

# NORTH AMERICAN UNIVERSITY

INSPIRATION INNOVATION GLOBAL COMPETENCE



## CAMPUS CRIME STATISTICS REPORT

North American University complies fully with the published mandates of the Student Right-to-Know and Campus Security Act (Public law 101-542), the Higher Education Technical Amendment of 1991 (Public Law 102-26), the Higher Education Amendment of 1992 (Public Law 102-325), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092 (f)).

Each year North American University prepares and publishes this annual report containing the information required by Section 485(f) of the Higher Education Act or 20 U.S.C. Section 1092(f) and distributes the findings on the University web page. This report is distributed by the Office of Student Services and the Registrar's Office to all current students or any potential student who requests the information. The Office of Human Resources distributes this report to all employees and applicants for employment who request the information.

North American University makes timely reports to the campus community on crimes committed on campus when it is determined that there may be a continued threat to others and that the report may prevent similar occurrences. No privileged information shall be reported at any time.

## PROCEDURES AND FACILITIES FOR REPORTING CRIME AND EMERGENCIES

**Main Campus** - Phone (832) 230-5555 during University business hours for campus security or emergencies. If unable to contact campus security, dial 911 from a public phone. Report to security the location of the emergency or criminal action, your name, and your location. A person who determines that a medical emergency exists or needs to report a fire may dial the 911 local emergency number, and then contact campus security. Public phones are located inside all buildings on campus.

A complete guide to the procedures for all emergencies is available in the NAU Emergency Response Guide and in the Security Manual: Standard Operating Procedures. Uniformed security officers patrol the campus and are equipped with two-way handheld radios capable of contacting other area law enforcement agencies, fire departments or emergency medical services. Campus security personnel enforce all local, state, and federal laws within their jurisdiction and are required to enforce rules and regulations issued by the governing board of NAU. The Office of Security maintains a good working relationship with area criminal justice agencies. When a crime or an emergency is reported to the Office of Security, the officer on duty goes directly to the scene and calls for appropriate help if necessary (fire department, EMS, or local law enforcement agencies). The officer conducts an investigation of all violations of University policies, rules, and regulations, and informs the victim of their option to contact the local law enforcement agency and press charges. Written reports are processed and sent to the Director of Facilities Management, and the Office of Student Services.

## CAMPUS SECURITY POLICIES

- 1.** Anyone suspecting that a criminal act has been committed on campus, suspecting a criminal act is in progress, or witnessing an emergency is encouraged to accurately and promptly report to the North American University Office of Security located in the lobby of the main campus. Reports may be by phone to the emergency numbers listed earlier in this report. Campus security officers are trained to take every reasonable precaution regarding the safety and security of NAU employees, students and visitors.
- 2.** Suspicious activities on all NAU campuses shall be monitored by security personnel to ensure the safety and security of students, staff, faculty, and visitors.
- 3.** Security officers employed by the University on the main campus and residence halls are not required to be commissioned peace officers. All security personnel have the obligation to enforce campus rules and regulations, as well as local, state and federal laws.
- 4.** Campus crime prevention programs and reporting procedures shall be defined and communicated clearly to all students and employees.
- 5.** Criminal activity occurring at off-campus University functions shall be monitored and recorded through communications with local law-enforcement agencies.
- 6.** The Department of Facilities Management and the Security Manager update, prepare, publish, and distribute an annual security report to all employees and students by September 1 of each year.
- 7.** Any person who is a victim of a sex offense occurring on campus or at a campus sponsored activity should immediately report the offense to Security, and to local law enforcement officials. The security officer may assist the victim in reporting to local law-enforcement officials if the victim requests assistance. Victims of sex offenses are encouraged to seek immediate medical attention and to preserve any physical evidence of such crimes. The availability of campus and community counseling, mental health, and other student services for victims of sexual assault shall be communicated to students in writing in the University catalog and the student handbook.
- 8.** Student disciplinary procedures shall be communicated to all students during orientation sessions and in writing in the student handbook. These procedures include provisions for a hearing before the University Disciplinary Committee when appropriate. Both the accuser and the person(s) accused of an offense are entitled to attend during disciplinary proceedings. Both the accused and the accuser shall be informed in writing of the outcome of any campus disciplinary hearing.
- 9.** The University shall make available educational information to students to promote awareness of rape, acquaintance rape and other sex offenses.
- 10.** Any student, who in the opinion of the Office of Student Services has committed an act of sexual assault or aggravated sexual assault as defined by sections 22.011 and 22.021 of the Texas Penal Code (and can include non-forcible sex offenses) will be subject to a disciplinary action.

The decision shall be based on the “preponderance of the evidence” rather than “proof beyond a reasonable doubt” and need not coincide with legal actions taken by a court of law.

**11.** Disciplinary action for a sex offense can include suspension from the University and is determined by the Office of Student Services. This action can be appealed to the Dean of Student services. Decisions of the University Discipline Committee are final.

**12.** The victim of a sex-related crime, who resides in a campus residence hall, may request that his/her residence be changed. Reasonable efforts to accommodate such requests will be made in accordance with established housing procedures. In addition, students may request class schedule changes. These requests may be accommodated provided the appropriate class sections are available.

**13.** With the approval of the President of the University, the Director of Residence Operations or a designated official at an extension campus shall notify the campus community of campus crimes that may constitute a threat to other students and employees. This notification shall be timely to reduce potential risks on campus and prevent further criminal actions.

## **POLICIES CONCERNING SECURITY AND ACCESS TO CAMPUS FACILITIES AND MAINTENANCE OF CAMPUS FACILITIES**

Uniformed security officers patrol the campus. These officers are equipped with two-way hand-held radios capable of contacting other area law enforcement agencies, fire departments or emergency medical services. The Department of Facilities Management is charged with the responsibility to assure the safety of all persons on the University campus, to assure the protection of University property or non-University property located temporarily on University grounds, and to respond to emergency situations, provide assistance, or take actions appropriate to the crisis situation within legal limits of the department's authority.

To maintain proper security and allow custodial staff to maintain regular cleaning schedules, all buildings shall be cleared and external doors locked after dismissal of the last class and following periods of scheduled activity in buildings on weekends and holidays. The security officer shall note the name and location of any University employee who remains in a building after the scheduled closing.

The University is authorized to refuse admission to the campus to any person who does not have legitimate business with a University community member (Section 51.209 of the Texas Education code.) Any University employee may request proper identification of individuals that they encounter on the campus. Those persons encountered during the late night hours, under suspicious circumstances or in response to reports from the University community members must be prepared to show identification and state their business on campus.

When special events such as registration, meetings, social activities, or other events necessitate the use of University facilities after designated closing times, the NAU employee responsible for the event shall complete a facilities request form and forward to the Director of Facilities Management for approval. The request should include the nature of the event, the facilities to be used, and special services or personnel needed.

The University provides security for the resident students, all through the year. The following procedures help insure that a reasonable measure of security exists for students living in student housing:

- 1.** All facilities are staffed with a Residence Hall Manager and a Resident Assistant, who enforce residence hall policies, assist residents, and contact proper authorities to ensure security and safety.
- 2.** All outside doors, except the main entrance to the residence halls are locked 24 hours a day.
- 3.** Security officers routinely patrol the residence halls and surrounding areas. Campus facilities and grounds are maintained by the Department of Facilities Management. Maintenance of lighting and landscaping near sidewalks, walkways and entrances to buildings and parking lots is performed on a regular basis. Access to campus buildings is limited to times designated for the buildings to be open for classes or other University-approved functions.

## POLICIES CONCERNING CAMPUS LAW ENFORCEMENT

The following policies include the enforcement authority of NAU security personnel and their working relationship with State and local police agencies. The basic authority and limits of the NAU security personnel are as follows:

**Citations.** Security officers are authorized by the University to issue written citations for parking violations and moving violations to any person on University property.

**Identification Requests.** Security officers are authorized to request identification of any person on campus property. Noncompliance may result in disciplinary action by the University.

**Emergency Authority.** In the absence of a direct-line supervisor or a senior University officer, the security officer on the scene assumes responsibility for the situation, and all other persons on the scene are expected to comply with the security officer's directives. Noncompliance may result in disciplinary action by the University.

**Complaints and Public Contact.** Security officers must treat all persons with courtesy and consideration, regardless of provocation.

**Enforcement authority of security personnel:** NAU security officers are not all required to be certified police officers and may not have the powers of arrest or detainment of certified police officers. They do not have the authority to use force in any situation except for self-defense or the defense of others. While the Security officers are prohibited from conducting criminal investigations, it is their responsibility to secure information on incidents of vandalism, loss, injury, and potential or actual hazards on campus property.

**Security's relationship with state and local police:** Security officers employed by the University are required to enforce all local, state, and federal laws within their jurisdiction. In addition, officers are required to enforce the policies, rules and regulations approved by the administration and the governing body of NAU. The Office of Security of NAU maintains a good working relationship with area criminal justice agencies.

Security officers are required to complete incident reports on all rules infractions and criminal cases reported. A security officer, using procedures stipulated by the Director of Facilities Management reports all crimes occurring on campus to the Harris County Sheriff's Department.

## **POLICIES WHICH ENCOURAGE ACCURATE AND PROMPT REPORTING OF ALL CRIMES TO THE CAMPUS SECURITY AND APPROPRIATE POLICE AGENCIES:**

All members of the community are encouraged to report any suspicious activity. These reports may be made anonymously. Any person may report information on a crime without giving personal information. This information is reviewed, and an attempt is made to substantiate the information.

Guidelines require that “security officers must at all times be aware that they are representatives of the University and must treat all persons with courtesy and consideration.” By exhibiting a professional attitude, by treating people with respect, and by being a model of correct behavior, the NAU security officers encourage students and employees to promptly report crimes or criminal actions.

Copies of all incident reports are forwarded to the Director of Facilities Management, and the Office of Student Services for review in accordance with established University disciplinary guidelines.

### **INFORMATIONAL PROGRAMS AVAILABLE**

Programs designed to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others, and to provide information on crime prevention: Several types of programs are available at the main campus and the residence halls to encourage students and employees to be responsible for their own security and the security of others. These include regularly scheduled residence hall meetings, freshman orientation presentations, new employee orientations, and staff development activities. The subject is discussed at residence hall meetings twice per year at the beginning of each semester.

Freshman orientation is offered to all first-time students during registration periods in the summer. New employee orientations are offered at the time of employment, and staff development activities are offered as needed throughout the year.

### **CRIME PREVENTION PROGRAMS**

Programs available at the University are designed to inform students and employees about the prevention of crimes. These are available at the main Campus and the residence halls.

Crime prevention measures are presented and discussed with residents in the residence halls twice per year and at new student orientation meetings.

The annual statistical crime report is provided to all employees and potential employees upon request, to all enrolled students, and all potential students who request security information. This report states that all persons who reside, work, or visit campus are responsible for protecting their own property and should take appropriate precautions to prevent loss of such property.

## ALCOHOL AND DRUG POLICY

**North American University Policy regarding possession, use, and sale of alcoholic beverages and illegal drugs:** North American University regulations prohibit illicit drug use including the manufacture, sale, distribution, dispensation, possession, or use of drugs in the workplace, on campus, or as any part of University activities.

The University continually strives to maintain an alcohol and drug-free environment that complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. A brochure entitled Drug & Alcohol Abuse Prevention Policy describes health risks, penalties under Texas and federal law, and assistance programs provided to students and employees and is distributed each semester.

### DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS:

**Information and referral:** All members of the University community are eligible to consult with the professional counseling staff of the Office of Student Services. The Office of Human Resources has information for employees regarding the availability of drug and alcohol abuse assistance programs and information. Referrals are made as needed to mutual-help organizations, private hospitals, public treatment programs, and private drug-treatment practitioners.

### SEXUAL ASSAULT POLICY

Sex offenses including rape, acquaintance rape and other sex offenses (forcible and non-forcible) against any student or employee occurring on campus or at NAU sponsored activities off campus will not be tolerated. Victims of sex crimes should report such offenses to the Safety and Security Department, and the Office of Student Services and the police. Victims will be informed of their options to notify local law enforcement authorities.

### SEXUAL ASSAULT PROGRAMS AIMED AT PREVENTION OF SEX OFFENSES

Information, brochures, and counseling by professional counselors is available through the Office of Student Services.

### PROCEDURES TO FOLLOW IF A SEX OFFENSE OCCURS

**Whom to contact:** Victims of sexual assault should report the offense immediately to the Office of Security and the Office of Student Services.

**Importance of preserving evidence:** Evidence of the assault should be preserved whenever possible. The victim should not bathe or shower and should not throw away or wash the clothes worn at the time of the assault. The victim is offered assistance in the reporting process and, to the extent permitted by law, is granted anonymity. Complaints and disciplinary actions, unless otherwise provided for, are considered confidential and are subject to the provisions of the Family Educational Rights and Privacy Act (Public Law 93-389).

**To whom the alleged offense is reported:** The offense will be reported to the Office of Security and counted on the statistical report.

**Reporting options:** The security officer and/or another administrator will inform the person of their option to report the offense to a local law enforcement agency and will offer to assist the person in making the report.



## PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION IN CASES OF SEXUAL ASSAULT

The University has established policy and guidelines for student conduct and for procedures in applying the guidelines that insure the protection of rights for the individual. The University will insure due process for students who are charged with violations of University rules and regulations that include sexual assault. Both the accuser and the person(s) accused of an offense are entitled to have other(s) present during disciplinary proceedings and both the accused and the accuser shall be informed in writing of the outcome of any disciplinary hearing. Compliance with this procedure does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). The definition of the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

### SANCTIONS

A student who is determined to have committed sexual assault (forcible or non-forcible) is subject to disciplinary action which may include suspension from University. The student is afforded due process, and the action may be appealed to the University Disciplinary Committee.

**Notification to victims of sexual assault:** Students residing in residence halls who are the victims of sexual assault may contact the Department of Residence Operations to request that their residence assignment be changed. Based on the availability of housing units, the University will accommodate such requests. Additionally, victims of sexual assault may contact the Vice-President of Academic Affairs to request changes in academic class schedules, which will be accommodated provided the appropriate class sections are available at alternate time slots.

**Timely Crime Reporting:** *With approval of the President, a designated official shall notify the campus community of reported campus crimes that may constitute a continued threat to students and employees. Such notification shall be broad and timely.*

**THE FOLLOWING STATISTICS CONCERN THE OCCURRENCE OF CRIME DURING THE YEAR, AND THE TWO PRECEDING CALENDAR YEARS FOR WHICH DATA ARE AVAILABLE.**

<b>NORTH AMERICAN UNIVERSITY</b>									
<b>CRIMINAL OFFENSES - ON CAMPUS</b>	<b>Main Campus</b>			<b>Willow Residence Hall</b>			<b>Chestnut Residence Hall</b>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non - Negligent	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	0	0	3	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>CRIMINAL OFFENSES - ON CAMPUS/PUBLIC PROPERTY</b>	<b>Main Campus</b>			<b>Willow Residence Hall</b>			<b>Chestnut Residence Hall</b>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non - Negligent	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	2	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>ARRESTS ON CAMPUS</b>	<b>Main Campus</b>			<b>Willow Residence Hall</b>			<b>Chestnut Residence Hall</b>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Illegal Weapon possession	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	1	0	0	0	0	0
<b>ARRESTS ON CAMPUS - PUBLIC PROPERTY</b>	<b>Main Campus</b>			<b>Willow Residence Hall</b>			<b>Chestnut Residence Hall</b>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Illegal Weapon possession	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES - ON CAMPUS</b>	<b>Main Campus</b>			<b>Willow Residence Hall</b>			<b>Chestnut Residence Hall</b>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES - PUBLIC PROPERTY</b>	<b>Main Campus</b>			<b>Willow Residence Hall</b>			<b>Chestnut Residence Hall</b>		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
	0	0	0	0	0	0	0	0	0

\* Statistics have been compiled in accordance with the definitions used in the uniform crime reporting system of the department of justice, the federal bureau of investigation and the modifications pursuant to the hate crime statistics act.

\*\* The reporting period for the following statistics is from January 1 through December 31 for each year.