



# 2024 Annual Houston Crime Report



## Introduction

### CBS Mission Statement

The College of Biblical Studies exists to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ.

### Annual Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (By Calendar Year)

Offense (Reported By Hierarchy)	Year
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National Origin	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Disability	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Gender Identity	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

HATE CRIME REPORTING:  
There were no hate-crimes reported for 2023.

Mailing Address:  
CBS Campus Security

forcibly or against the person's will where the victim is incapable of giving consent.

*A. Forcible Rape*-The carnal knowledge of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth).

*B. 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.

*C. 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 of his/her temporary or permanent mental or physical incapacity.

*D. 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 incapacity.

Sex Offenses - Nonforcible

Unlawful, non-forcible sexual intercourse.

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Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes



Students reporting criminal actions or other emergencies:

Requests for security assistance or reports of suspected criminal activities and emergencies for on-campus matters may be made as follows:

By telephone:

FOR EMERGENCIES 24-HOURS A DAY, 7 DAYS A WEEK, DIAL 911.

If you want to reach Security by cell phone, the number is 713-545-8602. This phone is with the security officer during their shift hours.

Preparing the Annual Security Report for the disclosure of campus crime statistics:

CBS compiles and publishes this Annual Security Report on or before October 1. CBS gathers statistics from all "campus security authorities" as defined by the Clery Act for inclusion in this report.

Persons and organizations to whom reports of crimes and emergencies should be made for the purpose of making timely warnings and for inclusion in the Annual Security Report.

For the purpose of making timely warning to the CBS community, reports of crimes and emergencies should be made directly to CBS Security. When the crime or emergency concerns the safety and welfare of the CBS community, CBS issues a Security Alert through the CBS email system and the posting of notices in the campus facilities and classrooms.

Security staff:

Security officers are contracted staff through Professional Guard and Patrol (PGP) Inc. They are hired and trained by the company and provide security and parking enforcement services in coordination with the CBS Facilities Operations Department.

Confidential reporting of crimes to the College of Biblical Studies - Houston:

CBS strives to protect the identity of those reporting crimes to the extent that the law allows. CBS does not usually accept anonymous reports unless the information can be substantiated by means other than the caller's veracity. If a police report is made, CBS cannot ensure privacy of the complaint as it is a public record.

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College of Biblical Studies - Houston. The department maintains the buildings, grounds, and utility systems, and provides custodial services for the CBS campus. Students are encouraged to report maintenance problems such as missing lights, plumbing problems or elevators that are not in service to the nearest departmental office and/or Facilities (713-545-8543) or email at [facilitieshelpdesk@cbs-houston.edu](mailto:facilitieshelpdesk@cbs-houston.edu).

the necessary precautions such as walking with others on campus at night, having the security office contact information readily available and contacting security for escort assistance. Crime prevention is important to the campus community, and you can help by reporting any crime or suspected crime to CBS Security. By doing so, you may be preventing someone else from becoming a victim of a more serious crime. Any student is encouraged to call Security for an escort to their vehicle i 619eW hBT/F1 12 TftomjType/P545tion readily available

of an offense involving a controlled substance on the premises or property owned or controlled by the institution shall be subject to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance rehabilitation program.

### Sexual Violence Policy

The College of Biblical Studies – Houston (CBS) is committed to maintaining a safe learning and work environment for all students, faculty and staff and is committed to the elimination of sexual violence in all forms and will take appropriate action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal and civil law that may require separate proceedings. To further its commitment against sexual violence, CBS provides reporting options, an investigative and disciplinary process, and prevention training and other related services as appropriate.

### Sexual Violence (SaVE ACT) Purpose



the police. Write down what happened, in your own words, to help you better remember if you decide to press charges.

Following the reporting of a sexual assault, a student or staff may request changes in their











- ii. Confidentiality of reports cannot be guaranteed. College security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainants' consent except as may be required or permitted by law.
- iii. The College may determine it necessary to take action regardless of whether the parties have reached a personal resolution or if the complainant request that no action be taken. In such instances, the college will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

c. Required Reports.

- i. Any College security authority, employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow College procedures for making a report, including a report for the annual crime statistics report.
- ii. College security authorities shall report to other school officials, as appropriate, such as the Office of the Dean of Students which is responsible for administering the student code of conduct, Human Resources which is responsible for the administration of employee disciplinary policies, and the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.
- iii. College security authorities may be obligated to report to law enforcement the occurrence of a sexual assault, but the name or other personally identifiable information of the complainant will be providing only with the consent of the complainant, except as may be required by law.

3. Policy Notices:

- a. Distribution of policy 792 reW h(at)-5(e)isan AMCID 17/Lan0.o{ }F1 14.04 TMCID 17/F1 12 Tf1 0 C

- ii. Employees may request a paper copy of the sexual violence policy through the office of Human Resources.
- c. Required Notice.
  - i. Notice of complainant options. Following a report of sexual violence, the complainant shall be promptly notified of:
    - 1. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
    - 2. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
    - 3. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.
  - ii. Notice of complainant rights. Complainants shall be notified of the following:
    - 1. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
    - 2. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
    - 3. Assistance available from campus authorities in preserving for sexual violence complainant materials relating to a campus disciplinary proceeding;
    - 4. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
    - 5. That, at a sexual assault complainant's request, the College may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or work site, if such alternatives are available and feasible.
- 4. Investigation and disciplinary procedures:
  - a. Immediate action.

- i. The College may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy.
  - ii. The College may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy in accordance with Administration of the Code of Student Conduct.
- b. General principles.
  - i. The College shall use the procedure for Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.
  - ii. The College investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:
    - 1. Be respectful of the needs and rights of i5



- i. Retaliation prohibited. Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.
5. Sexual Violence Prevention and Education:
- a. Campus-wide training.
    - i. CBS will provide educational programming (brochures, posters, etc.) to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents, and advise individuals of legal and other options available if they are the complainants of an incident or they learn

c. During and upon the completion of the complaint process, the complaint file



### How Campus Timely Warning Notices are issued:

Campus timely warning notices will be issued to students, faculty, and staff upon the confirmation of a significant emergency, dangerous situation, incident, or crime, impacting the campus community and/or the surrounding area. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.

This information may be disseminated to campus community members via a variety of mechanisms or mediums. CBS will use one or more of the following means depending on the nature of the incident:

- CBS Watchman Alert System (text and e-mail)
- Electronic mail messages
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## Campus Safety and Security

CBS strives to establish and maintain a safe and secure atmosphere at each campus location in which people can go safely about their varied activities in furtherance of the objectives.

The Houston campus utilizes a private security company. This security company is the primary response agency for all crimes and incidents on campus. They are also the liaison with local police, fire, and medical response agencies. As part of their duties, a lighting log is utilized for the exterior building and the entire campus to ensure all exterior lights are operational. It is filled out once per week by the security company in the evening.

The security officer completes a daily security report which is then reviewed by the director of real estate operations. As part of their daily inspection, they review concerns of fire hazards, safety hazards, open doors, broken windows, theft issues, property damage, blocked exits, smoking violations, exterior lights, and other potential hazards. They provide emergency assistance in the investigation and documentation of incidents. When an incident occurs, security notifies the director of real estate operations with situational details. Once notified, an incident report is created. Depending on the severity of the emergency, the crisis team (or certain members of the crisis team) may be notified and brought into the communication as well as the resolution process. Houston has security cameras onsite that utilize an NVR recording system. The cameras are strategically located in high traffic areas in both locations. The recording lasts up to 30-days.

## Building Access Management

CBS takes all necessary steps to provide a safe and secure structure for the protection of its employees, students, facilities, property, and key data resources. All employees are required to wear ID badges while on CBS property. Locks, keys, electronic access cards are the sole property of CBS and will be issued to employees based on their need for access. CBS reserves the right to change locks, keys, access cards, and alarm codes as needed.

The Houston, Indianapolis and Fort Wayne locations are open based on an approved schedule and will remain locked otherwise. Approved employees have access to the building with the use of an access card during times the building is locked. No one may give another person their access card or keys without the express permission of the director of real estate operations, or his/her designee. All keys and electronic access cards must be returned to CBS upon termination of employment, upon request.

To ensure campus safety at Houston and Indianapolis, the elevator is routinely checked and maintained in proper working condition and has an up-to-date annual permit at the Houston and Indianapolis campus. Fort Wayne campus does not have an elevator.

## Campus Emergencies and Alerts

As part of continued safety on campus, CBS recognizes that our campuses experience the possible risks and threats of society. As such, the college has established safety and emergency information involving personnel, procedural methods, and physical means to provide a healthy,

safe, and secure environment for students, employees, and visitors. Below are the safety related processes found on our emergency web page.

- Annual crime report / Clery Act (see below)
- Severe weather plan
- Active shooter with training videos
- Evacuation procedures
- Weapons on campus
- Fire safety emergency
- Bomb threat
- Suspicious mail or packages
- Biohazard
- Major systems failure
- Medical emergency
- Sexual violence with incident report

### General Evacuation Procedures

If an evacuation is ordered, follow these procedures:

Stay calm, do not rush, and do not panic.

Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible. It may be hours before you are allowed back into the building.)

If safe, close your office door and window, but do not lock them.

Use the nearest stairs and proceed to the nearest exit as outlined on the fire escape map located in each room of the building. Do not use the elevator.

Use the following guidelines:

DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.

If the situation is life threatening, call 911.

Check on people with mobility disabilities during an evacuation.

Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

In particular, be aware when assisting someone with a disability.

The individual with the disability is the best expert in his or her disability, so ask that individual for advice before lifting or moving him/her.

Take extra time when communicating with people who are deaf, hearing impaired, or speech impaired.

Never separate a disabled person from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.

A disabled person's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.

A service animal, usually a dog, is an assistive aid used by some blind, deaf, and mobility-impaired people. A disaster may temporarily confuse service animals, and they may not be able to help their owners as effectively as before the disaster.

Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions and directions, such as a public address announcement to evacuate a building. Some disabled individuals may need to be in a quiet place for a while to regain their composure; others may even try to hide from rescue workers.

Some individuals with significant mental or learning disabilities might not understand the significance of "Keep Out" signs and barricade tape.

Assisting the blind or visually impaired:

Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.

DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

Give other verbal instructions or information (i.e., elevators cannot be used).

Assisting the deaf or hearing impaired:

Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand.

Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

### Assisting the mobile impaired:

It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move to a safer area.

If people with mobility impairments cannot exit, they should move to a safer area and wait for assistance from first responders.

Notify police or fire personnel immediately about any people remaining in the building and their locations.

Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The fire department may determine that it is safe to override the rule against using elevators.

If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

- Discuss with the user of the wheelchair how to lift the user and the wheelchair

Upon receiving notification to Shelter-in-Place:

- Stay in your office/classroom.
- Notify those around you and encourage others to remain in your office/classroom rather than to try to leave the building.
- Lock the doors, cover the door window, close the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Check your phone messages, email, or the College website. If a TV is available, turn it on then turn the volume off.

Basic CPR instructions provided by Red Cross:

BLOW: Tilt the head back and listen for breathing. If not breathing normally, pinch nose and cover the mouth with yours and blow until you see the chest rise. Give 2 breaths. Each breath should take 1 second.

PUMP: If the victim is still not breathing normally, coughing or moving, begin chest









Do not stand close to the building while waiting for clearance to re-enter the premises. Everyone should find a safe location away from vehicles.

All rooms are checked for clearance.

The fire drill will usually last 5-8 minutes. Everyone will be permitted to enter the building once the alarm stops sounding.

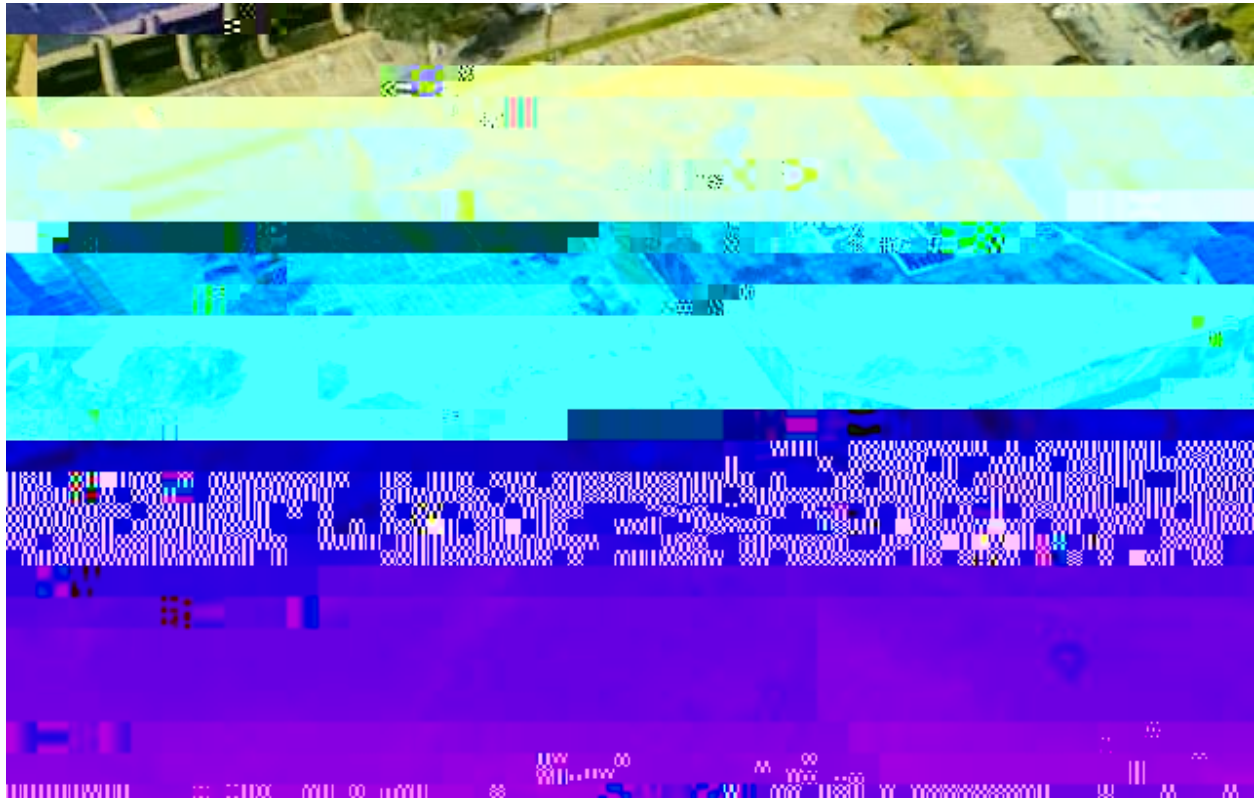
Special care and emphasis are given to our students that are in wheelchairs or have other handicapped needs.

## Fire Drill Emergency Response and Evacuation Tests

Date	Time	Summary	Planned/Unplanned
December 14, 2023	10:00 AM & 7:00 PM	Students, staff, and faculty participated and evacuated to designated locations. DTS staff and	



# Map of the College of Biblical Studies Overview



## Helpful Telephone Numbers

### CBS Campus Numbers

CBS Campus Security	Dispatch 281-448-4900 or 713-545-8602
CBS Facilities #1	713-545-8543

### Useful External Emergency Local Numbers

Name of Agency	Contact Number
Ambulance/Fire/Police/Sheriff	911
Ambulance Non-Emergency	713-222-3434
American Red Cross	713-526-8300
Ben Taub Hospital	713-793-2000
Boxer Management Company	713-777-7368