

Policies of the University of North Texas at Dallas	Chapter 7.000
7.010 Annual Security Report Policy	Student Affairs, Education & Funding

Policy Statement.

The University of North Texas at Dallas values the safety and security of students, faculty, staff, administrators and campus visitors, and recognizes the value of publishing various annual reports to ensure that the campus community is informed about campus safety policies and statistics.

Application of Policy.

All members of the University community including students, employees, campus visitors, prospective students and prospective employees.

Definitions.

1. **Annual Security Report (ASR).** Annual report published and distributed by the University no later than October 1st of each year that describes campus safety and security policies and reports University crime.
2. **Arson.** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.
3. **Assault, Aggravated.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
4. **Assault, Simple.** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
5. **Burglary.** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
6. **UNTD PD.** The University of North Texas at Dallas Police Department.
7. **Campus.** Any building or property owned or controlled by UNT Dallas within the same reasonably contiguous geographic area of UNT Dallas and used by UNT Dallas in direct support of, or in a manner related to, UNT Dallas' educational purpose.

8. **Campus Security Authority (CSA)**. An individual or organization including:
 - a. UNTD PD;
 - b. Individuals with responsibility for campus safety and security including individuals who are responsible for monitoring buildings or University grounds or with similar security responsibilities who are not part of UNTD PD;
 - c. Individuals or organizations that are specifically identified to receive reports of criminal offenses; and
 - d. University officials with significant responsibility for student and campus activities, student conduct, and advisors to student organizations.
9. **Clery Crimes**. The specific criminal acts that the university must report in the Annual Security Report including: aggravated assault; arson; burglary; dating violence, domestic violence, motor vehicle theft; murder and non-negligent manslaughter, negligent manslaughter, robbery, stalking, forcible and non-forcible sex offenses and hate crimes.
10. **Clery Geography**. Geographical categories that define the parameters for the obligation to report Clery crimes including, on-campus buildings and property, non-campus buildings and property and public property within or immediately adjacent to the campus.
11. **Daily Crime Log**. Log maintained by the UNTD PD and available for public inspection that records alleged criminal incidents reported to the UNTD PD.
12. **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 is dating violence. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; the frequency of interaction between the persons involved in the relationship.
13. **Destruction, Damage, or Vandalism of Property**. To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or person having custody or control of it.
14. **Domestic Violence**. A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
15. **Drug Abuse Violations**. Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).

16. **Employee.** Includes faculty, staff and administrators employed by the University.
17. **Forcible Sex Offenses.** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. (forcible rape, forcible sodomy, sexual assault with an object and forcible fondling).
18. **Hate Crime.** Any occurrence of murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property and other crimes involving bodily injury to any person, in which they victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity of the victim.
19. **Liquor Law Violations.** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
20. **Motor Vehicle Theft.** Theft or attempted theft of a motor vehicle.
21. **Murder and Non-negligent Manslaughter.** The willful (non-negligent) killing of one human being by another.
22. **Negligent Manslaughter.** The killing of another person through gross negligence.
23. **Non-campus Buildings or Property.**
 - a. Any building or property owned or controlled by a student organization that is officially recognized by UNT Dallas; or
 - b. Any building or property owned or controlled by UNT Dallas that is used in direct support of, or in relations to, UNT's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of UNT.
24. **Non-forcible Sex Offense.** Unlawful, non-forcible sexual intercourse. (incest and statutory rape).
25. **On-Campus Building or Property:**
 - a. Any building or property owned or controlled by UNT Dallas within the same reasonably contiguous geographic area and used by UNT in direct support of, or in a manner related to, UNT Dallas' educational purposes, and

b. Any building or property that is within or reasonably contiguous to property identified in section (a), that is owned by UNT Dallas but controlled by another person, is frequently used by students, and supports UNT Dallas purposes (such as a food or other retail vendor).

26. **Prospective Student.** An individual who has contacted the University requesting information concerning admission.
27. **Prospective Employee.** An individual who has contacted the University for the purpose of requesting information regarding employment.
28. **Public Property.** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
29. **Robbery.** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.
30. **Stalking.** A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.
31. **Student.** An individual enrolled in academic coursework at the University.
32. **Timely Warning.** Warning to the campus community regarding the occurrence of a Clery crime that represents a serious or continuing threat to the University Community.
33. **Weapon Law Violations.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Procedures and Responsibilities.

Procedures and Responsibilities for the Publication and Distribution of the Annual Security Report.

- A. The Annual Security Report ("ASR") will be prepared, published and distributed under the direction of the UNT Dallas Clery Compliance Committee (Committee) which is chaired by Vice Provost. The committee consists of representatives from Student Affairs, UNTD PD, Marketing & Communications, and the Office of General Counsel. Each area represented on the committee will provide current information regarding university safety and security policies, statistics, and educational initiatives and programs to address campus safety.

Responsible Party: UNT Dallas Clery Compliance Committee.

B. The Committee will prepare a letter to all Deans, Directors, and Department Heads containing the following information:

- 1. A summary of reporting requirements specified for CSAs under Clery.**
- 2. A request for crime statistics from any CSA working in there unit**
- 3. A notice where training materials are available for CSAs.**

C. The UNTD PD will annually collect and compile campus Clery crime statistics to prepare the ASR and report to the U.S. Department of Education. Collection of Clery crime statistics will be coordinated with other local law enforcement and CSA's. Annually, the UNTD PD will:

- 1. Confirm all on-campus and non-campus buildings and property maintained by the University in the previous calendar year.**
- 2. Make a written request for a report of all Clery crimes that were reported during the previous calendar year to all local law enforcement agencies that have jurisdiction over the institution's Clery geography.**

Responsible Party: UNTD PD

D. The University will publish and distribute the ASR no later than October 1 of each year.

- 1. The full text of the ASR will be posted on the University website and print copies will be available upon request at the campus police department.**
- 2. All enrolled students and current employees will be given electronic notice to their campus email address stating the exact electronic address where the ASR can be accessed, a brief description of the contents of the report and a statement confirming that copies of the report are available upon request at the campus police department.**
- 3. The notice also shall include information concerning employees and student's responsibilities related to protecting minors who participate in programs, activities, and camps sponsored by UNT Dallas or conducted on University property.**

Responsible Party: Vice Provost

- 4. Upon request, all prospective applicants for enrollment and employment will receive notice stating the exact electronic address where the ASR can be accessed, a brief description of the contents of the report and a statement confirming that copies of the report are available upon request at campus police department.**

Responsible Party: UNTD PD/Human Resources Director/University Admissions.

Content of the Annual Security Report

A. The ASR will include all of the following content:

1. **Crime reporting policy**: A statement of current campus policies regarding procedures and facilities to be used by students and others to report criminal actions or other emergencies occurring on campus and the University process for responding to such reports;
2. **Campus security policy**: A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities;
3. **Campus law enforcement policies**: A statement of current policies concerning the UNTD PD, including,
 - i. The law enforcement authority of campus security personnel;
 - ii. The working relationship between UNTD PD and state and local law enforcement agencies, including a description of any agreements or written memorandum of understanding with other law enforcement agencies for the investigation of alleged criminal offenses;
 - iii. Policies which encourage accurate and prompt reporting of all crimes to the UNTD PD and the appropriate law enforcement agencies when the victim of such crimes elects to, or is unable to make such reports.
4. **Individual security programming**: A description of the type and frequency of campus programming designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
5. **Crime prevention programming**: A description of programs designed to inform students and employees about the prevention of crime.
6. **Crime Statistics**: A report of the following criminal offenses occurring on the institution's Clery geography during the most recent calendar year and during the two preceding calendar years as reported to campus security authorities or local law enforcement:
 - i. Murder;
 - ii. Sex offenses, forcible or non-forcible;
 - iii. Robbery;
 - iv. Aggravated assault;

- v. Burglary;
- vi. Motor vehicle theft;
- vii. Manslaughter;
- viii. Arson;
- ix. Dating violence;
- x. Domestic violence;
- xi. Stalking;
- xii. Arrests or persons referred for campus disciplinary action for liquor law violations; drug-related violations; weapons possession;
- xiii. Statistics listed for crimes (i.) through (viii.) above of larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim that are reported to CSAs or local law enforcement must be collected and reported according to the category of prejudice.
- xiv. Statistics listed in crimes (i.) through (viii.) above must be reported according to the location where the crime occurred including:
 - a. On campus;
 - b. In or on a non-campus building or property;
 - c. On public property;
- xv. Statistics will not identify the victims of crimes or persons accused of crimes.

Responsible Party: UNTD PD / Student Affairs / Vice Provost

- 7. **Monitoring criminal activity at off-campus student organizations policies:** A statement of policy concerning the monitoring and recording, through local law enforcement, of criminal activity at off-campus student organizations which are recognized by UNT Dallas, and that are engaged in by enrolled students, including student organizations.;
- 8. **Alcohol policies:** A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws;

9. **Illegal drugs policies**: A statement of policy regarding possession, use and sale of illegal drugs and enforcement of federal and state drug laws;
10. **Drug and alcohol abuse education**: A description of drug or alcohol abuse education programs.
11. **Sex offender registry**: A statement advising the campus community where information concerning registered sex offenders may be obtained.
12. **Emergency response and evacuation policies**: A statement of campus policies and procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, unless issuing a notification will compromise efforts to contain the emergency. The statement must include the university's procedures to:
 - i. Publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and employees; and,
 - ii. Test emergency response and evacuation procedures on an annual basis.
13. **Timely warning policy**: A statement of procedures to make timely reports to the campus community about the occurrence of Clery crimes considered to represent a serious or continuing threat to students and employees that are reported to a campus security authority or the UNTD PD. The procedures must confirm that reports will be provided to students and employees in a manner that is timely, will aid in the prevention of similar occurrences and that the names of victims will be kept confidential.
14. **Domestic violence, dating violence, sexual assault, sexual offenses and stalking programs and reporting**: A statement of policy regarding:
 - i. Programs to prevent domestic violence, dating violence, sexual assault, and stalking including:
 - a. Primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaign for current students and faculty which includes:
 - i. A statement that UNT Dallas prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.
 - ii. The definitions of domestic violence, dating violence, sexual assault and stalking.
 - iii. The definition of consent in reference to sexual activity.

- iv. **Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than the individual.**
- v. **Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.**
- vi. **Possible sanctions or protective measures that may be imposed by the university following a final determination of a disciplinary proceeding for violations of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.**
- vii. **Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault or stalking has occurred, including information in writing about:**
 - 1. **Who should be contacted to report the alleged offense,**
 - 2. **The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking, or in obtaining a protective order.**
 - 3. **Options regarding law enforcement and campus authorities including notice of the victim's option to:**
 - a. **Notify proper law enforcement authorities, including UNTD PD and local police,**
 - b. **Be assisted by campus authorities in notifying law enforcement authorities if the victim chooses,**
 - c. **Decline to notify any authorities.**
 - 4. **Where applicable, the rights of victims and UNT Dallas' responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court.**
- viii. **Disciplinary procedures in cases of alleged domestic violence, dating violence, sexual assault or stalking, including a clear statement that:**
 - 1. **The proceedings shall:**
 - a. **Provide a prompt, fair and impartial investigation and resolution;**

stalking, will be provided with a written explanation of their rights and options as described in this section, regardless of whether the alleged offense occurred on or off campus.

Daily Crime Log

- A. The UNTD PD shall make, keep and maintain a written daily log that records all crimes reported to the UNTD PD including the nature, date, time and general location of each crime and the disposition of the complaint if known. The daily crime log must be:
1. Maintained in a manner that is easily understood.
 2. Open to public inspection within two business days of the initial report to the UNTD PD except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim.
 3. Updated with new information not later than two business days after new information becomes available.
 4. Information may be withheld from the daily crime log if there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, or cause a suspect to flee or evade detection, or result in the destruction of evidence. Information that is withheld must be made publicly available when damage is no longer likely to occur from the release of such information.

References and Cross-references.

1. 20 U.S.C. 1092(f) – The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
2. 20 U.S.C. 1092(i)
3. 20 U.S.C. 1092(j)
4. UNT Policy 18.1.11, Code of Student Conduct,
5. Regents Rule 04.1101

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