

TEXAS WESLEYAN UNIVERSITY

Annual Security and Fire Report

All Campuses

January 1st 2013 – December 31st 2013

In fulfillment of annual reporting as required by the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

**TEXAS WESLEYAN UNIVERSITY
CAMPUS SECURITY AND FIRE SAFETY ANNUAL REPORT
HISTORICAL AND BURLESON CAMPUSES
January 1, 2013 through December 31, 2013**

POLICY STATEMENT FOR PREPARATION AND DISCLOSURE OF THE ANNUAL SECURITY REPORT

The University's Campus Security Department and Security Manager in conjunction with the Dean of Students prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

The full text of this report can be located on the University's website at <https://txwes.edu/security/>. This report is prepared in cooperation with local law enforcement agencies surrounding our campus sites and the office of the dean of students on the historical campus.

Campus crime, arrest and referral statistics include those reported to the Campus Security Department, University officials and local law enforcement agencies. Faculty, staff and students may confidentially report criminal or unethical behavior through the *Campus Conduct Hotline* by calling (866) 943-5787. More information regarding this service is available on the University's website.

At least once per semester, an e-mail notification is sent to all enrolled students, faculty and staff to provide website access to this report. Copies of the report may also be obtained at campus security offices located 3220 Avenue A, or by calling security at (817) 531-4251 or (817) 531-4911 on the historical campus. Prospective employees may obtain a copy from the Office of Human Resources located in the administration building, room 101, or by calling (817) 531-4403.

A copy of this report is included in the *Student Handbook*.

POLICY STATEMENT FOR REPORTING CRIMINAL ACTIVITY

In the event of an emergency situation always contact the Fort Worth Police Department first by calling 911.

Campus Security may be contacted by calling (817) 531-4911 on the historical campus.

Any suspicious activity or person observed in parking lots or loitering around vehicles, buildings or residential halls should be reported immediately to campus security.

In addition you may report a crime to the following areas:
Campus Security Manager: (817) 531-4251

Executive Director of Facilities Operations and Emergency Services: (817) 531-4454
Dean of Students: (817) 531-4872
Confidential Reporting: (866) 943-5787

POLICY STATEMENT FOR VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the University or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure future safety for you and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Faculty, staff and students may confidentially report criminal or unethical behavior through the *Campus Conduct Hotline* by calling (866) 943-5787. More information regarding this service is available on the University's website.

POLICY STATEMENT FOR TIMELY WARNINGS POLICY

Scope

This policy applies to the issuance of timely warnings required by the Clery Act to all faculty, staff and students. It delineates the process for issuance of warnings by senior members of management.

Background

State regulations require that all enrolled students and current employees be added to the Texas Wesleyan Alert System. The system provides notification of university-related emergencies via telephone, email and text messaging options. To comply with the state mandate, **all Texas Wesleyan email addresses** have been registered. If you wish to receive a text message or telephone call, you must pull up your profile on the website and enter additional contact information.

For those that do not wish to receive emergency notifications from the University, the state mandate allows for them to unsubscribe. Each fall, all enrolled students and current employees are automatically registered again, which will require them to unsubscribe.

The campus security manager will issue reminders regarding Texas Wesleyan Alerts, at least once per semester, to faculty, staff and students. Reminders will include the need to update personal contact information. The Office of Human Resources will also request copies of any opt-out forms from the registrar each semester.

Timely Warnings or Notifications

Under the Clery Act, the University is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring **on campus or on public property immediately adjacent to the University**. Confirmation must be reasonable. The University will not wait to issue a timely warning due to incomplete information or confirmation.

On-campus:

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

Public property:

Public property is defined as within the campus or immediately adjacent to and accessible from the campus. This includes public thoroughfares, streets, sidewalks, and parking facilities. The University is not required to report incidences on **private property such as parking lots that are immediately adjacent unless the incident is perceived as a continuing threat to University personnel or students**.

Crimes Subject to a Timely Warning

The University must issue a timely warning for any *Clery Act* crime that occurs on its property or public property, as defined above, that is:

- Reported to campus security authorities or local police agencies; **and**
- Is considered by the institution to represent **a serious or continuing threat** to students and employees.

Timely warnings are not limited to violent crimes or crimes against persons. Timely warnings may be issued for threats to persons or to property.

Examples of timely warnings (not all inclusive):

- Tornado warnings
- A continuing trend of similar criminal activity such as burglaries or thefts
- Violent crime that poses a continuing threat

Anyone with information warranting a timely warning should report the circumstances to one or more of the following offices by telephone, email or in person:

<u>Office</u>	<u>Building/Address</u>	<u>Phone</u>
Campus Security	3220 Avenue A	(817) 531-4911
Exec Dir. FacilityOps And Emerg. Services	904 S. Collard St.	(817) 531-4454
Dean of Students	Brown Lupton Center, Room 131	(817) 531-4872

Note: Any member of University management receiving information must relay concerns to one of the three offices mentioned above.

Faculty, staff and students may confidentially report criminal or unethical behavior through the *Campus Conduct Hotline* by calling (866) 943-5787. More information regarding this service is available on the University's website.

Daily crime logs are available upon request. Please call (817) 531-4251 to request a copy.

POLICY STATEMENT FOR FACILITY ACCESS AND SECURITY

During normal business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invitees.

All campus residence halls are locked twenty-four hours a day. Resident directors and resident assistants are available to provide assistance. Visitors may gain access by using the telephone at the front entrance to each residential building. Visitation is limited to specific hours. Exterior doors are not to be propped open and left unattended under any circumstances. Additional policies are contained in the *Student Handbook*, and are administered by the dean of students.

Academic buildings are secured each evening by campus security. The schedule of closings varies based on each building's normal hours of operation and scheduled activities. Unauthorized students or visitors are not allowed in buildings after hours. Campus security will escort any unauthorized person from the building. Criminal trespass could result in arrest. Students needing access to buildings after hours must have a professor, or supervisor for student workers, send written permission to campus security via email. Students and student workers must provide photo identification before security will grant access. Contact campus security on the historical campus at (817) 531-4290 for details on gaining access to buildings after hours. Emergencies may necessitate changes or alterations to normal schedules.

The Facilities Operations department is responsible for maintaining campus facilities. This includes interior and exterior security lighting, monitoring equipment and other physical safety areas. Safety related issues may be reported by calling 817-531-4454.

POLICY STATEMENT FOR CAMPUS SECURITY/LAW ENFORCEMENT AUTHORITY

Campus security is outsourced to Guardsmark and reports to the manager of security. Campus security is located at 3220 Ave A, Fort Worth, Texas. 76105. Campus security officers are on duty twenty-four hours a day, seven days a week at the historical campus.

Campus security officers and University management have the authority to ask persons for identification and to determine whether individuals have lawful business at the University. Campus security and/or the Fort Worth Police Department/Burleson Police Department will respond, as appropriate, to all calls for assistance. Campus security officers are unarmed and do **not** have police powers. Officers have the authority to issue parking tickets, which may be billed to student and employee accounts. Security officers do not possess the power of arrest. Criminal incidents are referred to the Fort Worth Police Department who have jurisdiction on the historical campus or the Burleson Police Department for the Burleson campus. All crime victims and witnesses are strongly encouraged to immediately report crime to campus security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus security has a working relationship with local law enforcement agencies. There are **no** University security officers in Burleson. Criminal or suspicious activity should be reported to the Burleson Police Department and the Campus Security Department on the historical campus.

The dean of students on the historical campus administers student disciplinary matters.

POLICY STATEMENT TO ENCOURAGE ACCURATE AND PROMPT REPORTING OF CRIMINAL ACTIVITY

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Department in a timely manner.

To report an emergency on any University campus call 911.

To report a crime or an emergency on the historical or Burleson campuses, call (817) 531-4911.

POLICY STATEMENT FOR COUNSELORS AND CONFIDENTIAL REPORTING OF CRIMINAL ACTIVITY

Campus “pastoral counselors” and campus “professional counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, counselors should encourage,

when they deem it appropriate, persons being counseled to follow the procedures to report crimes on a voluntary and confidential basis for inclusion in the annual crime statistics.

Definitions:

A pastoral counselor is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A professional counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

POLICY STATEMENT FOR SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES

The Campus Security Department's success depends on the support and assistance of the campus community. Any suspicious persons, behavior or activity must be reported promptly.

Students, faculty and staff must ensure their safety and the safety of their property by practicing fundamental crime prevention techniques. To that end, security will provide orientation sessions at the beginning of the fall semester for students. These sessions will typically be held in conjunction with residence hall orientations. In addition, safety and crime prevention information will be published periodically in available campus publications. Security will accommodate any request for training or additional information.

POLICY STATEMENT FOR CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES

The University, through its security department, student life office, resident hall programs, and University counselors, sponsors crime prevention programs that are open to all students and employees. In addition, the security department distributes a newsletter every December addressing crime prevention during winter break and every May addressing crime prevention during summer break. A newsletter will also be sent out in September and February to all faculty, staff and students addressing crime prevention and personal safety in the office, classroom, residence halls and the general campus community.

POLICY STATEMENT ADDRESSING CRIMINAL ACTIVITY OFF CAMPUS

The Office of Student Life maintains contact with recognized University organizations. Campus security does not provide security for off-campus locations that may be used by organizations or students. Organizations and students using off-campus locations should consult with local law enforcement in the affected area if needed.

POLICY STATEMENT FOR ALCOHOL AND ILLEGAL DRUG ABUSE OR POSSESSION

The University prohibits the possession, use or distribution of alcohol on campus with the exception of specified locations on campus under specific conditions. Please see the *Student Handbook*, *Faculty Handbook* and *Employee Handbook* for details on the alcohol policy.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. It is also a violation of the *University Alcohol Policy* for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

The use, possession, presence, sale and/or distribution of illegal drugs (those specified as illegal by federal, state and local laws) and/or drug paraphernalia on and off campus will lead to disciplinary action and/or criminal action. Special efforts are made to keep drugs off campus and to prevent the distribution or sale of illegal drugs on campus.

The University provides drug/alcohol counseling, treatment and rehabilitation programs for students and University employees. Resources include the director of health services located in the West Village, Building 1, room 110 and University counselors located in the Glick House.

POLICY STATEMENT OF PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE

Drug-Free Schools and Communities Act and Drug-Free Workplace Act

The Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace of 1988 require all schools and institutions of higher education to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees on college property or as part of any college activities.

The attached statement, which is part of Texas Wesleyan University's program adopted to comply with these Acts, is being distributed to you as required by law. In compliance with the law, the policy can be found in the current on-line version of the *Student Handbook* and in the future, the hard copy of the *Student Handbook*. If you have any questions regarding this statement or wish to receive further information on the college's Drug-Free Schools and Communities Act and Drug-Free Workplace Act program, you are encouraged to contact the Office of Human Resources.

STANDARDS OF CONDUCT

Texas Wesleyan University supports and endorses the Federal Drug-Free Workplace Act of 1988 (41 USC § 701 et seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (20 USC § 1145(g)). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by an employee or student on college property or as part of any college activities is prohibited. Any student or employee of the college found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on college property or at college events shall be subject to disciplinary action in accordance with applicable policies of the college. For employees, the college will take appropriate personnel action for such infractions, up to and including termination as set forth in the *Employee Handbook*, Section 7.1.3 addresses Drug Screening; Section 7.19 addresses Drug Free Environment; and Appendix N addresses the university alcohol policy. Students who violate this policy will be subject to sanctions as set forth in the Student Handbook for Alcohol and Drug/Substance Abuse, Section XI. The Student Code of Conduct which include policies for suspension and expulsion from the college.

As a condition of employment, all employees shall abide by the terms and conditions of 41 USC § 701 et seq. and 20 USC § 1145(g). As such an employee must notify the college of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Office of Human Resources. The college will in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of its receipt of notification of the conviction. For such conviction, the college will take appropriate personnel action, up to and including termination, within thirty (30) days of receiving notice of such conviction. Employees may also be required to satisfactorily participate, at their expense, in a drug abuse assistance or rehabilitation program as approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency before being allowed to return to work, which may include drug and alcohol testing, as applicable. Employees may also be required to undergo reasonable suspicion drug and alcohol testing as part of this program. For purposes of this policy, a “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

LEGAL SANCTIONS

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. The college will refer violations or

proscribed conduct to appropriate authorities for prosecution. Federal regulations and state laws provide penalties of fines and imprisonment for violations of the criminal statutes which include possessing, offering for sale, possessing with the intent to offer for sale, distributing or manufacturing controlled substances such as opiates, narcotics, depressants, stimulants or hallucinogenic drugs.

Additionally, most municipalities have ordinances criminalizing possession of marijuana, and in the case of Overland Park, mandatory jail time is imposed even for first time convictions under its ordinance.

HEALTH RISKS

Abuse of alcohol and use of drugs is harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships and families. It can have significant legal consequences. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

More specifically, the major categories of drugs are listed below and include the significant health risks of each.

AMPHETAMINES – Physical dependency, heart problems, infections, malnutrition and death may result from continued high doses of amphetamines.

NARCOTICS – Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

DEPRESSANTS – These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions and accidental overdoses.

HALLUCINOGENS – may cause psychosis, convulsions, coma and psychological dependency.

COUNSELING, TREATMENT OR REHABILITATION PROGRAMS

Many community agencies are available to assist employees and students seeking alcohol and drug counseling and treatment. Students seeking additional information about health problems and treatment related to alcohol and drug problems may contact a student counselor at the Glick House at (817) 531-4859. Employees may receive this additional information through the Office of Human Resources at (817) 531-4403.

SANCTIONS

An employee who violates any provision of this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination as provided in college Policy 415.08. A student who violates any provision of this policy shall be subject to appropriate disciplinary action including suspension and expulsion as provided in college Policy 319.01. In addition, any student or employee who violates the following behaviors is specifically prohibited in the Texas Wesleyan University community, regardless of whether the infraction occurs on or off campus property. Students, whether residential or commuter, may not use, possess, manufacture, distribute, dispense or sell controlled substances of any kind, including illegal drugs or drug paraphernalia, on University premises or in University-owned vehicles.

Additional, students may not:

- Be under the influence of an unauthorized substance or illegal drug on University premises or in University owned vehicles.
- Be in possession including internal possession, of unauthorized substance or illegal drug on University premises or in United-owned vehicles.
- Use alcohol or other controlled substances or drugs to the extent that the adversely affects the performance of the employee or student.
- Use alcohol or other controlled substances to the extent that the safety to self or others on the campus is jeopardized.

Student Conduct and Community Standards

The Office of Student Affairs and the Dean of Students is responsible for enforcing the University's Student Code of Conduct, as found in the *Student Handbook*, and ensuring that violations of this policy are dressed in a fair and consistent manner. Students are encouraged to read the Texas Wesleyan Student Handbook and become familiar with the policies, procedures and protections that are afforded to all students.

Drug-Free Schools and Communities Act

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. These regulations require that the University distribute the following information annually to you in writing concerning the possession, use, or distribution of alcohol and illicit drugs at the University. The University's policies on substance abuse and alcoholic beverages are outlined below and in more detail in the *Student Handbook*. The *Student Handbook* also includes information on University sanctions for violation of these policies, criminal sanctions for the illegal possession or distribution of drugs and alcohol, health risks of drugs and alcohol, and on places to get help concerning the illicit use and abuse of alcohol and drugs. Please read all of this vitally important material carefully. The University will review its alcohol and other drugs programs annually for effectiveness and consistency of application and, where necessary, make appropriate changes.

ALCOHOL AND DRUG POLICY

A. ALCOHOL POLICY

The University prohibits the possession, use or distribution of alcohol on campus with the exception of the President's suite, Trustee Conference Room, East Room of the West Library, and other campus locations as authorized by the University President. Alcohol beverages may be served at off-campus functions under certain provisions:

1. A third-party vendor (licensed bartender covered by site liability) sells and distributes the alcoholic beverages.
2. Neither the sale nor use of alcoholic beverages shall in any way violate federal, state or local ordinances.
3. Alcoholic beverages are not the formal focus of the activity.
4. Advertisement of the event may not use alcohol as a draw.

a. Authorization Procedures For Off Campus Use/Service

All off-campus student events that are sponsored by the University where alcohol is served must have an Alcohol Permit Form signed by the Vice President for Enrollment and Student Services. For approval, the following federal guidelines must be met:

1. A variety of non-alcoholic beverages will be conveniently and readily available.
2. Adequate food (non-salty preferred) must be provided.
3. A carding and labeling procedure must be enforced.
4. Alternate transportation arrangements must be available.
5. A designated person responsible for compliance, monitoring of the event and enforcing University, local, state and federal policies or laws.
6. All alcoholic beverages must be kept in a secure area.
7. An off-duty Fort Worth Police Officer is mandatory for student and third-party events. The cost is assumed by the event sponsor.

Student organizations that violate these policies may be subject to the following sanctions:

1. The loss of off-campus alcoholic privileges for up to one year.
2. The loss of campus reservation privileges for up to three months.
3. The student organization or group may be fined \$100.
4. The organization or group's president may be fined \$50.

At its sole discretion, the University may disapprove the use of alcohol at any event for any reason.

b. Alcohol and Behavior

The use of alcohol will not, under any circumstance, be accepted as an excuse for irresponsible behavior such as the making of excessive noise, vandalism, violence, etc. The legal definition of "intoxication" is a condition that results in a person's normal faculties, either of perception, physical ability or judgment, being impaired so that he/she no longer has the capacity to form or entertain a specific intent. Legal symptoms include red, bloodshot eyes; slurred speech; odor of alcohol; and common odors associated with an alcoholic beverage. Students who are under the influence of alcohol and who are excessively noisy, abusive, do not obey University staff or Security or who break any University rules will be charged with disorderly conduct.

B. DRUG POLICY

The use, possession, presence, sale, and/or distribution of illegal drugs (those specified as illegal by federal, state and local laws) and/or drug paraphernalia on and off campus will lead to disciplinary action and/or criminal action. Special efforts are made to keep drugs off campus and to prevent the distribution or sale of illegal drugs on campus.

Under the discretion of the Dean of Students or his/her designee, local law enforcement may be called in the case of an illegal substance.

Drug and Alcohol Counseling

The University provides alcohol/drug counseling through the Glick House Counseling Center free of cost to all Texas Wesleyan Students. You may reach them at 817-531-4859 or email smethvin@txwes.edu.

Policy on Parental Notification for Alcohol and Drug Violations

The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform the parents/guardians of a student under age 21 if such student is found in violation of university or Federal/State alcohol or drug rules. Therefore, Texas Wesleyan University will adhere to the following policy to notify parents or guardians of students involved in alcohol and drug incidents:

- a. If a registered student under the age of 21 is involved in a university policy violation and/or Federal or Texas state law violation for public intoxication, the possession, consumption or distribution of alcohol or illicit drugs, the student's parent(s) or guardian(s) may be notified in writing of the incident by the Dean of Students Office.
- b. The parent(s) or guardian(s) of a registered student, without respect to the student's age, may also be notified in the event of the student's alcohol or drug violation or misuse where such notification is necessary to protect the health or safety of the student or other individuals. This may include, but is not limited to, the following situations: (1) the student is transported to an emergency medical treatment facility for drug use or alcohol intoxication; (2) medical attention to any person, including the student, is required as a result of the student's alcohol or drug related behavior; and (3) the student demonstrates a reckless disregard for his or her personal safety or the safety of others.

POLICY STATEMENT FOR DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

Texas Wesleyan University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sexual offenses must also be reported to the Title IX Coordinator.

POLICY STATEMENT FOR EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Texas Wesleyan University has an emergency plan in place that will inform our students and employees about threats to their health and safety. This plan includes emergency response and evacuation procedures that are regularly tested and evaluated.

Each department is provided with an Emergency Information "flip chart", which includes policies and procedures to be followed in the event of an emergency on campus. Training for emergency procedures is offered annually to all faculty and staff.

A timely warning should be issued as soon as the pertinent information is available. Even if all of the facts surrounding a criminal incident or incidents are not known, a warning should be issued, followed by additional information as it becomes available.

Incidents are evaluated on a case-by-case basis. A single action event that warrants a timely warning should be issued as soon as the pertinent information is available.

The campus security manager will make efforts to consult with the Vice President of Marketing & Communications or a designee, if s/he is available, to develop the content of the Timely Warning Notice. Time permitting, additional input may be garnered from additional members of the Executive Team.

The campus Security Manager is responsible for issuing a timely warning and ensuring that it is issued as soon as all pertinent information is received. Upon notification from security or other campus safety authorities of an incident that meets the timely warning criteria, the Security Manager will issue the timely warning without delay. In the event the Security Manager is physically unable to issue the timely warning, the Security Manager will notify the Executive Director Facilities Operations with the information and the Executive Director will issue the timely warning. In this case, the Security Manager will also notify the Vice President of Finance/Administration.

If the incident is in progress and/or requires immediate action by the University community, A Texas Wesleyan Alert will be issued. Otherwise, a Timely Warning will be issued in a manner that makes it readily accessible to the campus community without search, such as an all-campus email and/or university website publication.

Anyone with information concerning an immediate threat should contact the police at 911 and campus security immediately by calling (817) 531-4911 on the historical campus. One or more of the following offices may also be contacted, either in person or by phone, with information concerning an immediate threat to the campus:

<u>Office</u>	<u>Building/Address</u>	<u>Phone</u>
Security Manager	3220 Avenue A	(817) 531-4251
Dean of Students	Brown-Lupton Campus Center 1108 S. Collard St.	(817) 531-4872
Exec Dir. Facility Ops And Emerg. Services	904 S. Collard St.	(817) 531-4454

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, an emergency notification will immediately be sent out to all faculty, staff and students using the Texas Wesleyan Alert System. Notifications will be sent via telephone, email and text message. Students should take responsibility for regularly checking their e-mail and text messages. Alerts is an opt-out system. Students, faculty and staff Wesleyan email addresses are automatically enrolled in the system. Please see the policy on timely warnings.

In the event of an evacuation, employees and students will be directed out of the building and to a safe location by security officers and local emergency responders.

The University's emergency plan is assessed regularly.

POLICY STATEMENT FOR PREVENTING AND RESPONDING TO SEXUAL OFFENSES

The University, through Office of Student Life, residence hall programs, and University counselors sponsors programs that encourage students to report forcible and non-forcible sex offenses, as well as educates them about prevention. Programs are open to all students and employees.

The Fort Worth Police Department may also offer prevention classes.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment and call 911. The University strongly advocates that a victim of sexual assault report the incident in a timely manner to the appropriate law enforcement agency. Time is a critical factor for evidence collection and preservation.

An assault on-campus must also be reported directly to campus security and/or the dean of students. The Title IX coordinator must be notified as soon as practical. Filing a report with the University will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions.

Filing a police report will:

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

A University representative will be appointed, if requested, to guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the student health center, University Chaplain, employee assistance (if applicable), and the counseling center. Counseling and support services are also available outside the University.

If in Fort Worth, victims have the option of contacting the Fort Worth Police, 1100 Nashville St., Fort Worth, TX 76105, (817) 335-4222 or dialing 911. University personnel will assist the student in notifying the Fort Worth Police if the student requests assistance. University contacts include:

<u>Office</u>	<u>Building/Address</u>	<u>Phone</u>
Dean of Students	Brown-Lupton Campus Center 1108 S. Collard St.	(817) 531-4872
Director of Counseling	Glick House 3001 Avenue D	(817) 531-4859
Director of Health Services	West Village, Bldg 1, Rm 110	(817) 531-4948 (office #) (817) 667-2438 (emergency #)
Chaplain's Office	Poly United Methodist Church	(817) 531-4972

Title IX Coordinators and Deputy Coordinators

- Vice President for Enrollment and Student Services (Co-Coordinator)
 - 817/531.4214
 - First floor, Oneal Sells Administration Building
- Associate Vice President of Human Resources (Co-Coordinator)
 - 817/531.4403
 - Basement, Oneal Sells Administration Building
- Vice President for Finance and Administration
 - 817/531.6579
 - Second Floor, Oneal Sells Administration Building
- Academic: Associate Provost
 - 817/531.4405
 - First floor, Oneal Sells Administration Building
- Athletics: Athletic Director
 - 817/531.4874
 - Brown Lupton/Sid Richardson Building, Second Floor
- Disability Accommodations: Director Graduate Counseling/Disability Accommodation
 - 817/531.7565
 - Dan Waggoner Annex
- Human Resources: Assistant Director of Human Resources and Risk Management
 - 817/531.4403
 - Basement, Oneal Sells Administration Building
- Student Life: Dean of Students
 - 817/531.4872
 - Brown Lupton/Sid Richardson Building, First Floor

Every effort should be made to preserve the alleged crime scene and any associated evidence.

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Unified Harassment and Discrimination Policy*. This policy is available in the *Student Handbook* and the *Employee Handbook*.

Once it is determined that a sexual assault has occurred and an investigation is completed, the University may impose sanctions up to and including expulsion against the parties involved. The accuser and the accused shall be entitled to the same rights or opportunities as offered through the normal disciplinary process, including the opportunity to have others present during a disciplinary proceeding. Both shall be informed of the outcome of any campus disciplinary proceeding.

Counseling and victim assistance is available through the rape crisis hotline by calling (817) 927-2737. The University will also offer free counseling to victims of sexual assault through the counseling office. Counselors may be reached by calling (817) 531-4859. Information shall be held in strict confidence.

The University, through the Office of Student Life, residence hall programs, and counselors, sponsors programs that encourage students to report crimes of violence or non-forcible sex offenses, as well as educates them about prevention. Programs are open to all students and employees.

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against another student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

POLICY STATEMENT FOR SEX OFFENDER REGISTRATION

In accordance with federal regulations, the campus security department is providing a link to the Texas Department of Public Safety Sex Offender Registry. The University is required to issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Pursuant to Texas Code of Criminal Procedures Article 62.005, the Texas Department of Public Safety (DPS) establishes this website as the official internet public access to the DPS sex offender registration computerized central database. Use the following URL to access the Texas DPS website: [TxDPS Sex Offender Registry |](#)

POLICY STATEMENT FOR MISSING STUDENT

Texas Wesleyan University takes student safety very seriously. The following policy and procedure has been established to assist in locating students living in Texas Wesleyan owned on-campus housing that, based on the facts and circumstances known to Texas Wesleyan, has been determined to be missing.

- At the beginning of each academic year, Texas Wesleyan will inform students residing in on-campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:
 - Students have the option of identifying an individual to be contacted by Wesleyan not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the housing office.
 - If the student is under 18 years of age, and not an emancipated individual, Wesleyan is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
 - Wesleyan will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
 - If Texas Wesleyan security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the University will initiate the emergency contact procedures in accordance with the student's designation.
- The University will follow the notification procedure below for a missing student who resides in on-campus housing:
 - Once the University receives a missing student report via the dean of students' office, University security, housing office or other source, the following offices will be notified:
 - Campus Security
 - Dean of Students Office
 - Housing Office
 - Any official missing person report relating to this student shall be referred immediately to security.
 - If University security, after investigating the official report, determines the student has been missing for more than 24 hours, the University will contact the individual

identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

- Upon notification from any entity that any student may be missing, the University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
 - Through the housing office, the resident assistant may be asked to assist in physically locating the student by unlocking into the student's assigned room and talking with known associates.
 - Security may search on campus public locations to find the student (library, cafeteria, etc.).
 - Security may issue an ID picture to assist in identifying the missing student.
 - The dean of student's office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
 - Student affairs or academic departments may be contacted to seek information on last sighting or other contact information.
 - Security may access card access logs to determine last use of the card and track the card for future uses.
 - Security may access vehicle registration information for vehicle location and distribution to authorities.
 - IT may be asked to look up email logs for last login and use of the University's email system.
 - If there is any indication of foul play, the local police department will immediately be contacted for assistance.

POLICY STATEMENT FOR STATISTICAL REPORTING

As required, the following statistics are provided for the preceding three-year period. The following offenses are reported: murder, non-negligent and negligent manslaughter, arson, sexual offenses (forcible and non-forcible), robbery, aggravated assault, burglary and theft of a motor vehicle. As required, offenses are separated by location: on campus, in or on a non-campus building or property in use or controlled by the University, on public property immediately adjacent to the University, or in University residential facilities. The University is also required to report on campus arrests for the following offenses: liquor law violations, drug abuse violations and weapons possession. In addition, the University reports any crimes classified as hate crimes. Reportable offenses that may be hate crimes shall be footnoted. Those crimes must manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability.

Statistics are compiled using campus incident reports, and information received from the Fort Worth Police Department's representatives. Currently, the University has no off-campus student housing, faculty housing, or off-campus student organizations.

This report applies to all campuses. A campus is defined as property either controlled or owned within the same reasonably contiguous area, and used by the institution in direct support of, or related to, its educational purpose.

ACCREDITATION

Texas Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's, and doctoral level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 (Web site: www.sacscoc.org) only for questions, comments, or issues related to the accreditation of Texas Wesleyan University.

Texas Wesleyan University
Annual Security and Fire Report 2013

Texas Wesleyan University															
Historical Campus															
2013 Crime Statistics															
Type of Offense	2013					2012					2011				
	On	Non	Public	*Res	Total	On	Non	Public	*Res	Total	On	Non	Public	*Res	Total
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault - Forcible	1	0	0	1	1	0	0	0	0	0	2	0	0	2	2
Sexual Assault - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	1	1	0	0	1	1	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	1	0	0	1	1	0	0	0	0	0
Burglary	9	0	0	5	9	13	0	0	12	13	5	0	0	4	5
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	1	2	0	0	0	2
Type of Arrest	2013					2012					2011				
	On	Non	Public	*Res	Total	On	Non	Public	*Res	Total	On	Non	Public	*Res	Total
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals	2013					2012					2011				
	On	Non	Public	*Res	Total	On	Non	Public	*Res	Total	On	Non	Public	*Res	Total
Liquor Law Violations	25	0	0	25	25	14	0	0	12	14	24	0	0	24	24
Drug Abuse Violations	19	0	0	19	19	7	0	0	7	7	2	0	0	2	2
Weapons Possesion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes - There were no (0) reported crimes classified as Hate Crimes involving prejudice based on bias.															
*Per Clery reporting requirements residential facilities (*Res) is a sub category of on campus facilities. Offenses, arrests, and disciplinary referral counted in the "Res" category are also counted in the "On" category, but are not double counted in the early total.															

**TEXAS WESLEYAN UNIVERSITY
FIRE SAFETY ANNUAL REPORT
January 1, 2013 through December 31, 2013**

The following information is provided to better inform University students and others. The information conforms to the requirements of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act".

FIRE SAFETY SYSTEM

A description of the fire safety systems for each on-campus student housing facility is described as follows:

West Village – There is a pressurized sprinkler system throughout the complex that is activated by heat or smoke. The fire system is addressable and monitored at a central location. Fire extinguishers are present and inspected annually.

Stella Russell Hall – Individual, stand-alone smoke detectors are present in each room. Fire extinguishers are present and inspected annually.

Elizabeth Means Armstrong Hall - Individual, stand-alone smoke detectors are present in each room. Fire extinguishers are present and inspected annually.

Otho C. Armstrong Hall - Individual, stand-alone smoke detectors are present in each room. Fire extinguishers are present and inspected annually.

FIRE DRILLS

Each on-campus student housing facility holds two fire drills each year, one each semester.

PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAME POLICIES

Resident halls cannot accommodate an excessive number of electrical appliances; therefore, students are allowed a maximum of five major appliances in each room. Odor producing paraphernalia requiring the use of open flames (such as candles and incense) are fire safety hazards and are prohibited. Smoking is not permitted in the residence halls at any time. Smokers are asked to avoid smoking directly outside the main entrances to the building out of courtesy to those entering or leaving the building and in accordance with city regulations. Designated smoking areas with ashtrays have been established outside the residence halls.

STUDENT HOUSING EVACUATION PROCEDURES

All students shall be familiar with building exits in their residential halls. In the event of a fire or other emergency situation, students shall evacuate the building using the nearest exit, in an orderly manner. Elevators should not be used. All students shall meet in a pre-designated area far away

from all residential halls to ensure safety. The building shall not be reoccupied until appropriate authority (usually the fire department) approves.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

The Campus Security Department provides training each semester for university housing staff, housing directors, and security officers. Fire drills are implemented each semester and, after each drill, all staff and officers meet to debrief and discuss areas of improvement concerning drills.

New employees shall be trained by the assistant to the dean of students regarding the emergency action plan as part of their new employee orientation. Each employee will be provided a copy of the plan at that time.

FIRE REPORTING CONTACT LIST

Following is a list of titles of each person or organization that individuals should report that a fire has occurred:

Security Manager - (817) 531-4251
Maintenance Manager - (817) 531-6597
Director of Facilities Operations - (817) 531-4454
Residence Life Director - (817) 413-5004
Dean of Students - (817) 531-4872
Fort Worth Fire and Police - 911

Texas Wesleyan University
Annual Security and Fire Report 2013

2013 Fire Statistics - On Campus Housing Facilities																
Cause Category	Elizabeth M. Armstrong Hall				Otho C. Armstrong Hall				West Village				Stella Russell Hall			
	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value
Unintentional Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cooking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Smoking Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Flames	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Heating Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Products	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Machinery/Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intentional Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2012 Fire Statistics - On Campus Housing Facilities																
Cause Category	Elizabeth M. Armstrong Hall				Otho C. Armstrong Hall				West Village				Stella Russell Hall			
	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value
Unintentional Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cooking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Smoking Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Flames	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Heating Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Products	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Machinery/Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intentional Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2011 Fire Statistics - On Campus Housing Facilities																
Cause Category	Elizabeth M. Armstrong Hall				Otho C. Armstrong Hall				West Village				Stella Russell Hall			
	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value	Total Fires	Total Deaths	Total Injuries	Value
Unintentional Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cooking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Smoking Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Flames	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electrical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Heating Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Products	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Machinery/Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intentional Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined Fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0