use violence against the victim or against any other person.
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 the other person is at the time of the sexual assault incapable of appraising the nature of the act.
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 the victim’s conduct by administering any substance without the victim’s knowledge.

Texas law defines “Stalking” when a person commits an offense on more than one occasion and pursuant to the same course of conduct directed specifically at another person, knowingly engages in conduct that:

1. The actor knows or reasonably believes the victim will regard as threatening bodily injury or death for the other person; bodily injury or death for a member of the other person's family or for an individual with whom the other person has a dating relationship; or 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 an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person’s property

Further, it would cause a reasonable person to fear bodily injury or death for themselves; bodily injury or death for a member of the person’s family or for an individual with whom the person has a dating relationship; or that an offense will be committed against the person’s property. (Texas Penal Code Sec. 22.072)

Federal Definitions - Violence Against Women Act 1994

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.

1. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition:
   a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   b. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence:

1. A felony or misdemeanor crime of violence committed:
   a. By a current or former spouse or intimate partner of the victim
   b. By a person with whom the victim shares a child in common
   c. By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner
   d. 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
   e. 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:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   a. Fear for the person’s safety or the safety of others; or
   b. Suffer substantial emotional distress.
2. For the purposes of this definition:
   a. Course of conduct means two or more acts, including, but not limited to, acts 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.
   b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
   c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is “any sexual act directed against another person, without the 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.

Fondling: The touching of the private 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 incapacity.

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.

Procedures to Follow

Anyone who is a victim of any form of sexual assault, domestic violence, dating violence, and stalking should immediately call the UTSA Police Department by dialing 4911 on campus or by calling 210-458-4911. Reporting these crimes does not mean that the victim must press charges, take the case to criminal trial and/or a university disciplinary hearing.

A victim may be undecided about filing criminal charges, but it is very important to report to the police, preserve evidence and go to a hospital for forensic collection of physical evidence that may assist in proving that a criminal offense occurred and may be helpful in obtaining a protective
D. Crime Awareness and Annual Crime and Fire Safety Report

order. Treatment at a hospital is also important for the treatment of injuries and emotional trauma. A victim may always exercise the option to file criminal charges at a later time.

Victims may also report in a confidential manner to any of the following: the University Counseling Services at (210-458-4140), Student Health Services at (210-458-4142), or Title IX Coordinator in the Office of Equal Opportunity Services at 210-458-4120.

Any student or employee victim who reports to UTSA that has been a victim of sexual assault, domestic violence, dating violence, and stalking, whether the offense occurred on or off campus, will be provided with a written explanation of the victim’s rights and options.

UTSA will protect the confidentiality of victims and other necessary parties, in all public access records, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)). UTSA 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 UTSA to provide the accommodations or protective measures.

Notification of Law Enforcement

Victims of sexual assault, domestic violence, dating violence and stalking or persons who have information regarding these crimes are strongly encouraged to report the incident to the UTSA Police Department immediately. It is the UTSA Police’s policy to conduct investigations of all sexual assault, domestic violence, dating violence, and stalking complaints with sensitivity, compassion, patience, and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure, and the Bexar County District Attorney’s Office. UTSA will report all acts of sexual violence to the Title IX Coordinator on campus. A victim of sexual assault, domestic violence, dating violence or stalking has the right to decline notification or reporting to law enforcement authorities.

Non-Reported Sexual Assault Evidence Program

The Non-Reported Sexual Assault Evidence Program allows survivors of a sexual assault to obtain a forensic medical exam and have evidence collected, without cost to the victim, even if they do not wish to involve law enforcement personnel at the time of its collection. This will secure the evidence while giving the survivor time to consider if they want to report the assault. The Methodist Specialty and Transplant Hospital located at 8026 Floyd Curl Drive (210-575-8168) employs trained Sexual Assault Nurse Examiners. Sexual assault victims enter through the emergency room, but have a separate waiting area and exam room. A victim may bring a friend to the hospital for support. A Rape Crisis Center Advocate can be present to offer emotional support. If the assault occurred weeks or months before, medical attention is still important. Victims can contact UTSA’s Crime Prevention Unit at 210-458-6250 or the Student Health Services’ Women’s Resource Center at 210-458-6829 for more information or assistance. Student victims of sexual violence can also contact the Title IX Coordinator in the Office of Equal Opportunity Services at 210-458-4120.

Bystander Intervention

Bystander intervention is defined as the willingness to take action and help someone in time of need. Safe and positive options for bystander intervention will be in place for an individual who intervenes to prevent harm when there is a risk of sexual assault, domestic violence, dating violence, and stalking against a person.

Safe and positive options for bystander intervention include:

1. Get others involved
2. Call UTSA Police (210) 458-4911
3. Report to a Campus Crisis Helpline (210) 458-4140
4. Report to the Equal Opportunity Services office (210) 458-4120

Getting others involved and reporting potential or actual crimes to the police or UTSA officials helps to mitigate risk for the bystander and serves to ensure that the victim receives appropriate care as well as addressing the offender’s behavior.

Pseudonym/Criminal Charges

All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedures Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. The victims of sexual assault, domestic violence, dating violence, and stalking are not required to file criminal charges or seek judicial actions through the university disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical, academic, and emotional assistance.

Police Training

UTSA Police officers attend the Sexual Assault Family Violence Investigators Course (SAFVIC). This course is specifically designed to provide law enforcement officers with the tools they need to effectively investigate and prevent sexual assault and family violence. The curriculum covers crucial aspects for law enforcement’s response to these crimes, as well as the creation and use of community-based resources to assist law enforcement’s efforts.

Victim Support Services

Information and assistance is available for the victim through University Counseling Services; 210-458-4140, Student Health Services, 210-458-4142, Rape Crisis Hotline, 210-349-7273, Rape Crisis Center, 210-521-7273, the Bexar County Family Justice Center, 210-208-6800, and the Office of Student Life, 210-458-4720. These departments can provide support services to the victim and specifically assist the victim in reporting a sexual assault, domestic violence, dating violence, or stalking to the UTSA Police Department. The UTSA Police Department Crime Prevention Unit is available to all victims to provide an immediate safety plan, written information about personal safety, information and assistance in obtaining protective or no contact orders, information and assistance with campus housing relocation for campus residents, Texas Crime Victims’ Rights, Texas Crime Victims Compensation Fund, and other related information upon request. Reports of sexual assault, domestic violence, dating violence, and stalking can also be made to the San Antonio Police Department at 210-207-7273, or the Bexar County Sheriff’s Office at 210-335-6000. UTSA or Campus Security Authorities will assist the victim in contacting these agencies, if requested. Support can also be provided to the victim for visa and immigration assistance by the UTSA International Students Services Office at 210-458-7202, and for student financial aid by the UTSA Student Financial Aid and Enrollment Services Office at 210-458-8000.
Protective and No Contact Orders
Victims of sexual assault, domestic violence, dating violence, and stalking are eligible to apply for protective orders and/or no-contact orders or similar lawful orders issued by a criminal, civil, or tribal court and/or Student Conduct and Community Standards. Protective Orders may prohibit the offender from committing further acts of family violence or harassing or threatening the victim, either directly or indirectly by communicating the threat through another person. A “No Contact Order” is a court order or administrative order that prohibits someone from contacting another person in any way. Texas law provides for the criminal enforcement of valid protective orders issued by a Texas court and valid out of state protective orders. For more information on protective orders, contact the UTSAPD Crime Prevention Unit at 210-458-6974, or the Bexar County Family Justice Center at 210-208-6800.

Changes in Academic and Living Situation
The Office of Student Life can assist the victim of a sexual assault, domestic violence, dating violence, and stalking with issues including, but not limited to, class schedule changes, withdrawal procedures, campus housing relocation, or transportation and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. If the reporting student provides credible evidence that the accused student presents a continuing danger to a person or property or poses an ongoing threat of disrupting the academic process, Student Conduct and Community Standards and the Title IX Coordinator may take interim action against the accused student, as appropriate.

Title IX Requirements
Title IX prohibits discrimination on the basis of sex in education programs of activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Title IX requires UTSA to take immediate action to eliminate harassment, prevent its recurrence, and address its effects. The Title IX Coordinator is responsible for administrative investigation of claims of sexual harassment and sexual violence, and ensuring there are appropriate grievance procedures for prompt and equitable resolution of student sex discrimination complaints. The university's Title IX investigation is different from a law enforcement criminal investigation, and a law enforcement investigation does not relieve the university of its independent Title IX obligation to investigate conduct.

Student Conduct and Community Standards - Procedures for Disciplinary Action
A student may choose to report the assault to Student Conduct and Community Standards for disciplinary action regardless of whether or not the student has decided to press criminal charges. A student may also file a report of sexual assault, domestic and dating violence, and stalking against another student or a faculty or staff member, by directly contacting the Coordinator for Student Conduct and Community Standards at 210-458-4720. All members of Student Conduct and Community Standards and Equal Opportunity Services (Title IX) must receive annual training on issues related to sexual assault, domestic violence, dating violence, and stalking and how to conduct investigations and hearings that protect the safety of victims and promotes accountability. All disciplinary investigations and actions will be conducted in a prompt, fair and impartial manner, from the onset of the investigation to the conclusion of the case and it's final outcome.

UTSA will provide the accuser and the accused an explanation of the procedures for institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence, and stalking.

Student Conduct and Community Standards Investigation
Upon receiving information that any student has allegedly violated Regents' Rules, University regulations, or administrative rules, Student Conduct and Community Standards shall investigate the alleged violation. Student Conduct and Community Standards may dismiss the allegation as unfounded or summon the student. In cases where the alleged violation is sexual harassment or sexual violence, the investigation will be conducted by Equal Opportunity Services (EOS). Please refer to Section 801 - 808 of the Student Code of Conduct for the process regarding these incidents. Any student may be summoned by written request of Student Conduct and Community Standards for a meeting for purposes of the investigation and/or to discuss the allegations. The written request shall specify a place for the meeting and a time at least three (3) weekdays after the date of the written request if the request is sent regular mail, or at least two (2) weekdays after the date of the request if the request is sent by e-mail or hand delivered. The written request may be mailed to the address appearing in the records of the registrar, e-mailed to the student at the e-mail address on record with the U.T. institution, or may be hand delivered to the student.

If a student fails to appear without good cause, as determined by Student Conduct and Community Standards, the office may bar or cancel the student’s enrollment or otherwise alter the status of the student until the student complies with the summons, or the office may proceed to implement the disciplinary hearing procedures provided in Section 501, et seq. The refusal of a student to accept delivery of the notice, the failure to maintain a current address with the registrar, or failure to read mail or e-mail shall not be good cause for the failure to respond to a summons. The purpose of the meeting is to allow Student Conduct and Community Standards to discuss, for the purposes of investigation, the alleged incident/offense with the student. At this meeting the student is given a copy of the Student Code of Conduct.

For specific procedures, refer to Sec.402, 403, 501 and 503 of Appendix B: Student Code of Conduct (http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct).

Sanctions That May Be Imposed
The disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in the conduct and the results which followed as a natural consequence of the conduct.

For specific sanctions which may be imposed and Appeal Process, refer to Sec. 301 - Authorized Disciplinary Sanctions and Sec. 701 - Right to Appeal of Appendix B: Student Code of Conduct (http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct).

Campus Sexual Assault, Domestic Violence, Dating Violence, and Stalking Victim’s Bill of Rights
The United States Congress enacted the “Campus Sexual Assault Victim’s Bill of Rights” as a part of the Higher Education Amendments of 1992, as amended by the Campus Sexual Violence Elimination Act
Crime Prevention Presentations: Campaign is held in April to raise awareness about sexual violence and given 8 to 10 times annually.

Class participation and respect of others. This presentation is usually about sexual assault, how it occurs, and ways to avoid sexual assault, through active presentation, students gain an understanding of the definition of sexual assault, domestic violence, stalking, and dating violence.

Sexual Assault Awareness: Through the Tomás Rivera Center for Student Success, Learning Communities’ Freshman Seminar class assists students in the development of strategies and attitudes to maximize academic success. In the Sexual Assault Awareness presentation, students gain an understanding of the definition of sexual assault, how it occurs, and ways to avoid sexual assault, through active class participation and respect of others. This presentation is usually given 8 to 10 times annually.

Sexual Assault Awareness Month (SAAM Campaign): SAAM Campaign is held in April to raise awareness about sexual violence and to educate the campus community on how to prevent it.

Crime Prevention Presentations: Crime prevention presentations pertaining to personal safety, sexual assault, domestic violence, dating violence, stalking prevention, acquaintance rape, and women’s self-defense are conducted for students, faculty, and staff. The Crime Prevention Unit works closely with campus housing departments and UTSA student groups to develop and schedule presentations. Contact the Crime Prevention Unit at 210-458-6250 for more information. Classes are scheduled through the UTSAPD website. Customized crime prevention presentations are available upon request.

New Student Orientation: During the Information Fair information is distributed by UTSA departments to freshman and transfer students. Materials provide information on awareness, prevention, reporting, and how to seek assistance involving sexual assault, sexual violence, stalking, and dating/ domestic violence.

New Student Planner: All undergraduate students participating in orientation receive a planner that contains information regarding Equal Opportunity Services, Title XI, and Campus SaVE.

New Student Orientation: During the Socio-Drama and Discussion Panel Orientation, leaders depict various aspects of college life, some of which address dating violence. During the discussion panel, participants are encouraged to reflect and ask questions to learn more about bystander intervention in regards to drugs, alcohol, sexual assault, stalking, and dating violence. All incoming transfer and freshman students are required to attend. Presentation is usually given 10 to 12 times a year and available online.

Haven: Understanding sexual assault is a two-part online evidence based presentation that educates students on sexual assault, relationship violence, and the bystander intervention. Haven is required by all first time freshmen.

Self Defense Program: The UTSA Police Department has a one hour self-defense class where physical, non-physical, and avoidance techniques are covered as well as resources to continue self-defense education. This program is typically presented 8 times annually.

Intimate Partner Violence: Programs are offered through the Counseling Center as part of their programming for sexual assault awareness. A Sexual Assault Advocate is part of the Counseling Center.

Safety Escort Program: Safety escorts are provided at all campuses at any time from one campus destination to another. By calling 210-458-4242, a uniformed police officer or Public Safety Officer will respond to provide this free service.

Rowdy Wing Fling: A program is offered to students in the first six weeks of the fall semester that focuses on risk education around the topics of alcohol, drugs, sexual violence, and individual responsibility.

Women’s Resource Center: The Women’s Resource Center (Recreation and Wellness Center # Room 1.812) aims to provide the men and women of the UTSA community with resources, services, and knowledge of women's issues. The WRC is coordinated by the Health Education staff of Student Health Services and is open to all UTSA students who are interested in learning more about various women’s topics. Students who would like information about services within the local community, state, and national level can request more information from the Health Education staff. Services are offered upon request during the academic semesters.

Discrimination and Sexual Harassment Training: The UTSA Human Resources Office provides a three hour class on awareness and prevention of discrimination and sexual harassment for faculty and
staff. The class, offered twice a year, provides definitions, exercises, small group discussion and case studies about unlawful discrimination and sexual harassment. The class covers the process of filing a discrimination charge, the roles and responsibilities of UTSA's Office of Equal Opportunity Services, and the roles and responsibilities of UTSA employees. Two up-to-date audiovisuals are included. Participants receive a detailed packet of information about preventing discrimination and harassment, and about UTSA policies and procedures.

**Title IX and Campus SaVE Act Training:** This course provides faculty and staff with information on requirements imposed by the Office of Civil Rights (OCR) April 2011 Dear Colleague Letter (DCL) The course explains the responsibilities of the UTSA Title IX Coordinator and faculty and staff identified as responsible by the DCL. Staff will discuss the policy and procedures for reporting and investigating reports of sexual violence and sexual assault involving UTSA students. The course also includes a discussion on the Campus SaVE Act requirements addressing intimate partner violence, hate crimes, and new Clery reporting requirements. This course is conducted by EOS and Title IX office.

**Texas House Bill 699 (HB699) - Campus Sexual Assault Policy:** This policy is mandatory, per Texas House Bill 699 - UTSA Sexual Assault Policy Acknowledgement. HB699 relates to requiring public institutions of higher education to establish a policy on campus sexual assault and notification of such policy to the campus community. Effective Fall 2015, all incoming freshman and undergraduate transfer students must receive information on UTSA's Sexual Assault Policy during their first semester using the Automated Student Access Program (ASAP). Required students must read and acknowledge the policy, which is conducted by UTSA Equal Opportunity Services and the Title IX Office.

**New Employee - Title IX and Campus SaVE Training:** Title IX-Campus SaVE Training is provided at "Day One" New Employee Orientation for staff and faculty. It is conducted by UTSA Equal Opportunity Services and the Title IX Office.

**Student Employees - Title IX and Campus SaVE Training:** The UTSA Equal Opportunity Services and Title IX Offices conduct in class Title IX-Campus SaVE Training for Student Employees (Teaching Assistants, Resident Assistants, Complex Coordinators, Research Assistants, Peer Mentors, etc.

**Campus Climate Survey - (UTSA):** An institution wide campus climate survey is given to examine the perception of the campus climate pertaining to sexual violence and student awareness of our campus initiatives to prevent sexual and intimate partner violence. It is conducted by UTSA Equal Opportunity Services, Title IX Office, and the Office of Student Affairs.

**THE PAISANO:** This self-supported, student-run weekly newspaper provides annual dissemination of Title IX and Campus SaVE information to the UTSA campus community. It is conducted by UTSA Equal Opportunity Services and Title IX Office.

**New Employee Development:** This course gives new employees an overview of UTSA and includes presentations from Police, Safety, and Emergency Management regarding personal safety, sexual assault, domestic violence, dating violence, stalking prevention, and acquaintance rape. It is offered six times per year.

**Whistle Defense Program:** The UTSA Police Department offers free key chain safety whistles for UTSA students, faculty, and staff as a personal defense system. The Whistle Defense Program is a campus safety program to alert patrol officers, students, faculty, and staff that an offense or emergency has occurred or is about to occur. Whistles are provided upon request at orientation and information fairs, usually 12 times each year.

**Party on the Paseo:** This annual spring event occurs during San Antonio's FIESTA celebration. The program focuses on Alcohol and Drug Awareness as well as on resources available to promote and decrease the risk of alcohol involved situations, i.e., sexual assaults, violence, and bystander intervention.

**Film Screening - The Invisible War:** This documentary about increasing incidents of violent sexual assault within the military is made available, and includes a panel discussion involving UTSA Counseling Services, Equal Opportunity Services, UTSA Police Department, San Antonio Rape Crisis Center, and Family Violence Prevention Services.

**Study Abroad Student Orientation:** UTSA Police Department and Health Services participate with presentations addressing various safety topics and prevention information including sexual violence, stalking, and dating violence to students preparing for study abroad travel.

**International Students Orientation and Fair:** Title XI and UTSA Police Department participate with presentations addressing sexual violence, sexual harassment, stalking, and dating violence to new International students.

**Title XI Biannual Mass Email:** During the Spring and Fall semester Title XI coordinates and provides Title XI information to all UTSA students, faculty, and staff.

**Sexual Offender Registration Policy**

Federal law requires that convicted sex offenders are required to register with local law enforcement in the jurisdiction where they live as well as those who have indicated that they are enrolled, employed, or carrying on a vocation at institutions of higher learning. That information is provided to the Texas Department of Public Safety, who maintains a public database of names, crimes, and addresses. Information concerning Sex Offender Registration information and registered sex offenders is found at the Texas Department of Public Safety web site for Sex Offender Registration at https://records.txdps.state.tx.us/SexOffender/index.aspx.

**Weapons on Campus**

In accordance with Texas Penal Code Ch. 46, it is a felony to intentionally, knowingly, or recklessly possesses a firearm (without a license to carry a concealed handgun permit), illegal knife, or prohibited weapon on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the educational institution. According to the UTSA Student Code of Conduct, possession or use of firearms, imitation firearms, explosives, ammunition, hazardous chemicals, or weapons as defined by Texas or federal law on university premises or on any property or in any building or facility owned or controlled by The University of at San Antonio is strictly prohibited by federal, state, or local laws. The possession or use of imitation firearms, BB guns, airsoft guns, or similar simulated firearms is prohibited in all campus housing areas. In accordance with Texas State law, effective August 1, 2016, Texans with a license to carry a concealed handgun are authorized to possess handguns on campus. Certain locations, venues and events are prohibited for handguns, including licensed concealed handguns. UTSA policies and a list of the prohibited locations are available at the UTSA Campus Carry website at http://www.utsa.edu/campuscarry/.
Missing Students Who Reside In On-Campus Housing

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the UTSA Police Department at 210-458-4911. UTSA Police Department will generate a missing person report and initiate an investigation. The Director and Assistant Director for UTSA Housing and Residence Life may be contacted at 210-458-6200. The Residence Life Coordinator and Director of Operations for Campus Living Villages who operate the University Oaks Apartments, 6685 UTSA Blvd., and Chisholm Hall, 6960 North Loop 1604 West, can be contacted at 210-877-4000 or 210-697-4400.

Each residential student has the option of identifying a confidential contact person or persons whom UTSA shall notify within 24 hours of the determination that the student is missing. The confidential contact information is restricted and will only be used by authorized campus officials and/or law enforcement in the furtherance of a missing person investigation as well as appropriate campus officials and/or law enforcement as necessary in compliance with all applicable privacy laws. After investigating the missing person report, should UTSA Police Department determine that the student is missing and has been missing for more than 24 hours, UTSA will notify the student’s confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UTSA will notify the student’s parent or legal guardian immediately after UTSA Police Department has determined that the student has been missing for more than 24 hours in addition to notifying the additional confidential contact person(s) designated by the student. If a student has selected a confidential contact person, UTSA will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify and select a confidential contact can do so through their respective on-campus housing management. Depending on jurisdictional issues, the UTSA Police Department will lead missing person investigations and/or assist outside law enforcement agencies in the furtherance of a missing person investigation and share relevant investigative information.

Fire Safety Report

The University of Texas at San Antonio (UTSA) Environmental Health, Safety and Risk Management (EHSRM) department has summarized the following information, reported by calendar year:

1. Statistics relating to fires in on-campus student housing, including:
   a. The number of fires and the cause of each fire
   b. The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center
   c. The number of deaths related to a fire
   d. The value of property damage caused by a fire
2. A description of each on-campus student housing facility fire safety system
3. The number of fire drills held during the previous calendar year
4. The institution’s policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility
5. The institution’s procedures for student housing evacuation in the case of a fire
6. Fire safety education and training programs provided to the students and employees
7. Titles of each person or organization to which students and employees should report that a fire occurred
8. Plans for future improvements in fire safety, if determined necessary by the institution

For the purposes of this report:

“On-campus student housing” refers only to structures containing residential occupancy for students. It does not include neighborhood centers within student housing developments, campus facilities (administrative, academic, library, student life, or support) where students may overnight on a transient basis, vehicles, locations off UTSA property, or outdoor locations of any kind.

“On-campus student housing” at UTSA consists of five developments. The UTSA Housing and Residence Life department (HRL, http://utsa.edu/housing/) operates three of these, Alvarez Residence Hall (formerly San Saba Hall), Chaparral Village and Laurel Village. Campus Living Villages (CLV, http://www.campushousing.com/utsa/) operates two of these, Chisholm Hall and University Oaks Apartments.

“Fire” is “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” “Fire” does not include controlled burning, even when that event is contrary to policy, such as candles, smoking, or other open flames, when that open flame does not result in property damage.

Fire Safety Systems

Alvarez Residence Hall (formerly San Saba Hall), a 618-bed four-story residence hall built in 2013, consists of II-B (unprotected non-combustible) construction with 30-minute demising walls separating sleeping units. Alvarez Residence Hall has full automatic fire sprinkler coverage and addressable local and building fire alarms with manual and automatic initiation. UTSA has installed portable fire extinguishers inside the building.

Chaparral Village, built in 2004 with type V-A (protected wood frame) construction, consists of a multibuilding development. Student housing structures within the development have automatic smoke detectors with local alarm and building-wide alarms with manual initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. All buildings in the development have full sprinkler coverage. UTSA has provided portable fire extinguishers outside the buildings.

Chisholm Hall, built in 1982 of type II-B (unprotected non-combustible) construction, is a single four-story residential building. Chisholm has local and building fire alarms with manual and automatic initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. The building has full sprinkler coverage. CLV has provided portable fire extinguishers inside the building.

Laurel Village, built in two phases in 2007 and 2008 with type V-A (protected wood frame) construction, consists of a multibuilding development. Student housing structures within the development have local and building fire alarms with manual and automatic initiation. The fire alarm system reports to the UTSA central monitoring station at the Police Department Dispatch Center. All buildings in the development have full sprinkler coverage. UTSA has provided portable fire extinguishers outside the buildings.

University Oaks, built in three phases in 1992, 1993, and 1994 with type V#A (protected wood frame) construction, consists of three multibuilding
developments. Student housing structures within the development have local alarms with automatic initiation. CLV has installed portable fire extinguishers in the buildings. In 2011, Campus Living Villages upgraded the fire alarm systems to provide manual initiation and improved audible alarm coverage in all three phases of the development, including notification of emergency forces through a remote monitoring service.

**Fire Drills**

Occupants of on-campus student housing facilities with centrally monitored fire alarm systems (Chaparral Village, Laurel Village, and San Saba Hall) perform drills on fire evacuation at least once per year per building. CLV performs one fire drill per semester at Chisholm Hall. To create and sustain a culture of preparedness, fire drills are unannounced to residents and occur at times of high expected occupancy.

**Fire Prevention Policies**

UTSA HRL and CLV policies prohibit open flames, candles, smoking indoors, modification of fire safety devices (sprinklers, smoke detectors, extinguishers, etc.), and initiating false alarms. Further, campus policies prohibit storage and use of propane cylinders.

**Procedures for Evacuation**

The UTSA Community Emergency Response Guide and the UTSA Fire and Life Safety Manual include emergency procedures for fire. Current language is below.

**Text of Evacuation Procedures (as of August 30, 2012):**

**Fire:**

Pull the nearest fire alarm and leave via the preplanned evacuation route if safe to do so.

Dial 4911 or 911 (UTSA Phone) and give your name and location of the fire. (If necessary, dial 911 from another building).

When a fire alarm sounds, occupants should:

- Proceed immediately to an exit according to the posted evacuation plan and move a safe distance away from the building. If the primary exit is blocked, choose the best alternate route. If time permits, close doors and windows behind you.

- Do not use an elevator.

- If there is smoke in the area, remain close to the floor.

- Before passing through any door, feel the metal doorknob. If it is hot, do not open the door. Before opening a door, brace yourself against it slightly; if heat or heavy smoke are present, close the door and stay in the room.

If you cannot leave the room:

- Open the windows.

- Seal the cracks around doors with clothing or other material, soaked with water if possible.

- Hang an object (bed sheet, jacket, shirt, etc.) out the window to gain attention.

- Shout for help.

- If possible, call 458-4911 or 911 (UTSA phone) and report that you are trapped.

- If all exits are found to be blocked, go to a room as far as possible from the fire, close the door, and follow the above procedures.

As with any emergency, the best advice is to be prepared by familiarizing yourself with evacuation route plans.

**Fire Safety Education Programs**

Members of the UTSA Housing and Residence Life staff, including Resident Assistants, receive training in fire prevention, emergency response, and emergency management.

Members of the CLV staff, including Residential Assistants, receive training in emergency management protocols, including fire alarm activation.

Some UTSA students and employees receive fire safety training as part of organized safety, health, and environmental protection training programs. Exposure to this training content depends on the roles and responsibilities of the student or employee.

UTSA’s Environmental Health, Safety, and Risk Management Department makes fire safety and prevention training available to UTSA employees and on-campus student residents upon request.

**Reporting Fires in On-Campus Student Housing**

Fire reporting in UTSA on-campus student housing varies by housing development:

Chaparral Village, Laurel Village, Alvarez Residence Hall:

The University of Texas at San Antonio Police Department 210-458-4911
Associate Director Housing Operations, Housing and Residence Life
Associate Director Education and Residence Life, Housing and Residence Life

Chisholm Hall, University Oaks:

The University of Texas at San Antonio Police Department 210-458-4911
Residential Advisor
CLV professional staff
Residential Life Coordinator
Director of Operations
General Manager

**Plans for Future Improvements**

UTSA and CLV intend to expand and develop fire protection and fire drills in on-campus student housing facilities, and fire prevention policies, as necessary.