2019 Annual Security & Fire Safety Report

SUL ROSS
The FRONTIER University of Texas

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM
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Welcome to Sul Ross State University

A message from the Public Safety Director
of the University Department of Public Safety

Sul Ross State University Department of Public Safety (UDPS) is a full-service agency providing law enforcement and crime prevention services to the university community. Officers are certified by the Texas Commission on Law Enforcement. UDPS works to minimize crimes on campus. In an emergency, dial 911 from any phone.

Our emergency notification system provides critical information to the community. Everyone is encouraged to sign up for Lobo Lookout alerts in the LoboOnLine information system. The alert sign up process is explained in the “Disseminating Information on Campus Crime” section of this handout.

The emergency phone number for UDPS is (432) 837-8100 answered 24 hours a day, 7 days a week by the Alpine Police Department Dispatch and sometimes by UDPS Officers. The non-emergency phone number to UDPS is (432) 837-8011 answered Monday through Friday 8:00 am-5:00pm. Our office is located in the Briscoe Administration Building, Rm100. The primary goal of our department is to assist you in being safe and secure at Sul Ross State University.

Kent Dunegan
Director of Public Safety, UDPS

Go to http://www.sulross.edu/udps or scan this QR code with your smartphone for the University Department of Public Safety website.
Introduction

Published each year, the Sul Ross State University Annual Security and Fire Safety Report provides you with information on security-related services offered by the university in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This document has been prepared with information provided to the Sul Ross State University Department of Public Safety and the Dean of Students Office. It summarizes university programs, policies, and procedures designed to enhance your personal safety while you are at Sul Ross. The Sul Ross State University Annual Security and Fire Safety Report is available online at http://www.sulross.edu/udps.

Law Enforcement Authority and Interagency Relations

Sul Ross State University Department of Public Safety (UDPS) – is located in Alpine at the Briscoe Administration Building room 100, Alpine, Texas, 79832. The 24/7 emergency number answered by Alpine PD dispatch is 432-837-8100. The non-emergency number to UDPS is 432-837-8011.

University Department of Public Safety (UDPS) officers are licensed “Peace Officers” by the state of Texas, authorized by State statute to enforce federal and state laws within their jurisdiction, in addition to rules and regulations issued by the Board of Regents of Sul Ross State University on property under the control and jurisdiction of Sul Ross State University. Uniformed UDPS officers patrol the Alpine campus, off-campus facilities and surrounding city streets day and night. They patrol on foot, in alternative transportation vehicles or in distinctive white patrol cars, which are marked with the UDPS logo. UDPS Officers, if not on another call, are available to provide escort service to anyone whom may be concerned with their safety. UDPS enjoys a good working relationship with federal, state, local, city and county law enforcement authorities. The University Department of Public Safety’s working relationship with other area law enforcement agencies ensures that crimes and violations at these off-campus sites may be reported to UDPS and, if further assistance is needed, at on-campus locations.

Southwest Texas Junior College (SWTJC) Police Department – provides assistance at the SRSU campuses in Del Rio, Eagle Pass, and Uvalde. The SWTJC Police Department office is located in Hubbard Hall. Office hours are generally 8 am to 6 pm. SWTJC PD phone number is 830-591-7333. Alternate numbers are 278-4401 (switchboard); 278-9147 (Uvalde dispatch); or 911 (countywide emergency). SWTJC Police Cellular Phone number is 830-279-1861.
Campus Procedures for Reporting Crimes or Emergencies

University Department of Public Safety
All crimes or traffic accidents that take place on campus should be reported immediately to the UDPS in Alpine or SWTJC in Del Rio, Eagle Pass, or Uvalde.

Blue Light Stations
Blue Light Stations are located around the Zuzu Verk Amphitheatre providing phone contact with law enforcement officials.

Campus Security Authorities
All employees of the University, except professional mental health, pastoral, or other licensed professionals legally bound by professional/client privileges when functioning in that capacity, are considered to be “Responsible Employees.” Responsible employees are required to report issues of concern on campus, especially Title IX information. “Campus Security Authorities” (CSAs) are a more defined group of employees who have received special training. Students are informed that CSAs are individuals to speak with when reporting concerns in addition to the campus police. CSAs must report immediately to the campus police all crimes or reports of criminal activity that are brought to their attention. All reported crimes will be investigated and may become a matter of public record.

Campus Security Authorities include: Coaches, Residential Living Staff, Campus Activities Coordinator, Club Advisors, Student Support Services, UDPS, Human Resources, etc.

Voluntary or Anonymous Reporting
An online form is available for submission of crimes at: https://www.sulross.edu/incident-reporting-form

Our campus counselors are encouraged to inform their clients of the anonymous reporting form to better ensure campus security.
**Investigation by the University Department of Public Safety**

**Investigation of Campus Crime** - UDPS Officers with assistance of UDPS Supervisors conduct investigations with regard to all misdemeanors and felony offenses reported to UDPS. Officers contact victims, interview suspects, examine physical evidence, execute search warrants, obtain arrest warrants and assist the district attorney’s office in the prosecution of cases. Each Officer uses investigative methods, including crime scene search, intelligence gathering, evidence preservation, surveillance, electronic crime investigation and sexual assault investigation. UDPS Supervisors are responsible for the categorization, preservation and long-term storage of all evidence. The same applies to SWTJC police department officers.

**Disseminating Information on Campus Crime**

**Media Relations:** The Public Relations Office prepares news releases on crimes for distribution to campus media, the KVLF radio station, and other media outlets, as needed. Furthermore, the University Department of Public Safety prepares news releases and publishes them to the Public Safety web page at [https://www.sulross.edu/udps](https://www.sulross.edu/udps).

**University Newspaper:** The Skyline (a campus online newspaper) has access to updated daily crime log information from the UDPS website.

**Crime Stoppers:** The Alpine Police Department and the University Department of Public Safety develop information regarding criminal activity. When information is needed or one wishes to report a crime, the local Crime Stopper program is sometimes utilized.

**Crime Alert Notification:** The Director of Public Safety or other designated University employee may alert Faculty, Staff, or Students by other means that may include campus e-mail, postings on designated websites, or through interdepartmental communications.

**Emergency Alert Notifications (Lobo Lookout)** For incidents that are deemed to be an emergency that will affect the University Community in the immediate and represent a serious or continuing threat to students and employees, the Lobo Lookout Emergency Alert Messaging System will be implemented by the Director of UDPS or other designated university employee. Lobo Lookout notifies via voicemail, email, or text (as set up by the recipient).

To update info and set preferences:

**Lobo Lookout**

Emergency Messaging System

[www.sulross.edu](http://www.sulross.edu)  
My SRSU  
Lobo Online  
Login-User ID and PIN

The Lobo Alert message, audience, and timing of dissemination are determined by a coordinated review of the President’s Office and UDPS, with periodic involvement of the Provost’s Office, Dean of Students Office, and the Office of Information Technology. The Lobo Alert system is tested periodically by the UDPS office. A review is being done by the Student Life Office, Risk Management and UDPS to better streamline the tests, their documentation,
and coinciding education opportunities.

**Security of Campus Facilities and Residences**

SRSU UDPS and the Office of Information Technology (OIT) maintain a key and card system for our facilities.

**Access Cards**

Student Access Cards are created and maintained by OIT. They are programmed to recognize the student’s housing access, meal plan activation, and set to function for general use (checking out library books, access to sports events, etc.)

**Campus Facilities**

Campus facilities are generally open from 8 a.m.-9 p.m. Extended hours exist for areas conducting night classes or other campus activities. Students and employees determined to need access are provided keys by our UDPS office after submission of signed authorization forms from their supervisors. Master and sub-master keys (more extensive access) are only given when an authorization form is signed by an Executive Cabinet member (President or Vice President).

**Campus Residences**

On-campus housing is available at the Alpine campus, only. Exterior doors of our residence facilities are secured 24 hours a day, requiring ID card access. This access is reviewed at the end of each semester and terminated for those ineligible to maintain access. Individual units and interior bedrooms are hard key accessible. Students receive their keys at move-in and must submit them at move-out. Inventory forms indicate whether keys are returned. Additionally, a departmental inventory of keys is done each summer by the Residential Living department. Residential Living, the University Physical Plant, and the University Department of Public Safety work together to replace locks and keys as necessary.

Residential Living staff conduct rounds multiple times a night to ensure that doors are properly secured and safety of the environment is maintained in residential facilities. UDPS officers walk Alpine campus buildings during their shift, ensuring that buildings are secure. While on rounds, both sets of employees document concerns of lighting or safety measures that may need attention and submit them to their offices, as appropriate.

**Security Awareness and Crime Prevention**

The University Department of Public Safety focuses attention on crime prevention through increased emphasis on community-oriented policing. In Alpine, UDPS and New
Student Programs staff speak to new students during Fall and Spring orientation about general campus safety, crime prevention, reporting procedures and locations, as well as, guidance on any current trends on campus.

Additionally, Residential Living staff explain expectations of residents, why awareness and reporting are important, and the impacts of living in community. Residential Assistants (RAs) carry safety and security themes into their interactive programs and bulletin boards for on-campus students each semester, as well.

UDPS partners with our Risk and Compliance Manager to run drills, trainings, and follow-up education (generally by email) on Active Shooter scenarios, building evacuation preparation, and fire concerns for university employees, campus guests, and all students. These events happen throughout the semester.

The university’s Alcohol and Other Drug (AOD) Committee works with the Counseling Center, UDPS, Residential Living, and other departments to offer education programs to students each semester on the dangers of alcohol and drug abuse, identifying concerning situations and how to respond, and self-care and prevention measures to minimize the potential for harm for themselves and their community.

The University Department of Public Safety also maintains prevention tips on their website: [https://www.sulross.edu/page/778/crime-reporting-prevention-and-statistics](https://www.sulross.edu/page/778/crime-reporting-prevention-and-statistics)

All programs provide information to students, faculty and staff to allow them to better protect themselves and their property.

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**Student Conduct and Discipline**

**Acquaintance with Policies, Rules, Regulations**

Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the University and of the Texas State University System, which is accessible on-line via the Student Life website: [https://www.sulross.edu/section/319/student-life](https://www.sulross.edu/section/319/student-life). Students are also expected to comply with all federal and state laws.

**Criminal Activity at Non-campus Locations**

In Alpine, if the perpetrator of a crime is identified as a Sul Ross student by law enforcement or if an event occurs off-campus, local law enforcement usually notifies the campus via the UDPS office. Currently, we do not have an official MOU with outside agencies. Regardless of action taken in the court systems, students can experience the student disciplinary process on campus simultaneously.

**Alcohol & Drugs**

Sul Ross State University maintains an awareness of public laws in relation to drugs and alcohol and supports their enforcement through our UDPS office. We have a blanket “no alcohol” policy in the residence halls, but allow those of legal age to partake in their on-campus apartment units. Thus, if a student is over 21, but found drinking in the residence halls, they are initiated into the campus discipline process for breaking university policy. Likewise, any violations of state law in relation to drugs or alcohol (possession, use and sale) are processed legally through campus police and referred to the Dean of Students Office for campus disciplinary procedures, concurrently. More
Information about our policy is found here: https://www.sulross.edu/page/2454/student-handbook.

Use of Illegal Drugs
A student who, by a preponderance of the evidence, under the Rules and Regulations, Texas State University System, is found to have illegally possessed, used, sold or distributed any drug, narcotic, controlled substance, or drug paraphernalia including residue, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Students for whom there is a reasonable suspicion of involvement with drugs or controlled substances may be required to submit to an appropriate drug test. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student’s motive for engaging in the behavior, disciplinary history, effect of the behavior on safety and security of the university or college community, and the likelihood that the behavior will recur. The university will exercise their right as a result of being found guilty of a violation of the drug policy and placed on probation to perform random drug tests on students at any time during the probation. If at any time the student is found to test positive for any illegal drugs, the student will be suspended per the duration above. A student who has been suspended, dismissed, probated, or expelled from the university shall be ineligible to enroll at any other Texas State University System university during the applicable period of discipline. The registrar is authorized to make an appropriate notation on the student’s transcript to accomplish this objective and to remove the notation when the student’s disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the University and from all other institutions in The Texas State University System. (Texas State University System Policies, VI, 5.9(20) pg.VI-13).

Available Counseling and Treatment Program
Drug and alcohol abuse counseling and screening are available through the Counseling and Accessibility Services office located Ferguson Hall Rm 112, phone 432-837-8203. This office also provides off-campus referrals to treatment programs and facilities in the local and surrounding areas.

Drug or Alcohol Abuse Education Programs
The university maintains an Alcohol and Other Drug (AOD) coalition committee comprised of faculty, staff, and students. The committee is charged with developing, implementing and evaluating social norms and environmental management programs aimed at reducing student, faculty, and staff problems related to alcohol and other drug use and resulting in interpersonal violence through programs and policy recommendations. The committee will also conduct the DFSCA Biennial Review and prepare the DFSCA Biennial Report.

Residential Living Programs
The Residential Living Department integrates drug and alcohol awareness programs and activities into the residential environment. These are generally interactive programs that educate on-campus students of the dangers of misuse or abuse, as well as, provide alternative options for celebrations. Department staff
also use these events to ensure that students are aware of laws and university policies related to these areas and what consequences they may encounter.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking

TEXAS STATE UNIVERSITY SYSTEM
SEXUAL MISCONDUCT POLICY AND PROCEDURES

• Introduction
  • Institutional Values. The Texas State University System, its colleges, and universities (collectively referred to as “System” and/or “Components” and used interchangeably herein) are committed to creating and maintaining educational communities in which each individual is respected, appreciated and valued. The System diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels. The System’s focus on tolerance, openness, and respect is key in providing every member of the TSUS community with basic human dignity free from harassment, exploitation, intimidation or other sexual misconduct. Any report of behavior that threatens our institutional values, and breaches this Policy shall be promptly investigated and remediated in accordance with principles of law, fairness and equity to all Parties involved.

• Purpose of Policy. Sexual Misconduct, as defined in this Policy, is a form of sex discrimination and will not be tolerated. The System and Components will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The Components will take prompt and appropriate action to eliminate Sexual Misconduct, prevent its recurrence, and remedy its effects. This Policy defines and describes prohibited sexual conduct, establishes procedures for
processing complaints of sexual misconduct, permits appropriate Sanctions, and identifies available resources.

- **Notice of Nondiscrimination.** The System complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in this Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

1.4 Applicability of this Policy. This Policy applies to all students, faculty, staff, and Third Parties within the System or its Components’ control. This Policy prohibits sexual misconduct committed by or against a student, faculty, staff, or Third Parties. This Policy applies to sexual misconduct:

- on Component premises;
- at Component-affiliated educational, athletic, or extracurricular programs or activities;
- that has an adverse impact on the education or employment of a member of the Component community;
- that otherwise threatens the health and/or safety of a member of the Component community; and
- occurring after the effective date of this Policy.
- All incidents occurring prior to the effective date of this Policy are controlled by the Policy in effect at that time.

- Extent of Authority. While the Texas State University System is committed to investigating all complaints of sexual misconduct and there is no geographical limitation to invoking this Policy, sexual misconduct that is alleged to have occurred at a significant distance from the Component and/or outside the Component property may be difficult for the Component to investigate. While this Policy extends to those who are not students or employees of the Component, it may be very difficult for the component to follow up and/or take disciplinary action against Third Parties.
• Effect of Criminal Prosecution, Continuation of Proceedings. Proceedings under this Policy will not be dismissed or delayed because criminal investigation or prosecution is pending or charges have been reduced or dismissed. Proceedings may also continue if a Party is no longer employed with or enrolled as a student of the Component.

• Supersedes Existing Policies. In the case of allegations of sexual misconduct, this Policy supersedes any conflicting procedures and policies set forth in other Component policies.

1.8 Sexual Misconduct Policy also known as Policy on Sexual Harassment, Sexual Assault, Dating Violence and Stalking. This Policy has been adopted for each Component by the System as its Policy on Sexual Harassment, Sexual Assault, Dating Violence and Stalking. It shall be made available to students, faculty and staff by including it in the Component’s student, faculty and personnel handbooks and by creating and maintaining a web page on the Component’s website dedicated solely to the Policy that is easily accessible through a clearly identifiable link on the Component’s internet website home page.

• Each Component shall email students the protocol for reporting incidents of sexual assault, including the Component’s Title IX Coordinator’s name, office location and contact information at the beginning of each semester or academic term.
• Each Component shall permit employees and enrolled students to electronically report allegations of sexual misconduct.
• Electronic reporting of incidents of sexual misconduct shall be permitted to be made anonymously.
• Electronic reporting of incidents of sexual misconduct shall be accessible through a clearly identifiable link on the Component’s website home page.

1.9 Conflicts of Interest. In any situation where the investigator, administrator, Sanctioning Authority or Appellate Authority has a conflict of interest, a designated employee approved by the Title IX Coordinator shall assume duties imposed under this Policy.
2. **Definitions.** A Glossary with definitions of sexual misconduct offenses and other terms used in this Policy is attached.

2 A. **Sexual Misconduct Violations.** Sexual misconduct includes, Dating Violence, Family or Domestic Violence, Rape, Sexual Assault, Fondling, Incest, Statutory Rape, Sexual Exploitation, Sexual Harassment, Sexual Intimidation, or Stalking as defined in the Glossary and constitutes a violation of this Policy. Students and employees reported as having engaged in sexual misconduct are subject to investigation for violating this Policy. Should an investigation result in a Finding of a violation this policy, the violator may be subject to sanctions as defined herein.

3. **Reporting**

3.1 **Employees That Must Report – Responsible Employees (as defined in this policy).** A Responsible Employee who receives a report of sexual misconduct must report to the Title IX Coordinator or the Coordinator’s designee, all relevant details about the alleged sexual misconduct shared by the Victim or reporting party. A Responsible Employee shall share all information relevant to the investigation, and if applicable, redress of the incident, including whether an alleged Victim has expressed a desire for confidentiality in reporting the incident. A responsible employee should not share information with law enforcement without the Victim’s consent, unless the Victim has also reported the incident to law enforcement.

- Before a Victim reveals any information to a Responsible Employee, the employee should ensure that the Victim understands the employee’s reporting obligations. If the Victim requests anonymity and confidentiality, direct the Victim to Title IX Confidential Sources.
- If the Victim reports an incident to the Responsible Employee but also requests confidentiality or requests that the matter not be investigated, the employee should tell the Victim that the Component will consider the request but cannot guarantee that the Component will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will inform the Title IX Coordinator of the Victim’s request for confidentiality.
• A Responsible Employee must promptly report to the Title IX Coordinator or the Coordinator’s designee incidents of sexual harassment, sexual assault, dating violence or stalking or any other sexual misconduct defined in this Policy, provided:

3.131 the employee is in the course and scope of employment, at the time the employee witnesses or receives information regarding the occurrence of sexual harassment, sexual assault, dating violence, or stalking, or any other sexual misconduct defined in this Policy; and,

3.132 the employee reasonably believes the incident constitutes sexual harassment, sexual assault, dating violence, or stalking or any other sexual misconduct defined in this policy; and,

3.133 the incident of sexual harassment, sexual assault, dating violence or stalking or any other sexual misconduct defined in this policy, was either committed by or against an enrolled student or an employee of the component at the time of the incident.

3.2 No report required. A person is not required to report an incident of sexual harassment, sexual assault, dating violence, or stalking or any other sexual misconduct defined in this policy, to the Title IX Coordinator or Coordinator’s designee if:

• the person was the Victim of such conduct; or,
• the person received information due to a disclosure made at a public awareness event sponsored by a Component or by a student organization affiliated with the Component.

3.3 Title IX Confidential Sources (as defined in the Glossary). Each Component will identify and provide contact information of Confidential Sources in various locations, including but not limited to the Component’s website; the student’s handbook; the Dean of Students Office; and Campus Police or Security. These Confidential Sources will assist in a crisis and provide information about possible resources, some of which may include law enforcement, medical assistance, psychological counseling, Victim advocacy assistance,
legal assistance, Component disciplinary action, immigration services and criminal prosecution. Training for Confidential Sources to be through their professional organizations, if any, and through the Title IX Coordinator.

3.31 A Confidential Source who receives information about an incident of sexual harassment, sexual assault, dating violence, domestic violence or stalking shall report to the Title IX Coordinator or Coordinator’s designee only the type of incident reported. A Confidential Source shall also provide such information to the campuses’ Clery Act Coordinator for purposes of the campus Clery Act Report.

- **Anonymity Requests.** When considering reporting options, Victims should be aware that Title IX Confidential Sources as described in the Glossary, are permitted to honor a request for anonymity and can maintain confidentiality. Most Component personnel have mandatory reporting and response obligations, regardless of the Victim’s request for anonymity or confidentiality. Once a complaint is made to a Responsible Employee, the Component must balance a Victim’s request for anonymity and confidentiality with the responsibility to provide a safe and non-discriminatory environment for the Component community. The Component will protect a Complainant’s request for anonymity and confidentiality by refusing to disclose his or her information to anyone outside the Component to the maximum extent permitted by law.

- **Interim Measures when Anonymity is Requested.** The Component’s inability to take disciplinary action against an alleged Respondent because of a Complainant’s insistence on anonymity, will not restrict the Component’s ability to provide appropriate measures for the reasonable safety of the Component community. The Complaint may also be used as an anonymous report for data collection purposes under the Clery Act.

- **Breaches of Confidentiality.** Breaches of confidentiality or privacy committed by anyone receiving a report of alleged sexual misconduct or investigating the report of alleged sexual misconduct, may be considered a separate violation of this Policy and may result in disciplinary Sanctions.
Reporting Options. Although a Victim of sexual misconduct may decline to report the incident, the Component supports, encourages and will assist those who have been the Victim of sexual misconduct to report the incident to any individual or entity listed herein. A Victim of sexual misconduct is encouraged to report to any of the sources below.

3.71 Local Law Enforcement. An individual may report an incident of sexual misconduct directly with local law enforcement agencies by dialing 911. Individuals who make a criminal complaint may also choose to pursue a complaint through the Title IX Coordinator.

Component Police or Security. An individual may also report an incident of sexual misconduct to the Component police or security. Reporting to such officials helps protect others from future Victimization; apprehend the alleged assailant; and maintain future options regarding criminal prosecution, Component disciplinary action, and/or civil action against the alleged wrongdoer. For Components that employ sworn peace officers, a Victim may request that his or her identity be kept confidential when reporting sexual misconduct to a sworn peace officer. Filing a police report does not obligate the Victim to continue with criminal proceedings or Component disciplinary action. Components shall provide the Victim contact information for their campus police or security personnel.

Title IX Coordinator. Any incident of sexual misconduct may be brought to the attention of the Title IX Coordinator. Although the Component strongly encourages reporting sexual misconduct to the police, a Victim may request administrative action by the Component with or without filing a police report.

Dean of Students Office. Any incident of sexual misconduct may be brought to the attention of the Dean of Students Office. Although the Component strongly encourages reporting sexual misconduct to the police, a Victim may request administrative action by the Component with or without filing a police report. The Dean of Students Office
will promptly inform the Title IX Coordinator of the complaint.

- **Campus Security Authority.** A complaint of sexual misconduct may be brought to a Campus Security Authority (CSA) as defined in each Component’s Annual Security Report. The CSA will promptly inform the Title IX Coordinator of the complaint. Each Component will identify and provide complete contact information for their CSA in various locations, including but not limited to the Component’s webpage; the student’s handbook; the annual security report; and the Dean of Students Office.

- **Human Resources.** A complaint of sexual misconduct may be brought to the Human Resources Department, which will promptly inform the Title IX Coordinator of the complaint.

- **Responsible Employee.** An individual may report alleged sexual misconduct to a Responsible Employee, as that term is defined in the Glossary. Except as provided by section 3.2, a faculty or staff member with any knowledge (including firsthand observation) about a known or suspected incident of sexual misconduct (other than Title IX Confidential Sources) must promptly report the incident to the Component Title IX Coordinator or his or her designee.

**3.78 Anonymous Reports.** Each Component shall provide the phone number and web address available for anonymous reports. Individuals who choose to file anonymous reports are advised that it may be very difficult for the Component to follow up and/or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes.

- **Preservation of Evidence.** Preservation of evidence is critical in incidents of sexual harassment, sexual assault, dating violence, or stalking or any other sexual misconduct defined in this Policy. Victims are encouraged to go to a hospital for treatment and preservation of evidence as soon as practicable after such an incident if applicable.
• **Termination for Failure to Report or Making a False Report.** A Component shall terminate an employee it determines to have either:
  
  • knowingly failed to make a report of sexual harassment, sexual assault, dating violence or stalking when the Responsible Employee was required to do so; or
  
  • knowingly made a false report of sexual harassment, sexual assault, dating violence or stalking with intent to harm or deceive.

3.10 **Confidentiality.** The identity of the following individuals is confidential and not subject to disclosure under the Texas Public Information Act unless such individual(s) waive nondisclosure in writing:

  • an alleged Victim of an incident of sexual harassment, sexual assault, dating violence or stalking,
  
  • a person who reports an incident of sexual harassment, sexual assault, dating violence, or stalking,
  
  • a person who sought guidance from the Component concerning such an incident,
  
  • a person who participated in the Component's investigation of such an incident; or
  
  • a person who is alleged to have committed or assisted in the commission of sexual harassment, sexual assault, dating violence or stalking, provided that after completion of an investigation, the Component determines the report to be unsubstantiated or without merit.

3.11 **The identity of the individual(s) referenced in Section 3.10 herein may only be disclosed to the following:**

  • a Component as necessary to conduct an investigation,
• to the extent required by other law, the person or persons alleged to have perpetrated the incident of sexual harassment, sexual assault, dating violence or stalking or any other sexual misconduct defined in this Policy,
• a law enforcement officer as necessary to conduct a criminal investigation; or
• a health care provider in an emergency situation, as determined necessary by the Component.

3.1141 Information reported to a health care provider or other medical provider employed by a Component is confidential and may be shared by the provider only with the Victim’s consent.

3.1142 Health care providers must provide aggregate data or other nonidentifying information regarding incidents of sexual harassment, sexual assault, dating violence or stalking to the Component’s Title IX Coordinator.

3.115 potential witnesses to the incident as necessary to conduct an investigation of the report.

3.12 If the individual referenced in Section 3.10 waives nondisclosure in writing, such waiver shall not be construed as a voluntary disclosure for purposes of the Texas Public Information Act.

3.121 The alleged Victim may use a pseudonym form when making a report to a law enforcement agency.

3.13 **Victim Request Not to Investigate.** When weighing a Victim’s request that no investigation or discipline be pursued, the Component may investigate the alleged incident in a manner that complies with the confidentiality requirements as stated in this Policy.

3.14 **In determining whether to investigate an alleged incident, the Component shall consider:**

% ☐. the seriousness of the alleged incident;
3.15 If a Component decides not to investigate an alleged incident of sexual harassment, sexual assault, dating violence, or stalking or any other sexual misconduct defined in the Policy, based on the alleged Victim's request not to investigate, the Component shall take any steps it determines necessary to protect the health and safety of the Component's community in relation to the alleged incident.

3.16 A Component shall inform an alleged Victim of sexual misconduct of its decision to either investigate or not investigate the alleged incident.

3.17 Equal Access. Each Component shall, to the greatest extent practicable, ensure equal access for students enrolled at or employees of the institution who are persons with disabilities. The Component shall make reasonable efforts to consult with a disability services office of the Component, advocacy groups for people with disabilities, and other relevant stakeholders to assist the Component with complying with the Component's duties under this policy.

4. Interim Measures also known as Support Services. When an incident of sexual misconduct is reported, the Component will consider interim measures while the incident is investigated and adjudicated.

4.1 Measures Imposed by the Title IX Coordinator and/or Investigator. The Investigator will determine and implement interim measures as appropriate and necessary and to limit potential retaliation. Interim measures may include, but not be limited to:

4.11 campus no-contact orders;
4.12 reassignment of housing or work assignments;
4.13 temporary withdrawal or suspension from the Component, in accordance with System Rules and
Regulations Chapters IV § 2.2(14), V § 2.141, and VI § 5.(14);
4.14 escort or transportation assistance;
4.15 modification of class or work schedules; or
4.16 restrictions from specific activities or facilities.

4.2 Any interim disciplinary action must comply with System Rules and Regulations Chapters IV § 2.2(14), V § 2.141, and VI § 5.(14).

4.3 Failure to adhere to the parameters of any interim measures may be considered a separate violation of this Policy and may result in disciplinary Sanctions.

4.4 The Component will honor any order of protection, no contact order, restraining order or similar lawful order issued by any criminal, civil, or tribal court.

4.5 The Component shall maintain as confidential any measures provided to the Victim and/or Respondent, to the extent allowed by law and to the extent that maintaining such confidentiality will not impair the ability to provide the measures.

5. Retaliation

5.1 The Component takes reports of sexual misconduct very seriously and will not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of sexual misconduct, or otherwise participating in any way in the process of investigating or adjudicating an incident of sexual misconduct. Any actual or threatened retaliation, or any act of intimidation to prevent or otherwise obstruct the reporting, investigating, or adjudicating of sexual misconduct may be considered a separate violation of this Policy and may result in disciplinary Sanctions. Any person who believes that she or he has been subjected to retaliation should immediately report this concern to the Title IX Coordinator.

5.2 A Component may not discipline or discriminate against an employee who in good faith:
5.21 makes a report as required of sexual harassment, sexual assault, dating violence or stalking; or
5.22 cooperates with an investigation, disciplinary process, or judicial proceeding regarding a report of sexual harassment, sexual assault, dating violence or stalking.

5.3 This subsection does not apply to an employee who perpetrates an incident of sexual harassment, sexual assault, dating violence or stalking or other sexual misconduct defined in this Policy.

6. Immunity/Amnesty

6.1 Reporting, investigating, and adjudicating incidents of sexual misconduct is of paramount importance. The Component does not condone underage drinking, illegal use of drugs or other criminal behavior. However, the Component will not take any disciplinary action for prohibited conduct in relation to or concurrently with an incident of sexual misconduct, against a person who is enrolled with or employed by the Component for any violation of the Component’s code of conduct, provided:

6.11 the person reports or assists in the investigation of a report of an incident of sexual harassment, sexual assault, dating violence or stalking or other sexual misconduct defined in this Policy;
6.12 the person acts in good faith;
6.13 the person testifies or otherwise participates in a disciplinary process or judicial proceeding arising from a report of such conduct;
6.14 the violation of the code of conduct is reasonably related to the incident of sexual harassment, sexual assault, dating violence, or stalking; and
6.15 the violation of the code of conduct is not punishable by suspension or expulsion.

6.2 A Component may investigate to determine whether a report was made in good faith.

6.3 A determination that a person is entitled to immunity is final and may not be revoked.
6.4 Immunity may not be given to a person who reports his or her own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, or stalking.

6.5 This section may not be construed to limit a Component’s ability to provide immunity from application of the Component’s policies in circumstances not described herein.

7. **Prohibition on Providing False Information**
Any individual who knowingly files a false Complaint under this Policy, or knowingly provides false information to Component officials, or who intentionally misleads Component officials who are involved in the investigation or resolution of a Complaint shall be subject to disciplinary action, including but not limited to disciplinary actions as set forth herein.

8. **Comprehensive Prevention and Outreach Program**
Each Component shall develop and implement a comprehensive prevention and outreach program on sexual misconduct including but not limited to sexual harassment, sexual assault, dating violence and stalking. The comprehensive prevention and outreach program must address a range of strategies to prevent sexual misconduct, including sexual harassment, sexual assault, dating violence and stalking. The program must also include a Victim empowerment program, a public awareness campaign, primary prevention, bystander intervention and risk reduction strategies. The Component will engage in the risk reduction strategies outlined below to limit the risk of sexual misconduct for the campus community.

8.1 **Training**
8.1.1 **Primary Prevention Training.** Each entering freshman and undergraduate transfer student, and new employees shall attend an orientation regarding sexual misconduct and the Sexual Misconduct Policy during the first semester or term of enrollment or employment. The Component shall establish the format and content of the orientation which may be provided online. The orientation must contain a statement regarding the importance of a Victim of sexual harassment, sexual assault, dating violence, or stalking going to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident. Additionally, primary prevention training
programs shall be designed to promote awareness of sexual offenses and to incorporate risk reduction strategies to enable community members to take a role in preventing and interrupting incidents of sexual misconduct. The Component training will be based upon research and will be assessed periodically for effectiveness. Specifically, training will include:

%☐. awareness and prevention of rape, acquaintance rape, sexual harassment, domestic violence, dating violence, sexual assault, and stalking;
%☐. definitions of sexual misconduct offenses which are prohibited by the Component as defined by applicable law;
%☐. definition of consent as defined by Texas law;
%☐. risk reduction, such as recognition of warning signs of possible sexual misconduct, situational awareness and safety planning; bystander intervention to encourage identification of situations that might lead to sexual misconduct and promote safe intervention as a means to prevent the misconduct - bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
%☐. procedures for reporting, investigating, and accessing possible Sanctions for sexual misconduct as described in this Policy;
%☐. options for reporting sexual misconduct and the confidentiality that may attach to such reporting;
%☐. campus and community resources available to Complainants or Respondents;
%☐. interim safety measures available for Complainants; and,
8.11(10) descriptions of additional and ongoing sexual misconduct training and,
8.11(11) Name, office location and contact information of the Component’s Title IX Coordinator with such information being provided at the student’s orientation and by email at the beginning of each semester.

8.2 **Ongoing Sexual Misconduct Training.** The Component’s commitment to raising awareness of the dangers of sexual misconduct may include, but is not limited to, offering ongoing education in the form of annual training, lectures by faculty, staff, mental health professionals, and/or trained non-Component personnel. Ongoing training may include, but is not limited to, dissemination of informational materials regarding the awareness and prevention of sexual misconduct.

8.3 **Training of Title IX Coordinators, Investigators, Hearing and Appellate Authorities.** All Coordinators, Deputy Coordinators, Investigators, and those with authority over sexual misconduct hearings and appeals shall receive training each calendar year including, knowledge of offenses, investigatory procedures, due process, and Component policy and procedures related to sexual misconduct.

8.4 **Trauma-Informed Investigation Training.** Each peace officer employed by a Component shall complete training on trauma-informed investigation into allegations of sexual harassment, sexual assault, dating violence, and stalking.

8.5 **Memoranda Of Understanding Required.** To facilitate effective communication and coordination regarding allegations of sexual harassment, sexual assault, dating violence, and stalking a Component shall enter into a memorandum of understanding with one or more:

- 8.51 local law enforcement agencies;
- 8.52 sexual harassment, sexual assault, dating violence, or stalking advocacy groups; and
- 8.53 hospitals or other medical resource providers.

9. **Informal Resolution (Mediation)**
9.1 Eligibility for Mediation. Informal resolution is available and appropriate for claims of Sexual Harassment, only if:

9.11 both Parties are willing to engage in mediation and consent to do so in writing;
9.12 the Complainant and the Respondent are both students or are both employees of the Component;
9.13 the Title IX Coordinator agrees that informal resolution is an appropriate mechanism for resolving the Complaint;
9.14 the Complaint involves only Sexual Harassment as described in this Policy and does not involve any other sexual offense, and
9.15 Mediation shall be concluded within ten (10) class days

9.2 Mediation and Agreements. When the Title IX Coordinator determines informal resolution is appropriate and the Parties consent in writing, the Title IX Coordinator will arrange or facilitate mediation in attempt to resolve the complaint. Agreements reached in mediation will be reduced to writing and signed by both Parties. Agreements will be maintained by the Coordinator and shared only as necessary to implement the agreed resolution or as required by law.

9.3 Referral for Investigation. When mediation is not successful, or, if in the course of facilitating informal resolution the Title IX Coordinator learns of sexual offenses beyond sexual harassment, the informal resolution process will immediately terminate. The matter will then be referred for investigation in accordance with the procedures outlined herein.

10. Investigation Procedures and Protocols

10.1 Authority to Investigate. Complaints shall only be investigated and/or resolved at the direction of the Title IX Coordinator.

10.2 Actions Upon Receiving Report. Upon Component’s receipt of a report of sexual misconduct:

10.21 Assignment. The Title IX Coordinator will review the complaint and investigate or assign the investigation to a
Deputy Coordinator or Investigator. The Complainant shall be notified of the name and contact information of the individual assigned. Subsequent references to Investigator in this section refers to the individual investigating the complaint, whether a Title IX Coordinator, Deputy Coordinator, or Investigator.

10.22 Initial Meeting with Complainant. As soon as is practicable, the Investigator shall contact the Complainant and schedule an initial meeting. At the initial meeting the Investigator will:

10.221 provide an electronic and/or hard copy of this Policy which explains the process and rights of all Parties;
10.222 request additional information regarding the reported incident;
10.223 explain the investigatory process;
10.224 explain the options for reporting to law enforcement authorities, whether on campus or local police;
%. discuss Complainant’s request for anonymity and confidentiality, if such has been requested, and explain that confidentiality may impact the Component’s ability to investigate fully;
% . determine whether the Complainant wishes to pursue a resolution;
% . refer the Complainant, as appropriate, to the counseling center or other resources which may include, but are not limited to, law enforcement, medical assistance, psychological counseling, Victim advocacy resources, legal resources, Component disciplinary action, immigration services, and criminal prosecution;
% . discuss with the Complainant, possible interim measures as described in this Policy;
% . inform Complainant and Respondent that, to the greatest extent practicable based on the number of counselors employed by the Component, the
Component will ensure that each Complainant or Respondent of an incident of sexual assault, or any other person who reports such incident, are offered counseling provided by a counselor who does not provide counseling to any other person involved in the incident; and,

10.22(10) inform Complainant and Respondent of an incident of sexual misconduct of the option of dropping a course in which both parties are enrolled without any academic penalty.

10.23 Interim Measures. The Title IX Coordinator and/or Investigator will determine and implement interim measures.

10.3 Prompt, Fair, and Equitable Investigation.

10.31 Timing of Investigation and Resolution. The Component shall make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as efficient a manner as possible, with an expectation that the process (exclusive of any appeal procedures) will generally be completed within sixty (60) calendar days of the Complaint, absent extenuating circumstances. The Title IX Coordinator may modify this and any other deadlines contained in this Policy as necessary to accomplish the purposes stated and for good cause, including, but not limited to, the complexity of the investigation and semester breaks.

10.32 Notice of Investigation and Allegations to Respondent. At the outset of an investigation, the Investigator will provide the Respondent prompt notice of the investigation to include the allegation(s) in writing together with a copy of this Policy. Written notice of the investigation will be provided to the Complainant concurrently with Respondent.
10.33 Equitable Treatment.

□. Investigator shall not have a conflict of interest or bias, and will remain neutral throughout the investigation. Complainant and Respondent shall have opportunities to respond in person and/or in writing, submit relevant documents, and identify relevant witnesses.

□. Complainant and Respondent will receive a minimum of forty-eight hours’ notice of any Sanction or appellate meeting, and a minimum of five (5) class days’ notice of a due process hearing, if any.

□. Complainant and Respondent may have one representative and/or one advisor present at all meetings a Party has with the Investigator, Title IX Coordinator, Deputy Coordinator or other Component administrator related to a complaint. The representative or advisor may provide support, guidance or advice to Complainant or Respondent, but may not otherwise directly participate in the meetings or hearing.

10.334 Complainant, Respondent and appropriate Component officials shall have reasonable and equitable access to all evidence relevant to the alleged violation in the Component’s possession, including any statements made by the alleged Victim or by other persons, information stored electronically, written or electronic communications, social media posts, or physical evidence, redacted as necessary to comply with any applicable federal or state law regarding confidentiality. Each Party shall be given an opportunity to respond to the investigator’s report in writing in advance of the decision of responsibility.

10.34 Investigation Activities. Investigator will gather and review information from Complainant, Respondent, and Witnesses. Investigator shall conduct site inspection, if necessary, and obtain other information from sources as appropriate.

10.35 Investigative Report. Investigator will complete a written Investigative Report that includes summaries of interviews
conducted; photographs, if any; documents and materials received; descriptions of relevant evidence; summaries of relevant electronic records; and a detailed report of the events related to the incident. When Investigator is not the Title IX Coordinator, the Investigative Report will be submitted to the Title IX Coordinator for review and Finding.

11. **Standard of Review and Finding**

11.1 **Review.** The Title IX Coordinator will review the Investigative Report under the “preponderance of the evidence” standard as defined in the Glossary.

11.2 **Title IX Coordinator Finding and Recommended Sanction.**

11.2.1 The Title IX Coordinator will make a written Finding as to whether:

11.2.1.1 no reasonable grounds exist that the Sexual Misconduct Policy was violated and the matter is closed, or

11.2.1.2 it is more likely than not that Respondent violated the Sexual Misconduct Policy, and the nature of the violation(s).

11.2.2 The Finding shall include the Title IX Coordinator’s basis for the decision and recommended Sanctions when there is a Finding of a violation.

11.2.3 **Communication of the Finding and Recommended Sanctions.**

%□. When there is a Finding of no violation of the Sexual Misconduct Policy, the Title IX Coordinator will communicate the Finding in writing simultaneously to the Complainant AND Respondent.

%□. When there is a Finding that it is more likely than not that Respondent violated the Sexual Misconduct Policy, the Title IX Coordinator will communicate the Finding in writing to the Component Administrator with authority to determine and issue appropriate Sanctions.

%□. When there is a Finding of a violation by a Respondent employed by the Component, the Title IX Coordinator, in consultation with appropriate administrative
officials, will provide the Finding to additional individuals, with supervisory authority over the employee, who are not in the line of appellate review.

12. Sanctions

12.1 Possible Sanctions. Sanctions for a Finding of a Policy violation will depend upon the nature and gravity of the misconduct and/or any record of prior discipline for sexual misconduct. Sanctions include, but are not limited to, the following:

12.11 withholding a promotion or pay increase;
12.12 reassigning employment, including, but not limited to demotion in rank;
12.13 terminating employment;
12.14 barring future employment;
12.15 temporary suspension without pay;
12.16 compensation adjustments;
12.17 expulsion, suspension or dismissal from the Component and/or System;
12.18 no-contact orders,
12.19 probation (including disciplinary and academic probation); 12.1(10) expulsion from campus housing;
12.1(11) restricted access to activities or facilities;
12.1(12) mandated counseling (this may include, but not be limited to educational programs and batterer intervention);
12.1(13) disqualification from student employment positions;
12.1(14) revocation of admission and/or degree;
12.1(15) withholding of official transcript or degree;
12.1(16) bar against readmission;
12.1(17) monetary restitution;
12.1(18) withdrawing from a course with a grade of W, F, or WF; or,
12.1(19) relevant training.

12.2 Sanction Decision. Within seven (7) class days of receipt of the Finding, the responsible Component Administrator will issue written Sanctions and send such Sanctions with a copy of the Findings to the Complainant, Respondent, Title IX Coordinator, and when appropriate, additional individuals with supervisory authority over either Party that are not in line of appellate review. Component
administrator shall inform Complainant of any Sanction(s) imposed on Respondent that directly relates to Complainant.

12.3 Administrators responsible for imposing Sanctions are:

12.31 **Student Respondent Sanctions.** Dean of Students will issue Sanctions for students. When Respondent is both a student and an employee, the Title IX Coordinator will determine whether the Respondent’s status is that of student, staff, or faculty for disciplinary purposes. When Respondent’s status is determined to be that of a student employed by the Component, the Dean of Students will consult with the AVP of Human Resources or equivalent prior to issuing Sanctions.

12.32 **Staff Respondents.** The Respondent’s supervisor, or other authority within the Respondent’s chain of command, will issue Sanctions in consultation with Human Resources.

12.33 **Faculty Respondents.** The Dean shall consult with the Department Chair as appropriate and issue Sanctions.

12.4 **Student Withdrawal Or Graduation Pending Disciplinary Charges.** If a student withdraws or graduates from a Component pending a disciplinary charge alleging that the student violated the Component’s code of conduct by committing sexual harassment, sexual assault, dating violence, or stalking or any other sexual misconduct defined in this Policy, the institution may not end the disciplinary process or issue a transcript to the student until the Component makes a final determination of responsibility.

12.41 The Component shall expedite the institution's disciplinary process as necessary to accommodate both the student's and the alleged Victim's interest in a speedy resolution.

12.42 On request by another postsecondary educational institution, a Component shall provide to the requesting institution information relating to a determination by the Component that a student enrolled at the Component violated the institution's code of conduct by committing sexual harassment, sexual assault, dating violence, or stalking.
13. Dispute of Findings and/or Sanctions
Complainant or Respondent may elect to dispute the Finding and/or the Sanction. Review of disputed Findings and/or Sanction(s) are based on the preponderance of evidence standard.

13.1 Students. Complainants or Respondents may elect to dispute the Finding and/or Sanction through a due process hearing. Student Complainants or Respondents must submit a written request for a hearing to the Component Chief Student Affairs Officer or his or her designee within five (5) class days. Procedures for the hearing are outlined in the System Rules and Regulations, Chapter VI §§ 5.7-5.9, with exceptions as follows:

13.11 The Component Representative for student due process hearings related to Sexual Misconduct shall be the Component’s Title IX Coordinator or designee;
13.12 When the matter is heard by more than one individual, the Component will establish a Hearing Adjudicator Chair.
13.13 The Hearing Adjudicator Chair is responsible for arranging the due process hearing by notifying the Parties of the hearing dates, the availability of documents to be used at the hearing, the witnesses expected to provide information at the hearing, as well as deadlines for submission of questions.
13.14 Each Party shall receive a copy of the written request for hearing, notice of the hearing and has a right to be present; however, neither Party shall be compelled to attend any hearing and any Complainant, Respondent, or Witness that does not want be in the same room as one of the Parties shall, upon advance request, be accommodated;
13.15 Each Party shall have an opportunity to present witnesses and other evidence relevant to the alleged incident;
13.16 Complainant and Respondent may submit written questions for the other Party and any witnesses to the Hearing Adjudicator Chair. Such questions shall be submitted by the Parties in accordance with the deadline established. The Hearing Adjudicator Chair will determine, and shall ask the questions relevant to the inquiry. Any individual participating as a Hearing Adjudicator may ask relevant questions of the parties and/or witnesses.
13.17 Hearing Decision. When a Finding of sexual misconduct is upheld, Sanctions listed herein shall be imposed. When the
Hearing Adjudicator(s) find substantial doubt about the thoroughness, fairness, and/or impartiality of the investigation or determines there is insufficient evidence to support the recommended Finding, it may remand the matter to the Title IX Coordinator for further investigation and/or other action, or reject the recommended Finding(s) or Sanction(s).

13.18 The Hearing Adjudicator Chair shall issue a written, final Decision and shall provide a copy of the Decision to Complainant, Respondent, Title IX Coordinator, and Dean of Students.

13.19 The Hearing Adjudicator Chair may modify the deadlines contained in this section as necessary to accomplish the purposes stated and for good cause, including, but not limited to, the complexity of the hearing, semester breaks and time-sensitive considerations.

13.2 Staff. Complainants or Respondents may elect to dispute the Finding and/or Sanction as follows.

13.21 Any request for review of the Finding or Sanction against a staff member must be made in writing and submitted with all information in support of the request to the Chief Human Resources Officer, or his or her designee, within five (5) class days of receipt of the Finding or Sanction.

13.22 The Chief Human Resources Officer shall provide a copy of the materials submitted to the other Party, the Title IX Coordinator, and the appropriate divisional Vice President within three (3) class days of receipt.

13.23 A Party who has not requested review, including the Component, may, but is not required to, submit a written response to the appropriate divisional Vice President within five (5) class days of receiving the materials.

13.24 The reviewing Vice President may approve, reject, modify, or remand the Decision. The Vice President’s Decision is final.

13.25 The reviewing Vice President will inform Complainant, Respondent, Title IX Coordinator, appropriate supervisor and Chief Human Affairs Officer of the Decision in writing.

13.3 Non-Tenured Faculty Dispute of Non-Reappointment or Termination After Expiration of Contract Period. Should the Sanction against a non-tenured faculty member result in the non-reappointment or
termination of the faculty member after expiration of his/her contract period, faculty member may dispute the Findings and/or Sanctions as described herein. However, the faculty member is not entitled to a due process hearing.

13.31 No later than thirty (30) business days after the faculty member receives notice of the Finding and/or Sanction, he or she shall request review from the President by submission of the grievance form prescribed by the Component together with any supporting materials.

13.32 The Component President shall designate a Hearing Officer to review.

13.33 The Hearing Officer shall provide a copy of the materials submitted to the other Party, the Title IX Coordinator, within five (5) class days of appointment.

13.34 The Hearing Officer will meet with the faculty member at a mutually convenient time to review the dispute.

13.35 The Hearing Officer may secure any information the officer determines necessary to review the dispute.

13.36 The Hearing Officer shall make a written recommendation to the President to approve, reject, modify, or remand the Finding and/or Sanction and shall provide a copy of the recommendation to the faculty member, the other Party, the Title IX Coordinator and Provost.

13.37 The Component President shall issue a written, final Decision and shall provide a copy of the Decision to the faculty member, the other Party, the Title IX Coordinator and the Provost.

13.4 Faculty Due Process Hearing. Tenured faculty receiving a Sanction that impacts the faculty member’s continued employment, full-time salary (not including administrative positions or summer teaching) or demotion in rank or other faculty member whose employment is terminated prior to the end of his or her contract period may elect to dispute the Finding and/or the Sanction through a due process hearing. Hearing procedures are outlined in the System Rules and Regulations, Chapter V, § 4.54 with the following exceptions:

13.41 The role of the Hearing Tribune is to review the investigation and the appropriateness of the Sanction for significant procedural errors or omissions;

13.42 All notices and correspondence shall be sent to Complainant, Respondent, Title IX Coordinator, and Provost.
who shall be referred to as Required Parties for purposes of this section.

13.43 Within five (5) class days of receipt of the Finding and/or Sanction, the faculty member must file a written request for a due process hearing by submitting the request together with any materials for review to the Provost.

13.44 The other Party shall receive notice of the hearing and has a right to be present, but shall not be compelled to attend any hearing. Complainant, Respondent, or Witness who does not want to be in the same room as one of the Parties shall, upon advance request, be accommodated.

13.45 Cross examination shall proceed as follows: Complainant and Respondent may submit written questions for the other Party and any witnesses to the Hearing Tribunal Chair. Such questions shall be submitted by the Parties in accordance with the deadline established by the Hearing Tribunal Chair. The Chair will determine, and shall ask, the questions relevant to the inquiry. Any individual participating as a Hearing Tribunal member may ask relevant questions of the parties and/or witnesses.

13.46 Complainant, Respondent, or Component may be assisted or represented by counsel.

13.47 The Hearing Tribunal Chair shall issue the recommendation to approve, reject, modify, or remand the Finding and/or Sanction. The recommendation shall be forwarded to the President and Required Parties within five (5) class days of the hearing.

13.48 When a Finding of sexual misconduct is upheld, Sanctions listed herein shall be imposed. When the President finds substantial doubt about the thoroughness, fairness, and/or impartiality of the investigation or determines there is insufficient evidence to support the recommended Finding, he or she may remand the matter to the Title IX Coordinator for further investigation and/or other action, or may reject the recommended Finding(s) or Sanction(s).

13.49 The President shall issue a written, final Decision and shall provide a copy of the Decision to the Required Parties.
13.5 **Other Faculty Disputes.** All other faculty disputes of the Finding and/or Sanction against faculty shall follow the procedures for Staff stated herein.

13.6 **Third Parties.** Third Party Complainants or Respondents have no right to dispute or appeal Findings or Sanctions.

13.7 **Sanctions During Dispute.** Any Sanction(s) imposed will remain in place while any dispute is pending, unless, in the discretion of the Component Administrator imposing the Sanction, good cause exists to stay the Sanction.

14. **Appeal of Finding or Sanctions**

14.1 **Right to Appeal.** If a student or faculty member Complainant or Respondent is dissatisfied with the determination of a due process hearing, either Party may appeal. Third Party Complainants or Respondents have no right of appeal of Findings or Sanctions.

14.2 **Grounds for Appeal.** Grounds for appeal are limited to the following:

14.21 previously unavailable relevant evidence;
14.22 substantive procedural error in the investigation or hearing; or
14.23 Sanction is substantially disproportionate to the Finding;

14.3 **Procedure for Student Appeals.**

14.31 An appeal is only available after a Decision in a due process hearing.
14.32 Appeals shall be made in writing and include the ground(s) for appeal. All information in support of the appeal must be included and submitted to the Chief Student Affairs Officer, or his or her designee (Appeal Officer), within five (5) class days of the due process hearing Decision.
14.33 The Appeal Officer shall provide a copy of the appeal submission(s) to the other Party and the Title IX Coordinator within three (3) class days of receipt.
14.34 The Party who has not filed an appeal, including the Component, may, but is not required to, submit a written response to the appeal within five (5) class days of receipt. The Appeal Officer shall provide a copy of the response, if any, to the other Party and the Title IX Coordinator within three (3) class days of receipt.
14.35 The Appeal Officer may approve, reject, modify, or remand the decision. The Appeal Officer shall issue a written Decision and shall provide a copy to Complainant, Respondent, Title IX Coordinator, and Dean of Students. The Appeal Officer’s Decision is final.

14.4 Appeal of the Decision of a Faculty Due Process Hearing. Appeals of faculty due process hearings are governed by System Rules and Regulations, Chapter V, § 4.56 with exceptions as follows:

14.41 A faculty member must submit a written appeal stating grounds with any supporting documentation to the System Administration Office within thirty (30) calendar days of receipt of the President’s decision.

14.42 The System Office shall provide a copy of the appeal concurrently with receipt to the non-appealing Party, the President, Title IX Coordinator, and additional individuals with supervisory authority over either Party.

14.43 The President may submit a written response to the appeal within thirty (30) calendar days of receipt of the appeal from the System Office.

14.44 The Board shall provide notice in writing of the reasons for its Decision simultaneously to the faculty member, the non-appealing Party, the President and Title IX Coordinator. The Decision of the Board is final.

14.5 Sanctions Pending Appeal. Any Sanction(s) imposed will remain in place while any appeal is pending, unless, in the discretion of the Component Administrator imposing the Sanction, good cause exists to stay the Sanction.

14.6 Modification of Deadlines. The Appeal Officer may modify the deadlines contained in this section as necessary to accomplish the purposes stated and for good cause, including, but not limited to, the complexity of the appeal, semester breaks and time-sensitive considerations.

15. Final Decision

15.1 No Appeal. Decisions and Sanctions imposed under this Policy are final when the period for appeal under the rules and policies
referenced herein have expired without initiation of an appeal by either Party.

15.2 Conclusion of Appeal. An appealed Decision is final as outlined in the rules and polices referenced herein.

15.3 Notification of Outcomes.
A notice of outcome provided to a Complainant, to include a Finding, Sanction, Decision of a due process hearing, or appeal Decision must include:

15.31 Whether the alleged conduct was more likely than not to have occurred;
15.32 Any Sanction imposed on the Respondent that directly relate to the Complainant, and
15.33 Other steps the school has taken to eliminate the hostile environment, if the Component finds one exist(ed), and to prevent recurrence.

16. Administrative Reporting Requirements of the Title IX Coordinator and/or Coordinator’s Designee.

16.1 The Title IX Coordinator of each Component shall, once every three months, submit a written report to the Component’s President containing the following information:

16.12 the number of reports received of sexual harassment, sexual assault, dating violence and stalking during the reporting period;
16.13 the number of investigations conducted during the reporting period;
16.14 the final dispositions occurring during the reporting period;
16.15 the number of reports for which the institution determined not to initiate a disciplinary process during the reporting period.

16.2 The Title IX Coordinator or Coordinator’s designee of each Component shall immediately report to the Component’s President any incident of sexual harassment, sexual assault, dating violence or stalking if the Coordinator has cause to believe that the safety of any person is in imminent danger as a result of such conduct.
17. Administrative Reporting Requirements of the Component’s Presidents

17.1 The President of each Component shall, once each academic year in either the fall or spring semester, submit a report to the Texas State University System Board of Regents containing the following information:

17.12 the number of reports received of sexual harassment, sexual assault, dating violence and stalking during the reporting period;
17.13 the number of investigations conducted during the reporting period;
17.14 the final dispositions occurring during the reporting period;
17.15 the number of reports for which the institution determined not to initiate a disciplinary process during the reporting period, and,
17.16 any disciplinary actions taken against employees who knowingly fail to report an incident of sexual harassment, sexual assault, dating violence or stalking, when required to do so, or who knowingly with intent to harm or deceive make a false report of such conduct.
17.17 The report to the Texas State University System Board of Regents may not identify any person pursuant to Texas Education Code 51.253 (c) (1).

17.2 A President is not required to submit a report to the Board of Regents for any semester the Component has fewer than 1,500 enrolled students unless more than five reports of either sexual harassment, sexual assault, dating violence or stalking were received during that semester.

17.3 The President’s report to the Board of Regents shall be posted on the Component’s internet website.

17.4 The President of each Component shall annually certify in writing to the Texas Higher Education Coordinating Board that the Component is in substantial compliance with this subsection.
18. Biennial Policy Review
Each biennium, this Policy shall be reviewed. Any revisions determined necessary shall be brought before the System’s Board of Regents for approval.

GLOSSARY DEFINITIONS

Complainant refers to the person making a complaint of sexual misconduct, and shall be referred to herein as either Complainant, or Alleged Victim, and these terms may be used interchangeably throughout this Policy.

Component refers to all member institutions of the Texas State University System, including the System Administration Office, Lamar University, Lamar Institute of Technology, Lamar State College Orange, Lamar State College Port Arthur, Sam Houston State University, Sul Ross State University, and Texas State University.

Component Affiliated Program or Activity refers to any program or activity, on or off campus, which is initiated, aided, authorized or supervised by the Component or by an officially-recognized organization of, or within, the Component.

Component Premises. Buildings or grounds owned, leased, operated, controlled or supervised by the Component including property that is within or reasonably contiguous to the premises owned by the Component but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Confidential Source refers to physical and mental health professionals, including licensed counselors who provide mental health counseling to members of the school community, and those who act under the supervision of a health care employee; and individuals whose scope of employment include confidentiality requirements under Texas law.

Consent is an informed and freely and affirmatively communicated willingness to participate in a particular sexual activity. Consent can be expressed either by words or by clear and unambiguous actions, as long as those words or actions create mutually understandable permission regarding the conditions of each instance of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to ensure that s/he has the consent of the other to
engage in each instance of sexual activity. (The definition of consent for the crime of sexual assault in Texas can be found at Texas Penal Code Section 22.011.)

The Component will consider the following factors in determining whether consent was provided:

1) consent is a voluntary agreement or assent to engage in sexual activity;
2) someone who is incapacitated cannot consent;
3) consent can be withdrawn at any time;
4) past consent does not imply future consent;
5) silence or an absence of resistance does not imply consent;
6) consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
7) coercion, force, or threat invalidates consent; and,
8) being intoxicated or under the influence of alcohol, drugs, or any other substance is never an excuse for engaging in sexual misconduct.

Dating Violence is violence committed by a person:

1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
   (a) the length of the relationship;
   (b) the type of relationship;
   (c) the frequency of interaction between the persons involved in the relationship

(20 U.S.C §1092) and 34 CFR 668.46 (j)(1)(i)(B)

Dean of Students Office includes the Student Affairs Office, the Student Services Office and the Dean of Student Life Office.

Family (Domestic) Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the Victim as a spouse or intimate partner or roommate, by a person similarly situated to a spouse of the Victim under the domestic or family violence laws of the State of Texas, or by any other person against an adult or youth victim who is protected from that person’s acts under the
domestic or family violence laws of the State of Texas (Texas *Family Code Section 71.004*) and 34 CFR 668.46 (a).

**Fondling** - the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Victim, including instances where the Victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**New Employee** refers to a faculty or staff member who has not been previously employed by the Component or whose previous employment with the Component was more than one year from his or her latest date of hire with the Component.

**Notice** may be provided via electronic or hard copy methods. Every effort will be made to notify each Party using the same method.

**Parties** refers to the Complainant and Respondent.

**Preponderance of the Evidence** means the greater weight and degree of credible evidence. Preponderance of the evidence is the standard for determining allegations of sexual misconduct under this Policy. Preponderance of the evidence is satisfied if the action is more likely to have occurred than not.

**Rape** – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Victim.

**Respondent** refers to the person accused of sexual misconduct and shall be referred to herein as either Respondent, Alleged Perpetrator, Accused, or Perpetrator, and these terms may be used interchangeably throughout this Policy.

**Responsible Employee** refers to a campus employee, including members of a campus police or security, who has the authority to redress sexual misconduct; who has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee, or whom a student could reasonably believe has this
authority or duty. Responsible employees shall include all administrators, faculty, staff, employees, except:

1) any employee with confidentiality obligations as described as a Confidential Source herein;
2) cafeteria staff who are not assigned administrative duties;
3) custodial staff who are not assigned administrative duties;
4) groundskeeper staff who are not assigned administrative duties;
5) maintenance staff who are not assigned administrative duties;
6) ranch/agricultural staff who are not assigned administrative duties; or
7) staff of campus physical plant who are not assigned administrative duties.

Retaliation means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment.

Sex Offenses – any sexual act directed against another person, without the consent of the Victim, including instances where the Victim is incapable of giving consent.

Sexual assault means an offense classified as rape, fondling, incest, or statutory rape under the uniform crime reporting program of the Federal Bureau of Investigation and/or under the Texas Penal Code §22.011.

Examples of sexual assault include, but are not limited to, the following non-consensual sexual activity:

1) sexual intercourse (vaginal or anal);
2) oral sex;
3) rape or attempted rape;
4) penetration of an orifice (anal, vaginal, oral) with the penis, finger or other object;
5) unwanted touching of a sexual nature;
6) use of coercion, manipulation or force to make someone else engage in sexual touching, including touching of breasts, chest, buttocks and genitalia;
7) engaging in sexual activity with a person who is unable to provide consent; or
8) knowingly transmitting a sexually-transmitted disease to another.
Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

Examples of sexual exploitation can include, but are not limited to, the following behaviors:

1) prostituting another;
2) non-consensual electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all Parties involved;
3) voyeurism (spying on others who are in intimate or sexual situations);
4) going beyond the boundaries of consent (such as letting friends hide in a closet to watch another friend having consensual sex); or
5) distributing intimate or sexual information about another person without that person’s consent.

Sexual harassment means unwelcome, sex-based verbal or physical conduct that:

1) in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or
2) in the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student's ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.

Sexual Intimidation includes but is not limited to:

1) threatening another with a non-consensual sex act;
2) stalking or cyber-stalking; or
3) engaging in indecent exposure as defined in Texas Penal Code 21.08.

Sexual Misconduct is a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes but is not limited to sexual assault, sexual exploitation, sexual intimidation, sexual
harassment, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between or among people of the same or opposite sex.

**Sexual Violence** Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. All such acts are forms of Sexual Misconduct.

**Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1) fear for his or her safety or the safety of others; or
2) suffer substantial emotional distress (Texas Penal Code Section 42.072) and (20 U.S.C. §1092 (a))

**Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

**Student** refers to any person who has been accepted for admission, or who is currently or was previously enrolled in the Component on either a full-time or part-time basis.

**Third Party** refers to any person who is not a current student or employee of the Component, including but not limited to vendors and invited and uninvited visitors.

**Third-Party Reporting** refers to the submission of a complaint of sexual misconduct by a person on behalf of another person.

**Title IX Coordinator** is the person who has been designated by each Component to coordinate efforts to comply with and implement this Policy. The Title IX Coordinator is responsible for conducting the administrative investigation of reports of sexual misconduct and is available to discuss options, provide support, explain Component policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators. Each Component will identify and provide complete contact information for their Title IX Coordinator and all Deputy Coordinators in various locations, including but not limited to the Component’s website; the student’s handbook; the Dean of Students Office; Human Resources; and Campus Police or Security; or their equivalents.

**Title IX Investigator** refers to the person who conducts the Title IX investigation.
# Statistics

## Offenses-Alpine

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No Hate Crimes were reported on or near the Alpine campus.

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No Hate Crimes were reported on or near the Del Rio campus.

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No Hate Crimes were reported on or near the Eagle Pass campus.

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### Arrests-Uvalde

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No Hate Crimes were reported on or near the Uvalde campus.
**Missing Person Policy**

If you have concerns that a student is missing, please inform the University Department of Public Safety, the Residential Living Department, the Dean of Students Office, or any university employee.

Any university employee notified of the concern for a missing person should gather names and contact information of the reporting individual and basic information about the missing person. The employee should report the information to UDPS for a thorough review of status. Sul Ross State University Department of Public Safety exercises diligent care in the conduct of missing person inquiries and investigations. In the process of the investigation, other departments on campus may be called upon to assist and/or review information needed.

**Missing Student Notification Policy**

Any on-campus student may submit a contact name to the Dean of Student’s Office for instances of notification if they are identified as a missing person. Federal law requires that the University report both to the University Department of Public Safety (UDPS) and to the student’s designated contact person when campus residents are determined missing for 24 hours (i.e., no one can identify where they are). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify their parent or guardian.

**Emergency Response Plan**

**Emergency Telephone Numbers:**
- University Department of Public Safety: Dial 911 for Emergencies
- Dial 837-8011 for Non-Emergency (8a.m.-5p.m.)
- Dial 837-8100 for After Hours
- Physical Plant: 432-837-8085 (8a.m.-5p.m.)

**Section I**

**Scope**

The purpose of this Emergency Response Plan is to establish an organizational structure and procedures for response to natural and man-made emergencies. It assigns roles and responsibilities for the implementation of the plan during an emergency following the National Incident Command System. The plan has been prepared to address all types of emergencies affecting the Sul Ross State University community in a coordinated and systematic manner. Sul Ross State University is committed to supporting the welfare of its students, faculty, staff and visitors. This plan is designed to maximize human safety and preservation of property with the ultimate goal of effectively managing the emergency situation restoring Sul Ross State University to normal operations and assure responsive communication to all appropriate parties.

**Authority**

Emergency events do not always require the same level of response, and are dictated by
severity of the event and its effect on the health and safety of students, faculty, staff and visitors. Only the Sul Ross State University President, Provost/Vice President for Academic Affairs, Vice President for Budget & Finance, Vice President for Student Services or Director of Public Safety has the authority to declare a campus emergency in order to activate this emergency response plan. Lobo Lookout Notification, an alert system, is set in place to notify the maximum number of faculty, staff, and students by a phone call, text, and or e-mail in case of emergencies. The on-scene incident commander will be the Director of Public Safety or his designee and will remain in that capacity until the conclusion of the emergency.

Committee members currently consist of the following:
Vice President for Enrollment Management;
Vice President for University and Student Services;
Dean of Student Life;
Director of News and Publications;
Director of Public Safety;
Public Safety Lieutenant; and
Risk and Compliance Manager

Each team member will pre-designate an alternate to act on their behalf in the event of their absence.

Sul Ross State University’s Department of Public Safety coordinates with local agencies and department such as Alpine Police Department, Alpine Fire Department, Alpine EMS, Sheriff’s Office, Border Patrol, Homeland Security, Department of Public Safety, Federal Bureau of Investigation, and Emergency Management Office in the event of an emergency.

Section II
Roles and Responsibilities

It is the responsibility of Sul Ross faculty, staff, and students to report all emergencies, suspicious activities, and situations to the Sul Ross State University Department of Public Safety (UDPS).

UDPS Officers: Will respond to all campus calls for assistance. Responding UDPS Officer(s) will make an initial assessment of the situation and determine if the situation dictates contacting the on-call UDPS supervisor.

UDPS On-Call Supervisor: Will provide the responding UDPS Officer(s) with direction to establish an incident command post. On-call supervisor will then respond to the scene. Upon arrival, the on-call supervisor will assume duties as on-scene incident commander.

On-Scene Incident Commander: Will coordinate all emergency services and implementation of emergency protocols on scene. The on-scene incident commander will effectively communicate with the Director of Public Safety as to the situation and status of the emergency situation. The on-scene incident commander will remain in this capacity for the duration of the event or until relieved.
Director of Public Safety: Will be responsible for making initial contact with the Vice President of Student Services or their designee. Director will advise of situation/make recommendations declaring a campus emergency, activate the campus emergency alert system as directed or independently as an emergency situation dictates, and will establish a command post.

Building Liaisons and Residential Advisors: Will assist in the implementations of the emergency alert plan and respond to the direction of emergency response personnel. All Residential Advisors and Building Liaisons will receive appropriate training within the first week of position appointment. A building liaison list is attached in “Appendix A”.

Section III
Emergency Protocols

Emergency Alert Notifications (Lobo Lookout) For incidents that are deemed to be an emergency that will affect the entire University Community in the immediate and represent a serious or continuing threat to students and employees, the Lobo Lookout Emergency Alert Messaging System will be implemented by the Director of UDPS or other designated university employee. Lobo Lookout notifies via voicemail, email, or text (as set up by the recipient).

Area Evacuation/Shelter in Place
In some emergency situations, such as flooding or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus. These protective actions are to evacuate to a safer area or to shelter in place. It is possible that these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, University officials and emergency management services (law enforcement/fire personnel) will attempt to notify all those who may be affected of actions to be taken either by e-mail, door postings, telephone, radio/television, public address systems, loudspeakers, door-to-door notifications, and/or other appropriate means.

Area Evacuation: An area evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:
• Dress appropriately for the weather;
• Take only essentials with you (e.g., eyeglasses, medications, identification and cash/checkbook/credit cards) - do not pack belongings;
• Close the door as you exit your room or office;
• Follow the directions provided for safe routes of evacuation;
• Listen to radio, if available, to monitor emergency status;
• Do not use your personal vehicle for evacuation unless specifically ordered to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems turned off;
• If you need special assistance, contact your Building Liaison (refer to Appendix A), Resident Advisor, or other appropriate emergency contact. If these persons are not available, contact the University Department of Public Safety, 432-837-8100.
• Assemble in the pre-designated area to be selected by emergency response personnel;
• Report to your supervisor to verify your safe evacuation.

Shelter in Place:
When emergency conditions do not warrant or allow evacuation, the safest method may be to take shelter inside a campus building or room and await further instructions. The following are actions that need to take place when necessary:
• Move indoors and remain there until instructed - avoid windows and areas with glass;
• Listen to radio or TV if available, to monitor emergency status;
• Keep telephone lines free for emergency responders, do not call 911 for information;
• If hazardous materials are involved:
  • Select a room(s), which is easy to seal, has a water supply, and access to restrooms if possible;
  • If you smell gas or vapor, move to another area of the building;
  • Call 432-837-8100 for assistance.

Section IV
Emergency Plans

Bomb Threat
Telephone Call:
• Document the conversation using the Bomb Threat Report (refer to Appendix B);
• Call 432-837-8100 for assistance;
• Notify the department head/Building Liaison;
• Meet with and assist University Department of Public Safety personnel;
• As directed by University Department of Public Safety, help locate/identify suspicious items, if needed;
• Evacuate building, if needed and as directed by authorized personnel;
• Do not re-enter building until cleared by authorized personnel.

Building Evacuation
When the building fire alarms sound:
• Immediately evacuate using posted building evacuation routes which are posted in hallways of University buildings;
• Walk to nearest exit/stairwell (close and lock doors behind you);
• Do not use the elevators;
• Assist with the evacuation of individuals with special needs;
• Proceed to the designated gathering area outside the building;
• Report to your Building Liaison, supervisor, resident advisor, or other appropriate emergency contact (for a headcount);
• Do not re-enter building until cleared by authorized personnel.

Chemical/Gas Leak Emergency
Inside Building:
• Isolate and secure the area;
• Warn others in the immediate area;
• If assistance is needed, call 432-837-8100 (give location, type material);
• Evacuate building, if needed and as directed by authorized personnel;
• Meet with and assist emergency response personnel, if needed;
• Do not re-enter building until cleared by authorized personnel.

Outside Building:
• Isolate and secure the area;
• Warn others in the immediate area;
• Call 432-837-8100 for assistance (give location, type material);
• Do not wash spilled material into storm, sewer or other drains;
• Meet with and assist emergency response personnel, if needed.

Injury Involving Chemical Contamination:
• Render first aid immediately for serious injuries;
• Assist with emergency eyewash/shower use, as appropriate;
• Call 432-837-8100 for assistance (give location, type material);
• Refer to building/department/room policies;
• Obtain a Material Safety Data Sheet (MSDS) for the material involved. MSDS should be available at the designated department or may be obtained at the UDPS office (BAB 100).

Disruptive Behavior
• Call 432-837-8100 for assistance;
• Give your name, location, what is happening and number of people involved, if known;
• If necessary, exit the building or area immediately;
• Do not re-enter building until cleared by authorized personnel;
• If exit is impossible, get to a room, lock or barricade the door, keep quiet, remain in place until authorized personnel give “all clear”.

Fire Emergency

Inside a Building:
• Activate a fire alarm or pull station;
• Call 432-837-8100 for assistance (give caller name, building name, address, floor, location, etc.);
• Walk to nearest exit/stairwell (close doors behind you);
• Immediately evacuate using posted building evacuation routes;
• Do not use the elevators;
• Assist with the evacuation of individuals with special needs;
• Proceed to the designated gathering area outside the building;
• Report to your building liaison, supervisor, resident advisor, or other appropriate emergency contact (for a headcount);
• Do not re-enter building until cleared by authorized personnel.

Outside a Building:
• Call 432-837-8100 for assistance (give caller name and address, location of fire, etc.);
• Do not activate the building fire alarm system.

Portable Fire Extinguisher use allowed if:
• An emergency;
• Small, contained fire (e.g. wastebasket);
• Can extinguish within 15 seconds (evacuate if it takes longer).

Medical Emergency/Injury Reporting Procedures
• Call 432-837-8100 for assistance or follow departmental protocols;
• Provide Dispatcher with:
  ° Location of emergency;
  ° Type of injury, if known;
  ° Brief description of injured person (gender,
age, etc.);
• Render first aid, as trained;
• Make injured individual as comfortable as possible and stay with individual until medical assistance or University Department of Public Safety arrives.

**Radiation Emergency**

• Stop work and confine the spill or release immediately using an absorbent, enclosure, etc.;
• Call 432-837-8100 for assistance (give caller name, location of leak, etc.);
• Warn others of the hazard and isolate and secure the area;
• Render first aid immediately for serious injuries, as trained;
• Monitor the situation and area until assistance arrives.

**Severe Weather**

• Stay away from windows;
• Take immediate shelter;
• Monitor local radio and television stations for weather updates;
• Check SRSU Campus Safety website at [https://www.sulross.edu/udps](https://www.sulross.edu/udps) for University closings;

• Call 432-837-8100 for assistance.

**Suspicious Letter/Package/Substance**

What to Do Upon Letter/Package Receipt:

• Handle with care; Do not shake or bump;
• Isolate and secure the area;
• Do not open, smell, or taste; Treat it as suspect;
• Call 432-837-8100 for assistance (give caller name, location of suspicious item, etc.).

**NON-EMERGENCIES**, contact UDPS, 432-837-8100 for assistance.

**EMERGENCIES**, dial “911.”

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**Section V
Safety Training**

- Counseling and Accessibility Services offers training every long semester for faculty, staff, and students concerning mental health awareness. They also have online training for suicide prevention and awareness that is [here](https://www.sulross.edu/udps).

- Risk and Compliance Manager presents Table-Top drills once a year to Staff and Faculty.

- UDPS offers a variety of in-person trainings for the Sul Ross State University students, faculty, and staff.
  - Mandatory Fire Drills in Residential Halls: Conducted within the first 10 class days of each semester to better prepare the students and staff.
  - Mandatory Fire Drills in Administrative Buildings: Annually fire drill in a non-Residential Building is conducted to better prepare faculty/staff and students in case of a fire.
  - Avoid, Denied, Defend: Civilian Response to Active Shooter Events (CRASE) is offered once every long semester to students and staff. CRASE teaches survival techniques for an active shooter scenario, including what to expect when the police arrive.
  - Alcohol Abuse: Covers the dangers of alcohol abuse, resources for those struggling with alcohol addiction, and reviews state laws and university regulations concerning alcohol use.
  - Drug Abuse: Covers the dangers of drug abuse, resources for those struggling with drug addiction, and reviews state laws and university regulations concerning drug use.
  - Personal Safety: Demonstrates the importance of situational awareness in identifying possible dangers in one’s environment.
- Sexual Assault: Provides sexual assault information and personal safety tips, along with resources for sexual assault survivors.
- Property Safety: Provides information on how to secure one’s property to prevent theft.

Campus Security Authority Training (CSA):
- A training is given to Faculty and Staff Departments that work closely with students.
- Once completed individuals are certified campus authorities.
**Fire Safety Systems in On-Campus Housing Facilities**

**Fletcher Residence Hall**
Fletcher Hall is equipped with smoke detectors in each room and fire extinguishers in each suite. Emergency Lights and exit signs are in all common passageways and in some rooms. Exit doors are secure with card reader access, but functional for emergency exit needs.

Lobo Village buildings 1-8 are equipped with sprinkler systems and fire alarms monitored by our Senior Communications Technician with the assistance of UDPS and outside vendors.

**Lobo Village 1 & 2 Residence Halls**
Lobo Village 1 & 2 are equipped with smoke detectors in each bedroom, living room, and the laundry room on each floor. Emergency Lights and exit signs are in all common passageways. Four fire extinguishers are accessible on each floor. Two carbon dioxide meters are maintained on each floor. At least two ADA rooms on each floor are equipped with either hearing or visual impairment emergency devices (lights and sirens). Interior stairwell doors have been replaced in Lobo Village 1 and are planned for replacement in Lobo Village 2. Fire doors are functional in both buildings. Exit doors are secure with card reader access, but functional for emergency exit needs.

**Lobo Village 3 & 4 Efficiency Apartments**
Lobo Village 3 & 4 are equipped with smoke detectors in each unit and the 2nd floor laundry room. Emergency Lights and exit signs are in all common passageways. Fire extinguishers are accessible on each floor. A carbon dioxide meter is maintained on the 2nd floor. Exit doors are secure with card reader access, but functional for emergency exit needs.

**Lobo Village 5 Double Apartments and Lobo Village 6 & 7 Family Housing Apartments**
Lobo Village 5, 6, & 7 are equipped with smoke detectors in each bedroom and living room. Emergency Lights and exit signs are in all common passageways. Fire extinguishers are accessible on the exterior walkway of each floor.

**Fire Safety Drills and Policies**

**Fire Safety Drills** are conducted by UDPS and Residential Living staff each semester in the residential facilities. The department is working on transitioning our fire evacuation maps to a more durable long-term solution. In addition to campus-wide fire safety recommendations below, the Residential Living Department maintains a more distinct list of rules for fire safety:

**The following are prohibited because of their serious potential as fire hazards:**

- A. Open flame items such as candles and incense.
- B. Appliances with exposed heating elements (heating or cooking).
- C. Use or possession of fireworks or explosives.
- D. Live Christmas trees and other materials of a flammable nature.
E. Improper use and size of extension cords (plugging multiple cords in series, etc.).
F. Octopus or cube electrical plugs or outlets.
G. Improper use of decorations (over lights, doors, exits).
H. Excessive use/overloading of electrical outlets.
I. Decorations which cover the entire exterior door
J. Fireworks and explosives are prohibited from on-campus housing facilities.

**Sul Ross State University is a tobacco free campus.** Use of any tobacco products is not allowed on-campus.

The use of burning candles, candle warmers, incense, and/or any type of open flame or open coil appliance are not permitted in residence halls for safety reasons as outlined by the Fire Marshall. These items are not permitted for use as decorations, even if the wick is cut off or if it is unburned. These items will be confiscated if found and discarded, and fines will be assessed. Light bulb candle warmers (e.g. Scentsy®) and lightbulb candles may be used. Light bulb candle warmers and lightbulb candles should not be left unattended and will be confiscated if found and discarded, and fines will be assessed.

Devices that may be used in the residence halls are submerged coil coffee pots (e.g. Keurig®), blenders, and non-open coil crockpots/rice cookers. Electric grills (e.g. George Foreman®), gas and charcoal grills and cooking devices with an exposed or open heating element are not permitted.

All firearms, weapons, any device powered by CO2 cartridges, large knives and blades greater than 5.5 inches (excluding kitchen knives), sling shot devices, fireworks, explosives and ammunition of any type are prohibited in the residence halls and apartments. The exception is a handgun and ammunition of a License to Carry holder. The resident is responsible for their handgun and to follow the state law regarding the security of the gun. The phone number to the University Department of Public Safety if concerned is (432) 837-8100.

Residents are not to permit conditions in their apartment that will in any way create either a risk of fire or a fire itself, or conflict with the rules and ordinances of the local fire department. No motor vehicles or gas/propane equipment will be permitted inside the apartments. The purposeful activation of a false fire alarm or tampering with fire equipment is not permitted.

Because of the obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, and charcoal starter fuel, candles, and incense are prohibited in family housing apartments; do not keep large quantities of paper, rags, or other trash in any room. Fire prevention ordinances and housing policy prohibit the manufacture, sale, use, and possession of all fireworks, including sparklers, anywhere on University property.
Campus Fire Procedures

Fire Safety

General

1. All fires, regardless of how minor or if burned out prior to discovery, will be reported either orally or in writing to the University Department of Public Safety office. As in the case of accidents and injuries, the information derived from these reports will materially assist in identifying those areas and conditions which are particularly fire hazardous. The reports will be analyzed and, if possible, corrective action to eliminate the hazard will be taken immediately.

2. Corridors, hallways, stairways, lobbies, passageways, balconies, and all other entrances and exits of all buildings will remain unconcealed and unobstructed by such items as furniture, appliances, boxes, decorations, etc... The first step in preventing fires is knowing what causes them.

3. Exit lights, fire alarms and fire extinguisher locations will remain in good, operating order and will remain unconcealed and unobstructed.

Some of the causes of fires and ways of preventing them are outlined below:

Flammable Liquids: These include gasoline, solvents, etc...
1. Store flammable liquids only in approved safety cans or storage cabinets, making sure that they are appropriately labeled.
2. Keep and use them in areas that are well ventilated, and clean up spills right away.
3. Store them away from heat or sparks, or other sources of possible ignition.
4. Never smoke or light a match when you are near flammable liquids or handling them.
5. Oily rags must be stored in a covered metal container with a self-closing lid or cover.

Electrical Fire Hazards: These can occur due to faulty wiring, loose wiring, overloaded circuits and overheated electric motors.
1. Check the cords and extension cords of all tools, equipment and appliances for worn spots and exposed wires.
2. Do not try to use broken power tools and equipment. Report them to your supervisor.
3. Do not attempt to repair broken power tools and equipment unless you are a trained and experienced repair technician.

Fire Response
1. Know the location of fire extinguishers in your area and know how to use them.
2. On a minor fire that appears to be controllable, immediately call the University Department of Public Safety, then promptly direct the charge of a fire extinguisher toward the base of the flame. Get help, even if the fire appears to be small.
3. On large fires that are not immediately controllable, or after using the extinguisher, close all doors – but do not lock them – to confine the fire and reduce the oxygen that feeds the fire.
4. Immediately call the University Department of Public Safety. Give your name and describe the location and size of the fire.
5. Activate the building alarm if necessary or if directed to do so by the university police.
6. Notify your supervisor, then evacuate the building by quickly walking to the nearest exit, alerting people as you go. Leave the elevators for the handicapped and assist them as necessary.
7. Once outside, move to a clear area without re-entering the building. Be available to assist the university police officers, fire department, and other personnel in their attempts to determine that everyone has been evacuated safely.
8. An On-Scene Command Post will be set up near the emergency site by the University police. Keep clear of the Post unless you have important information to report.
9. Do not return to the building until you are told to do so by the University Department of Public Safety, even if the alarm has stopped.
10. Report all fires to University Department of Public Safety, telephone 8100.

**Residential Living Fire Procedures:**

**Fire Response**
It is the responsibility of each resident to be familiar with policies and procedures designed to provide for the safety of the residents. Fire drills are held periodically during which students are to follow the evacuation procedures and/or the directions of the Residential Living staff.

**FIRE / EMERGENCY ALARMS**
All persons are required to evacuate the building when an emergency alarm is activated, characterized by air horns, bull horn or hall staff notifying residents. If an alarm sounds, students must leave their room and proceed to the nearest clear exit in a calm and orderly manner. Those who do not adhere to the policy will face disciplinary action. If the smoke detector in a student’s room sounds, they should immediately contact the Assistant Directors or Resident Assistant about the emergency or the necessary repairs. For safety reasons, do NOT remove smoke detector
batteries or cover the green lights. Any student who unnecessarily pulls a fire alarm will face severe disciplinary or legal repercussions.

**FIRE EXTINGUISHER**
A fire extinguisher is installed in each suite in Fletcher. Encased extinguishers are installed throughout Lobo Village hallways. If an extinguisher is discharged without an apparent need, a fee for refilling or replacing the extinguisher and for clean-up will be assessed and disciplinary action will be taken.

**IN CASE OF FIRE:**
(1) If smoke or flames are visible, pull fire pull stations and/or notify the hall staff immediately. If a staff member is not available, call the University Department of Public Safety at (432) 837-8100.
(2) When the alarm sounds, check the door to see if it is warm before opening it.
(3) If unable to leave the room, use towels to block the cracks around the door to prevent the smoke from entering the room and hang a sheet out the window to signal rescuers.
(4) If the hallway is clear of smoke and flames, close the room door and walk quickly to the nearest exit.
(5) When smoke is present, stay low while moving through the area.
(6) After leaving the building, gather in the designated place to meet with the hall staff for further instructions.

**BUILDING EVACUATIONS:**
Designated evacuation gathering locations are as follows:
Lobo Village 1- Meet with you RA in the Green Space between LV8 and Warnock Science Building.
Lobo Village 2- Meet with your RA in the amphitheater between LV8 and Warnock Science Building.
Fletcher - Meet with your RA in the Grass area in front of Lawrence Hall near the Sullivan Statue.
(7) Stay away from the building, out of the way of the fire fighters and away from flying debris.
(8) Wait for an official clearance to re-enter the building

**Fire Log:**

<table>
<thead>
<tr>
<th>Date Reported</th>
<th>Case Number</th>
<th>Nature of Fire</th>
<th>Date and Time of Fire</th>
<th>Campus</th>
<th>Location</th>
<th># of Injuries Requiring Medical Care</th>
<th># of Deaths</th>
<th>Value of Property Damage</th>
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Building Liaison List

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<thead>
<tr>
<th>Building Name</th>
<th>Position</th>
<th>Contact Number</th>
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<tbody>
<tr>
<td>Building #100</td>
<td>Chair of Computer Science &amp; Mathematics</td>
<td>432-837-8223</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant of Computer Science</td>
<td>432-837-8016</td>
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<tr>
<td></td>
<td>Ethics &amp; Mathematics</td>
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<tr>
<td>ART ANNEX (SCULPTURE/CERAMIC)</td>
<td>Assistant Professor of Industrial Technology</td>
<td>432-837-8137</td>
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<tr>
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<td>Assistant Professor in Studio Art</td>
<td>432-837-8405</td>
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<tr>
<td>BRICK COTTAGES</td>
<td>Director of Rio Grande Research Center</td>
<td>432-837-8110</td>
</tr>
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<td></td>
<td>Athletic Temporary Media</td>
<td>432-837-8648</td>
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<tr>
<td>BRISCOE ADMINISTRATION BUILDING (BAB)</td>
<td>Risk &amp; Compliance Manager</td>
<td>432-837-8790</td>
</tr>
<tr>
<td></td>
<td>UDPS Coordinator</td>
<td>432-837-8401</td>
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<tr>
<td>CENTENNIAL BUILDING</td>
<td>SBDC Administrative Specialist</td>
<td>432-837-8693</td>
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<tr>
<td></td>
<td>SBDC Administrative Specialist</td>
<td>432-837-8694</td>
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<tr>
<td>FERGUSON HALL</td>
<td>Dean of the College of Arts and Sciences</td>
<td>432-837-8369</td>
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<tr>
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<td>Data Training Specialist</td>
<td>432-837-8118</td>
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<tr>
<td>FINE ARTS BUILDING (FAB)</td>
<td>Chair of Fine Arts &amp; Communication</td>
<td>432-837-8039</td>
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<td>Administrative Specialist of Fine Arts &amp; Comm.</td>
<td>432-837-8218</td>
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<tr>
<td>FLETCHER HALL</td>
<td>Director of Residential Living</td>
<td>432-837-8189</td>
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<tr>
<td>GRAVES-PIERCE GYM</td>
<td>Director of Recreational Programs</td>
<td>432-837-8792</td>
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<td></td>
<td>Department Head of Kinesiology &amp; Human</td>
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<td>Performance</td>
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<td>INDUSTRIAL TECHNOLOGY BUILDING</td>
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<tr>
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<td>Assistant Professor in Studio Art</td>
<td>432-837-8405</td>
</tr>
<tr>
<td>JACKSON FIELD</td>
<td>Head Football Coach</td>
<td>432-837-8229</td>
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<tr>
<td></td>
<td>Undergraduate Program Coordinator</td>
<td>432-837-8444</td>
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<tr>
<td>KOKERNOT FIELD</td>
<td>Head Baseball Coach</td>
<td>432-837-8231</td>
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<tr>
<td></td>
<td>Assistant Baseball Coach</td>
<td>432-386-6346</td>
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<tr>
<td>KOKERNOT LODGE</td>
<td>Campus Activities Coordinator</td>
<td>432-837-8424</td>
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<tr>
<td></td>
<td>Custodial Supervisor</td>
<td>432-837-8085</td>
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<tr>
<td>LAWERENCE HALL</td>
<td>Administrative Assistant of Behavioral &amp; Social Sciences</td>
<td>432-837-8066</td>
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<td>Assistant Director of Admissions</td>
<td>432-837-8051</td>
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<tr>
<td>LOBO VILLAGE HOUSING COMPLEX</td>
<td>Director of Residential Living</td>
<td>432-837-8189</td>
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<tr>
<td>MORELOCK ACADEMIC BUILDING (MAB)</td>
<td>Director of Law Enforcement Academy</td>
<td>432-837-8704</td>
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<td>Administrative Coordinator</td>
<td>432-837-8134</td>
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<tr>
<td>MOUNTAINSIDE</td>
<td>Property &amp; Inventory Coordinator</td>
<td>432-837-8276</td>
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<tr>
<td></td>
<td>Accounting Assistant for Property &amp; Inventory</td>
<td>432-837-8430</td>
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<tr>
<td>MUSEUM OF THE BIG BEND</td>
<td>Director of the Museum of the Big Bend</td>
<td>432-837-8145</td>
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<tr>
<td></td>
<td>Curator of Collections</td>
<td>432-837-8735</td>
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<tr>
<td>PETE P. GALLEGO CENTER</td>
<td>Director of Academic Center of Excellence</td>
<td>432-837-8770</td>
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<tr>
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<td>Associate Athletic Director</td>
<td>432-837-8277</td>
</tr>
<tr>
<td>PHYSICAL PLANT</td>
<td>Administrative Associate</td>
<td>432-837-8091</td>
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<tr>
<td></td>
<td>Receiving &amp; Supply Supervisor</td>
<td>432-837-8089</td>
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<tr>
<td>RESIDENTIAL LIVING OFFICE</td>
<td>Director of Residential Living</td>
<td>432-837-8189</td>
</tr>
<tr>
<td>TURNER RANGE ANIMAL SCIENCE AGRICULTURAL COMPLEX</td>
<td>Administrative Coordinator for Animal &amp; Natural Sciences</td>
<td>432-837-8201</td>
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<tr>
<td></td>
<td>Dean of Agriculture &amp; Natural Resource Sciences</td>
<td>432-837-8706</td>
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<tr>
<td>UNIVERSITY CENTER</td>
<td>Campus Activities Coordinator</td>
<td>432-837-8424</td>
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<tr>
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<td>Administrative Associate for Student Life</td>
<td>432-837-8037</td>
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<tr>
<td>WARNOCK SCIENCE BUILDING</td>
<td>Analytical Lab Technician</td>
<td>432-837-8082</td>
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<tr>
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<td>Administrative Assistant of Earth &amp; Physical Sciences</td>
<td>432-837-8420</td>
</tr>
<tr>
<td>WILDENTHAL MEMORIAL LIBRARY</td>
<td>Dean of Library &amp; Research Technologies</td>
<td>432-837-8121</td>
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<tr>
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<td>Circulation Desk Supervisor</td>
<td>432-837-8313</td>
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<tr>
<td>MRGC BUILDINGS (DEL RIO, EAGLE PASS, UVALDE)</td>
<td>Del Rio Business Services Director</td>
<td>830-703-4801</td>
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<tr>
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<td>Del Rio Business Services Assistant</td>
<td>830-703-4828</td>
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<tr>
<td></td>
<td>Eagle Pass Associate Registrar</td>
<td>830-758-5041</td>
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<td>Eagle Pass Business Operations Assistant</td>
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<td>Uvalde Administrative Associate</td>
<td>830-279-3023</td>
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<td>Uvalde Business Operations Assistant</td>
<td>830-279-3006</td>
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</tbody>
</table>

Building liaison personnel are responsible for keeping information up-to-date and accurate. Please contact the Director in the University Department of Public Safety office (Briscoe Administration Building #100) at 432-837-8011 or e-mail kdunegan@sulross.edu with necessary changes.
Bomb Threat Report Form

CALL INFORMATION:

Date of Call ________________________________ Time of Call ________________

Phone number call came on ___________________ Time Call Ended ________________

Person Receiving Call _________________________

Position ____________________________________

KEEP CALLER ON THE LINE AS LONG AS POSSIBLE AND ASK THE FOLLOWING QUESTIONS:

1. What is the location of the bomb? ___________________________________________

2. What type of bomb is it? _________________________________________________

3. Why do you want to bomb this location? _________________________________

4. How much time before the bomb detonates? ______________________________

5. Can you allow more time so we can evacuate the building of innocent people?
   ______________________________________________________________________

CALLER INFORMATION:

1. Description of caller: Male ____ Female: ____

2. Describe the caller’s voice:
   
   Loud ______ Soft _____ Raspy _____ Low ____ High _____ Polite _____ Rude _____ Intoxicated _____
   Confused _____

   Irrational _ Accent ____ Stutter ____ Ethnic ____

   Other (explain) __________________________________________________________

3. Describe background noise:

   Traffic ____ Planes____ Machinery ____ Music ____ People talking ____

   Other (explain) __________________________________________________________