

# **Arkansas State University Queretaro Campus Security Report 2018**

## **Campus Safety and Security Policy Statements:**

### **Campus Security**

The provisions of a safe and healthy environment are a primary objective of Arkansas State University Queretaro (ASUCQ). While ASUCQ has been fortunate in not experiencing criminal activity, ASUCQ shares many of the same crime and security challenges as the surrounding counties and cities. There is always the possibility of criminal acts against a member of the ASUCQ community despite the best efforts of staff, faculty, and students exercising reasonable care to avoid becoming a victim of crime.

General campus security services are provided by the ASUCQ Security Department. Security services are based on the philosophy that students, employees, and campus visitors are encouraged to be responsible for their own security and the security of others. All members of ASUCQ community are strongly encouraged to promptly report any crime, public safety concern, or other incident to the ASUCQ Security Department, ext. 2068, +52 (419) 6890354, [msuarez@astate.edu.mx](mailto:msuarez@astate.edu.mx), or to any ASUCQ Security Guard patrolling the campus.

ASUCQ Security Guards patrol parking lots and all other areas of the campus. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Exterior doors on campus are locked and secured each evening by public safety personnel. The building and grounds are maintained in such a way as to provide maximum security for individuals and university property.

Incidents involving local and state laws will be referred to the appropriate local authorities for disposition, as well as to the ASUCQ Security Department for statistical compilation.

### **Emergency Procedures**

A campus emergency procedure quick reference guide has been developed for response to emergency situations in an effective and timely manner to ensure, as much as possible, the safety of individuals and property at the university. Emergency Procedure Quick Reference Guides are distributed to all security guards.

Fire extinguishers and warning alarms are located throughout ASUCQ facilities. In cases of emergencies, faculty, staff, students and visitors can also be directed via the campus telephone, email, and Facebook groups.

### **Reporting Violent or Criminal Situations**

Any incidents involving campus security, including on-campus accidents or emergencies, which may not result in personal injury to person or property, shall be reported to the Security Department Director, ext. 2070, or +52 (419) 6890354. If any of the following occur on campus: murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft, the institution will report to the University community in a timely manner regarding the occurrence of the crime for the purpose of aiding in the prevention of similar crimes.

If you are the victim or witness of violent or criminal behavior, take the following actions:

1. During normal working hours (9:00 am to 6:00 pm), in emergency situations call ext. 2070, +52 (419) 6890354. After normal working hours call ext. 2068, +52 (419) 6890354 from a phone and ask for assistance. Tell your exact location and describe the behavior.

2. Maintain observation of the scene throughout the incident from a distance, if possible.
3. If you observe a weapon, believe a weapon has been discharged, or hear a fight outside the classroom, close and lock the door, take cover and remain concealed until it is safe to evacuate the area.
4. Stay away from windows.
5. Follow up all calls by completing an incident report and submit the report to the ASUCQ Security Department.

All members of the University community are strongly encouraged to promptly report any crime, public safety concern, or other incident to an ASUCQ Security Guard, ext. 2068, +52 (419) 6890354 or [msuarez@astate.edu.mx](mailto:msuarez@astate.edu.mx). In the event that a situation arises either on or an off campus facility, that, in the judgement of the Security Department Director, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the University email system, University website/portal, and or Facebook groups, and or telephones located in each building to students, faculty, and staff providing immediate and timely notification.

Anyone who is the victim or witness to any crime is encouraged to promptly report the incident to the Security Guard on duty. If you are a victim of a crime and do not want to pursue action, 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 the future safety of yourself and others.

## **Alcohol and Drugs**

ASUCQ seeks to maintain an educational and working environment free from the influence of alcohol. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages on any property owned or maintained by Arkansas State University or as a part of University activity is strictly prohibited. Possession of any alcoholic beverages in educational facilities or recreational facilities is prohibited unless if authorized by law and university policy. Under no circumstance shall any student or student group be authorized to possess alcoholic beverages in any educational facility or recreational facility. The sole exception to student possession of alcohol as set out above shall be for students of lawful age who attend a special event authorized by the President of the University. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

Employees and students are encouraged to attend events on campus periodically designed to make the campus community aware of the dangers of alcohol abuse. Employees who believe that they need alcohol counseling or rehabilitation are urged to contact an Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by University insurance, contact the ASUCQ Human Resources Department. Employees working for the institution under the provisions of a federal grant are required to abide by this policy.

Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The University may refer violations to the appropriate state and federal authorities for criminal prosecution. Each campus shall biennially review their alcohol abuse prevention program to determine its effectiveness and implement needed changes. Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced.

ASUCQ seeks to maintain an educational and working environment free from the influence of unlawful drugs. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on any property owned or maintained by Arkansas State University or as a part of university activity is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal

Drug-Free Schools and Communities Act and the Drug-Free Workplace Act. Employees and students are encouraged to attend events on campus designed to make the campus community aware of the dangers of drug abuse. Employees who believe that they need drug counseling or rehabilitation are urged to contact an Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by University insurance, contact the Human Resources Department.

Employees working for the institution under the provisions of a federal grant are required to abide by this policy and to notify the President's Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment. Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The University may refer violations to the appropriate state and federal authorities for criminal prosecution. Each campus shall biennially review their drug abuse prevention program to determine its effectiveness and implement needed changes. Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced.

## **Sexual Offenses**

ASUCQ is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated. ASUCQ has designated a student Title IX Coordinator and a faculty/staff Title IX Coordinator. Any incidence of sexual discrimination must be reported to a Title IX coordinator who will take prompt action to secure a full and equitable review. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report should be made to the Deputy Title IX Coordinator. If an allegation is made against the Deputy Title IX Coordinator the report should be made to the Title IX Coordinator.

Please direct any questions or grievances regarding sexual discrimination or Title IX to:

Roberto Romero, Deputy Title IX Coordinator, Director of Human Resources: Carretera Estatal 100, km 17.5, Colón Municipality, Querétaro, México 76270. Phone: +52 (419) 6890354 Ext. 2015

Selene Machorro, Title IX Coordinator, Director of Student Affairs: Carretera Estatal 100, km 17.5, Colón Municipality, Querétaro, México 76270. Phone: +52 (419) 6890354 Ext. 2006

**Sexual Harassment** is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent, or pervasive and occurs when:

1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other University activities;
2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
3. Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive University environment. Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind altering substances such as drugs or alcohol.

**Sexual Violence** includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances using coercion which do not result in a completed sexual act. Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

**Domestic Violence** is defined as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Arkansas.

**Dating Violence** is defined as violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. length of the relationship,
2. type of relationship, and
3. frequency of interaction between the persons involved in the relationship.

It is important to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, sexual violence, stalking, domestic violence, or dating violence.

Supervisors, faculty and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

Title IX Coordinators are charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence.

Employees with supervisory responsibilities, including deans, vice rector, department chairs, student conduct, human resources, athletic administrators and University security department personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator who will conduct an immediate, thorough, and objective investigation of all claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinators will notify the ASUCQ Security Department of all reports of sexual assault, sexual violence, stalking, domestic violence or dating violence. The person who has allegedly been subjected to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. Title IX Coordinators will assist the person alleging to be subjected to sexual discrimination with locating resources for counseling, medical treatment, legal advice, victim advocacy, or other services. Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department +52 (419) 6890354 Ext. 2015, rromero@astate.edu.mx or Title IX Coordinators for information on awareness and prevention of sexual discrimination.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, no contact or communications requirements, leave with or without pay, and reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Sexual Discrimination Grievance Procedure.

## **Sex Offender Information**

The federal Campus Sex Crimes Prevention Act of 2000 provides for the tracking of, and availability of, notification information to the campus community about convicted registered sex offenders enrolled at or employed by institutions of higher education. See 42 U.S.C. 14071(j) and 20 U.S.C. 1092(f) (1). The State of Arkansas requires a sex offender to register in each law enforcement jurisdiction where he or she lives, attends school, is employed, or volunteers. See Ark. Code Ann. 512-12-906(e). For example, a convicted sex offender who is a college student must register with law enforcement (chief of police or sheriff) in the jurisdiction in which he or she lives, and the campus police or safety office, and possibly a third jurisdiction if working in a different city or county.

The State of Arkansas requires local law enforcement agencies having jurisdiction to inform the public, including students attending institutions of higher education, of the presence of registered sex offenders. See Ark. Code Ann. 512-12-901-27. The local law enforcement agency makes a determination as to what relevant and necessary information is disclosed regarding sex offenders. A written notification plan for each offender is prepared by the local law enforcement agency in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee and includes a Sex Offender Notification Letter and a Sex Offender Notification Sheet. The Arkansas Higher Education Coordinating Board issued guidelines establishing that the role of an institution of higher education is to assist the local law enforcement agency having jurisdiction in the distribution of information concerning a sex offender. See Ark. Code Ann. 512-12-913(g)(2). To meet this requirement, each campus in the Arkansas State University System shall:

1. Designate a person on that campus (Security Department Director- Mario Suárez) who will be the contact person with the local law enforcement agency having jurisdiction and who will receive the information and plan of disclosure of sex offenders from that agency; .
2. Authorize the designated person to address concerns with the written plan to the local law enforcement agency having jurisdiction; and
3. Develop a process with the local law enforcement agency having jurisdiction for implementation of the plan established by that agency by which the information contained within the notification plan will be disseminated.

## **Residential Restrictions for Registered Sex Offenders**

Under Arkansas law, it is unlawful for a Level 3 or Level 4 registered sex offender to reside, by dwelling permanently or continuously, within 2,000 feet of property on which any public or private elementary or secondary school, public park, youth center, or daycare facility is located. See Ark. Code Ann. 55-14-128.

The Security Department Director shall notify the Director for Student Affairs whenever he or she has received notice of any student that has been designated a Level 3 or Level 4 offender. To the extent that enrollment at ASUCQ falls within this restriction, any such offender may be required to vacate any University affiliated properties immediately in compliance with state law.

## Security of Campus Facilities

During normal business hours, the University will be open to students, parents, employees, guests, contractors and invitees. During non-business hours access to all University facilities is by key. Campus security services are provided by the University Security Department. Security Department personnel patrol parking lots, buildings and other areas of the campus. Motor vehicle parking lots, pedestrian walkways and buildings exteriors are well lighted and under video surveillance. The building and grounds are maintained in such a way as to provide maximum security for individuals and university property.

## Crime Prevention

The security services are based on the philosophy that students, employees, and campus visitors are encouraged to be responsible for their own security and the security of others. Students and employees are encouraged to be aware of their responsibility for their own security and the security of others.

When time is important, information is released to students through security alerts via the campus telephone intercom, email, text messages and the campus wide emergency intercom.

## Campus Security Authority

ASUCQ Security Guards the authority to ask persons for identification and to determine whether individuals have lawful business at ASUCQ. Criminal incidents are referred to the police for criminal prosecution. All crime victims and witnesses are strongly encouraged to immediately report crime to the campus security department and the appropriate agency assuring timely warning notices on campus and timely disclosures of crime statistics.

<b>2018 Campus Security Act Report- Arkansas State University Querétaro</b>				
Reported Offenses Of	2017			
	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)
Murder	0	0	0	0
Sex Offense Forcible	0	0	0	1
Sex Offense Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	2	0	0	0
Motor Vehicle Theft	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0

Hate Crimes (Crimes committed with bias against the following; Race, Gender, Religion, Sexual Orientation, Ethnicity/national origin, or Disability)				
Murder	0	0	0	0
Sex Offense Forcible	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Manslaughter	0	0	0	0
Arson	0	0	0	0
Larceny (Theft)	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Criminal Mischief	0	0	0	0
Violence Against Women				
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
Arrests For	2017			
	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)
Liquor Law Violations	0	0	0	0
Drug-related Violations	0	0	0	0
Weapons Possessions	0	0	0	0
Referrals to J-Board For	2017			
	On Campus	Non-Campus	Public Property	Residence Halls (Subset of On Campus)
Liquor Law Violations	4	0	0	4
Drug-related Violations	6	0	0	5
Weapons Possessions	0	0	0	0

Campus= (1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (includes parking lots, sidewalks, common areas, and all academic and administrative buildings on the main campus).

Non-campus= (1) any building or property owned or controlled by a student organization recognized by the institution; and (2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution (includes religious student centers, farm, and all buildings not on the main campus).

Public Property= all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes (includes streets running through or next to campus, contact ASU PD for an exact description of all areas- sidewalks and parking facilities are on campus).

Residence Halls= all residence halls, sororities, and fraternities.