Dillard University
Department of Public Safety
2012
Annual Security & Fire Report

Division of Student Success
Office of Public Safety
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INTRODUCTION

The Mission of the Office of Public Safety, Dillard University, is to provide for a crime free environment and promote programs on Crime Prevention, Safety & Security Awareness, Risk Reduction, and Avoidance as comprehensive approaches to meet the goals of the Department and the University.

The Office of Public Safety is located on Virgil Boulevard, corner of the Gentilly Gardens Apartments. The location provides quick access to the entire campus, as well as serving as an information center for visitors. It is open 24 hours a day for students, faculty, staff or visitors seeking assistance or to report any suspicious persons, activities and/or circumstances, or emergencies occurring on campus.

Each member of Office of University Police is a trained Officer who holds a State of Louisiana, University Police Commission or a Special Officer Commission issued by the New Orleans Police Department. Although the commissions authorize University Police Officers to be armed and to apprehend persons who have been observed committing criminal acts, the Primary Mission of the University Police Officer is to Prevent and Serve as a deterrent to criminal activities within the jurisdiction of Dillard University and its subsidiaries.

Services performed by The Office of Public Safety include but are not limited to:

- Securing and Opening Buildings
- Vehicle and Foot Patrols of properties
- Enforcement of University Rules and Regulations
- Investigation of Criminal Violations & Auto Accidents
- Crime Prevention & Personal Safety Programs
- Emergency & Personal Escort Services
- Security Surveys (On & Off Campus)
- Anonymous Information & Tips

17:1805. Authority of university or college police officer

A. (1) Those persons who are university or college police officers responsible for maintaining general order and exercising police power on the campus of a state-supported or a private college or university shall be designated as university or college police officers.

(2) Each such person named as a police officer by the president of the college or university shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as provided in Subsection E of this Section. Such commission shall remain in force and in effect at the pleasure of the employing college or university.

(3) While in or out of uniform, these police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on their respective campuses and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of such campuses. In the discharge of their duties on campus and while in hot pursuit on or off the campus, each university or college police officer may exercise the power of arrest.

CRIME REPORTING

Whether it happens to you or if you are a witness, you have a responsibility to call Public Safety or New Orleans Police Department to report a crime.

“In the First Two Minutes...” When police arrive at the scene of a crime-in-progress within two minutes of receiving the call, the chances of apprehending a suspect are greatly increased. The odds of having the necessary action taken decrease quickly as the minutes tick by.

Public Safety needs your help. Reporting a crime is important. Immediately go to a safe place and call. Stay on the line and tell the dispatcher everything you can remember about the suspect (his/her clothing, vehicle, and direction of travel).

Be sure to keep the emergency numbers in this brochure handy.

Reporting crime helps prevent them from happening again. Public Safety tracks crime and crime trends to develop specific ways to combat it.

If you are calling to report a crime or any type of suspicious activity, be prepared to provide the Dispatcher with as much of the following information as possible:

- The nature of your call. Give your name and describe the situation as briefly as possible while giving as much detail as possible.
• The location where the situation is occurring.
• A description of individual(s) involved, giving as much information as possible about clothing and physical characteristics.
• A description of any vehicle(s) involved including make, body style, license number, etc.
• Advise if any weapons may be involved.

DILLARD UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

EMERGENCY 504-816-4911 or 4911 (on campus)
NON-EMERGENCY 504-816-5310 or 5310 (on campus)
NEW ORLEANS POLICE, FIRE, EMS 911

PREPARATION OF ANNUAL SECURITY REPORT

The preparation of the university’s annual security report is a continual process. Public Safety makes every effort to ensure that the report is complete and accurate. The process includes the gathering of crime statistics from those individuals identified as campus security authorities and local law enforcement agencies where appropriate, as well as verification that there are no changes in policies or procedures from previous years with offices such as Student Affairs and Student Judicial Affairs. After collecting crime statistics from the other sources, Public Safety reconciles them with its own statistics to ensure that all offenses have been counted and that no incidents are counted twice. Upon verification of new or changed procedures and crime statistics the report is prepared for publication and distributed in both printed and online versions. Upon completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education.

ALCOHOL AND DRUG USE POLICIES

Unlawful possession, use or distribution of illegal drugs and alcohol by students and employees is prohibited on Dillard University property and as part of any Dillard University sponsored or sanctioned activity. The use of tobacco is prohibited in all enclosed Dillard University owned buildings, facilities and university vehicles. Dillard University will take action and can sanction students or terminate employees for violating the policy. For specific regulation, read the Dillard University Student Handbook.

CAMPUS SECURITY AUTHORITIES

It is the policy of Dillard University that the following individuals and organizations within the university are designated as campus security authorities in accordance with the guidelines set forth by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998”, and subsequent rules. As a campus security authority those enumerated individuals who become aware of a crime involving DU or a member of our community must report it
within five business days in accordance with protocols established by the Department of Public Safety.

- **All Full Time Members of the Department of Public Safety**
  - **Office of Academic Affairs**
    - Provost and Senior Vice President for Academic Affairs
    - Associate Provost and Associate Vice President
    - Dean – College of Arts and Sciences
    - Dean – College of Professional Studies
    - Dean – College of General Studies
  - **Division of Student Success**
    - Vice President for Student Success
    - Assistant Vice President for Enrollment Management
    - Vice President of Student Affairs
    - Director of Student Support Services
    - Director of Residential Life
    - Chaplain/Vision Quest
  - **Athletics**
    - Athletic Director
    - All Head Coaches & Assistant Coaches

**TIMELY WARNINGS**

Dillard University shall make timely reports to the campus community on crimes considered a serious or continuing threat to students or employees in the judgment of the Chief of Public Safety, or his designee, that are reported to Campus Security Authorities. The warning will be issued through any means appropriate, including the university email system, emergency notification system, or posted fliers. Anyone with information warranting a timely warning should report the circumstances to DUPD, by phone (504) 816-4911 or in person at DUPD office located on campus behind the library.

**MISSING STUDENT POLICY**

If a member of the university community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact the Dillard University Police Department (DUPD). DUPD will collaborate with the Office of Student Affairs to make an effort to locate the student and determine his or her state of health and well-being. DUPD will gather pertinent information about the student from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc.
Dillard University officials will also endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student, and determine whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is an on-campus resident, DUPD may enter into the student’s room.

After the student has been located, DUPD will attempt to verify the student’s state of health and intention of returning to the campus. When and where appropriate, a referral may be made to the Counseling Center and/or the Student Health Center.

**MONITORING CRIMINAL ACTIVITY**

Each year the Department of Public Safety makes official requests for statistics for criminal offenses reported to local law enforcement agencies, but not reported to Public Safety that occurred on campus, university owned or controlled non-campus property, and on public property adjacent to the campus. This also includes the monitoring and recording through local police agencies of criminal activity at non-campus student organizations. The department routinely monitors local law enforcement radio traffic for criminal activity in the area of the University.

**REGISTERED SEX OFFENDER INFORMATION**

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into Law October 28, 2000, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the Act also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974. As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state as to whether the person is a student, or works at an institution of higher education, identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status. The Louisiana State Police maintains the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and are responsible for the enforcement of the applicable sections of law cited above. Information about any individual affiliated with Dillard University in regards to this matter may be found at the public SOCPR website: www.lasocpr.lsp.org/socpr.

**ACCESS TO CAMPUS FACILITIES**

The Department of Public Safety secures each building on campus at designated times. All visitors and other persons are required to sign in at the gate of entrance to gain access to the campus. Identification is required. All buildings are equipped with emergency lighting, exterior security lighting, fire and smoke alarms, and panic bar-type doors. These security measures are evaluated and maintained annually.
Resident Directors/Managers are in charge of maintaining the standard of residential life. Dorm rules and curfews are regulated by the Resident Director/Manager. Living in the residence hall provides an opportunity for the Resident Director/Manager to plan, coordinate, and implement safety measures with the Dillard University Police, such as:

1. Reporting strangers to Public Safety.
2. Controlling and monitoring access to the buildings.
3. Advising safe off-campus practices.
4. Coordinating walk throughs.

Each on-campus student residing in a residential building is required to share in the responsibility for his building. These requirements are as follows:

1. Follow access control policies related to students and students who have visitors.
2. Report lost keys immediately to resident director and police.
3. No duplication of residential room keys.

Visitation is a privilege, not a right, and therefore may be suspended by the Police Department or the Office of Student Affairs for cause. Residence hall visitation hours are generally determined by the Office of Student Affairs and are subject to change. See Dillard University Student Handbook.

All resident students are issued keys which access their dormitory and residents’ rooms. Residents are advised to keep their rooms locked at all times. For reasons of security, it is necessary for residents to carry keys at all times. In the event residents are locked out of their rooms, it may be necessary for them to wait for their roommates, contact their Resident Assistant (RA), or the Resident Director/Manager.

All administrative and academic buildings are open during normal business hours and are open to those who need access. All nonresident buildings are locked down and/or opened by security personnel. Buildings are opened and locked based on the schedule of activity.

Missing lost, or stolen keys should be reported to the Resident Director/Manager or Public Safety immediately. Door locks can be changed and new keys issued for a fee. A record is maintained on all keys issued. Keys are not to be loaned or duplicated.

The university has rules and procedures controlling access to facilities during both business and non-business hours. Dillard University is a private institution; all property owned and controlled by the university is private property. Persons entering the campus or any university facility without lawful business are subject to arrest for trespassing by Public Safety.

The Facilities Management Services Department maintains campus facilities to ensure a safe and secure campus. Specifically, Operations and Maintenance:

- Regularly monitors the condition of all facilities within its jurisdiction, paying particular
attention to issues and components related to safety;
- Treats as priority all requests for service involving safety and security-related issues;
- Cooperates with Public Safety, and Safety to ensure a safer campus community;
- Regularly monitors and repairs campus lighting.

Vehicles entering and exiting the main campus are monitored. The use of proactive controls enhances the access control system. All vehicles parking on campus property must have the following:

1. Authorized parking permit.
2. Authorized visitor pass.

All vehicles must be in designated parking areas. Parking regulations are strictly enforced. Enforcement includes warnings, tickets, “booting”, fines, and towing.
OFF CAMPUS LIVING SAFETY TIPS

• Stay alert, keep your mind on your surroundings, who’s in front of you and who’s behind you.
• Trust your instincts. If you feel uncomfortable in a place or situation, leave.
• Whenever possible, travel in groups.
• Plan the safest route to your destination and use it. Choose well lighted busy streets. Take the long way if it’s the safest.
• If possible, avoid carrying a purse, carry only the amount of money that is needed and identification. If you must carry a purse keep it close to your body and a firm grip on it.
• Keep “emergency” money for cab fare, bus fare, or a telephone call.
• If you suspect you’re being followed by someone on foot, cross the street and head for the nearest well lighted, populated area. Walk quickly or run to a house or store and call the police.
• If you are being followed by someone in a car, change your direction immediately. Try to get the car’s license plate number and description.
• Never hitchhike or accept a ride from a stranger.
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<thead>
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<th>Criminal Offenses</th>
<th>2010</th>
<th>2011</th>
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Dillard University Fire Safety Report

The Annual Fire Safety Report discloses information regarding campus fire safety practices, standards, life safety equipment and statistics on incidents of fire that occurred in student residential facilities Dillard University owns or has a contractual lease agreement with. The following information represents the 2009-2011 calendar years.

2010  Incidents of Fire

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Incidents of Fire</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Value of Property Damage</th>
<th>Injuries Requiring Medical Treatment</th>
<th>Deaths</th>
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2011  Incidents of Fire

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2012  Incidents of Fire

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<tr>
<th>Location</th>
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DESCRIPTION OF STUDENT HOUSING FIRE SAFETY SYSTEMS

The following table outlines the life safety and emergency systems in place at each of the Dillard owned or leased student housing properties and the number of monitored evacuation drills conducted during the 2010-2012 calendar years. Building information reports identifying details of the types of suppression systems, fire pumps and enunciator panels for current student housing properties are available for review at the Office of Campus Safety & Security upon request.

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<tr>
<th>Location</th>
<th>Sprinkler System</th>
<th>Smoke/Heat Detection</th>
<th>Fire Extinguishing Devices</th>
<th>Direct Tie to CFD Pull Stations</th>
<th>Mounted Evacuation Placards</th>
<th># of Drills in 2010</th>
<th># of Drills in 2011</th>
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Note: Straight Hall and Camphor-Hartzell Hall were closed for renovations 2010-2012 and re-opened in Fall 2013.

FIRE SAFETY POLICIES PERTAINING TO STUDENT RESIDENTIAL FACILITIES

The following policies pertaining to room alterations, decorations, appliances, etc. are designed to ensure a safe community living environment in Columbia student residential facilities. Additional fire safety policies may be determined by individual property management located at the Dillard University’s Office of Facilities Management & the Office of Student Success.

Violators of these guidelines may be subject to disciplinary and or criminal action and could be assessed for any damages that result.

The following items are PROHIBITED in student residential facilities:
- Alterations to the premises; such as, but not limited to: installing locks, ceiling fans or electrical fixtures, voice or data outlets, erecting partitions or attaching anything to ceilings, walls, windows, floors or exteriors.
- Tampering with fire safety equipment, including; but not limited to, the covering of smoke detectors and hanging items from the sprinkler pipes.
- Metal tip darts.
- Open flame items including incense, incense burners, candles and fireworks.
- Fog machines.
- Flammable liquids and gases.
- Appliances with open heating element.

Decorations must be non-flammable and not impede egress to an exit in case of fire or other emergency. Items must not block, mask or obscure a sprinkler head or smoke/heat detector.
Electrical appliances with self-contained heating units (irons, corn poppers, coffee makers, microwaves) are permitted.

Residents are advised to avoid the following to prevent accidental fires:
- Plugging too many cords into one outlet.
- Using an extension cord that is smaller than the primary cord.
- Leaving irons, items cooking on a stove or in the oven unattended.
- Unsafe handling and/or improper use, storage and disposal of flammable liquids, solvent rags and rubbish.

**ROOM INSPECTIONS**
Rooms will be inspected at the beginning of each break and periodically during the year. These inspections are conducted to insure that maintenance, safety, sanitation and property control requirements are being followed. Items prohibited by law or Residence Life policy may be confiscated, and the residents of the apartment will be subject to disciplinary action. A 24 hour advance notice will be posted for all inspections, except for those made during breaks or vacations.

**MAINTENANCE SERVICE**
Building maintenance problems or repairs should be reported immediately to the Resident Assistant or to the Security Officer located in the lobby of the building to avoid any potential safety, security issue or property damage. Students can also submit maintenance requests in the following locations: Office of Facilities Management.

**NO SMOKING POLICY IN STUDENT RESIDENTIAL FACILITIES**
All student residential facilities are smoke free living environments. As stated in the City of New Orleans Municipal Code and Dillard University’s Student Handbook, “smoking is prohibited in any portion of the living quarters, including, but not limited to, sleeping rooms, dining areas, restrooms, laundry areas, lobbies, and hallways, of a building used in whole or in part as a student dormitory that is owned and operated or otherwise utilized by a public or private institution of higher education.”

Enforcement of the smoke free guidelines in these buildings is the responsibility of the residents and the staff. Students found in violation of smoking in their living space may be charged up to $250.00 to sanitize the space. Residents and their guests must comply with the laws of the State of Louisiana, as well as county and municipal laws, ordinances or regulations regarding smoke free environments and fully cooperate with Dillard University officials regarding compliance whenever requested.

**EVACUATION DRILLS**
In accordance with state and federal laws, evacuation drills are conducted throughout the year. All residents and guests occupying the building at the time of the drill are required to participate in the evacuation. Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor. Residents are advised to become
familiar with these exits, location of area of rescue and the location of the fire alarm pull stations designed to activate the building alarm system.

**FIRE EVACUATION PROCEDURES**

All student rooms and stairwells are provided with smoke detectors. Fire alarm pull stations are located throughout the buildings. The greatest threat in a fire is smoke; therefore, it is important that residents know the following guidelines to respond to a fire in the building:

- Activate the building alarm system by pulling the handle down on the fire alarm pull station. Activating the system will notify Campus Security, the New Orleans Fire Department, and residents of the emergency.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open door, keeping the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Do not attempt to extinguish a fire unless it is impeding your exit.
- Evacuate the building immediately through the nearest stairwell door.
- **Do not use the elevators.**
- Follow exit signs out of the building.
- Stand at least 300 feet away from the building and await direction from the Fire Department personnel.

If you are an individual requiring assistance, notify security via the **EMERGENCY CALL BOX** located on campus or call 4911 and advise the Public Safety dispatcher of your location. If safe to do so, proceed to the area of rescue assistance identified on the evacuation route map posted on the floor and wait for emergency responders.

In the case of a blocked stairways or exit: Using the emergency call box on the floor or an office telephone, notify building security that all exits or stairways are blocked and advise them of your location.

- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, if smoke enters a room.
- Break top window first to expel smoke, than break the bottom window to admit fresh air.

Every resident is required to evacuate the building immediately whenever a fire alarm sounds, whether it is a drill or an actual fire. Reviews of the evacuation drills are conducted in all buildings for assessment and training purposes.
Disciplinary action will be taken and fines will be implemented for students who fail to cooperate with staff or emergency responders assisting in the course of an alarm and/or evacuating the building.

Fire equipment misuse or tampering is a felony. Any resident found guilty of tampering with fire equipment, including activating a false alarm, will be subject to severe disciplinary and criminal action.

Information on fire safety and emergency preparedness is presented during a mandatory attendance floor meeting held in each student housing facility at the beginning of each semester. Students are advised to review the video “Dorm Safety” produced by the Chicago Fire Department located on the Office of Campus Safety & Security website (www.colum.edu/safety).


SAFETY & SECURITY INITIATIVES
Representatives from the student housing, facilities management and public safety meet on a monthly basis to discuss best practices, legislative updates, safety and security issues and Dillard University’s expectations regarding overall safety and security measures for our students in these facilities.
FIRE SURVIVAL TIPS

- Learn the evacuation plan for your building and participate in all fire drills.
- Learn the location of all building exits. You may have to find your way out in the dark.
- If you have a disability, make sure you are included in the escape planning for your classroom area and housing.
- If you have a disability, alert others of the type of assistance you need to leave the building.
- Make sure your building has smoke alarms. Do not disable them or remove batteries.
- The best protection is a building with a fire sprinkler system.
- Don’t hang anything from fire sprinkler pipes or nozzles.
- If you hear an alarm, leave immediately. Close doors behind you as you go. Take room keys; if you can’t escape, you may have to return to your room.
- If you have to escape through smoke, get low and go under the smoke to your exit.
- Before opening a door, feel the door. If it’s hot, use your second way out.
- Use the stairs; never use an elevator during a fire.

If you’re trapped, call the fire department and tell them where you are. Seal your door with rags and signal from your window. Open windows slightly at the top and bottom, but close them if smoke rushes in from any direction.
APPENDIX 1

CRIME LOCATION DEFINITIONS

The following abbreviated definitions are provided to assist you in understanding how the crime statistics are applied:

CAMPUS: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purpose, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person that is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

RESIDENTIAL HALLS: (1) Any building or organization that is officially recognized by the institution, or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

OFF-CAMPUS: As of Fall 2013, Dillard does not maintain off-campus dormitories or resident halls.

PUBLIC PROPERTY: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

CRIME STATISTICS DEFINITIONS

ARSON: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

CRIMINAL HOMICIDE - Manslaughter by Negligence: The killing of another person through gross negligence.

CRIMINAL HOMICIDE - Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

SEX OFFENSES - FORCIBLE: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. This includes Forcible Rape, Forcible Sodomy, Sexual Assault with an Object and Forcible Fondling.

• Forcible Rape: The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

• Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

• Sexual Assault with An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent mental or physical incapacity.

• Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
SEX OFFENSES - NONFORCIBLE: Unlawful, non-forcible sexual intercourse. This includes Incest and Statutory Rape.

- **Incest**: Nonforcible sexual intercourse between people who are related to each other with the degrees wherein marriage is prohibited by law.

- **Statutory Rape**: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ROBBERY: The taking or attempting to take anything of value from the care, custody or control of a person or people by force or threat of force or violence, and/or by putting the victim in fear.

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Offenses that are classified by local law enforcement agencies as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

- **Forcible Entry.** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a building followed by exiting the structure.

- **Unlawful Entry—No Force.** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access.

- **Attempted Forcible Entry.** A situation where a forcible entry into a locked structure is attempted but not completed.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by individuals not having lawful access to take automobiles, even though the vehicles are later abandoned-including joyriding).

WEAPON LAW VIOLATIONS: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATIONS: Violations of state and local laws relating to the unlawful possession, sale, use, growth, manufacture, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

LIQUOR LAW VIOLATIONS: The violation of laws or ordinances prohibiting: the manufacture, sale, transport, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging, operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any to the aforementioned. (Drunkenness and driving under the influence are not included in this definition).
The 2008 revisions of the Higher Education Opportunity Act added: Larceny-Theft, Simple Assault, Intimidation, Destruction, Damage, or Vandalism of Property to the Hate Crime chart. These offenses are defined as:

**Larceny-Theft**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property**: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.