

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo President  
Subject: Crime Awareness and Campus Security

UH-Downtown/PS 01.D.02  
Issue No. 3  
Effective date: 04/20/00  
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## 1. PURPOSE

This policy statement sets forth regulations regarding the communication of information in compliance with the federal Student Right to Know and Campus Security Act of 1990, Title 11, Crime Awareness and Campus Security. The University of Houston - Downtown (UHD) is committed to enhancing the well-being and security of its students, faculty and staff and of promoting broad awareness of safety procedures.

## 2. POLICY/PROCEDURES

2.1 UHD will collect specified statistical information on crimes committed on campus which involve murder, rape, robbery, aggravated assault, burglary and motor vehicle theft.

2.1.1 Definition of these crimes is based on the FBI Uniform Crime Report.

2.2 Timely reports will be made to the University community on crimes considered to be a threat to students and employees and reported to University or local police agencies. The UHD Police Department will notify the University community within 24 hours of any murder or rape which occurs on University property. Timely notification will be made as necessary in cases of aggravated assault, robbery and burglary. Information on campus crime, including motor vehicle thefts, will be compiled monthly and disseminated.

2.2.1 An Emergency Response Team will be designated to determine procedures for assuring timely notification and reports to the University community on campus crime.

2.2.2 The Emergency Response Team will include the President, Vice President for Administration, Executive Director of Institutional Advancement, Chief of Police, Vice President for Academic Affairs and Provost, Dean of Student Affairs and the President of the Student Government Association.

2.3 In the event of a serious crime, the Office of Communications and Marketing, in consultation with the Executive Council and the Chief of Police, will circulate periodic campus-wide follow-up reports to deans, department heads, the Faculty Senate Executive Committee, and the Student Government Association.

2.4 Beginning September 1, 1992, and continuing each year thereafter, the University will publish and distribute an annual report of Campus Security Policies and Crime Statistics to all current students and employees. Copies of the Annual Report also will be provided to any applicant for enrollment or employment upon request.

2.4.1 The Annual Crime Statistics Report will be submitted to the Secretary of Education, as required by federal law.

2.4.2 Pursuant to state law, the University will make available to the Texas Higher Education Coordinating Board the information required to be reported by the federal Student Right to Know and Campus Security Act for the previous year.

2.5 All inquiries from the media regarding campus crime shall be directed to the Office of Communications and Marketing.

2.6 As an agency of the State of Texas, UHD will respond to requests for information regarding law enforcement and criminal activity on campus in accordance with the provisions of the Texas Public Information Act (formerly the Texas Open Records Act).

## 3. SAFETY AWARENESS

3.1 The University is committed to promoting safety awareness among students, faculty and staff.

3.2 Safety awareness programs will be developed by the UHD Police Department.

## 4. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration and Chief of Police.

Review: As needed

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President

Policy History

Issue #1: 11/21/91

Issue #2: 07/28/98