

LeTourneau University 2016 Annual Security And Fire Safety Report

LeTourneau University (LETU) provides the following Annual Security and Fire Safety Report, which includes University policies, procedures and statistical information, in order to provide important information for students, faculty and staff. This report complies with federal law, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. In complying with the Clery Act, LETU gathers statistics concerning the occurrence of crimes on campus, in residence halls, public property immediately adjacent to the campus and non-campus property owned by the University. This Report contains Clery Act and fire statistics for the previous three years. Information for this report was gathered from the LeTourneau University Police Department, Office of Student Affairs and the City of Longview Police Department.

Crime Reporting

Longview Campus

LeTourneau University, 2100 S. Mobberly Ave. Longview, Texas 75602

Always call 9-1-1 from any telephone to report any emergency in progress.

All crimes and incidents related to public safety should be reported to the LeTourneau University Police Department (UPD) immediately, including any suspicious activity or person(s) seen in the parking lots, loitering around vehicles, buildings or residence halls. Accurate and prompt reporting of crime is essential to maintain safety on campus.

UPD has primary jurisdiction for any and all reporting of crimes and incidents related to public safety on any LETU property. Local city or county sheriff offices also will be responsive if contacted with a report of crime.

To report a crime or other incident to UPD on the Longview campus, call:

UPD Calls for Service (24/7) 903-233-4444

UPD Calls for Service (24/7) From any campus extension, just dial 4444

UPD Offices: 903-233-4440 (non-emergency)

Chief of Police 903-233-4441

UPD maintains a Memorandum of Understanding (MOU) with the Longview Police Department and the Gregg County Sheriff's Department about responding to and reporting crime on campus. These three offices routinely communicate concerning issues that may be of concern to the university, faculty, staff and students.

Non-emergency criminal acts committed off campus should be reported directly to local law enforcement agencies including Longview Police Department (inside city limits) and Gregg County Sheriff's Office (outside the city limits).

UPD personnel monitor the Calls for Service telephone number (903-233-4444) around-the-clock, seven days a week. All calls will elicit a response. Responding officers and/or guards will request report information as needed from all complainants. All reports generated by UPD are reviewed by the Chief of Police and forwarded, as appropriate, to the student disciplinary authority (ie Student Life), the Municipal Court or area District Attorney's office for action.

Investigations will be conducted as deemed appropriate by the officer(s) on duty according to UPD practices and policies. If assistance is required from other agencies, the investigating officer will obtain that assistance.

Sexual assaults within UPD jurisdiction will be investigated jointly by UPD and local law enforcement. Victims will be offered appropriate crisis counseling and support services. University and/or public service counselors will be made available at the request of the victim. It is important that all incidents of sexual assault be reported to UPD, even if they are reported anonymously. Counselors do not report incidents to UPD, however, a procedure is in place for the victim to anonymously report an offense to UPD to capture crime statistics disclosed confidentially during counseling sessions.

All crimes should be reported to UPD to ensure that the incidents are included in LETU's annual Campus Safety Crime Statistics Report and to aid in providing timely warning notices to the LETU community, as appropriate. Crimes reported only to other agencies may not be available for inclusion in the LETU Campus Safety Crime Statistics Report.

For emergencies or to report a crime in progress from any location, dial 9-1-1.

Other Educational Centers For non-emergency crime reporting at other LeTourneau University locations, contact the local police department first then inform the site director of the incident using the following numbers:

Dallas Educational Center

7920 Belt Line Rd, Suite 1100, Dallas TX 75254

Dallas Police Dept. 214-744-4444 ANYTIME

Dallas Site Director 214-932-1172 Mon – Fri, 9am – 6pm

Houston Educational Center

Houston Galleria, 1233 West Loop South, Suite 900, Houston, Texas 77027

Houston Police Dept. 713-884-3131 ANYTIME

Houston Site Director 713-425-1774 Mon-Fri, 9am-6pm

Crime Reporting Through Confidential Sources: Pastoral and Professional Counselors

Spiritual and psychological counseling is available to LeTourneau University students. LETU counselors are not required to report to UPD any information from counseling sessions, however if counselors become aware of circumstances that indicate a reportable criminal offense has occurred, counselors will inform students of the proper procedures for crime reporting and will encourage students to file a confidential report anonymously for inclusion in the Campus Safety Crime Report Statistics. Further, counselors have a responsibility to notify appropriate university personnel and/or local law enforcement of a client's intent to harm himself or another party.

Pastoral Counselors are employees of LETU who are associated with a religion, order or denomination and are recognized by that order or denomination as someone who provides confidential counseling and functions within the scope of that recognition as a pastoral counselor.

Professional Counselors are employees of LETU whose official responsibilities include psychological counseling to members of the institution's community and who function within the scope of his or her state license or certification.

Students may make appointments to seek professional or pastoral counseling by contacting Student Life at 903-233-4400 or the Campus Pastor at 903-233-3117. Nontraditional students may contact the Front Porch Office (800-644-5327) to request contact by a counselor.

The LETU Faculty/Staff handbook authorizes faculty and staff members to seek counseling through LETU professional and pastoral counselors. The University's health insurance coverage provides for external professional and/or pastoral counseling under terms and conditions of the current policy.

Student Life 903-233-4400
Campus Pastor 903-233-3117

Law Enforcement Authority of the University Police Department

The Texas Commission on Law Enforcement (TCOLE) assigns agency status to the LeTourneau University Police Department (UPD) with jurisdiction authority on all properties owned, leased, or operated by LeTourneau University, which includes its administration, police officers, and (non-police) security guards. All University police officers are fully empowered to perform all police functions sanctioned under Texas state law to include the making of a custodial arrest of any person. The UPD guard corps is a contingency of student employees empowered by the University to observe the safety of the campus community, report violations of laws and rules, and provide security services for the Longview campus of the University. Minor offenses involving University rules and regulations that are observed by University police officers and guards may also be referred to Student Life for disciplinary action.

Major offenses reported to UPD may be investigated jointly by UPD and the appropriate local law enforcement agency having jurisdiction in the area of the crime scene. Incidents of rape,

murder, aggravated assault, or any abuse of a child will be investigated cooperatively by UPD and the local law enforcement having most immediate joint jurisdiction. Class C Misdemeanor offenses will be filed in the City of Longview Municipal Court. Class B Misdemeanors and higher grade offenses will be filed with the Gregg County District Attorney's office and will be presented for consideration for trial in the appropriate courts.

As provided for in the Memorandum of Understanding (MOU) both with the City of Longview and the Gregg County Sheriff's Office, LeTourneau UPD has access to the National Crime Information Center (NCIC) records, as well as the Texas Crime Information Center (TCIC) records for investigation of violations of state and federal codes and laws. Within the guidelines of the MOU, LeTourneau UPD may also use these systems to obtain criminal history information on persons of interest in the course of investigations.

Cooperative efforts between UPD and other local law enforcement agencies can result in the sharing of information concerning violations of law which may occur outside the jurisdiction of LeTourneau UPD, but still constitute a breach of community standards. Such information may be transmitted to Student Life for disciplinary consideration as required.

Timely Warnings and Emergency Notifications

LeTourneau University maintains an Emergency Campus Communications System (ECCS) that is capable of immediately sending out information via text, email, and voicemail formats. Such communications are separated into two primary categories: Timely Warnings and Emergency Notifications.

Timely Warnings contain important and useful information to keep the LETU community informed of incidents, recurring crime, growing trends, or forecasted occurrences that might pose risk or inconvenience to the community.

Emergency Notifications are issued in the event a situation that arises that poses an immediate threat (actual or potential) to the safety of persons and facilities of the University. Emergency Notifications generally require the LETU community to take immediate action and often will involve a temporary change in the normal day-to-day routine.

Examples of situations that would result in an Emergency Notification are:

- Approaching tornado
- Natural gas leak
- Armed intruder
- Bomb threat or explosion
- Hazardous material leak
- Communicable disease outbreak

The University Police Department (UPD) receives information from a variety of sources concerning the potential need for these kinds of emergency responses. Reports of emergency or dangerous situations may be confirmed by UPD through a variety of means including audible or visual information received during the reporting process, multiple notifications of an emergency situation, or by notification from an outside reporting agency including police, fire, EMS, etc.

A campus-wide warning will be issued quickly in the event that an emergency situation arises that constitutes a significant, ongoing, or continuing threat to the Longview campus community.

Such warnings will be communicated to students, faculty, and staff through the Emergency Campus Communications System (ECCS). Sent at the discretion of the Chief of Police, this warning will be issued with as little delay as feasibly possible to ensure accurate and pertinent information and instructions are transmitted.

The ECCS also provides continued follow-up information concerning an emergency situation. All students are automatically enrolled in the ECCS. They may opt out by signing and submitting the appropriate form to University administration.

Depending on the nature, severity, and anticipated duration of an emergency situation, the University may also post updates on internal and external webpages to communicate effectively with the University community and their families.

Anyone with information that might warrant the issuance of a campus-wide warning should contact UPD at 903-233-4444 or call 9-1-1 and provide complete details immediately. Such reports may also be made in person at the University Police Department at 624 Harris Drive on the main LeTourneau University campus in Longview, Texas.

Verification of the emergency will be made as soon as reasonably possible, and notification will be published without undue delay. Content of the ECCS message will be determined in accordance with the type, scope, and known timeline of the emergency situation as it exists or develops. All emergency messages generated through the ECCS will be formulated and targeted to inform all affected segments of the community to promote safety of the community. LeTourneau University's Crisis Instant Response Team (CIRT) will coordinate with local media to best inform the campus community to promote a safe resolution to the emergency.

The CIRT members responsible for publishing notifications are:

- Chief of Police or designee
- Dean of Students or designee
- Chief Information Officer or designee

Notifications to the Non-Longview LETU Community about an Immediate Threat

The LETU director on site at the University's educational centers outside of Longview receives information from a variety of sources concerning the potential need for emergency responses.

Directors who are onsite at the time of an emergency are responsible to communicate with their staff and with their Longview-based contact to coordinate the timely dissemination of emergency/urgent notifications to the LETU community most immediately associated with their learning center.

Annual Security and Crime Statistics Reporting

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, the office of the Chief of Police for LeTourneau University prepares an annual report about crime on and near the LETU campus.

This report is prepared with information from local law enforcement and fire services agencies in whose jurisdictions LETU maintains facilities. Information for this report is also gathered from Student Life records in compliance with the Clery Act.

Campus crime, arrest, and referral statistics include those reported to UPD and designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations, and athletic coaches), as well as local law enforcement agencies. State law requires prompt, mandatory reporting to local law enforcement by health care practitioners (such as those at Health Services) when they provide medical services to a person they know, or reasonably suspect, is suffering from wounds inflicted by a firearm or is the result of assaultive or abusive conduct. LETU's Counseling Center staff members inform their clients of procedures to report crime to UPD on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place for the victim to anonymously report an offense to UPD to capture crime statistics disclosed confidentially during counseling sessions.

Each year, all students, faculty, and staff receive an email providing the website to access the Clery Act statistics, fire statistics, and the Annual Security and Fire Safety Report. Copies of the reports may also be obtained at the UPD office located at 624 Harris Drive on the main LETU campus in Longview, Texas. All prospective employees may obtain a copy from Human Resources in the Business Administration building or by calling 903-233-4170.

Security of and Access to Facilities

During routine business hours from 8 a.m. to 5 p.m., Monday through Friday, academic and business buildings and offices will be open to the public. Offices, classrooms, and labs are routinely opened by the tenant occupants of those areas. Access to them is controlled by the deans and department heads and their designees during these times. All residential facilities are locked by electronic or manual locking systems. Access to them is limited to those persons who reside in them or are specifically authorized by LeTourneau University. Vendors, contractors, and others visiting the residential areas will be provided access through established procedures approved by the University.

Residence halls are secured 24-hours per day. During extended breaks such as winter break and summer break, residence halls are only occupied with the express permission of the Student Housing Director and the Resident Director of the specific building being used. Visitation to residential buildings is expressly defined in the Student Handbook. Hours of operation for other buildings are posted in the student handbook under Campus Facilities Information.

Students needing after-hours access to academic facilities and labs must be placed on the After-Hours Access List provided to UPD by each academic department. Verbal permission is not sufficient to obtain access. All labs and classrooms are closed at the end of normal business hours, unless the dean of that academic area has provided for extended hours through UPD.

Emergencies, maintenance or other circumstances may result in changes to posted schedules. Permanent schedules for building operation may be changed at the will of the University, depending on need or abuse of facilities.

The University maintains one residential dwelling at the Abbott Center located on the grounds of the East Texas Regional Airport in Gregg County. LeTourneau UPD works cooperatively with Gregg County Sheriff's Office and maintains a Memorandum of Understanding for joint jurisdiction of law enforcement at this location.

Alcohol, Illicit Drugs, and Substance Abuse Education

Use of Alcohol

Possession, sale, and/or furnishing of alcoholic beverages on the LETU campus is governed by policies set forth in the Student Handbook and the University policy index, as well as by Texas state law. LETU community standards of behavior prohibit the manufacture, use, possession, or transfer of alcoholic beverages. All State laws and University policies concerning possession, sale, and use of alcoholic beverages are strictly enforced on campus by the University Police Department (UPD). Local police agencies and the Texas Alcoholic Beverage Commission diligently monitor all local establishments licensed to operate businesses involving the sale and/or use of alcohol. Information received by UPD concerning LETU community members violating any laws concerning alcohol may be transmitted to Student Life or Human Resources as appropriate. Similar infractions observed by UPD may be dealt with by prosecution or by reporting to Student Life or Human Resources or by both prosecution and reporting to the University.

Use of Illegal/Illicit Drugs

LETU sites are designated as drug- and alcohol-free. Possession, sale, manufacture, growing, or distribution of any controlled substance, whether pharmaceutical or illicit, is illegal under both state and federal laws. UPD and local police having joint jurisdiction strictly enforce such laws. The LETU Student Handbook and the University policy index prohibit all violations of drug and alcohol laws, and may lead to University disciplinary action and/or criminal prosecution.

Substance Abuse Education

LETU policies prevent the possession, use, or distribution of any alcohol or illicit drugs on campus by faculty, staff, or students of any age. LETU understands the value of regular communication and education about drug and alcohol resistance and abuse. The LETU Office of

Student Life facilitates programming for students by disseminating informational materials; coordinating campus resources (including, but not limited to counseling services, referrals, and discipline); and maintaining the Student Handbook.

Reporting Sexual Assaults

LeTourneau University educates the student community about sexual assault and date rape through avenues such as student orientation, residence hall meetings, and commuter student meetings. Literature concerning sexual assault and date rape prevention may be obtained through Student Life, Human Resources, and the University Police Department (UPD), upon request.

Victims of sexual assault are encouraged to get to a place of safety and summon help as a first priority. Once they are safe and someone is able to come to their aid, they should seek medical treatment immediately. Any assault should be reported directly to UPD immediately. Time is critical to collect evidence, and providing needed medical aid may inadvertently facilitate the destruction of evidence. Filing of a police report does not, in any way, obligate the victim to proceed with prosecution, nor will it subject the victim to scrutiny or judgment of officers.

Filing a police report will:

- Ensure that a victim of sexual assault receives the needed medical treatment and tests at no expense to the victim;
- Provide for collection of physical evidence that could be helpful in prosecution. Such evidence cannot be obtained later.
 - o If possible, a victim of a sexual assault should not wash, douche, urinate, defecate, or change clothing prior to a medical exam and evidence collection.
 - o If possible, a victim of a sexual assault should make arrangements for fresh clothing to be brought to the place where the exam and evidence collection will take place.

When a victim of a sexual assault contacts UPD, the local law enforcement agency will also be contacted and an investigator will be assigned to the call. In Longview, the East Texas Crisis Center will also be notified and a professional crisis counselor will respond to assist the victim. An advocate from LETU will be notified to assist the victim with counseling options, notifications of family, and other persons identified by the victim.

Policies, procedures, and other guidelines for cases involving sexual offenses are detailed in the Student Handbook. The Student Handbook provides that the accused (if known) and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout a disciplinary hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the University sexual offenses policy is not immune to criminal prosecution in the appropriate court and is subject to suspension or expulsion from LeTourneau University.

Student victims have the option to change their class schedules and/or on-campus living arrangements after the occurrence of an alleged sexual assault if such changes can be reasonably made.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses:

Upon written request to the Office of the Provost, LeTourneau University will disclose the results of any disciplinary hearing conducted by the University concerning the student who is the alleged perpetrator of the offense to the alleged victim of a crime of violence or a non-forcible sex offense. If the alleged victim is deceased as a result of the offense, LeTourneau University will provide such results of the disciplinary hearing to the victim's next of kin upon presenting legal documentation of such relationship.

Emergency Response and Evacuation

LeTourneau University's Critical Incident Response Team (CIRT) plan includes information concerning emergency incident management, University responses, and expected performance outcomes. The Emergency Procedures Reference Guide contains information for sheltering in place and evacuation processes at the Longview campus. The Office of Finance & Administration oversees the development and facilitation of plans to best communicate under emergency conditions for the safety of students, faculty, staff, and visitors.

In the event of a serious incident at the Longview campus, UPD officers and guards are customarily the first responders and may be assisted by Longview Police, Longview Fire/EMS, or Gregg County Sheriff's Office personnel. All of these agencies have received emergency management training and typically respond together to manage and control incidents. Federal agencies may also be involved in incident management depending on the nature of the incident. Other LETU educational centers and sites are under the jurisdiction of their local law enforcement and emergency responders.

LETU students and staff are required to notify UPD or local emergency responders in the event of any incident that involves a significant emergency or dangerous situation. For the Longview campus, UPD has the responsibility of responding to and summoning all needed resources to mitigate, investigate, and document any emergency situation on or immediately adjacent to the campus.

Annual Test of Emergency Response and Evacuation

LeTourneau University conducts one exercise per year to test the effectiveness of various contingency plans. Additionally the University conducts one test of the Emergency Campus Communications System (ECCS) to assure that safeguards and notifications systems work effectively in the event of an actual emergency. UPD personnel receive training in incident command and response. The Chief of Police and Assistant Vice President of Facilities Services are trained under the National Incident Management System (NIMS) to effectively perform their duties as they participate as a member of the Critical Incident Response Team (CIRT).

Missing Student

Any member of the University community who suspects a student residing on the Longview campus is missing should immediately notify the University Police Department (UPD) at 903-233-4444. UPD will then generate a missing person report and immediately initiate an investigation. Within 24 hours of determining that the person is missing, UPD will notify the

missing person's general emergency contact. If the missing person is younger than 18 years and is not emancipated, the student's parent(s) or legal guardian(s) will be contacted immediately following the filing of the missing person report.

After investigating a missing person report and, if it is determined that the student is missing without reasonable cause, UPD will enter information on the missing person into the National Crime Information Center (NCIC) database. A person need not be missing for 24 hours before being entered into NCIC. The decision for entering the data into that system will be made in light of the investigation and information resulting from it.

In cases of a missing person over the age of 65, once it has been determined that the person is missing without cause, the person will be entered into the NCIC system.

Sex Offender Registry

In compliance with the Campus Sex Crimes Prevention Act of 2000, LeTourneau University provides a link to the Texas Department of Public Safety Sex Offender Registry on its UPD webpage www.letu.edu/upd/Crisis-Resources/AddressingSexOffenders.html.

The Texas Department of Public Safety Crime Records Service: Public Sex Offender Registry is located at:

<https://records.txdps.state.tx.us/SexOffender/>

Convicted sex offenders are required to register with the State of Texas and must provide notice of their status as a sex offender to each institution of higher education where they are employed, carry a vocation, or are a student, according to the Campus Sex Crimes Prevention Act of 2000.

The State of Texas requires all convicted sex offenders to register with the State's Sex Offender Registry, under penalty of law. Any convicted sex offenders entering the State of Texas from another state where they have been convicted as a sex offender must complete all requirements of registration as a sex offender with the State of Texas to seek employment or student status with LeTourneau University. This registry is available to the general public and is an official record owned, operated, and maintained by the State of Texas. Information contained in the registry is intended for the safety of the community and for the screening of prospective employees and students. Use of such information for the purpose of intimidating or harassing another is prohibited by law and punishable under the Texas State Penal Code.

Crime Statistics

There were no reported Hate Crimes at any location for the years 2013, 2014, or 2015.

There were no unfounded crimes reported at any location for the years 2013, 2014, or 2015.

Main Campus – Criminal Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
*Sex Offenses - Forcible	2013	0	0	0	0
**Rape	2014	0	0	0	0
	2015	0	0	0	0
**Fondling	2014	0	0	0	0
	2015	0	0	0	0
*Sex Offenses - Non-forcible	2013	0	0	0	0
Incest	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Main Campus – Criminal Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Aggravated Assault	2013	0	0	0	0
	2014	0	0	0	0
	2015	1	0	0	0
Burglary	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
	2014	0	0	0	0
	2015	1	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Caveat:

For year 2013, Motor Vehicle Theft was changed from 1 to 0 due to Houston Educational Center data being entered erroneously.

* As of 2013 these offenses are no longer entered.

** As of 2014 these offenses are being entered.

Main Campus – VAWA Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Domestic Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Dating Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Stalking	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Main Campus – Arrests and Disciplinary Referrals

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Arrests: Weapons: Carrying, Possessing, Etc.	2013	0	0	0	0
	2014	0	0	0	1
	2015	1	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2013	0	0	0	0
	2014	0	0	0	0
	2015	1	1	0	0
Arrests: Drug Abuse Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	6	6	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Dallas Educational Center – Criminal Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
*Sex Offenses - Forcible	2013	0	0	0	0
**Rape	2014	0	0	0	0
	2015	0	0	0	0
**Fondling	2014	0	0	0	0
	2015	0	0	0	0
*Sex Offenses - Non-forcible	2013	0	0	0	0
Incest	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Dallas Educational Center – Criminal Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Aggravated Assault	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Burglary	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Caveat:

2013 and 2014 data was included with main campus data erroneously in previous reports.

* As of 2013 these offenses are no longer entered.

** As of 2014 these offenses are being entered.

Dallas Educational Center – VAWA Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Domestic Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Dating Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Stalking	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Caveat:

2013 and 2014 data was included with main campus data erroneously in previous reports.

Dallas Educational Center – Arrests and Disciplinary Referrals

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Arrests: Weapons: Carrying, Possessing, Etc.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Caveat:					
2013 and 2014 data was included with main campus data erroneously in previous reports.					

Houston Educational Center – Criminal Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
*Sex Offenses - Forcible	2013	0	0	0	0
**Rape	2014	0	0	0	0
	2015	0	0	0	0
**Fondling	2014	0	0	0	0
	2015	0	0	0	0
*Sex Offenses - Non-forcible	2013	0	0	0	0
Incest	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Houston Educational Center – Criminal Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Aggravated Assault	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Burglary	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2013	1	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Caveat:

2013 and 2014 data was included with main campus data erroneously in previous reports.

* As of 2013 these offenses are no longer entered.

** As of 2014 these offenses are being entered.

Houston Educational Center – VAWA Offenses

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Domestic Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Dating Violence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Stalking	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Caveat:

2013 and 2014 data was included with main campus data erroneously in previous reports.

Houston Educational Center – Arrests and Disciplinary Referrals

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Arrests: Weapons: Carrying, Possessing, Etc.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Caveat:					
2013 and 2014 data was included with main campus data erroneously in previous reports.					

Fire Safety

Soon after you check into your room, take a few minutes to familiarize yourself with the building. Find the two unlocked exits nearest your room. Exit routes for each floor are displayed on the back of the door in each room. Also, note the location of the nearest wall-mounted alarm and fire extinguisher.

If you see a fire...

If the fire is contained (e.g. in a small trash can) or in a limited space, extinguish if possible. If you put out a fire, no matter how small, immediately call Campus Security at (903) 233-4444 and advise the security officer on duty.

If the fire cannot be quickly contained, or if there is any doubt, do the following:

1. Pull the fire alarm
2. Get out of the building, and yell for everyone else to vacate the building as well
3. Find the nearest phone from which you can safely call Campus Security at (903) 233-4444 or 911 and:
 - a. Identify yourself clearly,
 - b. Report that there is a fire at _____,
 - c. Give the full location of the fire (2100 S Mobberly Ave, Tyler Hall West, 2nd floor, room ____).
 - d. Identify the type and extent of the fire and any known injuries, and e. Stay on the line until the emergency operator asks you to hang up.

If you hear an alarm...

1. Awaken anyone sleeping and get out of the building as quickly as possible; any delay may endanger the life of a friend.
2. Feel your door at eye level or above.
 - a. If it feels HOT, do not open it! Seal the cracks with a wet towel or rug, and exit through or signal from the window.
 - b. If it feels COOL, then make your way to the nearest exit, closing all doors behind you.
 - c. In smoke, stay near the floor. Get away from the building and make your presence known to your resident assistant.

Post Incident Fire Reporting

In accordance with federal law, LETU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Fires already extinguished should be reported using non-emergency telephone numbers. Any evidence of fire damage must be reported to UPD. When callers report a fire, they must provide as much information as possible about the time, date, location and cause of the fire, especially if UPD is not already aware.

For emergencies or to report a fire in progress from ANY site, dial 9-1-1.

Fire Safety Systems in Residential Facilities

Facility	Fire Alarm Monitoring Done Off-Site (by Simplex)	Full Sprinkler System	Partial Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
Allen C. Tyler Hall	X	X		X	X	X	2
Evelyn LeTourneau Hall	X	X		X	X	X	2
Mabee Hall	X			X	X	X	2
Pennsylvania Hall	X			X	X	X	2
Thelma Gilbert Hall	X	X		X	X	X	2
John & Florence Thomas Hall	X	X		X	X	X	2
Kenneth Durham House	X	X		X	X	X	2
Joel Carpenter House	X	X		X	X	X	2
Calvin Howe House	X	X		X	X	X	2
Kenneth McKinley House	X	X		X	X	X	2
Marget Estes Davis Hall	X	X		X	X	X	2
The Village Apartment #1 A-D				X	X		0
The Village Apartment #2 A-D				X	X		0
The Village Apartment #3 A-D				X	X		0
The Village Apartment #4 A-D				X	X		0
The Village Apartment #5 A-D				X	X		0
The Village Apartment #6 A-D				X	X		0
The Village Apartment #7 A-D				X	X		0
The Village Apartment #8 A-D				X	X		0
The Village Apartment #9 A-D				X	X		0
The Village Apartment #10 A-D				X	X		0
The Village Apartment #11 A-D				X	X		0
The Village Apartment #12 A-D				X	X		0
The Village Apartment #13 A-D				X	X		0
The Village Apartment #14 A-D				X	X		0
The Village Apartment #15 A-D				X	X		0
The Village Apartment #16 A-D				X	X		0
The Village Apartment #17 A-D				X	X		0
Kappa Zeta Chi House	X	X		X	X	X	2
Lambda Alpha Epsilon House	X	X		X	X	X	2

Electrical Policy

1. The only approved extenders of electrical outlets are UL-certified surge protectors. Surge protectors may not be connected to themselves—there may be only one surge protector used per outlet.
2. No extension cords of any kind may be used inside the residence hall rooms. For questions regarding temporary use in the residence hall, please contact your Resident Director.
3. All electrical components must be used according to the manufacturer's specifications. Residents may not alter the electrical wiring in the residence hall in any way, nor may a purchased or home-made product's wiring be altered for use in the rooms. (This does not include low-voltage wires like speaker wires.)
4. Stringed lights - including rope lights in the incandescent or LED variations (i.e. Christmas lights) - may only be in place and used from November 1 through the end of the Fall semester. Any other time, such lights may be used as lighting for a specific event, and must be removed and stored away immediately following the event. When used, they must be installed according to the manufacturer's specifications. No more than three strands may be connected, and no nails or staples or other metal objects may be used to secure them.
5. LED light strips may be used throughout the year, but must be unplugged when the room is unoccupied or residents are asleep. When used, such lights must be installed according to the manufacturer's specifications. No more than three strands may be connected, and no nails or staples or other metal objects may be used to secure them.
6. Lamps with halogen bulbs are not allowed in the residence halls.
7. Care should be taken not to have electrical wiring on or near combustible items (for example, do not run electrical wires under carpet; do not stack papers near an outlet; etc.)
8. Soldering irons may be used, but with extreme caution. Soldering must not take place near or under any fire detection units, near any combustible materials, and care must be used to avoid damage to room furnishings. Students will be held responsible for any damage or fire alarms.

Appliances Policy

Students are permitted to use microwave ovens, small refrigerators (4.6 cubic feet or smaller with 1.5 amps or less), coffee makers, popcorn poppers, hot pots, slow cooker, and blenders in their rooms. These items must be plugged directly into the wall outlet and, combined, cannot exceed 15 amps. Window air conditioning units, hot plates, and deep fryers are not permitted in any campus building. Other appliances such as George Foreman grills, electric skillet, counter top ovens, and any other high-temperature appliances with or without exposed heating elements are not allowed in rooms due to electrical wiring, smoke damage, and fire hazards but may be

used in areas designated by the Resident Director. Questions regarding the use of appliances not specifically mentioned in this section should be directed to the Resident Director.

Irons used in the residence halls must have an automatic-off feature. Ironing must not be done on a bed or on the floor without proper protection from the heat. Extension cords are not permitted; however, outlet center/power strip surge-protectors that are UL-rated are allowed. If a student's use of any power cord is considered a fire hazard, the Residence Life staff will instruct the student accordingly.

Tobacco Policy

The use or possession of tobacco products is a matter that the University takes seriously. It has been widely recognized as a source of serious health and social problems. Its prohibition reflects LeTourneau University's tradition in keeping with the teaching of Scripture that we are to view our bodies as the temple of the Holy Spirit and thus treat them accordingly. Abstinence from tobacco will foster discipline and self-control, and the University will be drawn closer together as a community if all of its members avoid its use.

University sanctions:

- Appropriate sanctions will be assessed in which students may be subject to community service, educational sanctions, or Disciplinary Probation.
- Additional sanctions may be imposed as appropriate, depending on circumstances.

Open Flames

Open flames or incense are not allowed in the residence halls and are allowed in other areas only as approved by the Director of Residence Life. Open flames or heating coils of any kind without administrative approval will result in a fine of up to \$100, and/or other disciplinary action.

Fire Alarms

All students are expected to leave the building immediately when a fire alarm sounds, regardless of the cause of the alarm. Students not evacuating for an alarm are subject to disciplinary action. It is important that individuals take precaution to avoid accidentally setting off a fire alarm on campus. It is critical to avoid false alarms, especially in the residence halls. Our primary concern is that a number of false alarms can desensitize students from the importance of leaving the building in potentially life-threatening situations. The secondary reason to avoid false alarms is that the City of Longview allows the Fire Department to charge the University for the Longview Fire Department's response to our false alarms.

Below are descriptions of the differing fines and their amounts:

- **Negligent** actions that result in the activation of the fire alarm (e.g., burnt food in a microwave) will result a minimum \$50 fine.
- **Flagrant** actions that result in the activation of the fire alarm (e.g., burning a candle) will result a minimum \$100 fine.

- **Tampering** with any components of the fire system (see “Fire Protection”) incurs a minimum \$200 fine and further disciplinary action. Please pay special attention not to use an aerosol product directly under a smoke detector, and never leave a microwave or toaster unattended.

Fire Drills

Fire drills for each living area, excluding village apartments, will be held once each semester. Evacuation routes and meeting areas are posted in the hallways of each residence hall. Disregard for fire drills will result in immediate disciplinary action.

Fire Hazards

The following items are considered fire hazards and are not allowed in the residence halls: motorcycles, motorcycle parts, automobile parts, go-kart parts, tires, engines, gas tanks or containers that contain gasoline, space heaters, halogen lamps without protective grill covers, and any other flammable materials/liquids. Prohibited items found in the residence halls may be confiscated, and a fine may be assessed. Storage of flammable liquids in the residence halls will result in a minimum fine of \$100 and/or other disciplinary action. Excessive accumulation of newspaper, shredded paper, clutter, trash, or other items in rooms, hallways, or stairwells is also considered a violation of fire code and therefore is prohibited. By order of the Longview Fire Marshal, hallways and stairwells must always be clear of lumber, lofts, boxes, furniture and other obstructions, at all times.

Fire Protection

All residence hall rooms and hallways are equipped with smoke detectors that will be checked regularly by Residence Life and/or Facilities Services staff. Tampering with or disabling a smoke detector by removing the battery, disconnecting power, or covering in any way will result in a fine of up to \$200, and/or other disciplinary action. Emergency flood lights and overhead emergency night lights are located in the hallways of all residence halls. Tampering with emergency lights by disengaging the light bulbs will result in a fine of up to \$200, and/or other disciplinary action.

Bonfires/Campfires

All requests for a bonfire or campfire on-campus must be approved in advance by Student Life and University Police. The City of Longview prohibits most forms of these type of fires, and dry conditions often cause Gregg County to establish a burn ban in the region.

Use of a portable fire pit is acceptable, provided appropriate approval has been received through Student Life and University Police in advance. Once approved, the following are general safety guidelines:

- Set up your fire bowl and maintain at least two buckets of water nearby for extinguishing the fire in an emergency or once finished.

- Your fire must be made with clean firewood. Scrap lumber, old furniture pieces, etc. are not allowed.
- It may not be started with accelerants such as gasoline, Coleman fuel or other combustible fuels. (A starter log or other commercially available fire-starter may be used.)
- The flames may not exceed three feet above the rim of the bowl, and the wood may not extend beyond the rim of the bowl.
- The fire may not be placed within 30 feet of any structure or under the branches of any tree.
- You are personally responsible for the COMPLETE extinguishing of the fire and embers BEFORE you leave the bowl.
- You are personally responsible for the clean-up and removal of all evidence of the fire and the gathering within 12 hours after the event.
- The fire must be strictly supervised at all times.
- Contact RD for appropriate storage of fire pits/bowls.

Explosives/Fireworks

Improvised explosive devices will not be tolerated anywhere on University property. Furthermore, any person using University resources to create explosive, hyper-expansive incendiary, or noxious fume/smoke devices is subject to immediate and severe disciplinary action, whether or not it is activated.

Discipline in Emergency Situations

Formal discipline and/or criminal prosecution will occur for students who:

- Tamper with fire alarm/smoke detector equipment,
- Intentionally activate fire alarms or create a situation causing an alarm to sound,
- Give false report of the existence of an emergency creating a response by University or local emergency service providing agencies, or
- Do not respond to University staff directing them during an emergency

Fire Statistics

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries/Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Allen C. Tyler Hall	0	0	N/A	N/A	N/A	N/A
Evelyn LeTourneau Hall	0	0	N/A	N/A	N/A	N/A
Mabee Hall	0	0	N/A	N/A	N/A	N/A
Pennsylvania Hall	0	0	N/A	N/A	N/A	N/A
Thelma Gilbert Hall	0	0	N/A	N/A	N/A	N/A
John & Florence Thomas Hall	0	0	N/A	N/A	N/A	N/A
Kenneth Durham House	0	0	N/A	N/A	N/A	N/A
Joel Carpenter House	0	0	N/A	N/A	N/A	N/A
Calvin Howe House	0	0	N/A	N/A	N/A	N/A
Kenneth McKinley House	0	0	N/A	N/A	N/A	N/A
Marget Estes Davis Hall	0	0	N/A	N/A	N/A	N/A
The Village Apartment #1 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #2 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #3 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #4 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #5 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #6 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #7 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #8 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #9 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #10 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #11 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #12 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #13 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #14 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #15 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #16 A-D	0	0	N/A	N/A	N/A	N/A
The Village Apartment #17 A-D	0	0	N/A	N/A	N/A	N/A
Kappa Zeta Chi House	0	0	N/A	N/A	N/A	N/A
Lambda Alpha Epsilon House	0	0	N/A	N/A	N/A	N/A

LeTourneau University's annual security report is required by federal law and contains policy statements and crime statistics for the institution. The policy statements address LeTourneau's policies, procedures and programs concerning safety and security (i.e. policies for responding to emergency situations and sexual offenses). Three years of statistics are included for certain types of crimes that have been reported on campus, in or on off-campus buildings or property, owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at: <http://www.letu.edu/upd/reports/>. Paper copies of this report may be requested from Student Life or UPD.

Notice of Availability of Combined Annual Security Report and Annual Fire Safety Report

LeTourneau University is committed to ensuring that all community members are well informed, with current information, concerning the safety and security of their campus. To ensure this information is available to every community member, the Annual Security Report and Annual Fire Safety Report is available on the UPD website: <http://www.letu.edu/upd/reports/> Paper copies of this report are available from Student Life or UPD.

The report also includes UPD law enforcement authority, crime reporting policies, disciplinary procedures and other safety-related information. Compiled statistics of the most recent three years is included in all areas as required by federal law.

A log of all crimes (Clery-reportable or not) is maintained at the University Police Department. Information contained in that report is available upon request. This log is routinely updated.