

University of the Virgin Islands



2018 Annual Security Report

OCTOBER 2019

Table of Contents

Introduction	3
Annual Report Policy.....	3
Campus Safety and Security	3
Description of Security Department.....	4
Public Safety Resources	4
Timely Warnings	4
Duties & Responsibilities	4
Security Orientation.....	5
Prevention Tips	5
Access to Campus Facilities.....	5
Off Campus Facilities.....	5
Students, Faculty and Staff Responsibilities	6
Reporting a Crime or Incident.....	6
Behavior on Campus/Disciplinary Action	6
Sexual Harassment and Assault	6
Reporting Hate Crimes.....	7
Residence Halls	7
Missing Persons	8
Emergency Response	8
Fire Safety	8
Alcoholic Beverages and Illegal Drugs	9
Drug and Alcohol Prevention Education Program.....	9
Weapons on Campus	10
Sex Offender Notice.....	10
Crime Statistics, Crime Rates and VAWA Reporting.....	11-15
Information	15



INTRODUCTION

Located in the United States Virgin Islands, the University of the Virgin Islands (UVI) has two campuses. One on the island of St. Thomas and the other on the island of St. Croix. The University also maintains an affiliation with a research station on the island of St. John. Collectively, the University consists of more than forty academic, residential, research, and recreational buildings and playing fields. The University has an FTE (full-time equivalent) enrollment of approximately 2,000 including full-time, part-time, and graduate students in its academic programs. It serves more than 10,000 members of the Virgin Islands community through its Research and Public/Community Services programs, and through use of UVI's facilities. In addition, the University of the Virgin Islands employs approximately 700 full and part-time employees.

ANNUAL REPORT POLICY

The University of the Virgin Islands Security Department prepares this annual report in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. This report contains information regarding campus security policies, crime prevention, sexual assault prevention, and a three-year crime statistics profile.

The University is required to distribute this information to all students, faculty, staff, potential and new hires, and anyone requesting a copy by October 1st of each year. Campus crime statistics are generated from incidents reported to the campus Security Departments which are required to maintain daily logs of all incidents. This information is available on the University's web-site www.uvi.edu and is also available upon request.

CAMPUS SAFETY AND SECURITY

The University of the Virgin Islands maintains a strong commitment to campus safety. The safety and security of students, faculty, staff and guests are of primary concern. Through inter-departmental collaboration, many individuals are involved in keeping the campus and its facilities safe and secure for its users. A professionally trained campus security force, residence life staff, faculty, staff, and the students themselves are responsible for a number of measures to ensure, as much as possible, that students and their possessions are adequately protected. The University of the Virgin Islands has developed a series of policies and procedures that are designed to ensure that appropriate precautionary measures are taken to protect persons on campus. This report describes some of the programs the University of the Virgin Islands has developed to provide a safe and supportive environment. It should be read carefully, and the information should be used to help foster a safe environment for everyone on the University campus.

DESCRIPTION OF THE SECURITY DEPARTMENT

The Security Department at the University of the Virgin Islands is under the leadership of the Vice President of Administration and Finance. On the St. Thomas campus, the Security Department is located in the **Penha House** building on the upper campus. Security can be contacted at (340) 693-1530. On the Albert A. Sheen St. Croix Campus, the Security Department is located in the **Melvin H. Evans Center for Learning**. Security can be contacted at (340) 692-4155. The offices are opened 24 hours a day, providing around-the-clock protection and services to the campus communities. Officers are also on duty 7 days a week, 365 days a year. The Department enforces University rules and regulations as well as federal, territorial, and local statutes. The Security Department is comprised of both sworn and non-sworn officers. The sworn officers have full law enforcement powers and authority, whereas the non-sworn officers have Citizen's Arrest authority and receive their training from qualified law enforcement officials in the Virgin Islands. The sworn police officers undergo rigorous and intensive law enforcement training at the Virgin Island's Police Academy and are certified Peace Officers in the Territory. The University security officers can be easily recognized by their official blue uniforms.

The Security Departments have a very close working relationship with the local Virgin Islands Police Department and other first responder agencies.

PUBLIC SAFETY RESOURCES

The Security Departments on both campuses are responsible for emergency response at the University and for providing support services tailored to meet the needs of the University community.

TIMELY WARNINGS

The Campus Security Department provides immediate alerts when events occur on the campuses that pose an impending threat to the safety and security of students, faculty, staff and visitors. Methods for sending out alerts include electronic communication via text messaging, e-mails, public address systems, and other modes.

DUTIES AND RESPONSIBILITIES

The Security Department is responsible for emergency response at the University and for providing support services tailored to meet the safety and security needs of the University community. Duties and responsibilities include, but are not limited to the following:

- Provide evening on-campus escort service for students, faculty and staff upon request;
- Test and maintain all fire prevention equipment and alarms;

- Provide safety and security orientation sessions;
- Inspect buildings for safety compliance;
- Maintain a lost and found department;
- Investigate and report suspected or actual crimes;
- Enforce parking policies and regulations.

SECURITY ORIENTATION

New students and employees are briefed on University security measures during their orientation program. The Chief of Security and security supervisors are invited to new student orientations twice a year and to faculty and staff orientations at least once a year. Security provides information on security upon request to student groups, parents of students, and student groups in residence halls throughout the academic year.

PREVENTION TIPS

During new student orientation and throughout the academic year, the Security Departments offer educational programs to inform students and employees about crime prevention and the availability of support services.

ACCESS TO CAMPUS FACILITIES

The Security Departments have the responsibility for opening and securing all facilities on the campuses. Most campus buildings and facilities are accessible to members of the campus community and the public during normal business hours Monday through Friday (*excluding some holidays*). The Libraries and computer labs are open on weekends during designated hours. Other weekend usage and access to facilities may be made by reservation through the Office of Campus Operations on each campus. Reservations can be made by contacting (340) 693-1140 on the St. Thomas Campus and (340) 692-4155 on the Albert A. Sheen St. Croix campus.

OFF- CAMPUS FACILITIES

Currently, the University of the Virgin Islands maintains facilities that are not on the main campuses. They include the **Etelman House** on St. Thomas, site of an astronomical laboratory, the **Virgin Islands Environmental Resource Station (VIERS)** which provides unique outdoor and marine learning opportunities through environmental education programs, the **Nisky Center Small Business and Learning Center** and the **Sugden** property on St. Croix.

STUDENTS, FACULTY AND STAFF RESPONSIBILITIES

All members of the University community are urged to assist in making the campuses safe by being alert, cautious, security conscious, responsible, and by not taking their safety for granted. Suspicious persons, dangerous or unusual situations, and all other crimes or attempted crimes including assault or attempted sexual assault should be reported immediately to the Security Department. Everyone is urged to protect personal property by keeping residence hall rooms and entrance doors closed, keeping vehicles locked and by not leaving keys or valuables visible in vehicles. Faculty and staff are responsible for securing their offices and University property.

REPORTING A CRIME OR AN EMERGENCY

To report a crime or an emergency on the St. Thomas campus, dial (340) 693-1530 or extension 1530 if calling from an on-campus office. On the Albert A. Sheen St. Croix Campus, dial (340) 692-4155 or call extension 4444. In the event of life-threatening emergencies, callers may dial 911 for access to the Virgin Islands Police Department or other emergency services. All emergencies should also be reported immediately to a campus security office. Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty or staff member.

BEHAVIOR ON CAMPUS/DISCIPLINARY ACTION

The behavior of students, staff, faculty and visitors on campus is subject to the applicable University rules and regulations, and both Virgin Islands and federal law. To this end, unlawful and inappropriate conduct by anyone may result in legal and/or disciplinary charges being brought against the person by University officials. University faculty and staff members may be subject to disciplinary actions under applicable human resources policies. **The Dean of Student Affairs** handles matters concerning alleged student violations of the *University Student Code of Conduct*. Appropriate due process procedures are followed to protect the rights of students and employees.

SEXUAL HARASSMENT & ASSAULT

The University is committed to creating and maintaining a community in which students, faculty and staff can work together in an atmosphere free of all forms of sexual assault, harassment, exploitation, or intimidation. Every member of the University community should be aware that such behavior is prohibited by both federal and local law, and by University policy. Sexual harassment is defined as deliberate, unsolicited, and unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or with sexual implications. Sexual assaults, forcible and non-forcible rape, are considered criminal offenses subject to arrest and imprisonment and disciplinary action.

Victims who believe that they have been sexually harassed in violation of the University's policy, student or employee, should notify the Campus Security Department (STX @ (340) 692-4155 and STT @ (340) 693-1530). Also, they should notify the **Counseling Director in Rouppe House** at (340) 693-1136 on the St. Thomas campus, or the **Counseling & Placement Supervisor** at (340) 692-4187 in the Evans Center on the Albert A. Sheen St. Croix campus. The campus nurse will then be notified. Additionally, employees should immediately notify the **University's Equal Employment Opportunity Commission Officer (EEOC)** through Human Resources. The Security Department will work closely with the Police Department in investigating the reported incident.

HATE CRIMES

In compliance with the **Clery Act**, the University reports all hate crimes, larceny-theft, simple assault, intimidation and vandalism and other offenses when it is shown that these acts are motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity and/or disability.

RESIDENCE HALLS

There are five residence halls and two annexes on the St. Thomas Campus of the University and a Residence Hall Complex on the Albert A. Sheen St. Croix Campus. The Security Department and the **Office of Student Housing and Residence Life** are jointly responsible for the development of procedures and programs to promote the greatest possible safety and security in the Residence Halls.

To support the goals and objectives of residential life, and to provide a safe and secure atmosphere in which to live, extra security measures are taken by resident assistants and security officers. Educational programs emphasizing safety, security, and preventative measures that residents can take are provided by the residence life staff, security officials, and guest speakers from the local Police Department. While the University makes every effort to ensure that all residence halls are free from intruders, it is necessary that residents take an active role in making sure that doors are not propped open and strangers are reported to the Residence Hall staff or Security Officers. In addition, the following measures are taken to ensure the safety of the residents in the halls: (a) residence hall staff and residents are encouraged to challenge the presence of strangers in the Residence Hall, (b) all visitors and guests must be accompanied by a resident at all times, and (c) residents are held accountable for their guests' behaviors and actions.

MISSING PERSONS

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify Campus Security on St. Croix at (340) 692-4155, or (340) 693-1530 on St. Thomas. Campus Security will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by UVI in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, UVI will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the **Contact Information Release Form**. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a report of a missing person, and Campus Security determines that the student has been missing for 24 hours, UVI will notify VIPD and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UVI will notify the student's parent or legal guardian immediately after VIPD has determined that the student is missing.

EMERGENCY RESPONSE

The Security Departments on both campuses are responsible for emergency response at the University and for providing support services tailored to meet the needs of the University community. The University has developed a comprehensive emergency response plan to address potential hazards. It is a NIMS based incident response plan. Emergency response operations for first responders will be conducted within the established framework of the Security Department's Policies and Procedures. The plan calls for annual training and testing exercises (FTX), exercises with other agencies and departments, and specialized training to supplement one or all aspects of the all hazard plan.

FIRE SAFETY

All residence halls are equipped with smoke detectors, fire extinguishers and fire alarm systems which are tied into a central system monitored by the Security Department. Most dormitories are also equipped with fire escape ladders. Fire extinguishers are inspected monthly and the fire alarm systems are inspected and tested annually by a certified contractor. These fire safety systems are also present in other administrative facilities and residences on each campus including newly constructed facilities which

have fire sprinkler systems as well. The University conducts fire drills in all residence halls at least once each semester. Fire drills are held in other facilities at least once each year.

No smoking is permitted in or around residence halls. Additionally, candles, heating plates, and other heating devices are prohibited in dormitory rooms.

There have been no incidents of fires in residence halls or other University facilities during the 2017 calendar year.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

The University of the Virgin Islands seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, the University has established policies and guidelines governing the possession, sale and consumption of alcoholic beverages on the University's campuses. These policies and guidelines are in compliance with laws of the Virgin Islands. The University does not condone possession, use, cultivation, sale or distribution of marijuana, LSD, hallucinogens, and any illegal drug or narcotic by anyone in any campus facility or on its grounds. Any individual known of possessing, using, cultivating, selling or distributing such drugs is subject to disciplinary action, which could result in suspension, or dismissal, possible arrest, imprisonment and/or fine according to Virgin Islands and federal law.

DRUG AND ALCOHOL PREVENTION/EDUCATION PROGRAM

The main goal of **UVI's Drug and Alcohol Prevention/Education Program** is to develop programs that reach all segments of the University community in order to educate and help prevent drug and alcohol abuse. It attempts to create a healthy, drug free environment in order to enhance learning, professional development, job performance and safety. It promotes healthier lifestyles for all members of the University community, sponsors ongoing drug prevention and education programs, and provides referral services to community agencies for persons in need of further counseling or treatment.

The University of the Virgin Islands recognizes dependency on alcohol and other drugs as a treatable condition and offers programs and services to University employees and students with substance dependency problems. Employees and students are encouraged to seek assistance, as appropriate, through **the Employee Support Program (EAP)** online at www.cignabehavioral.com (340-693-1410 or 340-693-1429) and from the **Counseling Office** (340-693-1136, St. Thomas or 340-692-4187, St. Croix) who may offer counseling or referrals to appropriate local agencies. Information obtained regarding employees or students during participation in such programs will be treated as confidential in accordance with federal and local laws.

WEAPONS ON CAMPUS

An important goal of the University is to provide a safe and secure environment that permits the fulfillment of the University's primary mission of instruction, research, and public service and is free from violence. The possession, wearing, carrying, transporting, or use of a firearm or other dangerous weapon, incendiary device, explosive or articles which pose a threat to the safety of persons and property is strictly forbidden on university owned or controlled premises or vehicles. This prohibition also extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including expulsion, in the case of students, or dismissal from employment, in the case of faculty and staff, or charges of trespassing in the case of the public.

University peace officers, VI law enforcement officers, federal law enforcement officers, and military personnel required to be armed on official business are permitted to carry weapons on campus.

SEX OFFENDER NOTICE

The University of the Virgin Islands is mandated by law to provide notification to students and employees of known sex offenders employed or enrolled at the University. **The Campus Sex Crimes Prevention Act** evolved out of **Megan's Law**, a federal law requiring the registration of sex offenders with state and community officials after completion of their sentence. The Campus Sex Crimes Prevention Act was designed to inform students and other members of the campus community whether there are sex offenders in their classes or working on campus.

The Campus Sex Crimes Prevention Act requires convicted sex offenders who work, live, study or volunteer on campus to register directly with campus security and local law enforcement. The V.I. Department of Justice is the law enforcement agency responsible for maintaining the registry of sex offenders in the Virgin Islands. The web address to obtain the Virgin Islands Sex Offender Registry is <http://usvi.nsopw.gov/>.

Crime Statistics

The following crime statistics are in accordance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (*formerly the Campus Security Act*). Statistics are reported on a calendar year basis.

SUMMARY OF CRIMINAL OFFENSES

Offense	St. Thomas Campus			St. Croix Campus		
	2016	2017	2018	2016	2017	2018
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	1	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	3	2	1	0	1	0
Burglary	4	2	0	1	0	1
Motor vehicle Theft	0	1	0	0	0	0
Arson	0	0	0	0	0	0
Arrests for:						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals for:						
Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	1	0	0	0
Liquor Law Violations	0	0	1	0	0	0
VAWA Offense						
Domestic Violence	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Note:

There is no evidence that any offense cited represents a hate crime in which the victim was intentionally selected based on actual or perceived race, gender, religion, sexual orientation, ethnicity, nationality or disability.

ST. THOMAS CAMPUS CRIME STATISTICS BY CATEGORY

CRIMINAL OFFENSES	ON CAMPUS			RESIDENCE HALLS			NON CAMPUS			PUBLIC PROPERTY			TOTALS		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences - Forcible	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1
Sex Offences – Non Forcible - Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences – Non Forcible – Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0
Aggravated Assault	3	2	1	3	0	0	0	0	0	0	0	0	6	2	1
Burglary	4	2	0	2	0	0	0	0	0	0	0	0	6	2	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Alcohol	0	4	1	0	4	0	0	0	0	0	0	0	0	8	1
Arrest for Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drugs	0	2	1	1	2	1	0	0	0	0	0	0	0	4	1
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes ¹	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law Violation	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Liquor law Violation	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1

ST. CROIX ALBERT A. SHEEN CAMPUS CRIME STATISTICS BY CATEGORY

CRIMINAL OFFENSES	ON CAMPUS			RESIDENCE HALLS			NON CAMPUS			PUBLIC PROPERTY			TOTALS		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non Negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences – Non Forcible-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offences – Non Forcible –	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Burglary	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Motor Vehicle Thefts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ST. THOMAS CAMPUS VAWA OFFENCES

CRIMINAL OFFENSES	ON CAMPUS			RESIDENCE HALLS			NON CAMPUS			PUBLIC PROPERTY			TOTALS		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ST. CROIX CAMPUS VAWA OFFENCES

CRIMINAL OFFENSES	ON CAMPUS			RESIDENCE HALLS			NON CAMPUS			PUBLIC PROPERTY			TOTALS		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

FIRE SAFETY SYSTEM AND STATISTICS

- REPORTS OF FIRES RESIDENCE HALLS**

Building Name	2016-2018	2016-2018	2016-2018	2016-2018	2016-2018	2016-2018
	Date	Time	Cause	Injuries	Deaths	Property Value
North Dorm STT	0	0	0	0	0	0
South Dorm STT	0	0	0	0	0	0
East Hall STT	0	0	0	0	0	0
West Hall STT	0	0	0	0	0	0
Middle Dorm STT	0	0	0	0	0	0
Middle Dorm STT	0	0	0	0	0	0
Faculty East STT	0	0	0	0	0	0
Delta M Jackson Dorsch Complex Albert A Sheen	0	0	0	0	0	0

- FIRE SAFETY SYSTEMS RESIDENCE HALLS**

Building Name	Sprinkler System	Smoke or Heat Detector Room	Smoke Detector Common Areas	Remote System Monitoring Smoke or Heat	Pull Stations Manual	Fire Rated Doors Stairs wells	Dorm Room Fire Rated Doors	Fire Rated Room walls	Fire Extinguishers	Fire Drills
North Dorm		Smoke	X		X				X	2
South Dorm		Smoke	X		X				X	2
East Hall		Smoke	X		X				X	2
West Hall	X	Smoke	X		X	X	X	X	X	2
Middle Annex		Smoke	X		X				X	2
Middle Dorm		Smoke	X		X				X	2
Faculty East		Smoke	X		X				X	2
DM Jackson		Smoke	X		X				X	2

FURTHER INFORMATION

On St. Thomas, further information about campus safety can be obtained either from the Chief of Security at 693-1536 or the Office of Student Housing & Residence Life at 693-1110. On St. Croix, contact Security personnel at 692-4155 or the Office of Student Housing and Residence Life at 692-4194 or 693-4204.