

ANNUAL SECURITY REPORT 2008

TIMELY WARNING POLICY

In the event that a situation arises, either on or off the School of Health Professions campus that, in the judgment of the Dean (or designee having responsibility for issuing the warning), constitutes an on-going or continuing threat to campus personnel or property, a campus-wide “timely warning” will be issued. The warning will be issued as soon as the pertinent information is available because the intent of the timely warning is to alert the campus community of continuing threats especially concerning safety, thereby enabling community members to protect themselves.

The “timely warning” will be issued through the follow means:

- **Campus email** – A warning statement will be distributed via campus email describing the pertinent information and warning statement. The email will also include how the student or staff member should respond in the short term and the long term. The email will also request information from anyone knowing anything about the incident or occurrence, requesting that information be reported to the school administration or on-site security officer.
- **Room-to-room** – Administration may decide to go room-to-room and office-to-office disseminating emergency information about an immediate or on-going threat to the safety and well-being of staff, students, and visitors. Room-to-room information could either be by mouth or by written statement depending on the immediacy of the situation.
- **Bulletin boards** – Depending on the particular circumstances of the crime, especially in all circumstances that could pose an immediate threat to the school and individuals, the school administration may also post notices on the school bulletin boards, at the front and rear doors, and any other means to reach students in a timely manner.

Anyone with information warranting a timely warning should report the circumstances to the school’s on-site security at 825-1940, the school’s safety officer at 297-9630, or in person at the administration office in Suite 407 on the fourth floor.

POLICY FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Annual Security Report includes those required disclosed crimes from the school, the public area and parking lots around the campus, and each of the clinical sites including the five Baptist Health System hospitals and Baptist M&S Imaging. Information for the report is collected throughout the year by reports to the online Midas Occurrence Reporting system. Such reports are summarized by the school’s Physical Environment Committee for the Annual Security Report.

In addition, information on reported crimes is requested from the San Antonio Police Department for the same locales and included in the Annual Security Report when available.

TO REPORT A CRIME

In the event there are criminal activities in progress or already having occurred, employees or students shall notify the school's on-site security as quickly as possible of any criminal act or alleged criminal act or anyone threatening a criminal act on or around school property by calling **825-1940 or dialing 911 during emergencies**. If during business hours, employees and students may also report such activities to the **school administration office in Suite # 407 on the fourth floor or by dialing 297-9630**.

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action within the Baptist Health System, School of Health Professions, or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Dean or designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the school can keep accurate records of the number of incidents involving students and staff; 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.

CAMPUS SECURITY AND ACCESS POLICY

During business hours – 8:00 a.m. to 5:00 p.m. – the school will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to the school by evening class students and employees will be through proper identification badge check-in with on-site security. Visitors will be able to enter on specified scheduled evening Open House evening but will be directed by security to the specific room(s). In the case of periods of extended closing, the school will admit employees or only those with prior written approval from the administration office to enter the school. Over extended breaks, the doors will be locked around the clock and secured by on-site security. Emergencies may necessitate changes or alterations to any posted schedules.

The school does not have campus residences.

Contracted housekeeping and maintenance staff gain entry to the school and are allowed into locked areas with proper identification by on-site security.

CAMPUS LAW ENFORCEMENT

Property management contracts security on behalf of the school. On-site security officers are not law enforcement officers and have only the authority of any citizen to arrest or detain an individual. On-site security officers are responsible to the school for providing the security service necessary for the smooth operation of the school and for safeguarding employees, students, and property connected with the school. On-site security officers have the authority to

ask persons for identification and determine whether individuals have lawful business at the school or on the school campus. On-site security officers have the authority to issue parking tickets. Criminal incidents are referred to the San Antonio Police Department, which has jurisdiction on campus.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

Community members, students, employees, and guests are encouraged to report all crimes and public safety-related incidents to school administration, the on-site security officer, and/or the San Antonio Police Department in a timely manner. In response to a call, on-site security will take the required action, dispatching an officer or asking the victim to report to the school safety office to file an incident report. All incident reports are entered into the Midas Occurrence Reporting system and forwarded to the appropriate Baptist Health System and School of Health Professions personnel for review and action. Either on-site security or the San Antonio Police Department will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will be forwarded to the Dean.

All reports will be investigated. The school does not have procedures for voluntary confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies when appropriate. When a potentially dangerous threat to the campus community arises, timely reports or warnings will be issued.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

A common theme of awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Safety awareness, emergency evacuation, and information on timely warning are provided with each new enrollment period to incoming students. New employees acquire similar information at hospital orientation conducted at the school. Safety awareness literature and ideas on how to take charge of their own safety and security while in school or visiting clinical sites are available.

At this time, the school does not offer formal crime prevention programs.

CRIMINAL ACTIVITY OFF-CAMPUS

At this time, the school does not have officially recognized student organizations that meet off campus, including student organizations with off-campus housing facilities.

ALCOHOLIC BEVERAGES ON CAMPUS

The possession, sale, or furnishing of alcohol on campus is governed by the Baptist Health System Alcohol Policy and Texas state law (Texas Department of Alcohol and Beverage Control). It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. Any non-student group wishing to consume alcohol on premises must seek the approval of the Dean in advance of the scheduled event. Organizations or groups violating

alcohol/substance policies or laws may be subject to sanctions, disciplinary action, fines, imprisonment, and or criminal prosecution by the school.

ILLEGAL DRUGS ON CAMPUS

The campus has been designated “drug free.” The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by on-site security and will be turned over to local authorities. Violators are subject to disciplinary action, criminal prosecution, fines, and imprisonment.

SUBSTANCE ABUSE EDUCATION

Drug and alcohol abuse information is available to students and their families by contacting Student Health Services at 297-9163 and/or the Texas Peer Assistance Program for Nurses at 800-288-5528. A Baptist Health System Chaplain may be contacted at 297-7750 for crisis counseling and brief pastoral counseling.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Awareness and Prevention – The school provides resources for our student community to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Literature on date rape education and risk reduction is available. The school is currently collaborating with the San Antonio Police Department and the Rape Crisis Center to offer sexual assault prevention programs.

Response – If you are a victim of a sexual assault, your first priority should be to get to a place of safety. School administration strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure a victim of sexual assault receives the necessary medical treatment and tests and provides the opportunity for collection of evidence, which cannot be obtained later, helpful in prosecution. An assault on campus should be reported directly to one of the following: On-site security officer, school administration, Student Health Nurse, or San Antonio Police Department. Reporting an assault will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The school has no on-campus counseling services.

Options for Notifying Law Enforcement Authorities – When a sexual assault victim contacts the on-site Security officer, school administration, or Student Health Nurse, the San Antonio Police Department will be notified as well. A representative from Baptist Health System Human Resources will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. A school representative will guide the victim through the available options and support the victim in his/her decision.

Counseling and Victim Services – Counseling and support services outside the school can be obtained through the San Antonio Rape Crisis Center and the Victim Intervention Program of the San Antonio Police Department. Baptist Health System Pastoral Care and Employee Assistance are available for employees.

Changes in Academic Situations – Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available. The school does not have residence facilities.

Disciplinary Action in Cases of Alleged Sex Offenses – School disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Academic Catalog under Code of Conduct. Accuser and accused will be informed of outcome of any institutional disciplinary proceedings alleging a sex offense.

Sanctions Following a Final Determination – An employee or student found guilty of violating the Code of Conduct, including sexual misconduct, could be criminally prosecuted in the state courts and sanctions imposed are listed in the Academic Catalog under “Authorized Disciplinary Penalties.”

SEX OFFENDER REGISTRATION

Information concerning Sex Offender Registration and registered sex offenders may be found at the Texas Department of Public Safety web site for Sex Offender Registration at:
https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx

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