



# UNIVERSITY OF MARY HARDIN-BAYLOR

# 2021

## Annual Fire and Security Report

Reporting Period: January 1, 2020 – December 31, 2020



University of Mary Hardin-Baylor  
Police Department  
Suite 107 Mabee Student Success Center  
Belton, Texas  
(254)295-5555

## Annual Fire and Security Report

Prepared & Distributed

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

<https://go.umhb.edu/resources/police/policies-reports#1845>

### DISCLOSURE OF CAMPUS SECURITY POLICIES AND CAMPUS CRIME STATISTICS

Annual Campus Fire and Safety Report (CLERY ACT REPORT) In compliance with federal reporting requirements contained in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of Mary Hardin-Baylor Police Department publishes an Annual Security and Fire Safety Report. This report includes statistics for the previous three years concerning reported crimes and fires that occurred on-campus in certain off-campus buildings or property owned or controlled by UMHB and on public property within, or immediately adjacent to and accessible from the campus.

This report also includes UMHB's policies concerning campus security. A copy of the University of Mary Hardin-Baylor Annual Campus Fire and Safety Report is available for your review. A printed copy of this report can be obtained by contacting the University of Mary Hardin-Baylor's Campus Police Department at (254) 295-5555 or at <https://go.umhb.edu/resources/police/policies-reports>

### DISCLOSURE OF CRIME and FIRE STATISTICS

The University of Mary Hardin-Baylor Police Department collects and reports crime statistics on a daily and annual basis. These statistics are compiled into a daily police blotter and annually for the Department of Education and the Department's Campus Safety Report.

The University of Mary Hardin-Baylor Police Department prepares an annual report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, as well as other federal and state laws. This report is prepared using the following resources:

1. Internal university reports.
2. Information provided by Campus Security Authorities (identified below).
3. Information shared by the shared by the Belton Police Department.
4. Information shared by other law enforcement resources.

#### *Daily Crime and Fire Log*

The purpose of the Daily Crime and Fire Log is to record all criminal incidents, alleged criminal incidents and fire incidents that are reported to the University of Mary Hardin-Baylor Police Department (UPD) or received by the University Police Department (UPD) from an outside source.

The Daily Crime and Fire Log lists crimes, alleged crimes and fire incidents that occur on campus, public areas immediately adjacent to campus, as well as properties that support the university's educational mission.

The Log provides crime and fire information on a more contemporary basis than those contained in the university's annual statistical disclosures. A log which displays information for a period of 60 days is available for review at the UPD located at

UMHB Police Department  
Mabee Student Success Center  
905 Moore Avenue, Suite 107

Information pertaining to incidents listed in the daily log come from numerous sources. These sources include incidents reported directly to the UPD; data from the Belton Police Department (Belton PD), Campus Security Authorities (CSA) reports from the Title IX Office, Dean of Students or other Clery Act designated Campus Security Authorities.

Crimes may be temporarily withheld from the Daily Log under the following circumstances:

1. The disclosure will jeopardize the confidentiality and safety of a victim or the integrity of an ongoing investigation.
2. The disclosure may cause a suspect to flee or evade.
3. The disclosure may result in the destruction of evidence.

The following information is contained in the Daily Log:

1. Date/Time the crime or fire was reported
2. Date/Time Frame the crime or fire occurred.
3. General location of the crime or fire
4. Nature of the crime
5. Disposition of the case

Case Dispositions Defined:

1. Active/Open - The investigation is on-going.
2. Case Closed - The case has been investigated and is closed.
3. Cleared by Arrest - The individual or individuals involved in the case were arrested for the alleged offense.
4. Cleared by Citation - The individual(s) was only issued a citation(s) for the alleged offense then released.
5. Exceptionally Cleared - elements beyond law enforcement control precludes filing formal charges: death of offender, victim unable to assist after offender is identified, offender arrested and prosecuted in a different jurisdiction.
6. Referred to Other Agency - The case has been referred to another agency for any further action.
7. Referred to Title IX Office - The incident was reported to the Title IX Office but has not been reported to the Police Department.
8. Suspended - The case is not being actively investigated due to a lack of leads but may revert to active upon the development of additional information.
9. Unfounded - A determination is made through the investigation that a reported criminal offense or attempted offense was not committed. The report was false or baseless in fact.

*All case dispositions are regularly updated. If you are following a case, please note the status change in the original case entry.*

## NOTIFICATION OF ANNUAL REPORT

Each year, an e-mail notification that provides the web site containing this report is sent to the UMHB email address of all current students, faculty, and staff. Additionally, all prospective students and prospective employees are entitled to request a copy of the University of Mary Hardin-Baylor Annual Campus Security and Fire Report. Printed copies of the report may also be obtained at the University Police Department located in suite 107 of the Mabee Student Success Center, by calling (254) 295-5555, by emailing [police@umhb.edu](mailto:police@umhb.edu) or by writing to:

UMHB Police Department  
UMHB Box 8350  
900 College  
Belton, Texas 76513

The full text of the annual report can be located on the UPD web site at:  
<https://go.umhb.edu/resources/police/policies-reports#1845>

## REPORTING A CRIMINAL, FIRE OR OTHER EMERGENCIES

The University of Mary Hardin-Baylor is concerned about all criminal acts, fires, and medical emergencies that occur on or near campus. Members of the UMHB community and our guests are encouraged to report all fires, health emergencies and criminal acts as soon as possible by contacting the UMHB Police Department.

### **First, call 911 directly:**

- To summon an ambulance to the UMHB campus for medical emergencies
- To summon the Fire Department for on-campus fires
- To report a crime in progress

In addition to dispatching medical and fire personnel, 911 dispatchers should also notify the UPD police department. **Tell the 911 dispatcher your specific campus location (especially if you are calling from a cell phone).**

Second, as time and circumstances allow:

- Call campus police at (254) 295-5555 immediately after you disconnect from 911
- Send a reliable person outside to watch for the emergency vehicles and direct them to the scene

Third, as time and circumstances allow:

- For MEDICAL EMERGENCIES: provide basic first responder care as needed (within the scope of your training) until emergency personnel arrive
- For FIRE: activate nearby fire alarms, evacuate the area, and assist others
- For CRIMES IN PROGRESS: evacuate or shelter in place, as appropriate to the situation

### **For non-emergency situations on campus**

**Call UMHB Campus Police directly at (254) 295-5555.**

In addition, reports of suspected criminal activity may be made to an individual identified as a Campus Security Authority.

### ***Emergency Contact Numbers***

Fire, Medical, Police Emergency:	911
UMHB Police Department (from a campus telephone):	5555
UMHB Police Department (from off-campus or cell phone):	254-295-5555

If you call to report an emergency, please provide the following information:

1. Your name
2. The location of the emergency
3. The type of emergency
4. A description of the scene, persons, and vehicles (including license plate numbers) involved.

Please remember to speak clearly and slowly. If you can safely do so, follow the instructions provided by the 911 operator and do not disconnect until told to do so.

### ***Medical Emergencies***

When injuries or situations requiring emergency medical treatment or an ambulance service occur, individuals should call 911 directly. Be prepared to give the call-taker your location, the nature of the injury, and the need for additional medical assistance. As time and circumstances allow call campus police at ext. 5555 immediately after you disconnect from 911. Send a reliable person outside to watch for the emergency vehicles and direct them to the scene. If circumstances allow provide basic first responder care as needed (within the scope of your training) until emergency personnel arrive.

### ***Fire***

In the event of a fire on campus, individuals should call 911 directly. Be prepared to give the call-taker the location of the fire, the type of fire, the extent of the fire, and if anyone is trapped by the fire. As time and circumstances allow, individuals should call campus police at ext. 5555 immediately after disconnecting from 911.

Individuals should activate nearby fire alarms and assist others as they evacuate the building.

### ***Emergency or Crime in Progress***

The University of Mary Hardin-Baylor Police Department is part of the Bell County 911 emergency telephone network. Students and employees calling from a campus phone can always dial 911 to report an emergency or crime in progress. The 911 emergency telephone number should only be used only in crisis situations where it is necessary to summon police, fire, ambulance, or other emergency services immediately.

It is unlawful to call 911 in non-emergency situations. Callers to 911 should realize that when reporting an emergency, their telephone numbers may be automatically displayed on a viewing screen located at the answering point. The display of the calling number enables emergency personnel to locate the caller quickly if the call is disrupted.

The University of Mary Hardin-Baylor Police Department will respond to all reported criminal activity and/or emergencies occurring on campus or on public property adjacent to the campus.

### ***Reporting Non-Emergency Crimes or Fires***

To ensure accurate information is included in the university's annual report, students, university employees and university guest are encouraged to report all crimes and fires occurring on or near the campus or in any building owned or leased by the university. These reports will help the university know how to make the campus a safer place. Reports of crimes or fires can be made to the UMHB Police Department in person in suite 107 of the Mabee Student Success Center College, by contacting a police officer on patrol, or by telephone. Reports may also be made to the Belton Police Department or Fire Department.

### ***Non-Emergency Telephone Numbers***

UMHB Police Department:	(254) 295-4587
Belton Police Department:	(254) 933-5840
Belton Fire Department:	(254) 933-5828

Community members are encouraged to report promptly and accurately all crimes, including off campus incidents. Crimes should be reported to the UMHB Police Department and the Belton Police Department or other appropriate law enforcement agency. The UMHB Police Department will assist community members who wish to report on or off campus incidents to the appropriate law enforcement agencies. Victims, while encouraged to report crimes, may decide whether and when to report. Community members are encouraged to report crimes of which they are aware when the victim is unable to make a report.

### ***Reporting Crimes to Other Campus Security Authorities***

Another option for reporting crimes is to make a report to a person who the university has identified as a "campus security authority." These individuals include:

Campus Police	254-295-5555
Dean of Students	254-295-4590
Director, Residence Life	254-295-4590
Vice President for Human Resources	254-295-4527
Vice President for Student Affairs	254-295-4496
Associate Director, Athletics & Compliance Officer	254-295-5046

In addition to the designated Campus Security Authorities, other CSAs may include Residence Hall Directors, Residence Hall Assistants, Coaches, and advisors for campus organizations.

### ***Confidential Reporting Procedures***

UMHB understands that many victims have a strong desire for their report of sexual harassment or sexual violence to be treated confidentially. If a student requests that his or her name not be disclosed to the accused person or that the University not investigate or take disciplinary action against the accused person, the University will carefully consider the request and honor it if possible.

- If the university determines that it can keep a report confidential, all reasonable steps will still be taken to respond to the complaint consistent with the request for confidentiality. For example, it may be helpful to make changes to a housing situation, class schedule, etc. Any request for confidentiality can be withdrawn at any time, and the university will proceed to investigate the report fully and take appropriate action.
- However, honoring a request not to reveal a victim's name to the accused person, not to conduct an investigation, or not to punish the accused person will limit the university's ability to respond fully to the assault and take any appropriate disciplinary action. There are situations in which the university must override a request for confidentiality in order to meet its obligations under federal law to provide an educational environment, which is safe and free from sexual violence. If the accused person has been accused before of committing similar acts or if the circumstances indicate that the accused person is likely to harm others, the university may have to investigate the report and take appropriate action to make the campus safe. If an investigation must take place, the information reported will be shared only on a need-to-know basis.
- A student who wants to be assured that a sexual assault report will be kept confidential can make an anonymous complaint or report the assault to a therapist, doctor, or attorney who is legally obligated to maintain patient or client confidentiality. Students who choose this option are requested to ask their doctor, therapist, or counselor to make a confidential report of the assault without including facts that would reveal the student's identity. While the university will probably not be able to take any disciplinary action against the person accused of the assault, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

If you choose to report a sexual assault or other crime confidentially, please consider asking your doctor, therapist, or attorney to make a confidential report of the crime without including facts that would reveal your identity. While the university's response to the report will probably be limited, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

### ***Anonymous Witness Reporting Procedures***

The University has procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report. Individuals may provide the police department with information pertaining to crimes occurring on or near campus by completing the appropriate report form located online at <https://go.umhb.edu/students/report-it> .

### ***Off-Campus Organizations and Activities***

The Belton Police Department provides primary law enforcement services for all incidents occurring off-campus and within the Belton city limits. Although, Belton PD is the primary responding agency for off-campus incidents, the UMHB Police Department may assist in off-campus matters involving students.

The University does not have officially recognized organizations with off-campus locations.

### *Timely Warning*

The University, through its Police Department, will notify the UMHB community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees. A timely warning will also be provided about any situation (including, but not limited to a crime reportable in the annual security report) which creates a serious or continuing threat to the safety or property of students and employees. When a determination has been made that a timely warning should be issued, the Police Department will take all reasonable steps to ensure the prompt notification of the UMHB community. Although most notifications will be sent by email to a student or employee's UMHB email address, the Police Department may choose to provide notification through one or any combination of the following media which include the University's Emergency Notification System (Cru Alert), email, voicemail, website, student newspaper or other publications, and news releases to local media. Such warning(s) may include, but are not limited to, the following information: the type of emergency; the date, time, and location of any crime; information about any suspect; and evacuation or emergency response information.

The decision to issue a timely warning is made on a case-by-case basis. Warnings because of crimes are designed to alert the campus community in a manner that aids in the prevention of similar crimes. The decision to issue a timely warning notification is based upon the nature of the crime, whether the crime presents a serious or continuing threat to the campus community, and the possible risk of compromising law enforcement efforts.

When a situation arises either on or off campus that, in the judgment of the Chief of University Police or his designee, constitutes an ongoing or continuing threat to the campus, a campus-wide warning may be issued.

The university communicates with local police requesting their cooperation in informing the institution about crimes reported to them that may warrant timely warnings.

Anyone who has information which may indicate the need for timely warning of an emergency situation should report the circumstances to the University of Mary Hardin-Baylor Police Department, by phone 254-295-5555 (5555 if using a university telephone) or in person at the University Police Department located in suite 107 of the Mabee Student Success Center.

### *Emergency Response and Evacuation Procedures*

This type of notice is designed to provide the campus community with information relating to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. The threat could be natural (such as weather) or man-made. **The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Police Department or other area law enforcement, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.** Depending on the nature of the emergency or dangerous situation, the University may elect to notify only that segment of the campus community likely to be affected.

The CruAlert system provides the University with a platform for alerting students and employees in the event either a Timely Warning or Emergency Response Notice is required. Information and instructions may be sent using one or more of the following methods:

1. Text message to cell phone (automatically opted in)
2. Audio message to a cell phone or other telephone (including parents/guardians)
3. Email notification to UMHB email account
4. Outdoor mass notification system
5. Designated websites ([www.umhb.edu](http://www.umhb.edu))
6. Radio and TV alerts through local news media
7. Other emerging communications platforms (e.g., Twitter, Facebook, etc.)
8. The University's Website and the Police Department's website are immediately accessible via computer by all employees, students, and guest.

When appropriate, notification regarding emergencies may be provided to persons outside the campus community (parents, neighboring communities, etc.).

### ***Notifications Procedures***

Notifications will provide a brief description of the timely warning or emergency response notice. When additional information is available, it may be provided using one or more of the methods listed above. The information sent may caution people to avoid certain areas of the campus, advise if classes are cancelled due to an emergency, or provide vital information on what actions are necessary for those who are on campus during such a situation.

The UMHB Police Department is responsible for confirming facts which would indicate that timely warnings and emergency notifications ("Cru Alerts") are appropriate. This confirmation involves collecting information from campus sources, local law enforcement, civil defense authorities, and other governmental or non-governmental authorities as appropriate under the circumstances. The Police Department has the primary responsibility for issuing and coordinating the issuance of a "Cru Alert", determining the content of the "Cru Alert", and determining which of the methods available for issuance of the "Cru Alert" will be utilized.

To ensure the effectiveness of its emergency preparedness, UMHB engages operational, academic, administrative, and external entities on a regular basis, and at least annually, with scheduled disaster drills and exercises that test various aspects of the Cru Alert system. The University documents the process, relevant details, and outcomes of these drills and exercises, and follows through with assessments to set objectives for subsequent exercises.

In addition, emergency response and evacuation procedures are tested twice each semester in residence halls.

### ***Directions to Receive Text and Phone Messages***

Voice and text messages are sent to the contact number currently on file with the University. Current students and employees are automatically entered into the system. It is, however, the responsibility of each member of the UMHB community to ensure all contact information held by the university is current and accurate.

### ***Updating Emergency Contact Information***

Students: Update your contact information in myCampus. You may update your contact information on by clicking on the myAccounts tab. Students may enter multiple points of telephone contact which may include parents or guardians

Employees: Fill out a Change of Personnel Information Form on the HR Employee Portal.  
Shelter in Place Procedures

### ***What it Means to "Shelter-in-Place"***

"Shelter-in-Place" is a request to seek immediate shelter indoors following the announcement of an emergency condition. Sheltering-in-Place means to make a shelter of the building that you are in, and with a few adjustments this location may be made even safer and more comfortable until it is safe to go outside. Sheltering can be related to a variety of situations: severe weather emergencies, hazardous condition, chemical release, or criminal activity. The basic concept behind Sheltering-In-Place (SIP) is to put barriers between yourself and the danger, while maintaining awareness, communications, and safety.

If the situation warrants and it is safe to do so, evacuation of a hazardous environment is preferred. Sheltering-in-Place should only be used when it is not safe to evacuate your current location. In some instances, it is safer to shelter in place than to evacuate a building, for example if there is smoke or fire is immediately outside your room; a violent person is in the building, live electrical wires bar access to the exit; individuals with mobility disabilities are on upper or lower floors.

### ***How You Will Know to "Shelter-in-Place"***

A shelter-in-place notification may come from several sources, including the Police Department, Residence Life, other University employees, or other authorities utilizing various communications tools. In most situations, the activation of the university's outdoor siren system will be your first indication as to the need to take shelter.

### ***How to "Shelter-in-Place"***

No matter where the situation occurs, the basic method of sheltering-in-place will remain the same. However, some situations may necessitate taking different precautions when sheltering-in-place. Should the need ever arise, follow these basic steps, unless instructed otherwise by university personnel or if the situation warrants:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

Locate a room to shelter inside. It should be:

1. Rooms with no windows or exterior door.
2. Rooms that have little or no ventilation.
3. The room(s) should have adequate space for everyone to be able to sit in it. Avoid overcrowding by selecting several rooms if necessary.
4. For HazMat incidents choose rooms above the ground floor.
5. For severe weather, choose rooms on the ground or basement levels.
6. Shut and lock all windows (tighter seal) and close exterior doors.
7. If possible, turn off air conditioners, heaters, and fans.
8. If possible, close vents to ventilation systems.
9. Make a list of the people with you and ask someone to call the list in to the UMHB Police Department by dialing 911 so they know where you are sheltering.
10. Turn on a radio or TV and listen for further instructions.

Please consider the following recommendations when responding to a sheltering-in-place notification:

1. Stop instruction or work and move to a safe location.
2. If there are others in the building, provide for their safety by asking them to stay – not leave.
3. Unless there is an imminent threat, call your emergency contact to let them know where you are and that you are safe.
4. If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
5. Close doors leading into the suite/floor. This will help prevent someone from leaving the suite/floor, if necessary. Closing doors also helps to provide additional safety in Shelter in Place situations.
6. Understand that it may become necessary for university personnel to shut down the air handling system to prevent fumes or smoke from entering the building.
7. Remain indoors for your safety and the safety of others.
8. Stay in-place until the danger has passed or conditions warrant an immediate evacuation. The University will use the CruAlert System to make an "all clear" announcement.

### ***Shelter-in-place -- Hazardous Materials***

If an interior hazardous material release occurs, evacuate the building and area.

If an exterior hazardous material release occurs (including chemical, biological, or radiological), either accidentally, or intentionally, a Shelter-In-Place may be initiated. The following are additional recommendations in the event of an exterior hazardous material Shelter-In-Place (SIP):

1. Move indoors and remain there.
2. Once indoors, remain in an office, classroom, residence hall room, or other indoor space. The best rooms to enter are interior rooms with no windows.
3. Encourage everyone to immediately go into rooms and out of large public areas.
4. Close and lock windows, doors, and seal the room as much as possible.
5. Shut off heating, ventilation, air conditioning (HVAC) units if possible.
6. Pull down blinds, turn off lights and any other electronic equipment.
7. Monitor local media sources and the UMHB website ([www.umhb.edu](http://www.umhb.edu)).
8. As warranted the university will send additional messages through the CruAlert System.
9. Help others when possible, especially those who are physically disabled.
10. Remain as calm as possible and know that the emergency situation is the central focus of emergency response personnel.
11. If in a vehicle driving on campus, leave campus immediately – obeying traffic and speed regulations.
12. Remain Sheltered-In-Place until informed by University officials that it is safe to leave, or conditions warrant an immediate evacuation.

### ***Shelter-in-Place -- Violent Person/Hostile Intruder***

If one or more persons pose a serious threat to the campus, a Shelter-In-Place (SIP) notification may be made. This would usually involve some form of violence, or a firearm, and necessitate immediate action. The following are additional recommendations in the event of a violent person Shelter-in-Place warning:

1. Move indoors to a safe location.
2. Get into a room, office, residence hall room, meeting room, etc. and lock all doors and windows.
3. Blockade the door if possible, with large/heavy furniture, or other heavy objects.
4. Pull down blinds, block windows in the door in an effort to obstruct vision from the hallway, turn off lights.

5. If unable to get indoors, lie flat, get behind an obstruction, put distance between yourself and the danger and await police.
6. Remain quiet, silence cell phones, and any other noise producing objects.
7. Stay low to the ground, on floor, near solid interior walls, staying away from windows and doors.
8. Take cover under furniture, or other large objects placing as many items as possible between you and the threat.
9. Do not peek out windows, or doors, to see what may be occurring.
10. Do not evacuate if fire alarm is activated unless you are positive a fire is occurring.
11. If possible, and safe to do so, report the location of the violent person if known by dialing 911.
12. Do not remain on cell phone unless a life and death emergency is occurring in your immediate vicinity.
13. Help others when possible, especially the physically disabled.
14. If you are in a vehicle during a Shelter-In-Place (SIP) for a violent person, leave campus immediately. Obey traffic and speed regulations.
15. Remain in your Shelter-In-Place (SIP) location until informed by police or circumstances warrant an immediate evacuation.
16. When Police arrive, do not run at them, or make sudden movements. Do not hold anything in your hand that could be mistaken for a weapon.
17. Obey ALL commands given by police officers.

For additional information pertaining to active shooters, please view the Run, Hide, Fight video produced by the Department of Homeland Security at: <https://www.dhs.gov/cisa/options-consideration-active-shooter-preparedness-video>

### ***Shelter-in-place -- Weather Emergency***

Severe weather could suddenly develop which would initiate a Shelter-In-Place (SIP) notification. The most likely scenario would be a tornado warning or sighting of a tornado close to campus. The following are additional recommendations in the event of a Shelter-in-Place warning because of a tornado:

1. If outside seek shelter in the closest building.
2. If possible, Do Not seek shelter in any large, free span room such as a gym or auditorium.
3. Move to the lowest floor in the building; the basement is the best option if available.
4. The best room choice is an interior room with no windows, or a small windowless first floor interior room like a closet or restroom.
5. If windows are in the room, close and lock windows, and doors, pull down blinds.
6. Center yourself under large furniture, or other objects, and protect yourself from flying glass or debris.
7. Remain as close to the floor as possible, stay out of corners and away from outside walls.
8. Keep listening to the radio or the television until you are told the danger has passed.
9. Remain in your Shelter-In-Place (SIP) location until informed by University officials that it is safe to leave, or conditions warrant an immediate evacuation.
10. After notifying your emergency contact, remain off the cell phone, especially after a tornado strike.
11. If anyone is seriously injured, dial 911 and request assistance. Report minor injuries to university personnel.

### ***Evacuation Procedures***

An evacuation is the movement of individuals from a dangerous, or potentially dangerous environment, to a safe place. Examples are the evacuation of a building due to a bomb threat or fire. In an extreme situation (e.g., a HazMat accident), large portions of, and perhaps the entire campus may be required to evacuate.

### ***How Will I Know to Evacuate?***

An evacuation notification may come from several sources, including the fire alarm system, Police Department, University Staff, or other authorities utilizing the University's emergency communications means.

### ***How to Evacuate***

You should evacuate a facility upon hearing an alarm or other official announcement. As you leave, close, but do not lock, doors, turn off lights and computers. Use designated corridors and fire exit stairs that lead to ground level. Leave the building in an orderly manner. You should not use elevators. Assemble at the Evacuation Assembly Point(s). It is important that you follow instruction of emergency personnel. If you are aware of any individuals who remains in the building during an evacuation, please provide that information to university personnel. Do not re-enter the building until an "All Clear" announcement is given by emergency personnel.

### ***Evacuation Assembly Points***

Evacuation Assembly Points are the location(s) to which all building occupants should report following a building evacuation. Most Evacuation Assembly Points are pre-identified locations, although specific incidents may require the assembly point to be moved. Emergency Assembly Points consist of Exterior Assembly Points (fair weather evacuations); Protected Assembly Points (foul weather evacuations); and Interior Shelter locations when sheltering due to a storm event (i.e., tornado).

General information about the emergency response and evacuation procedures for UMHB are publicized each year as part of Clery Act compliance efforts, and that information is also available at the Police Department's virtual headquarters at:

<https://go.umhb.edu/resources/police/policies-reports#1845>

## **CAMPUS FACILITIES**

The University of Mary Hardin-Baylor campus is private property, and the University reserves the right to restrict access to the campus. During scheduled business hours, the University (excluding certain housing facilities) is open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key, if issued, or by admittance via the UMHB Police Department or Residence Life staff. During periods of extended closing, the College will admit to its facilities only those with prior written approval.

### ***Locking Procedures for Residence Halls***

In residence halls, and Farris Hall, all exterior doors are locked 24 hours a day.

All apartment doors are equipped with a card access device.

Living areas with card access on front, side, and back doors also use a camera system to view these doorways. Residents who bring in a guest after hours (12:00 a.m.) are required to remove any head covering and their guest(s) are required to do the same.

## ***Card Access***

Authorized residents in buildings using card access, are given access to their residence hall or apartment through use of the ID card. If a CRU card is lost or stolen, the resident must go to the Cru Card Office to obtain a replacement.

A resident may allow residents, or guests (same sex only in residence halls) to enter the building with them until closing at 1:00 a.m. After 12:00 a.m., everyone entering the building in which they reside must use their own access card for entry. No resident may scan their card and hold the door open for additional people to enter the building after this time.

If a student CRU card is not working or the resident does not have their card with them, the resident can use their “Mobile ID” or contact the UMHB Police Department to open the door (call 5555). Prior to midnight residents should contact hall staff for assistance. For security reasons, residents will be asked by the officer to show their student ID card.

RAs will not be able to open the doors after closing hours. When the building closes, residents should not contact another resident to have them open the door. This practice will result in disciplinary action. Care should be used in the handling of keys and access cards. Residents are not allowed to duplicate keys or give their access card to another person for use in entering a building. These actions will result in referral to the Residence Life Office.

Records created through the use of access cards, cameras, and other security devices may be retained by the university and used for security purposes, investigations, and other legitimate educational interests.

Each resident's card will allow access only to his or her residence building. To the extent permitted by the university's residence visitation policy, residents are allowed to provide guests access into their building with them until closing at 1:00 a.m. Residents must take care to only allow people they know to enter the building with them through these doors. After 1:00 a.m., everyone entering a residence building must use their own access card for entry. No resident may scan their card and hold the door open for anyone else to enter the building between 1:00 am and 6:00 a.m.

## ***Keys***

Residents assigned to buildings where keys are used will be issued a key at check-in. Mailbox keys are also issued if applicable. Residents are responsible for the key and for replacement costs. If a key is lost, stolen, or if a resident fails to return a key at check-out, the lock will be changed and a charge for the lock and key change will be assessed to the resident.

## ***Scheduling***

Over extended breaks, the doors of all halls will be secured around the clock. During these times only individuals with prior approval granted by Residence Life Department will be provided access to the residence hall.

Emergencies may necessitate changes or alterations to any posted schedules. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

## ***Facility Inspections***

Members of the Residence Life staff or other UMHB employees, agents, and contractors authorized by the University will, at times, be required to enter a resident's room, apartment, or campus house, without prior notice for custodial or maintenance work, to handle emergencies, to check for health or fire hazards, to inspect for drugs, alcohol, or other contraband, or to otherwise ensure compliance with University rules and regulations.

If it is necessary to enter a room, the staff member will knock first, but if there is no answer or the student does not open the door, entry with a key may be required. Residents should respond by opening the door when a staff member identifies him/herself. The university reserves the right to remove, store and/or dispose of any prohibited item(s) found in a student's housing, belongings, or assigned storage. In most cases, the student will be required to remove the item. If contraband, such as weapons, alcohol, drugs, drug paraphernalia, or any item that could potentially present a danger to residents is found, university staff can remove or dispose of the item immediately.

Due to changes in certain housing procedures in response to the pandemic, certain policies contained in this handbook and the Guide to Campus Housing may be temporarily amended. Students will be notified of these changes primarily through UMHB student email and the university's website, including:

<https://go.umhb.edu/restart/student-housing#1845> Students are responsible for reviewing these notices

Safety concerns should be reported to the UMHB Police Department, your Residence Hall Director or the UMHB Physical Plant.

University personnel inspect each building on an annual basis. In addition, cursory inspections of most facilities are conducted on a weekly basis by Residence Life Staff and the University Police Department.

Deficiencies noted are reported to the UMHB Physical Plant in the form of a work order.

## **UNIVERSITY LAW ENFORCEMENT**

The University of Mary Hardin-Baylor Police Department operates under the authority given to private universities in section 51.212 of the Texas Education Code and section 2.12 of the Texas Code of Criminal Procedures. All UMHB officers are licensed and certified as Texas Peace Officers by the Texas Commission on Law Enforcement and are vested with all rights, powers and privileges associated with the position of Peace Officer in the State of Texas. All officers have arrest authority.

The Department is organized as part of the Campus Planning and Support Services Division and employs full-time police officers and part-time police officers. The Police Department is a diverse and progressive organization which desires to exceed the expectations of those we serve. Some of the services provided include assistance to stranded motorists; development of crime prevention programs; investigation of reported crimes, disturbances, traffic accidents, and driving violations; service as safety escorts for students and staff on campus; and patrol and inspection of campus grounds and buildings as a deterrent to criminal activity and to detect potential safety or security concerns.

The UMHB Police Department is located in suite 107 of the Mabee Student Success Center. The Department is staffed 24 hours per day, 365 days a year, with administrative offices open Monday - Friday, 8:00 a.m. to 5:00 p.m. except on campus holidays and weekends. The Police emergency number is answered 24 hours a day, 7 days a week including holidays. If you are in need of Police assistance, call 254-295-5555 or 5555 from any campus telephone.

The primary mission of the UMHB Police Department is to protect the safety of students and university employees and property owned or controlled by students, employees, or the University. The UMHB Police Department is the primary reporting and investigating law enforcement agency for most crimes occurring on the UMHB campus.

The UMHB Police Department has a close working relationship with state and local law enforcement agencies, particularly the City of Belton Police Department. The Belton Police Department is the primary reporting and investigating law enforcement agency for all crimes occurring outside the boundaries of the campus and certain serious personal injury crimes on campus. The UMHB Police Department cooperates with the Belton Police Department with respect to campus crimes and in the coordinated response to emergencies anywhere within Bell County.

The UMHB Police Department and the Belton Police Department typically cooperate under the terms of a written Memorandum of Understanding which addresses issues such as jurisdiction, cooperation, communications, and sharing of information. The University is currently working to renew its Memorandum of Understanding with the Belton Police Department. Frequent meetings or telephone conversations between the UMHB chief of police (or his designee) and the Belton Police allow for exchanges of routine information on a timely basis.

The University recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and the enforcement of rules by officials of the University. All persons on property owned or under the control of the University are subject to these laws and rules at all times. While the University is private property, state and local law enforcement officers may enter the campus to conduct business as needed, and local officers are invited to patrol the campus to assist university police in deterring crime.

Community Oriented Policing and Crime Prevention are the basic philosophies, which guide the University of Mary Hardin-Baylor Police Department. The department's law enforcement strategies are built on these fundamental policing practices which emphasize risk reduction and the implementation of lasting solutions to problems. This approach to campus policing requires new resolve from citizens and new ways of thinking from police officers.

The goal of community policing is to reduce crime and fear while at the same time maintaining a sense of order. Likewise, campus crime prevention efforts are designed to identify potential crime/safety risks and implement action to remove or reduce the risks. This style of policing has built a bond between members of the UMHB community and the university. UMHB Police officers interact with members of the UMHB community on a daily basis and encourage them to be a part of this vital effort with a goal to develop a strong partnership with the community and encourage citizen involvement. The effectiveness of the UMHB police department is directly linked to the support it receives from members of the UMHB community.

## CRIME PREVENTION

The UMHB Police Department conducts multiple crime prevention presentations throughout the year at various seminars and events. During these presentations, officers provide information designed to remove or reduce the opportunity for crime to occur. All events are open to students, staff, and university guest.

## ***Information and Education***

During orientation in August students are informed of services offered by the University Police. Video and slide presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Throughout the year, the campus police take every opportunity to speak on personal safety, crime prevention and crime reporting. UMHB officers will make presentations in residence halls, during Crusader Connection, during Welcome Week, at informal meetings concerned with women's issues, and campus wide Safety fairs. In addition, a number of programs are offered to UMHB students, faculty, staff, and campus organizations. To obtain further information on any of the following programs or in response to any other questions, contact your UMHB Police Department at (254) 295-4587.

## ***Personal Safety Program***

This program focuses its attention on "crimes against persons" and emphasizes personal safety. In this seminar participants will learn how to reduce their chance of victimizations from sexual assault, robbery, including ATM robberies, and carjacking. Information is presented on how to prevent or reduce the possibility of being a victim; what can be done if confronted; and candid information on how to avoid confrontations. This information is provided multiple times each year through tabletop presentations and seminars. Self-defense classes are offered twice, during the fall and spring semester.

## ***Security Surveys***

A trained crime prevention officer will survey your UMHB building, office, or residence and help you identify vulnerable areas which may make your location a target for burglars. The crime prevention officer will provide information on what steps you can take to reduce these risks. A survey generally takes 20 minutes for a small workspace and up to one hour for an overall building assessment.

Weekly lighting surveys are conducted in an effort to ensure all exterior lighting is operational. In addition, Public Service Officers inspect university facilities each day in an effort to identify and address observable security/safety hazards.

## ***Operation Identification***

"Operation Identification" is a nationally recognized personal property identification program to deter theft and aid in recovery. In this program you identify your personal property by engraving your driver's license number on the item your property and keeping a record of each item, including a description and serial number. For unusual or high value items such as jewelry, valuable artwork, special equipment, etc., it is advisable to take video or pictures. You can borrow an engraver from the UMHB Police Department.

Personal property should be inscribed with the owner's driver license number and state identifier (i.e., TX12345678). University property should also be marked with a "UMHB" inventory tag.

Bike and property registration services are available throughout the year, at the UMHB Police Department.

## ***Specialized Programs***

The UMHB Police Department has numerous special safety and crime reduction programs for specific department/offices such as: Robbery Prevention for departments that handle money - Staff are trained on how to reduce the potential of being robbed, how to react during a robbery, and what to do after a robbery.

Office thefts and how to prevent them from occurring - Examples of incidents are provided along with tips on how to harden the target and reduce the potential for thefts from the workplace.

Bomb threats and suspicious packages and letters - Instruction is provided on what questions to ask when you receive a telephone bomb threat and what information law enforcement will need when they respond to the call. Personnel are also taught how to identify suspicious packages and letters and what to do when they discover a suspicious package or letter in the mail.

Violence on campus information is given on how to respond to violent situations occurring on campus. Emphasis is placed on prevention and personal protection strategies.

Specialized programs are conducted throughout the year, upon request.

### ***Asset Protection Program***

Security awareness programs are developed to help administrators and facilities managers identify potential theft hazards and implement procedures designed to increase the security for department property and facilities. Each of these programs usually lasts approximately 30 to 45 minutes.

For more information about campus security and ways that you can take responsibility for the security of yourself and those around you, visit the CRIME PREVENTION section of the police department's website:

<http://police.umhb.edu/crime-prevention>

## **UNIVERSITY POLICIES**

### ***Weapons on Campus***

As a private religious university, UMHB policy, as allowed by state law prohibits the possession of firearms, explosives, weapons, or any item that may be construed as such, on the premises of the university or in any building/property under university control. This prohibition applies regardless of whether a state license to carry a firearm has been issued to the possessor. There are some limited exceptions to this policy including, but not limited to certified and licensed law enforcement personnel who are authorized to carry a firearm. Anyone found violating the university's weapons policy shall be subject to the disciplinary policies and procedures applicable to students, as well as criminal prosecution.

University policy does not prohibit the storage or transportation of a firearm or ammunition in a locked, privately owned, or leased motor vehicle by any person who holds a valid Texas license to carry a handgun and lawfully possesses the firearm or ammunition in such vehicle while located on a street, driveway, parking lot, parking garage, or other parking area on UMHB's campus.

### ***Policy Regarding Alcohol and Drug Use***

**Policy Regarding Alcohol and Drug Use** The university is committed to the spiritual, mental, social, and emotional development of students and believes that growth in these areas is greatly impaired by mind-altering substances. Education and learning are especially impaired by alcohol abuse and other drug use. It is the goal of the university to provide an alcohol and drug-free environment in which to live, work, and learn, to discourage the use of alcohol and drugs and to promote sobriety. The UMHB community cares deeply about the health and safety of our students. Furthermore, UMHB recognizes the heightened dangers associated with alcohol and drug use. The consequences of life choices and decisions that students make extend far beyond the college experience.

Therefore, the possession, use, sale, purchase, manufacturing, or distribution of alcohol, illegal or controlled substances, mind or perception altering drugs, or the misuse of chemicals such as glues or solvents, is strictly prohibited on campus and at all University sponsored events and trips. Intoxication or impairment, on or off campus is a violation of the Student Standards of Conduct. Any student who engages in conduct that violates the UMHB Student Standards of Conduct or federal, state, or local laws is subject to discipline whether or not civil or criminal penalties are also imposed for such conduct.

If a student violates this policy, at a minimum, the university will impose a disciplinary penalty of disciplinary probation for a specified period of time. Other penalties that may be imposed include suspension from school, suspension of rights and privileges, payment for damage to or misappropriation of property, expulsion, or such other penalty deemed appropriate under the circumstances. The university reserves the right to require students to submit to an alcohol or drug test for reasonable cause and/or periodically after a violation of this policy has occurred.

The university may allow students under some circumstances to voluntarily submit an alcohol or drug test result from a drug testing facility approved by the university, in conjunction with a code of conduct review process. The Dean of Students will serve as the point of contact for this type of alcohol and drug testing, unless the testing is in conjunction with specific program requirements, as described in the next paragraph.

In addition to the University's Drug and Alcohol Policy, certain programs within the university have a drug and alcohol policy (which may include requirements for drug screening, testing for cause and/or random drug testing) applicable specifically to participants in that program. Information will be published and made available directly to program participants.

The only exception to this policy is the lawful use of prescription medications by the person for whom the medication was intended, or the reasonable use of over-the-counter medications for their intended purpose.

Exceptions to Disciplinary Action: In order to encourage students to seek medical attention if necessary, for themselves or other students and to promote students' safety, the university will not impose disciplinary sanctions for violation of the alcohol policy against a student who:

- requested emergency medical assistance in response to the possible alcohol overdose of the student or another person;
- was the first person to make the request for medical assistance; and
- if the student requested emergency medical assistance for the possible alcohol overdose of another person, remained on the scene until the medical assistance arrived; and cooperated with medical assistance and law enforcement personnel.
- If the student voluntarily reports a sexual assault to the university. (see Title IX section for more on this topic).

### ***Misconduct Defined***

The term misconduct refers to personal behavior on or off campus that interferes with UMHB's pursuit of its educational and Christian objectives, fails to exhibit a regard for the rights of others, or shows disrespect for the safety of persons or property. The following examples of misconduct are not inclusive but are intended to give a student an idea of the types of behavior that may result in disciplinary action.

- Obstruction or disruption of teaching, research, administration, public service, or other activity or function of the university, or threatening such obstruction or disruption.

- Acting in a manner, which, without adequate reason, creates or increases the risk of harm to the person or property of oneself or another member of the university community.
- Using force, violence, or threats of force or violence toward students, employees, visitors, or others.
- Interference with failure to cooperate with, or failure to provide identification to any UMHB administrator, faculty member, or staff person.
- Physical or verbal abuse of any person, or indecent or obscene conduct, while: attending a university sponsored event, on university premises, wearing apparel or other identification of the university, in the presence of university students, or in public venues where a reasonable connection could be made between the conduct and the university.
- Actions, which evidence disregard for appropriate professional boundaries between students and university faculty and staff. University employees are directed not to engage in a personal relationship with a student if the employee has the ability to influence the student's employment, housing, financial aid, disciplinary or academic record. Students should not solicit, encourage, or participate in such a relationship.
- Threats, physical abuse, or harassment directed toward a member of the UMHB faculty, staff, student body, or toward a visitor to the campus.
- Any conduct, including speech or writing that is in opposition to the Christian ideals, which the University of Mary Hardin-Baylor strives to uphold.
- Violating the university's written policies regarding alcohol, tobacco, or other drugs.
- Theft, abuse, damage, or the threat thereof, of university resources or the resources of any employee, student, vendor, or visitor of the university.
- Use or possession of firearms, explosives, fireworks, missiles, or weapons on campus without the approval of the Vice President for Student Life.
- Unauthorized entry or use, unsafe use or inappropriate use of university vehicles, facilities, property, equipment, or electronic mail.
- Forgery, alteration, or unauthorized use of university transcripts, documents, records, information, logos, letterheads, publications, trademarks, service marks, or other identifying documents or symbols.
- Contemptuous, disrespectful, or disorderly behavior.
- Intentionally giving false or misleading testimony, evidence, or information to any person acting for the university in an official capacity.
- Failure to follow established university rules, regulations, and policies.
- Promoting or advocating activities or behaviors that are contrary to the mission of UMHB including, as examples, abortion, drug abuse, violence toward others, or sexual misconduct as defined in this handbook.
- Unlawfully conducting, organizing, or participating in an activity involving a game of chance, including but not limited to casino, Calcutta, or lottery.
- Violating the university policies on hazing.
- Sexual misconduct as defined in this student handbook.
- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights; tampering with or pulling under false pretenses a fire alarm; or propping stairwell fire doors open.
- Violation of an international, federal, state, or local law or ordinance.
- Recording or causing to be recorded by audio, photograph, video or other technology, the voice or image of a member of the university's governing board, an administrator, faculty member, staff employee, or other student without first obtaining the recorded person's expressed, written permission.
- Violating the university's social media policy.
- Obscene, lewd, indecent media exhibition: the use, display, or exhibition of pornographic movies, video tapes, records, cassettes, posters, magazines, CDs, computer graphics, or other media is strictly prohibited.

- Officially representing the university in any activity, including, but not limited to, media activities, political campaigns, and lobbying activities (which are prohibited by the university), without the express prior approval of university administration.
- Engaging in behavior that could reasonably be construed as harassment or discrimination, which is prohibited by university policy.
- Failure to cooperate with university officials in the course of a university investigation.
- Failure to self-report to the Dean of Students (or to submit the report by another legitimate source such as spouse or legal counsel) the existence of any charge or indictment or information filed in connection with an alleged violation by the student of any Federal, state, or local statute, rule, or regulation punishable as a crime within three (3) calendar days of charges being filed.

### ***Sexual Misconduct***

UMHB will be guided by the understanding that human sexuality is a gift from the creator God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love. These purposes are to be achieved through heterosexual relationships within marriage. Misuses of God’s gift will be understood to include, but not be limited to, sexual abuse, sexual harassment, sexual assault, incest, adultery, fornication, and homosexual behavior.

Note: Sexual harassment, Sexual Assault and Sexual Violence are discussed in more detail elsewhere.

UMHB will strive to deal in a constructive and redemptive manner with all who fail to live up to this high standard. Nothing will be done to encourage abortions or other drastic actions that might bring great harm to those involved. Dealing individually with each case, efforts will be made to counsel and assist those involved. Constructive forgiveness will guide all efforts. Consistent with the statement of UMHB concerning sexual misconduct, the university shall thoroughly review the facts and circumstances of each allegation of sexual misconduct involving a student and determine if the allegation is supported by credible evidence. The university may impose a sanction against the individual that is appropriate for the act committed. In doing so, the university shall offer counsel and assistance to the individual so that the sanction imposed may be a catalyst for redemption in his or her life.

The sanctions the university may impose against a student for an act of sexual misconduct are those set forth in the section entitled “Sanctions for Misconduct” of the student disciplinary policy and range from censure to expulsion.

### ***Sanctions for Misconduct***

The university will normally use a progressive system of discipline for students but reserves the right to consider the totality of a situation (including mitigating or aggravating factors, previous incidents, current academic performance, etc.) and may impose one or more sanctions for any instance of misconduct. The university may use the following sanctions or another sanction which the university deems appropriate under the circumstances:

- Censure: Oral or written warning to the student that he or she is engaging in conduct which violates university rules, regulations, or policies.
- Reprimand: Written warning that continuation or repetition of misconduct may result in a more severe sanction.
- Fines: a monetary fine may be assessed as part of a disciplinary process.
- Probation: Written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities.

- Restitution: Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct. Common assessment or group billing may be made to students in a residence hall for damages occurring in common areas shared by groups of residents.
- Eviction: Probation or removal from residence halls or other campus facilities as designated in the written notification. The housing deposit will not be refunded to a student who is evicted from the residence halls.
- Suspension: Termination of student status at the university for a specified period of time. A student who has been suspended will be given a reasonable time in which to leave the campus and remove his or her property.
- Expulsion: Termination of student status at the university permanently or for an indefinite period of time. A student who has been expelled will be given a reasonable time in which to leave the campus and remove his or her property.

Interventions and services such as mentorship, educational resources, and recommendation or requirement to engage in a course of counseling with a counselor recommended by the university or selected by the student with the university's consent may be used in addition to sanctions in order to assist the student.

### ***Exceptions to Disciplinary Action***

In order to encourage students to seek medical attention if necessary, for themselves or other students and to promote students' safety, the university will not impose disciplinary sanctions for violation of the alcohol policy against a student who:

- requested emergency medical assistance in response to the possible alcohol overdose of the student or another person;
- was the first person to make the request for medical assistance; and
- if the student requested emergency medical assistance for the possible alcohol overdose of another person, remained on the scene until the medical assistance arrived; and cooperated with medical assistance and law enforcement personnel.
- If the student voluntarily reports a sexual assault to the university. (see Title IX section for more on this topic).

## **DRUG AND ACOHOL INFORMATION**

### ***Available Drug or Alcohol Counseling and Rehabilitation Services***

UMHB Counseling, Testing and Health Services offers confidential and anonymous referral information regarding community substance abuse resources. UMHB Counseling, Testing & Health Services' Alcohol and Drug Education Program offers a variety of educational programs related to college students and the use of alcohol or other drugs. Printed information and confidential educational consultations are available to students to assist them with alcohol and/or other drug-related questions or concerns. For information on the health risks of alcohol and drugs, [click here](#).

Call (254) 295-4696 or come to the UMHB Counseling, Testing & Health Services (8 a.m. to 5 p.m. weekdays) to obtain information, request assistance, or schedule an appointment.

## ***Legal Sanctions Applicable to Drug and Alcohol Use***

### **Federal Penalties and Sanctions**

21 United States Code 844(a): 1st conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years, and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

Special sentencing provisions for possession of flunitrazepam: Imprisoned for not more than 3 years and/or fined.

21 United States Code 853(a)(2) and 881(a)(7): Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

21 United States Code 881(a)(4): Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

18 United States Code 922(g): Ineligible to receive or purchase a firearm. Miscellaneous: Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

### **State Penalties and Sanctions**

Texas Penal Code Sec. 49.02: Being intoxicated in public such that one is a danger to oneself or others is a Class C misdemeanor, punishable by a fine of up to \$500.

Texas Alcoholic Beverage Code Sec. 1.05, 101.31: It is illegal to possess or distribute alcoholic beverages in a dry area. Violation of this law is a Class B misdemeanor and carries a penalty of up to \$2,000 and/or up to 180 days confinement.

Texas Alcoholic Beverage Code Sec. 106.02, 106.04-106.05, 106.071: The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age subjects that person to a fine of up to \$500 for the first offense and at least \$250 up to \$2,000 for the second offense and/or 180 days confinement.

Texas Alcoholic Beverage Code Sec. 106.06: Furnishing alcoholic beverages to a minor is a Class A misdemeanor and punishable by a fine of up to \$4,000 and/or up to one year in jail.

Texas Education Code Sec. 37:122: The possession of an intoxicating beverage on the grounds of any public school is a Class C misdemeanor and carries a penalty of up to \$500.

If found with an open container in the person's immediate possession, the minimum confinement period extends to six days.

Texas Alcoholic Beverage Code Sec. 106.07: A person under 21 years of age who misrepresents his or her age for the purpose of purchasing alcohol beverages commits a Class C misdemeanor and may be punished by a fine of up to \$500.

Texas Health and Safety Code Sec. 481.102-106, 481.115-118: The illegal distribution, possession, or use of controlled substances may be punished by 5 years to life in prison and up to a \$250,000 fine.

Texas Health and Safety Code Sec. 481.112-120: The delivery or possession of controlled substances with the intent to manufacture controlled substances is punishable by a jail term of 10 years to life and up to a \$250,000 fine.

Texas Health and Safety Code Sec. 481.122: The distribution of marijuana to a minor is punishable by 2 to 20 years in prison and/or up to a \$10,000 fine.

### ***Alcohol and Other Dangerous Drugs Biennial Report.***

The university also publishes an Alcohol and Other Dangerous Drugs Biennial Report. The purpose of this report is to comply with the Drug-Free Schools and Campuses Regulation (EDGAR Part 86). Institutions of Higher Education (IHE) receiving federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. To comply with this regulation, IHE, such as the University of Mary Hardin-Baylor, are required to complete biennial reviews of their Alcohol and Other Drug (AOD) program to determine effectiveness and consistency of enforcement of sanctions, along with the number of alcohol and drug violations.

For a printed copy of either report, please contact the UMHB Police Department at (254) 295-5555, or visit in person at 905 Moore Avenue, Belton, Texas, 76513.

## **INFORMATION ON REGISTERED SEX OFFENDERS**

In compliance with federal law, Texas requires current address registration by residents of the State, and non-residents who have entered the State to work or attend school, who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors. [Information on registered sex offenders may be obtained from the Texas Department of Public Safety.](#)

Federal law permits UMHB to publish the names of all registered sex offenders on campus. For more information, please contact the UMHB Campus Police Department at (254) 295-5555.

## **SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE and STALKING**

### ***Sexual Violence***

Sexual violence refers to a broad range of physical sexual acts perpetrated without a person's consent, including where a person is incapable of giving consent due to an intellectual or other disability or to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. As well as being serious violations of the University's code of student conduct, dating violence, domestic violence, sexual assault, and stalking are crimes under Texas law.

The University Mary Hardin-Baylor prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the *Clery Act*. The university is actively working to prevent these crimes through education and awareness programs for students and employees:

The University provides primary prevention and awareness programs for all incoming students and new employees. “Primary prevention programs” are programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

The University also conducts ongoing prevention and awareness campaigns for all students and employees. “Ongoing prevention and awareness campaigns” are programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

### ***Sexual Assault***

A person commits the offense of “sexual assault” if the person

Intentionally or knowingly:

1. causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
2. causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent;
3. causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
4. causes the penetration of the anus or sexual organ of a child by any means;
5. causes the penetration of the mouth of a child by the sexual organ of the actor;
6. causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
7. causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
8. causes the mouth of a child to contact the anus or sexual organ of another person, including the actor. (V.T.C.A., Penal Code § 22.011)

Fondling, which is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, is also considered by the University to be a sexual assault.

### ***Dating Violence***

“Dating violence” means an act, other than a defensive measure to protect oneself, by an actor that

1. is committed against a victim:
  - a. with whom the actor has or has had a dating relationship; or
  - b. because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and

2. is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.

A “dating relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship is determined based on consideration of:

1. the length of the relationship;
2. the nature of the relationship; and
3. the frequency and type of interaction between the persons involved in the relationship. (V.T.C.A., Family Code § 71.0021 )

### ***Domestic Violence***

“Domestic violence,” also known as “family violence,” means:

1. an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;
2. abuse, as that term is defined by Sections 261.001(1)(C), (E), and (G), by a member of a family or household toward a child of the family or household; or
3. dating violence. (V.T.C.A., Family Code § 71.004)

### ***Stalking***

A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

1. constitutes an offense under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening:
  - a. bodily injury or death for the other person.
  - b. bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
  - c. that an offense will be committed against the other person's property;
2. causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
3. would cause a reasonable person to:
  - a. fear bodily injury or death for himself or herself;
  - b. fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
  - c. fear that an offense will be committed against the person's property; or
  - d. feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended. (V.T.C.A., Penal Code § 42.072)

***The university requires students to conduct themselves in accordance with its code of conduct, including provisions relating to sexual misconduct.***

***Sexual misconduct, as defined in the university's student code of conduct, is subject to disciplinary action, including expulsion.***

### ***The Importance of Consent***

Students must also be aware that engaging in conduct of a sexual nature without the consent of both persons involved may constitute sexual assault. Consent is an active agreement to engage in a certain act or be exposed to a certain situation. Sexual activity without meaningful, explicit, and ongoing consent may be a violation of state and local law. This includes forcing, threatening, or coercing an individual into sexual contact under duress and/or against his or her free will. When consent is requested verbally or physically, the absence of any explicit verbal or physical response constitutes lack of consent. Consent can be withdrawn at any time, but once consent has been established a person who changes his or her mind should communicate the withdrawal of consent through words or actions.

A person may be incapable of giving consent due to age, an intellectual or other disability, being asleep or unconscious, or being under the influence of drugs or alcohol. If a person is incapacitated (that is, lacking the physical or mental ability to make informed, rational judgments) to the extent that he or she cannot understand the fact, nature, or extent of the sexual situation, there can be no consent. Sexual activity becomes sexual assault if a sober, reasonable person in the position of the person who is initiating further sexual activity would have known that the other person was incapable of consent.

Because incapacity may be difficult to discern, students should err on the side of caution. When in doubt, assume the other person is incapacitated and unable to give effective consent. The responsibility for establishing true consent falls on the initiator of further sexual activity, even if that person has also been drinking. Being intoxicated or drunk is never a defense to a complaint of violating the university's policy on sexual misconduct.

Under Texas law, a sexual assault, as defined above, is without the consent of the other person if:

- the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
- the other person has not consented, and the actor knows the other person is unconscious or physically unable to resist;
- the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
- the other person has not consented, and the actor knows the other person is unaware that the sexual assault is occurring;
- the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
- the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
- the actor is a public servant who coerces the other person to submit or participate;
- the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;
- the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or

- the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code. (V.T.C.A., Penal Code § 22.011)

### ***Other Content Included in the University's Prevention and Awareness Programs***

The University's policies requires that students and employees receive information and training with respect to the following concepts as part of both the University's primary prevention and awareness programs and its ongoing prevention and awareness campaigns:

#### ***Bystander Intervention***

Bystanders are individuals who witness situations that appear to be potentially dangerous or criminal and who, by their presence, have the opportunity to contribute to the negative behavior, do nothing, or provide assistance. Being an active bystander means being aware of the situation and choosing to act in a positive way. The Bystander Effect states that there are many reasons individuals might not intervene in a situation:

- They assume the situation isn't a "problem" and fail to interpret the situation as needing help
- They assume the situation is "none of their business" and fail to take personal responsibility
- They assume someone else will "do something"
- They believed that other people "weren't bothered" by the problem
- They felt they didn't know how to intervene or didn't have the skills to intervene
- They felt their personal safety would be at risk
- UMHB promotes active strategies to use to as a bystander who intervenes in a situation (adopted with permission from William and Mary College's Bystander Intervention Play Book)
- Step in and separate the two people. Let them know your concerns and reasons for intervening. Be a friend and let them know you are acting in their best interest. Take responsibility to make sure everyone makes it home safely.
- Create a distraction: This is an especially useful technique in dealing with situations in which there is a higher risk of physical violence. Use a distraction to redirect the focus somewhere else. Divert the attention of one person away from the other person. Have someone standing by to create distraction and redirect the other person's focus if needed.
- Group Intervention - There is safety and power in numbers. This strategy allows you to evaluate the situation and recruit the help of friends to determine your best move.

#### ***Personal Safety***

- Use the buddy system. Walk or jog in groups of three or more.
- When you attend social gatherings, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- If you don't have traveling companions during hours of darkness, use the escort service on campus, no matter how short the distance. Call UPD at (254) 295-5555 to request an officer to meet you and walk you to or from your vehicle or next campus destination.
- When travelling, plan your route in advance and let others know where you are going and when you will be back.
- Travel in well-lit and well-populated areas. Avoid isolated or dark areas.
- Remain aware of your surroundings with your eyes up and alert while walking.
- Walk with confidence and purpose.
- Do not wear earphones while walking or jogging.

- Before exiting a building or car, look around the area for anything suspicious.
- Trust your instincts – if you feel unsafe, get to a safe location, and call 911 or UPD at (254-295-5555).
- If confronted by a situation, try to remain calm. If it is safe to do so, try to get a detailed description of suspects or suspicious persons and/or their vehicle(s).
- Do not use ATMs (automated bank teller machines) alone, at night, or when someone suspicious is nearby.
- Know the locations of emergency telephones.
- Stay informed about crimes on and around campus.
- Stay alert, and plan ahead for “What if...?”

### ***Residential/Workplace Safety***

- Know your neighbors or co-workers. You are the best one to determine who does not belong.
- Do not prop open exterior doors.
- When entering a building with access control, do not allow strangers to enter behind you.
- Always lock your door when you leave, sleep, or work late.
- If you see someone you consider suspicious or out of place, call UPD immediately.

### ***Protect Your Property***

- Register your vehicle and bicycle with UPD.
- Record the serial numbers of your belongings. Engrave or permanently mark items with a unique identifying number.
- Keep your car locked. Store items out of sight or in your room/office.
- Coats, backpacks, and purses should remain with you or be locked up.
- Lock your bike using a substantial lock – a quality U-lock or a chain that is heavy enough to deter theft.

### ***Risk Reduction***

Options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.

### ***Policy Regarding Sexual Harassment & Sexual Violence: Reporting and Resolving Grievances***

The University of Mary Hardin-Baylor maintains the following policy on sex discrimination and sexual harassment in compliance with Title IX of the Education Amendments of 1972 and the Title IX regulations in 34 CFR Part 106. The University provides notice of this policy to applicants for admission and employment, students, and employees to the extent required by law.

The University does not unlawfully discriminate in its programs and activities on the basis of sex and complies with state and federal laws prohibiting sex discrimination. The requirement not to discriminate on the basis of sex applies to admissions, except undergraduate admissions as provided by Title IX.

As a non-profit Christian institute of higher learning, the University exercises its rights under state and federal law to use religion as a factor in making employment decisions. Some regulations issued under Title IX relating to discrimination on the basis of sex are not consistent with the University’s religious tenets and do not apply to the University (34 CFR § 106.12(a)).

Questions or inquiries about the application of the University's policy prohibiting sexual harassment or the application of Title IX and the Title IX regulations to the University's programs and activities may be addressed to the Assistant Secretary of the Department of Education or to:

Susan Owens

Vice President for Human Resources, Title IX Coordinator and Non-Discrimination Compliance Officer  
Sanderford Administrative Complex  
900 College Street, Belton, Texas 76513,  
254-295-4527, [susan.owens@umhb.edu](mailto:susan.owens@umhb.edu)

Dr. Brandon Skaggs

Vice President for Student Life and Deputy Title IX Coordinator  
Bawcom Student Union Building  
900 College St. Belton, Texas 76513  
(254) 295-4496, [bskaggs@umhb.edu](mailto:bskaggs@umhb.edu)

### **Harassment and Retaliation Are Prohibited**

The University strives to create a campus environment that is free of unlawful discrimination and harassment for all of its students and employees. Students and employees who violate the University's discrimination and harassment policies are subject to disciplinary sanctions as described in this policy and may be subject to criminal charges.

No University employee or student shall retaliate in any way against a person for making a complaint, testifying, assisting, or participating in any manner in an investigation or complaint proceeding. Retaliatory actions which are prohibited include intimidation, threats, coercion, or discrimination against any such individual. Complaints of retaliation will be investigated by the University under the same complaint processes and standards, which applied to the original underlying complaint.

### **Harassment**

Harassment is verbal or physical conduct by any individual, which creates an intimidating, offensive, or hostile environment. If harassment involves age, race, color, sex, gender, disability, national origin, or religion, it may be a form of illegal discrimination. Harassment is contrary to the Christian standards of conduct expected of all members of the University community. The University strictly prohibits harassment directed at any student, employee, or visitor to UMHB, whether or not that conduct is illegal in the eyes of the law.

Examples of harassment include:

1. Communicating verbally or non-verbally, through any medium of communication, offensive or degrading jokes, comments or gestures to, about, or in the presence of another person.
2. Degrading jokes, comments or gestures to, about or in the presence of another person.
3. Using abusive language or directing abusive conduct toward a particular person or group
4. Communicating rumors, defamatory statements or inflammatory comments, verbally or non-verbally, through any medium of communication concerning a particular person or group.
5. Harassment, including verbal and nonverbal behaviors that convey insulting, hostile and degrading attitudes about persons based on their gender.
6. Bullying (any kind of conduct, speech, gesture, communication or other act which causes or is intended to cause one to suffer fear of physical harm, alarm, intimidation, humiliation or embarrassment, or which creates a hostile environment). Bullying can be a form of unlawful harassment. Whether the conduct is illegal or not, bullying is prohibited by the University.
7. Sexual Harassment, including sexual violence (see below for more information).
8. Retaliation for having reported the harassment.

## **Sexual Harassment**

One kind of sexual harassment occurs when decisions about a student's grades, educational opportunities, or University employment depend on the student's response to sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. At other times, sexual harassment may create an environment which is hostile to education or University employment. Even a single instance, if sufficiently severe, may constitute sexual harassment (for example, in the case of dating violence or a sexual assault). Conduct can be sexual harassment whether or not any harassment or hostile feelings were intended.

## **Forms of Sexual Harassment**

Sexual harassment may take many forms, including but not limited to:

**Verbal Conduct** such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments. Other examples include such conduct as persistent, unwanted sexual or romantic attention; discussing or rating another's sexual attributes, attractiveness, or clothing; or asking or commenting about someone's sexuality or sex life.

**Visual/Electronic Conduct** such as derogatory posters, cartoons, calendars, drawings, pictures, or text, whether disseminated through hard copy or electronically through e-mail, internet, or other mediums.

**Physical Conduct** that is sexual in nature and directed at an individual because of his/her sex, such as unnecessary touching, patting, hugging or brushing against another's body; assault; blocking normal movement; or interference with work.

**Threats and Demands** to submit to sexual requests in order to keep a job, or academic status, or to avoid some other loss or consequence, and offers of job benefits or academic opportunity in return for sexual favors.

## **Other Sexual Misconduct**

The University is guided by the understanding that human sexuality is a gift from the creator God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love. These purposes are to be achieved through heterosexual relationships within marriage. In addition to sexual harassment, sexual assault, dating violence, domestic violence, or stalking, misuses of God's gift will be understood to include, but not be limited to, incest, adultery, fornication, and homosexual behavior.

UMHB will strive to deal in a constructive and redemptive manner with all who fail to live up to this high standard. Nothing will be done to encourage abortions or other drastic actions that might bring great harm to those involved. Dealing individually with each case, efforts will be made to counsel and assist those involved. Constructive forgiveness will guide all efforts. Consistent with the statement of UMHB concerning sexual misconduct, the University shall thoroughly review the facts and circumstances of each allegation of sexual misconduct involving a student and determine if the allegation is supported by credible evidence. The University may impose a sanction against the individual that is appropriate for the act committed. In doing so, the University shall offer counsel and assistance to the individual so that the sanction imposed may be a catalyst for redemption in his or her life.

The sanctions the University may impose against a student for an act of sexual misconduct are those set forth in the student disciplinary policy section of the UMHB Student Handbook entitled "Sanctions for Misconduct" and range from censure to expulsion.

## **On and Off-Campus Conduct**

Students and employees are expected to comply with the University's policies that prohibit sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, and stalking, whether on or off campus. Any student who witnesses or experiences such conduct on campus or off-campus is encouraged to report the matter as described in the Reporting section of this policy.

## **Sexual Violence**

Sexual Assault, Dating Violence, Domestic Violence, and Stalking Sexual violence refers to a broad range of physical sexual acts perpetrated without a person's consent, including where a person is incapable of giving consent due to an intellectual or other disability or to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. As well as being serious violations of the University's code of student conduct, dating violence, domestic violence, sexual assault, and stalking are crimes under Texas law.

Sexual assault, dating violence, domestic violence, and stalking are defined for the purposes of the University's policy on sexual harassment and sexual violence in Section Three of this policy and also in Attachment A. In accordance with the federal Violence Against Women Act (VAWA), the definitions of these crimes under Texas law are included in the University's annual security report. Every student and employee are provided notice of and access to the annual security report.

## **Consent**

### The Importance of Consent

Students must also be aware that engaging in conduct of a sexual nature without the consent of both persons involved may constitute sexual assault. Consent is an active agreement to engage in a certain act or be exposed to a certain situation. Sexual activity without meaningful, explicit, and ongoing consent may be a violation of state and local law. This includes forcing, threatening or coercing an individual into sexual contact under duress and/or against his or her free will. When consent is requested verbally or physically, the absence of any explicit verbal or physical response constitutes lack of consent. Consent can be withdrawn at any time, but once consent has been established a person who changes his or her mind should communicate the withdrawal of consent through words or actions.

**A person may be incapable of giving consent due to age, an intellectual or other disability, being asleep or unconscious, or being under the influence of drugs or alcohol. If a person is incapacitated (that is, lacking the physical or mental ability to make informed, rational judgments) to the extent that he or she cannot understand the fact, nature, or extent of the sexual situation, there can be no consent. Consent for sexual activity is absent if a sober, reasonable person in the position of the person who is initiating further sexual activity would have known that the other person was incapable of consent.**

**Because incapacity may be difficult to discern, students should err on the side of caution. When in doubt, assume the other person is incapacitated and unable to give effective consent. The responsibility for establishing true consent falls on the initiator of further sexual activity, even if that person has also been drinking. Being intoxicated or drunk is never a defense to a complaint of violating the University's policy on sexual misconduct.**

## Reporting Sexual Harassment or Sexual Violence

### Emergency Reporting

If you have immediate concerns for your safety, first call 911, then call the Campus Police at 254- 295-5555. If you witness or experience any emergency involving sexual assault, dating violence, domestic violence, stalking or any other crime of violence, first call 911, then call the Campus Police. More information about reporting emergencies and crimes is included in Section Six of the Student Handbook.

### Reporting to University Authorities

Any person who has experienced or observed unwelcome conduct relating to sex discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, or stalking can make a report to University authorities identified below whether or not the person reporting is the person who may be the object of conduct being reported. The report will be promptly forwarded confidentially to the Title IX Coordinator so that important information can be provided to the student regarding options, complaint procedures, and supportive measures.

Some examples of matters which are appropriate for a complaint within this section include:

- A complaint of sex discrimination or sexual harassment, sexual assault, dating violence, domestic violence, or stalking carried out by University employees, other students, or third parties.
- A complaint of gender inequity in any program of the University, including athletics.
- A complaint of any violation of the University's policy against discrimination or harassment).

A report may be made:

- in person during normal business hours;
- at any time during or outside of normal business hours by mail, telephone, or email;
- through the University's REPORT IT online system (including anonymous reports); or
- at any time using any other means that results in the Title IX Coordinator receiving the verbal or written report to the following UMHB Title IX officials:

Susan Owens

Vice President for Human Resources, Title IX Coordinator and Non-Discrimination Compliance Officer  
Sanderford Administrative Complex  
900 College Street, Belton, Texas 76513,  
254-295-4527, [susan.owens@umhb.edu](mailto:susan.owens@umhb.edu)

Dr. Brandon Skaggs

Vice President for Student Life and Deputy Title IX Coordinator  
Bawcom Student Union Building  
900 College St.  
Belton, Texas 76513  
(254) 295-4496, [bskaggs@umhb.edu](mailto:bskaggs@umhb.edu)

Students are encouraged to report such conduct before it becomes severe or pervasive, so that the University can take appropriate steps to prevent the situation from creating an environment which is hostile to education or the workplace.

See section on How To Report below for more information.

### Mandatory Employee Reporting

A University employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, Sexual Assault, Dating Violence, or Stalking and is alleged to have been committed by or against a person who was a student enrolled at UMHB or an employee of UMHB at the time of the incident must promptly report the incident directly to the Title IX Coordinator or Deputy Title IX Coordinator. Employees who are themselves the target of sexual harassment are encouraged, but not required, to report the harassment.

Graduate Assistants, Resident Assistants and Cru Leaders are also required to report directly and immediately to the University's Title IX Coordinator, Deputy Title IX Coordinator, or the Dean of Students any incident they have information about regarding sexual harassment, sexual assault, domestic violence, dating violence, or stalking committed by or against a University employee or student, whether on or off campus.

An employee designated by the University to receive confidential reports from students should not report any information that would violate a student's expectation of privacy. See section on **Confidential Reporting** below for more information.

### Amnesty for Voluntary Student Reports of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking

The University wishes to encourage good faith reports of sexual harassment or sexual violence. Therefore, the University will not pursue disciplinary action against a student enrolled at the University who makes a good faith report to the University as a complainant or as a witness to an incident of sexual harassment, sexual assault, dating violence, domestic violence, or stalking.

This amnesty for voluntary reporting applies only to conduct occurring at or near the time of the reported incident, regardless of the location at which the incident occurred or the outcome of the University's resolution process. Amnesty for voluntary reporting in this context applies to any violations of the Code of Student Conduct, including personal consumption of alcohol or other drugs (underage or illegal), except that amnesty does not apply to the reporting student's own commission or assistance in the commission of sexual harassment, sexual assault, dating violence, domestic violence, or stalking.

The University may investigate to determine whether a report was made in good faith. A grant of amnesty does not preclude non-disciplinary action in response to a student's misconduct, such as testing, assessment or educational discussion in response to alcohol or other drug use.

### How to Report

If a complaint is made in writing, the following information should be included (these elements can be discussed in the meeting if the complaint is made in person):

1. A description of the problem which is the basis for the complaint.
2. When the conduct which is the basis of the complaint occurred.
3. The names and contact information, if known, of any persons whose conduct has created the problem or the complaint.
4. The names and contact information, if known, of any persons who can provide information about or confirmation of the complaint.
5. What, if any, consequences or effects the problem is causing for the complainant.
6. The action or solution requested in order to resolve the complaint.

The University will take appropriate steps to eliminate sexual harassment as quickly as possible. Supportive measures may be provided by the University at any time before, during, or after any investigation and any related disciplinary process has been completed. For a more complete discussion of supportive measures.

### Reporting to Local Law Enforcement

Any student who is the victim of sexual assault, dating violence, domestic violence, stalking or other conduct which may constitute a crime may also make a law enforcement report by contacting the Belton Police Department by phone or in person:

Belton Police Department  
711 East 2nd Ave.,  
Belton, Texas 76513  
Call 911 or (254) 933-5840

If you request, the Title IX office will help you report the incident to the Belton Police Department. Any investigation conducted by the Belton Police Department, or any other law enforcement agency to which it may refer you, will be done separate and apart from a University investigation.

### Reporting is a Student's Choice

Although students who are victims have the right not to make an official report, UMHB encourages students to report sexual harassment, sexual assault, dating violence, domestic violence or stalking to the University if the student wishes to file a grievance, and/or to the Belton Police Department, if the student wishes to file a criminal complaint. If a student chooses report, he/she is encouraged to do so as soon as possible, enabling the University or the Belton Police Department to act quickly and thoroughly. Filing a report with the Belton Police Department does not constitute filing a report with the University.

Filing a report will not obligate the student to prosecute, but it will help the University take steps to provide a safer campus for the student and others. With the student's report, the University can keep a more accurate record of the number of incidents involving students; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Students may also submit complaints to the Department of Education Office for Civil Rights.

### Confidential Reporting

UMHB understands that many victims have a strong desire for their report to be treated confidentially. If a student requests that his or her name not be disclosed to the accused person or that the University not investigate or take disciplinary action against the accused person, the University will carefully consider the request and honor it if possible. However, in such a case the University's response may be limited by law or the inability to conduct an investigation.

If the University determines that it can keep a report confidential, all reasonable steps will still be taken to respond to the complaint consistent with the request for confidentiality. The University will provide the complainant supportive measures as described below, which may include changes to a housing situation, class schedule, etc. Any request for confidentiality can be withdrawn at any time, and the University will proceed with any appropriate course of action.

Honoring a request not to reveal a complainant's name to an accused person, not to conduct an investigation, or not to punish the accused person will limit the University's ability to respond fully to the complaint and take any appropriate disciplinary action.

There are situations in which the University must override a request for confidentiality in order to meet its obligations under federal law to provide an educational environment, which is safe and free from sexual harassment. If the accused person has been accused before of committing similar acts or if the circumstances indicate that the accused person is likely to harm others, the Title IX Coordinator may be required to file a Formal Complaint and University may be required to investigate the report and take appropriate action to make the campus safe.

Except as may be permitted by law or as necessary to carry out the grievance procedure, the University must keep confidential the identity of:

- any individual who has made a report or complaint of sex discrimination;
- any individual who has made a report or filed a Formal Complaint of Sexual Harassment;
- any Complainant;
- any individual who has been reported to be the perpetrator of sex discrimination;
- any Respondent; and •
- any witness.

A person who wants to be assured that a report will be kept confidential can:

1. Make an anonymous electronic report to the University of an allegation of sexual harassment, sexual assault, dating violence, domestic violence, or stalking committed against or witnessed by the student or employee, regardless of the location at which the alleged offense occurred. The report can be made using the REPORT IT! link found in this policy and at the bottom right corner of the University's Internet home page.
2. Make an anonymous complaint or report to an outside pastor, therapist, doctor, or attorney who is legally obligated to maintain patient or client confidentiality. Students who choose this option are requested to ask the professional to make a confidential report to the University without including facts that would reveal the student's identity.
3. Students can elect to make a report to a University-designated Confidential Resource. The University has designated limited categories of employees as Confidential Resources with whom students may speak confidentially about sexual harassment or sexual violence.

These Confidential Resources are:

- UMHB Student Counseling Center Licensed Counselors when acting in their professional role in the provision of counseling.
- UMHB Student Health Center Registered Nurses when acting in their professional role in the provision of healthcare services to a student.
- The Dean of Spiritual Life when acting within a ministerial or pastoral role in the provision of services to a student.

Unless given permission to disclose more information by the complainant, these Confidential Resources will only disclose the type of incident, date, and location if known, and not reasonably calculated to disclose personally identifiable information about the individual, but will not disclose the individual's name or other identifying details to the Title IX Coordinator.

When employees designated as Confidential Resources receive information outside of the scope of their professional or ministerial roles, the employees are required to share all information with the Title IX Coordinator.

While the University will probably not be able to take any disciplinary action against a person who is accused through an anonymous or confidential report, reporting may allow University officials to have a better picture of crime on the campus and warn the campus community about methods or patterns of crimes or other incidents.

## **Preserving Evidence**

### Electronic Evidence (may be applicable to any type of complaint)

Remember to preserve electronic evidence. Text messages, emails, voicemails, records of recent phone calls, and posts on social media may all provide critical evidence and should not be deleted from your cellphone, computer, or other device. Police or University investigators can help you document and preserve electronic evidence. Texts, photos, screenshots and/or audio/video recordings may be helpful to establish consent, lack of consent, or lack of the inability to give consent.

### Physical Evidence (for complaints regarding sexual violence)

Even if you have no immediate intention to report an incident of sexual violence to the police, preserving evidence will be important in case you later decide to press criminal charges or pursue University disciplinary action against another person. Physical evidence may also help you obtain an order from a court or the University requiring the other person involved to stay away from you.

If you have been sexually assaulted, it is better if you DO NOT shower or bathe, douche, wash hands, use the toilet, brush your teeth, change clothing, or wash clothing or bedding. If you change clothes, carefully place all clothing worn at the time (or bedding) into a paper bag.

It may be helpful for you to immediately write down everything you can remember about the incident, including specific information on where the incident occurred; what the assailant(s) looked like (e.g., height, weight, scars, tattoos, hair color, clothes); any unusual odor; any noticeable signs of intoxication; anything the assailant(s) said during the assault; what kinds of sexual activities were demanded and/or carried out; if weapons, threats, or physical force were used; any special traits noticed (e.g., limp, speech impediments, accent, use of slang, lack of erection, etc.); any description of vehicles involved in the incident, etc. Writing it down will not only aid you in recalling details should you choose to report, it also can be empowering as it allows you an element of control in a situation where control had previously been taken away.

### Medical Evidence (for complaints regarding sexual violence)

At a hospital, a sexual assault examination (also known as a forensic examination) can be conducted to gather evidence, whether or not you intend to press criminal charges. This procedure includes a physical exam where a doctor or a trained nurse collects the evidence of the assault. You will need to bring an extra set of clothing. The clothing worn during the assault may be collected as evidence.

If you believe you have been drugged, traces of the drug may still be detected for up to 96 hours after ingestion (depending on dosage and individual metabolism). The chances of getting proof are best when the sample is obtained quickly. In general, evidence collection is best if done immediately following an assault. The more time that passes between the sexual assault and medical collection of evidence, the less likely it is that the evidence will be useful in the prosecution of a criminal case.

Whether or not criminal charges are pursued, victims of sexual violence are encouraged to seek an immediate medical exam to be tested for sexually transmitted diseases and treated for any injuries.

## **How the University will Process and Classify a Report of Sex Discrimination, Sexual Harassment, or Sexual Violence**

### Initial Response

When the Title IX Coordinator receives a complaint involving sex discrimination, sexual harassment, sexual violence, or other sexual misconduct (whether on or off campus), or if the University has actual knowledge of Sexual Harassment in an Education Program or Activity (as defined by Title IX), the Title IX Coordinator is responsible for coordinating a University response that is prompt and reasonable in light of the known circumstances and includes at least the following:

- Treating Complainants and Respondents equitably;
- Promptly contacting the Complainant to discuss the availability of Supportive Measures;
- Offering Supportive Measures to the Complainant whether or not the Complainant files a Formal Complaint; • Considering the Complainant's wishes with respect to Supportive Measures;
- Explaining to the Complainant the process for filing a Formal Complaint; and
- Following the University's grievance procedure before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent.

The University will provide students or employees who report being victims of sexual assault, dating violence, domestic violence, or stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus. The explanation will include written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims (within the University and in the community), and the availability of changes to academic, living, transportation, and working situations, or Supportive Measures regardless of whether the student or employee files a Formal Complaint or makes a report to law enforcement.

**Definitions.** As required by Title IX and the Violence Against Women Act, the University defines dating violence, domestic violence, sexual assault, and stalking as follows:

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws 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 Texas.

**Sexual Assault:** An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including: rape, fondling, incest, and statutory rape.

1. Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral genital contact of another person without Consent.
2. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without Consent.
3. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

4. Statutory rape is sexual intercourse with a person who is under the statutory age of consent. [Under Texas law, individuals younger than 17 years of age are legally incapable of giving consent to sexual penetration or contact by an adult (someone 18 years of age or older) who is three or more years older than the individual.]

Stalking: 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.

For purposes of this definition of stalking, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

### **Sexual Harassment Complaints and Title IX**

The University is required to handle certain types of complaints of sexual harassment or sexual violence according to specific requirements of the federal law known as Title IX. Other complaints are handled under the General Grievance Procedures of this policy or under the general codes of conduct processes.

Students and employees making a complaint do not need to decide which procedure will apply to their complaint. The Title IX Coordinator is responsible for determining the proper procedure for resolving all complaints of sexual harassment, sexual assault, dating violence, domestic violence, or stalking, whether a complaint is initially made to the Title IX Coordinator or any other University authority.

#### When Title IX Applies to a Complaint of Sexual Harassment

By law, a complaint of sexual harassment must be handled under the University's Title IX Grievance Procedure if:

A document is filed by a student or employee complainant requesting the University to investigate conduct on the basis of sex that satisfies one or more of the following:

1. A University employee conditioning the provision of a University aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

AND

ALL of the following conditions are met:

1. The conduct occurred in a UMHB Education Program or Activity;
2. The conduct occurred against a person in the United States;
3. The complainant is attempting to participate in the University's education program, either as a student or employee;
4. The respondent is enrolled or employed by the University at all times during the grievance procedure; and
5. There are no specific circumstances which prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations in it.

If the Title IX Coordinator determines that the complaint appears to meet all of these requirements, the University will begin to investigate the complaint under the procedures described in this policy.

#### Other Complaints of Sexual Harassment or Sexual Misconduct

In response to VAWA, Texas law, and the University's rules regarding student conduct, the University has separate rules for handling the following types of conduct if they do not fall under the University's Title IX Grievance Procedure, as explained in the preceding paragraph. Such conduct includes:

1. Complaints of unwelcome, sex-based verbal or physical conduct that: a. in the employment context, unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment; or b. 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 the University's educational programs or activities
2. Sexual assault.
3. Dating violence.
4. Domestic violence.
5. Stalking.

If the University becomes aware of an allegation of such conduct, whether by reason of a complaint or otherwise, the allegation will be investigated and resolved under the General Grievance Procedures. Any appropriate University official may also pursue charges against a student under the procedures described in the Student Misconduct and Discipline section of the Student Handbook.

If the University becomes aware, by reason of the complaint or otherwise, of alleged conduct by an employee that does not constitute Sexual Harassment as defined by Title IX, but violates other University policies, the University may impose disciplinary sanctions on the employee, up to and including termination of employment.

#### **Supportive Measures**

The University will offer Supportive Measures as appropriate, as reasonably available, and without fee or charge to the Complainant, the Respondent, or a person who may become a Respondent before or after the filing of a Formal Complaint, including where no Formal Complaint has been filed.

Supportive Measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University's educational environment, or deter sexual harassment.

The following are examples of Supportive Measures the University may make available, but other similar measures may also be provided:

1. Additional excused absences from classes or leaves of absence.
2. Extensions of deadlines or other course-related adjustments.
3. Academic support services, such as free tutoring.
4. Providing an escort to move safely between classes and activities.
5. Providing parking closer to residence or classes.
6. Modifications of work or class schedules.
7. Mutual no-contact orders (prohibiting contact with another Party in person or by phone, email, text message, social network, or other means, including a third person).
8. Adjustments to campus housing assignments.
9. Adjustments to campus work assignments.
10. Counseling services.
11. Increased security and monitoring of certain areas of the campus.

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

#### Confidentiality of Supportive Measures

The University will maintain as confidential any Supportive Measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the University's ability to provide the Supportive Measures.

#### Emergency Removal and Administrative Leave

When there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment, the University may remove any Respondent from the University's Education Program or Activity on an emergency basis during the pendency of the grievance procedure and issue any necessary related no-trespass and no-contact orders. The Title IX Coordinator will make the decision to remove based on an individualized safety and risk analysis. The Title IX Coordinator may consult with other University personnel, departments, or teams to assist in the individualized assessment and risk analysis. In the event of a removal, the University will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

The Title IX Coordinator or Vice President for Human Resources may place a non-student employee Respondent on administrative leave during the pendency of a grievance process under this section. This provision for administrative leave or emergency removal does not modify any of the Respondent's rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

### **A Grievance Procedures for Formal Complaints of Sexual Harassment and Sexual Violence Classified as Title IX**

#### Definitions

The following words in this policy, when capitalized, mean the following:

**Complainant:** an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

**Consent:** an active agreement by a person to engage in a certain act or be exposed to a certain situation, given by a person who has the legal capacity to give consent. Under Texas law, a sexual assault is without the consent of the other person if:

1. the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
2. the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
3. the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
4. the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
5. the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
6. the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
7. the actor is a public servant who coerces the other person to submit or participate;
8. the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;

9. the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or
10. the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code (VTCA, Penal Code § 22011).

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Decision-maker:** the person or persons designated by the University to conduct the Hearing and make a determination on the allegations in a Formal Complaint. No Decision-maker will be a Title IX Coordinator or the Investigator.

**Document:** a document or electronic submission (such as by email or a form generated by a person using REPORT IT) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

**Domestic Violence:** felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws 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 Texas.

**Education Program or Activity:** a location, event, or circumstance over which the University exercises (or, during the relevant time, exercised) substantial control over both the Respondent and the context in which the Sexual Harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the University.

**Facilitator:** A person who serves to facilitate an informal resolution of a Formal Complaint through mediation, arbitration, restorative justice, or a similar process.

**Formal Complaint:** a document which:

- is filed by a Complainant or signed by the Title IX Coordinator; and
- if filed by the Complainant, he or she is participating in or attempting to participate in the University's education program; and
- alleges Sexual Harassment against a Respondent; and
- requests that the University investigate.

**Hearing:** The live hearing before a Decision-maker for the purpose of presenting evidence regarding the allegations in a Formal Complaint and allowing for questioning and cross examination of Parties and witnesses by the Parties' advisors, all in order that the Decision-maker can determine responsibility.

**Investigative Report:** The written report created by the Investigator that fairly summarizes all relevant evidence obtained during the investigation of a Formal Complaint.

**Investigator:** The person designated by the University to investigate a Formal Complaint. If more than one person is designated, this term refers to all of the investigators.

**Party:** Either the Complainant or the Respondent.

**Parties:** All Complainants and all Respondents with respect to a complaint of Sexual Harassment or with respect to multiple Formal Complaints which have been consolidated.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Sexual Assault:** An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including: rape, fondling, incest, and statutory rape.

1. Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral genital contact of another person without Consent.
2. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without Consent.
3. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory rape is sexual intercourse with a person who is under the statutory age of consent. [Under Texas law, individuals younger than 17 years of age are legally incapable of giving consent to sexual penetration or contact by an adult (someone 18 years of age or older) who is three or more years older than the individual.]

**Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:

1. A University employee conditioning the provision of a University aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
3. Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

**Stalking:** 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.

For purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

**Supportive Measures:** non-disciplinary, non-punitive individualized services offered to the Complainant or the Respondent (or one who may become a Respondent) before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.

**Witness:** A person who is identified by a Party or the University as having information relevant to a Formal Complaint.

## **General Provisions**

The University will:

1. Treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent.
2. Presume that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance procedure.
3. Follow this grievance procedure before the imposition against the Respondent of any disciplinary sanctions or other actions that are not Supportive Measures.
4. Provide any Party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Party to prepare to participate.
5. Design remedies to restore or preserve equal access to the University's Education Program or Activity. Remedies may include the same individualized services described as Supportive Measures, however remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
6. Require all persons who serve as the Title IX Coordinator, Investigator, Decision-maker, Appeal Decision-maker, or Facilitator not to have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
7. Ensure that Title IX Coordinators, investigators, decision-makers, and Facilitators receive appropriate training. Part of the training will include how to serve impartially and avoid prejudgment of the facts, conflicts of interest, and bias.
8. Apply the preponderance of the evidence standard in making determinations with respect to all Formal Complaints, whether against students, faculty, or non-faculty employees.

## **Notice of Allegations**

Upon receiving a Formal Complaint, the University will provide all known parties written notice that includes at least the following:

1. The University's grievance procedure, including any informal resolution process.
2. All allegations which may constitute Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance procedure.
4. A statement that the Parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. A statement that the Parties may inspect and review evidence.
6. A statement that the University's code of conduct prohibits any student or employee knowingly making false statements or knowingly submitting false information during the grievance procedure.

If, in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the initial notice, the University will provide notice of the additional allegations to Parties whose identities are known.

## **Mandatory Dismissal of a Formal Complaint**

If the conduct alleged in the Formal Complaint 1) would not constitute Sexual Harassment even if proved, 2) did not occur in an Education Program or Activity, or 3) did not occur against a person in the United States, then the University must dismiss the Formal Complaint as a complaint of Sexual Harassment under Title IX or this grievance procedure.

### **Optional Dismissal of a Formal Complaint**

Except as provided below, the University may dismiss all or part of a Formal Complaint if at any time during the investigation or hearing:

1. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in it;
2. the Respondent is no longer enrolled or employed by the University; or
3. specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations in it.

If the allegations in the Formal Complaint may result in the Respondent becoming ineligible to reenroll for a reason that is neither academic nor financial, the University may terminate the formal Grievance Procedures for Title IX Complaints but may not terminate the disciplinary process until it makes a final determination of responsibility and eligibility to reenroll.

If all or part of a Formal Complaint is dismissed, the University must promptly and simultaneously send written notice of the dismissal and reason(s) for it to the Parties.

### **Consolidating Formal Complaints**

The University may consolidate Formal Complaints:

1. as to allegations of Sexual Harassment against more than one Respondent; or
2. by more than one Complainant against one or more Respondents; or
3. by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance procedure involves more than one Complainant or more than one Respondent, singular references to “Party,” “Complainant,” or “Respondent” include the plural, as applicable.

### **Advisors**

#### Designated Advisors and University-Appointed Advisors

A Party may designate an advisor of his or her choice, and the advisor may be an attorney. The University will not limit the choice or presence of an advisor for either a Complainant or a Respondent in any meeting or Title IX grievance proceeding.

The University will appoint an advisor for any Party who does not have one present in the Hearing. University-appointed advisors serve at no cost to a Party. However, advisors appointed by the University serve for the limited purpose of conducting cross-examination at the Hearing. University-appointed advisors are not required to be attorneys or have a level of competency comparable to that of another Party’s designated advisor. An advisor is not required to perform any function beyond relaying a Party’s desired questions to the other Party and witnesses.

A Party may find that having an advisor is helpful throughout the grievance procedure and not just at the Hearing. Both Parties are encouraged to designate an advisor.

Because the University is required to provide certain information to a Party’s advisor, each Party must notify the Title IX Coordinator in writing if he or she has designated an advisor. A Party may obtain an advisor or change the identity of the Party’s advisor at any time.

## Rules for Advisors

Except during a Hearing, the role of the advisor is limited to providing support, guidance, or advice to the Complainant or Respondent throughout the grievance procedure. The following rules apply to all advisors, including advisors appointed by the University:

1. Advisors are not to answer questions posed directly to any Party or witness, nor otherwise interfere with questioning by the Investigator. An advisor may request reasonable opportunities to confer with the Party being advised.
2. During meetings, a Party and the advisor may talk quietly with each other.
3. Advisors do not have the right to question witnesses except in a Hearing.
4. Advisors may not present opening statements, closing statements, or arguments.
5. Advisors cannot disclose to other persons any confidential student information which is disclosed to the advisor in the course of the grievance procedure.
6. Advisors must act in a respectful manner at all times; bullying, yelling, and abusive conduct are never permitted.
7. Parties and advisors must not disturb the Hearing or any other proceeding by loudly conferring with one another.
8. Advisors must comply with the decisions and directions of the Decision-maker.

If a Party's advisor (whether designated by the Party or appointed by the University) refuses to comply with these rules, including rules relating to decorum, the University may require the Party to designate a different advisor or, if no other advisor is designated, to accept an advisor appointed by the University to conduct cross-examination on behalf of the Party. The University may remove from any proceeding advisors who become disruptive or who do not abide by the restrictions on their participation.

## **Informal Resolution**

At any time after a Formal Complaint has been filed but before reaching a determination regarding responsibility, the University may facilitate an informal resolution process, such as mediation or restorative justice, which does not involve a full investigation and adjudication. Informal resolution may be particularly appropriate if the facts alleged in a Formal Complaint are not contested or the Respondent has admitted, or wishes to admit responsibility. Before the University and the Parties can proceed with an informal resolution the University must notify the Parties in writing disclosing:

1. the allegations;
2. the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
3. that at any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance procedure with respect to the Formal Complaint; and
4. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The University must obtain the Parties' voluntary, written consent to proceed with an informal resolution process. The formal procedures for resolving a Formal Complaint will normally be suspended during the informal resolution process. If the informal process produces a resolution that is agreed upon by the Parties in writing, the grievance procedure shall end, and no investigation or Hearing shall occur.

The University:

1. may not require any person to waive the right to an investigation and adjudication of a Formal Complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right;
2. may not require the Parties to participate in an informal resolution process;
3. may not offer an informal resolution process unless a Formal Complaint has been filed; and

4. may not offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Sexual Harassment against a student.

## **Investigating Formal Complaints**

### The University's Responsibilities

The University will designate one or more investigators to investigate the allegations in the Formal Complaint. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the Parties. The University shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived it. If the Investigator makes any determinations regarding credibility, those determinations may not be based on a person's status as a Complainant, Respondent, or witness.

The University may restrict who can be present during any meeting or proceeding related to the grievance procedure, including meetings or interviews conducted by the Investigator. However, both the Complainant and the Respondent will have the same opportunities to have others present during any grievance proceeding.

### Equal Opportunity to Present and Review Evidence

In the course of the investigation, all Parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The University does not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

Before completing the Investigative Report, the Investigator will send to each Party and the Party's advisor, if any, all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including:

1. evidence upon which the University does not intend to rely in reaching a determination regarding responsibility; and
2. inculpatory or exculpatory evidence, whether obtained from a Party or another source.

The evidence will be subject to inspection and review by both Parties and may be provided in an electronic format, a hard copy, or a mixture of both. Each Party will have at least ten (10) days to submit a written response to the evidence. This written response shall be the Party's final opportunity to identify and present witnesses and other inculpatory and exculpatory evidence.

If the Investigator finds that Party has provided new evidence (including witnesses) directly related to the allegations, the Investigator will provide the new evidence to both Parties, and permit an additional ten (10) days for each Party to respond to the new evidence. The Investigator will consider the Parties' written responses to the evidence before completing the Investigative Report.

### Medical and Treatment Records

In gathering evidence, except with the Party's voluntary, written consent the University cannot access, consider, disclose, or otherwise use a Party's records that are:

1. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity; and
2. made and maintained in connection with the provision of treatment to the Party.

### The Investigation Report

After the time for a Party's written response to the evidence has expired, the Investigator will create an Investigative Report that fairly summarizes all of the relevant evidence gathered in the course of the investigation.

At least ten (10) days prior to the Hearing, the Investigator will send each Party and each Party's advisor a copy of the Investigative Report in an electronic format or a hard copy. A Party or a Party's advisor may make a written response to the Investigative Report by providing a copy to the Investigator and the Title IX Coordinator no later than noon of the last business day before the day of the Hearing. The Title IX Coordinator will provide a Party's written response, if any, to the other Party. A copy of the Investigative Report and all written responses by the Parties will be provided to the Decision-maker prior to the Hearing.

### **Pre-Hearing Procedures**

#### When Hearings Are Required

A live hearing must be held with respect to a Formal Complaint unless the Formal Complaint has been dismissed or the Parties want to resolve the case through an informal resolution process without a completed investigation or adjudication.

#### Preparing for the Hearing

At least ten (10) days before the Hearing, the University will notify each Party and advisor in writing of the date, time, location, and participants for the Hearing, including the name of each witness whom the University will request to appear at the Hearing (in person or virtually) for the purpose of providing evidence. The Hearing may be conducted with all participants physically present in the same location or, at the University's discretion, any or all Parties, witnesses, and other participants may appear virtually, with technology enabling participants simultaneously to see and hear each other.

#### Requesting Separate Rooms

At the request of either Party, the University will provide for the Hearing to occur with the Parties located in separate rooms using technology enabling the Decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions. In order to have sufficient time to make the appropriate arrangements, a Party's request to be in a separate room must be made in writing to the Title IX Coordinator at least five (5) business days before the Hearing.

#### Attendance by Advisors

If a Party does not have an advisor present at the Hearing, the University must provide the Party an advisor of the University's choice without fee or charge to that Party. Unless the University grants a delay for good cause shown, the University shall appoint an advisor for a Party whose designated advisor is absent from the Hearing. The advisor is not required to be an attorney, and shall be responsible to conduct cross-examination on behalf of that Party.

#### Attendance of Parties and Witnesses; Delay for Absent Witness

The University is prohibited by law from requiring any Party or witness to appear at the Hearing, or from engaging in any act that would intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, grievance proceeding, or Hearing.

For these reasons, the University is not responsible if a Party or witness fails to appear at the Hearing, and the Hearing may proceed in the absence of the Party or witness. The University may grant a Party's reasonable request to delay the Hearing if that Party or an important witness is unable to attend the Hearing. A request for a delay should be made as soon as possible in the manner described below in the section entitled Temporary Delays or Extensions.

## **Hearings**

### Convening the Hearing

The Decision-maker shall convene the Hearing at the appointed time. In order to maintain students' privacy as much as possible, witnesses will not be in the Hearing room or attending by technological means except when providing evidence or being cross-examined. Parties and witnesses will not be "sworn in," but may be reminded that providing false information in connection with the Hearing is a violation of the University's code of conduct for students or expectations for employees.

### Questioning Parties and Witnesses

Each Party's advisor will be given an opportunity to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination must be conducted directly, orally, and in real time by the Party's advisor, and never by a Party personally.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-maker may ask both advisors to provide reasons why a question should or should not be considered relevant. The Decision-maker will instruct all Parties and witnesses not to answer any question until the Decision-maker has allowed the question.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

1. such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
2. the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Decision-maker shall not permit any questions, nor the introduction of any evidence, that would involve the disclosure of information protected under a legally-recognized privilege under state law unless the person holding the privilege has waived it.

Because the University's grievance procedure is not a civil proceeding or state action, there is no right against self-incrimination. However, the Decision-maker cannot draw an inference regarding responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross-examination or other questions.

### Availability of Evidence

The University will make all of the evidence that was subject to inspection and review by the Parties in connection with the preparation of the Investigative Report available at the Hearing to give each Party equal opportunity to refer to such evidence during the Hearing, including for purposes of cross-examination. Parties must notify the Title IX Coordinator at least three (3) business days prior to the Hearing regarding any physical evidence, transcripts, recordings, or other items requested to be physically available at the Hearing.

### Conducting the Hearing

The Hearing will be conducted substantially as provided below. The Decision-maker may recess the Hearing for appropriate and reasonable rest and meal breaks. Any Hearing participant may request a break.

1. The Investigator or Title IX Coordinator will serve as the moderator for the Hearing. The function of the moderator is to move the proceeding forward in an unbiased manner and to give the Parties and witnesses an opportunity to get their evidence before the Decisionmaker.
2. The moderator will review the Complainant's allegations and review the evidence provided by the Complainant and summarized in the Investigative Report. The moderator will ask the Complainant whether he or she wishes to affirm the allegations and evidence as reviewed, and whether he or she would like to make any additional statements.
3. The Respondent's advisor will be given an opportunity to question the Complainant.
4. The moderator will review the Respondent's response to the allegations and review the evidence provided by the Respondent and summarized in the Investigative Report. The moderator will ask the Respondent whether he or she wishes to affirm the response and evidence as reviewed, and whether he or she would like to make any additional statements.
5. The Complainant's advisor will be given an opportunity to question the Respondent.
6. The moderator will bring each witness before the Decision-maker, either in person or through appropriate technology. The moderator will review any evidence provided by the witness and summarized in the Investigative Report. The moderator will ask the witness whether he or she wishes to affirm the evidence as reviewed.
7. The Complainant's advisor will be given an opportunity to question the witness.
8. The Respondent's advisor will be given an opportunity to question the witness.
9. If the University has provided any relevant evidence summarized in the Investigative Report, an appropriate representative or representatives of the University will review such evidence.
10. The Complainant's advisor will be given an opportunity to question the University's representative(s).
11. The Respondent's advisor will be given an opportunity to question the University's representative(s).
12. The Decision-maker may ask questions of any Party, witness, or University representative during the time that person is presenting evidence or being questioned.
13. Each Party, beginning with the Complainant, will have the opportunity to make a brief closing statement to the Decision-maker.
14. After confirming with the moderator that there is no additional evidence or other matters to be addressed, the Decision-maker will adjourn the Hearing.

### Record of the Hearing

The University will create an audio or audiovisual recording, or transcript, of the Hearing and make it available to the Parties and to the Decision-maker for inspection and review.

### **Determination of the Allegations**

#### Letter of Determination

The Decision-maker shall determine whether the Respondent is responsible for each of the allegations in the Formal Complaint that could constitute Sexual Harassment. The Decision-maker shall reach these decisions by applying the preponderance of the evidence standard. In making the determination, the Decision-maker:

1. must make an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
2. must not make credibility determinations based on a person's status as a Complainant, Respondent, or witness.
3. cannot draw an inference about responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross-examination or other questions.
4. cannot rely upon evidence or information protected under a legally recognized privilege unless the person holding the privilege has waived it.

The Decision-maker may consider any statement made by a Party or witness that is otherwise permitted to be considered even if the person who made the statement does not submit to cross-examination at the Hearing. For example, the Decision-maker may consider statements made by the Parties or witnesses during the investigation, emails or text exchanges by a Party leading up to the alleged sexual harassment, and statements about the alleged sexual harassment which the Decision-maker determines to be relevant under this Policy, regardless of whether the person who made the statement submits to cross-examination at the Hearing. The Decision-maker may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a Party or witness who is not cross-examined at the Hearing.

The Decision-maker shall issue a written determination stating the Respondent's responsibility for the alleged misconduct. The written determination must include:

1. Identification of the allegations potentially constituting Sexual Harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the University's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and
6. The University's procedures and permissible bases for the complainant and respondent to appeal.
7. A statement that the audio or audiovisual recording or the transcript of the Hearing is available by written request to all Parties for inspection and review.

The Decision-maker shall exercise independent and unbiased judgment with respect to:

1. findings of fact which support the determination(s);
2. conclusions regarding the application of the University's code of conduct to the facts;
3. the determination regarding responsibility as to each allegation; and
4. the rationale for the Decision-maker's conclusions.

The Decision-maker may consult with University officials for information with respect to the procedural steps taken, the University's normal practices relating to appropriate sanctions, and the University's procedures and permissible bases for appeals.

#### Effective Date of Determination

The University will provide the written determination regarding responsibility to the Parties simultaneously. If neither Party appeals, the determination becomes final on the date on which an appeal would no longer be considered timely.

If a Party appeals the determination, the determination becomes effective on the date the University provides the Parties with the written determination of the result of the appeal, unless the appeal decision requires further proceedings.

The Title IX Coordinator is responsible for effective implementation of any sanctions or remedies.

## Sanctions

The University can impose a range of disciplinary sanctions and remedies with respect to any misconduct for which a Respondent has been determined to be responsible. Possible disciplinary sanctions and remedies include:

1. Imposing, continuing, or modifying any Supportive Measures.
2. Warning: A reminder to the respondent about relevant University rules, regulations, or policies and the potential consequences for violating them.
3. No contact order: A directive to initiate no contact with the Complainant, including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party.
4. Reprimand: Written notice that University rules, regulations, or policies have been violated and that continuation or repetition of misconduct may result in a more severe sanction.
5. Fines: A monetary fine assessed for a disciplinary violation.
6. Probation: Written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities and provide for expulsion for violating the terms of probation.
7. Restitution: Reimbursement or other compensation for damage or loss of property.
8. Eviction: Probation or removal from campus housing.
9. Suspension- Termination of student status at the University for a specified period of time.
10. Expulsion- Termination of student status at the University permanently or for an indefinite period of time.
11. For employees: any change to terms and conditions of employment, up to and including termination.

## Appeals

### Right of Appeal

Both Parties may appeal from a determination regarding responsibility, or from the University's dismissal of all or any part of a Formal Complaint. The appeal procedures shall apply equally to both Parties.

Any of the following is an appropriate basis for appeal:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made; or
3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

### Filing an Appeal

In order to appeal, a Party must file a written Notice of Appeal challenging the initial outcome that is received by the Title IX Coordinator within ten (10) days after the written Letter of Determination was issued. The Notice of Appeal must state, at a minimum:

1. every basis for the appeal;
2. a complete statement of the facts and evidence that support each basis for the appeal; and
3. the relief requested as a result of the appeal.

### Consideration of an Appeal

The University will promptly notify both Parties in writing that an appeal has been filed and provide a copy of the Notice of Appeal to the other Party. The non-appealing Party shall have ten (10) days from the date of such notice to submit to the Title IX Coordinator a written statement in support of the initial outcome or in opposition to the appeal. A copy of any such written statement shall be provided by the Title IX Coordinator to the appealing Party.

The appeal shall be considered and decided by an Appeal Decision-maker who is not the same person as the Investigator, the Title IX Coordinator, or the Decision-maker that reached the determination regarding responsibility or dismissal. The Appeal Decision-maker shall review the Notice of Appeal, the written response of the non-appealing Party, and may review the record of the Hearing as necessary to reach a conclusion on the appeal. The Appeal Decision-maker shall be bound by the same rules and considerations which apply to a Decision-maker, as described in this grievance procedure. The Appeal Decision-maker does not interview parties or witnesses nor conduct any other type of investigation.

### Decision on Appeal

The Appeal Decision-maker shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall, insofar as applicable, provide the same type of information required to be included in the initial written determination issued in connection with the Hearing.

The decision on appeal shall be appropriate to the basis or bases for appeal, and may adopt one or more of the following holdings, regardless of which Party filed the appeal:

1. Affirm the initial written determination;
2. Change any part of the written determination, including a change to find responsibility or to find no responsibility;
3. Increase or decrease the sanctions;
4. Require additional investigation (particularly in the case of new evidence that is material, not merely cumulative, and if presented in the Hearing could reasonably have resulted in a different determination);  
or
5. Order a new Hearing

The written decision on the appeal shall be provided simultaneously to both Parties and shall be final unless additional investigation or a new hearing is ordered.

## **Scheduled Time Frames for the Grievance Procedure**

### Normal Time Frames

The University will conclude this grievance procedure in a reasonably prompt manner and in accordance with the following time frames:

1. The University will generally issue the written Hearing determination within ninety (90) days after the filing of the Formal Complaint.
2. The University will generally issue the written appeal determination within thirty (30) days after the filing of the Notice of Appeal.
3. The University will generally conclude any informal resolution process within thirty (30) days after the Parties agree to an informal resolution.

### Temporary Delays or Extensions

The Title IX Coordinator may direct a temporary delay in any step of this grievance procedure or the limited extension of the normal time frames for good cause. The University will notify the Complainant and the Respondent in writing of any temporary delay or limited extension and the reasons for the action.

The Complainant or Respondent may request a temporary delay or limited extension in writing to the Title IX Coordinator. The written request must state the reason for the delay or extension and the length of the delay or extension being requested.

Some examples of situations which may constitute good cause for a delay or extension include: the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

The University will attempt to accommodate the schedules of Parties and witnesses throughout the grievance procedure in order to provide Parties with a meaningful opportunity to exercise their lawful rights. However, the University will not delay the grievance procedure indefinitely because a Party, witness, or advisor is refusing to cooperate. In order to resolve complaints within reasonable time frames, the grievance procedure can proceed to conclusion even in the absence of a Party or witness.

## **Retaliation Prohibited**

### Retaliation Defined

Retaliation shall include the following:

1. Conduct intended to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure.
2. Bringing disciplinary charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint, for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure.

### No Retaliation

Neither the University nor any other person may engage in retaliation against an individual because the individual has made a report or complaint or testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or Hearing under this grievance procedure.

Any person who believes that he or she has experienced retaliation which is prohibited by this grievance procedure may file a complaint or Formal Complaint with the Title IX Coordinator.

## **Confidentiality**

Except as may be permitted by the Family Educational Rights and Privacy Act (FERPA) and the FERPA regulations, or as required by law, including in the conduct of any investigation, hearing, or judicial proceeding under Title IX, the University must keep confidential the identity of:

1. any individual who has made a report or complaint of sex discrimination;
2. any individual who has made a report or filed a Formal Complaint of Sexual Harassment;
3. any Complainant;
4. any individual who has been reported to be the perpetrator of sex discrimination;
5. any Respondent; and
6. any witness.

## **General Grievance Procedures for Complaints of Sexual Harassment and Sexual Violence NOT classified as Title IX**

These procedures are applicable to complaints which are NOT subject to Attachment A - Grievance Procedures for Formal Complaints of Sexual Harassment and Sexual Violence Classified as Title IX.

All complaints or charges subject to these General Grievance Procedures will be reviewed by the Title IX Coordinator or his/her designee and appropriate supportive measures will be offered. The Title IX Coordinator may elect to take no action if a complaint relates to a respondent who is not a University student or employee or if specific circumstances would prevent an effective investigation or determination. All other complaints will be investigated promptly and impartially.

### **Investigations**

The investigation will be as confidential as possible to acquire the information needed and will respect the rights of both the complainant and the respondent.

- Retaliation against complainants or witnesses is strictly prohibited.
- Deliberately falsifying a report of harassment is strictly prohibited.
- Likewise, failure to provide truthful, factual information without malice during an investigation is also forbidden.

In the course of the investigation, the University may, with the consent of all parties, use voluntary informal discussions or mediation for resolving complaints. Any party has the right to end the informal process at any time, in which case the investigation shall continue to its conclusion. Any agreed resolution of a complaint should fully and effectively address safety, fairness, and other appropriate concerns of the complainant, the respondent, and the University as a whole.

The University will conduct and conclude an adequate, reliable, and impartial investigation of the complaint within a reasonable time (generally around 60 days) after the complaint has been received. An investigation may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

The purpose of the investigation will be to determine whether any conduct in violation of University policies has occurred and, if so, to take disciplinary action and, if appropriate, corrective measures. The investigation and disciplinary process will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and disciplinary process that protects the safety of victims and promotes accountability.

Both the complainant and the respondent may have a counselor of their choice (who may be a parent, attorney, etc.) present with them during any meeting with University officials related to the investigation or disciplinary process. The role of the counselor is limited to providing support, guidance, or advice to the student throughout the investigation and disciplinary process. During the meetings, the student and counselor may talk quietly with each other. Counselors do not have the right to question or cross-examine witnesses, present arguments, answer questions posed to a student, or otherwise take an active role in the meeting. Counselors cannot disclose to other persons any confidential student information which is disclosed to the counselor in the course of the meeting. The University will remove or dismiss counselors who become disruptive or who do not abide by the restrictions on their participation. [Note: “counselors” within the meaning of these General Grievance Procedures should not be confused with “Advisors” who assist the Complainant and Respondent in a live hearing under the Title IX Grievance Procedures.]

## **Adjudication**

Once the investigation is completed, the complaint will be adjudicated by the Title IX Coordinator or his/her designee. Every complainant has the right to present his or her case. Both the complainant and the respondent will have an equal opportunity to present witnesses and other evidence. Both will have the opportunity to review any evidence provided by the other party or any witness or otherwise collected by the college. Both the complainant and the respondent may provide the investigator or Title IX Coordinator with questions which they would like to have posed to the other party or to any witness in the presence of the adjudicating authority. Any relevant, appropriate questions will be asked, and the responses will be considered in reaching a decision.

The complaint will be decided using a preponderance of the evidence standard (i.e., is it more likely than not that the misconduct occurred?). For students: any of the sanctions listed under Sanctions for Misconduct in the UMHB Student Handbook may be imposed in order to restore the proper educational environment (for example, removal from a student organization or changing class schedules) or to discipline any person guilty of violating the University's rules of conduct. For employees: any change to terms and conditions of employment, up to and including termination.

The adjudicating official may consult with other University officials (which may include appropriate persons from Student Life, Human Resources, and/or a respondent/employee's supervisors) regarding sanctions or disciplinary action to be imposed.

Both parties will be promptly and simultaneously notified in writing of the outcome of the complaint, including the result of the University's disciplinary proceeding, the procedures for either party to appeal the result, any change to the result, and when the results become final. With respect to complaints of sexual harassment or sexual violence, the University will disclose to the complainant information about any sanctions imposed on the respondent when the sanction directly relates to the complainant, such as an order that the respondent stay away from the complainant or that the respondent is transferred to other classes, suspended, removed from a residence hall, expelled, etc. In order to comply with the Clery Act, both parties will also be informed of all sanction information if the offense involved is a sex offense.

## **Appeals**

Either party may appeal the initial decision regarding responsibility findings, sanctions or both by providing a written notice of appeal to the Sr. Vice President for Administration within seven (7) days after written notice of the decision has been given. The written notice of appeal must identify those parts of the initial decision which are being appealed, explain the reasons for the appeal, and specify any changes to the decision which are requested. Both the complainant and the respondent will be given notice of the appeal and an opportunity to respond. The Sr. Vice President for Administration will consider the appeal and issue a written decision within twenty-one (21) days after receiving the appeal. A decision on the appeal may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Interim remedies previously imposed and any additional appropriate sanctions, may be imposed or continued during the appeal. The University shall respect and protect the rights of both parties until the appeal is resolved.

Both parties will be promptly notified in writing of the outcome of any appeal, which shall be final. The respondent will be notified of any changes to the sanctions, and the complainant will be given any notice of sanctions or changes in sanctions to which he or she is entitled, as described above.

If a student withdraws from the University with pending disciplinary charges that may result in the student becoming ineligible to reenroll for a reason that is neither academic nor financial, the University may not end the disciplinary process until it makes a final determination of responsibility and eligibility to reenroll.

See Student Disciplinary section of the UMHB Student Handbook for more information regarding state law-required transcript notations if a student becoming ineligible to reenroll for a reason that is neither academic nor financial.

### **Retaliation Is Prohibited**

No University employee or student shall retaliate in any way against a person for making a complaint, testifying, assisting, or participating in any manner in an investigation or complaint proceeding. Retaliatory actions, which are prohibited, include intimidation, threats, coercion, or discrimination against any such individual. Any person may report retaliation to the University's Title IX Coordinator and Non-Discrimination Compliance Officer:

Susan Owens,  
Vice President for Human Resources  
900 College St., Belton, Texas 76513  
(254) 295-4527 [susan.owens@umhb.edu](mailto:susan.owens@umhb.edu)

Complaints of retaliation will be investigated by the University under the same complaint processes and standards which applied to the original underlying complaint.

### **VICTIM RIGHTS STATE OF TEXAS**

Victims of certain crimes have rights which must be afforded to them or their close relatives by the State of Texas. The office of the attorney representing the state, and the sheriff, police, and other law enforcement agencies are required to explain those rights and assure that they are provided. Tex. Crim. Proc. Code Ann. § art. 56.02.

### **MISSING STUDENTS**

The University of Mary Hardin-Baylor takes student safety seriously. Anyone who believes a student (whether a residential or commuter student) is missing should immediately report their concern to the University Police, the Dean of Students, the Provost, the Vice President for Student Life, or other university administrative staff.

In compliance with Section 488 of the Higher Education Act of 2008, the university has specific procedures regarding missing students who live in on-campus housing. Upon notification from any source that a resident student may be missing, and in every case where a student has been determined to be missing for 24 hours, UMHB personnel will notify the university police and attempt to locate the missing student, which may include:

- Inspecting the student's assigned room
- Conducting a search of campus locations to find the student (library, cafeteria, etc.)
- Attempting to contact known friends or faculty members for last sighting or additional contact information
- Accessing card entry logs to determine last use of the student's ID card and track the card for future uses
- Accessing student's vehicle registration information for vehicle location and distribution to authorities
- Reviewing email logs for last login and use of the UMHB email system Within 24 hours of the time the university determines that a student is missing, the university will:

1. Contact the student's parent or legal guardian if the student is a minor,
2. Contact any person identified in the student's file as the emergency contact person for this purpose and notify external law enforcement agencies as appropriate.

## NOTIFICATION TO PARENTS

As stated in the current university catalog, a student's dependency status is determined according to the Internal Revenue Code 1986, Section 152.

When a dependent student receives a disciplinary response of suspension or dismissal, the parents of the dependent student may be notified by mail. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on conduct probation for violating the UMHB alcohol policy. The university also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the university, to the extent allowed by law.

## CLERY CRIME DEFINITIONS

### *Categories of Prejudice*

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

### ***Unfounded Reports***

The University may omit reports of crime from our statistics only when those reports are determined to be “unfounded.” Only sworn or commissioned law enforcement personnel can make a determination that a report was unfounded, and only after a full investigation. Reports are only unfounded if, based on the results of this full investigation and evidence, law enforcement personnel have made a formal determination that the crime report is false or baseless. If someone is charged with a crime, but is then exonerated in a criminal proceeding, that report is not considered unfounded and must be included in the statistics.

All unfounded reports will be identified on the department’s blotter and in the Annual Security Report.

No Clery related reports were unfounded for this reporting cycle.

## **DEFINITIONS OF GEOGRAPHY**

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around the UMHB campus.

### ***On-Campus Buildings or Property***

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

### ***Non-Campus Building or Property***

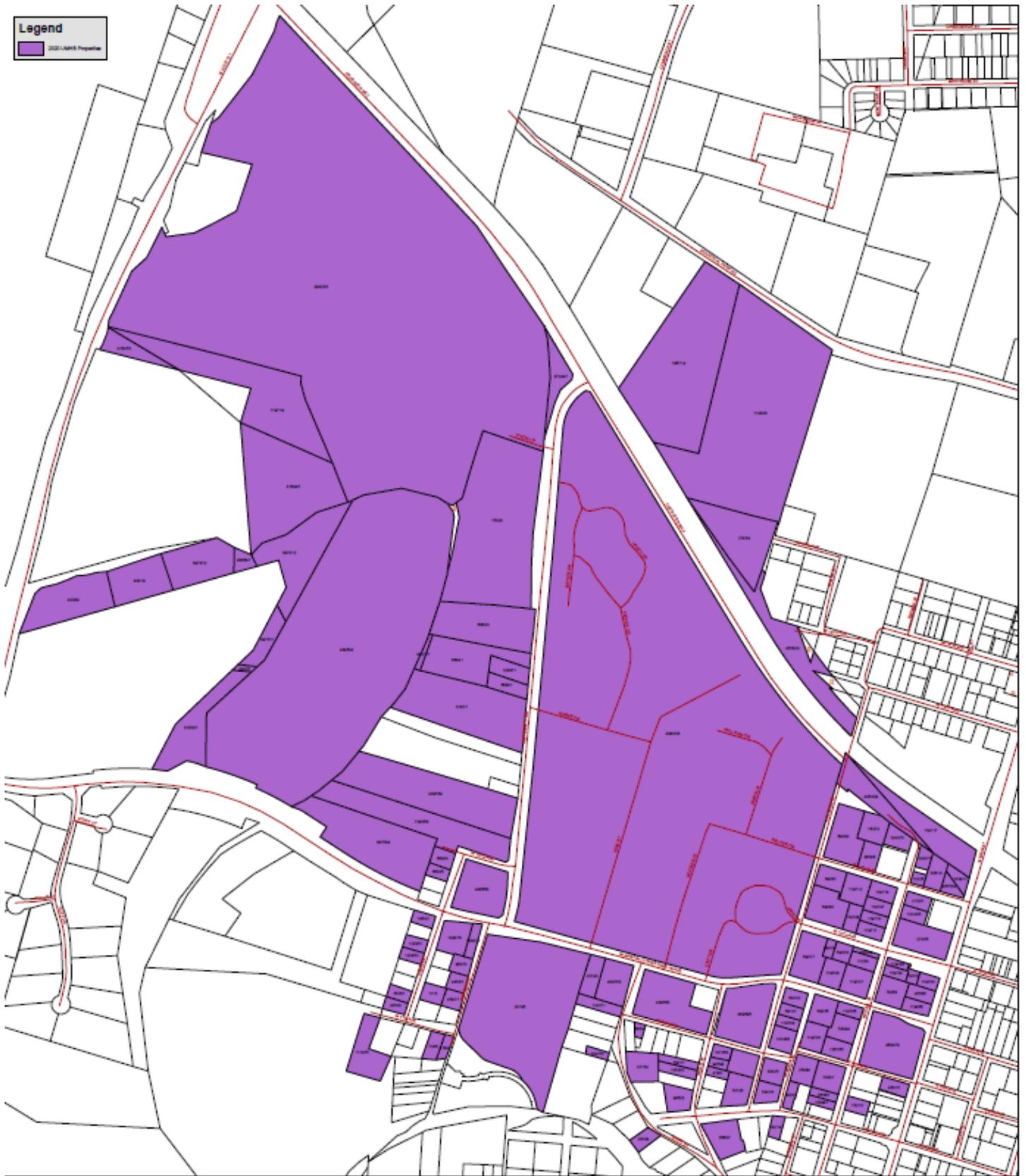
1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used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

### ***Public Building or Property***

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Mary Hardin-Baylor University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

# CLERY MAP

**Legend**  
■ 2022 UMHB Properties



**UMHB PROPERTY**



PREPARED BY THE TAX APPRAISAL DISTRICT OF BELL COUNTY MAPPING DEPARTMENT SCALE 1"=200' SEPTEMBER 11, 2019  
This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an official survey and represents only the appraisal district's best estimate of property boundaries. The Tax Appraisal District of Bell County accepts no liability in connection therewith.

**CRIME STATISTICS**

University of Mary Hardin-Baylor  
2020 Crime Statistics

	ALL ON-CAMPUS PROPERTY			NON-CAMPUS PROPERTY			PUBLIC PROPERTY			ON-CAMPUS RESIDENTIAL ONLY		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Aggravated Assault	0	3	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	10	4	3	0	0	0	0	0	0	2	4	3
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	5	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible - Rape	0	1	1	0	0	0	0	0	0	0	1	0
Sex Offenses, Non-Forcible (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offense Reporting Table</b>												
Dating Violence	0	1	2	0	0	0	1	0	0	0	1	2
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	2	1	0	0	0	0	0	0	1	1	1
<b>Referrals</b>												
Drug Law	49	45	33	0	0	0	0	5	0	22	15	11
Illegal Weapons Possession	0	1	0	0	0	0	0	0	0	0	0	0
Liquor Law	61	56	44	7	3	0	1	3	0	46	53	44
<b>Arrest</b>												
Drug Law	0	0	0	0	0	0	0	1	2	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	1	1	0	0	0

University of Mary Hardin-Baylor  
2020 Hate Crime Statistics

	ALL ON-CAMPUS PROPERTY			NON-CAMPUS PROPERTY			PUBLIC PROPERTY			*ON-CAMPUS RESIDENTIAL ONLY		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury to any person	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible - Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes—Any of the Clery reportable crime(s) motivated by bias.

Annual Fire Safety Report Prepared & Distributed  
Pursuant to the Clery Act

<https://go.umhb.edu/resources/police/policies-reports#1845>

The University provides the following Annual Fire Safety Report, which includes university policies, procedures, and statistical information, in order to provide important information for students, parents, and employees. This Report complies with federal law, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## DEFINITIONS

THE FOLLOWING TERMS ARE USED WITHIN THIS REPORT. DEFINITIONS HAVE BEEN OBTAINED FROM THE HIGHER EDUCATION OPPORTUNITY ACT:

**On-Campus Student Housing** – A student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within a reasonable contiguous area that makes up the campus.

**Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

## HOW TO REPORT A FIRE

Any student or employee, who sees a fire (flame) or smoke, should immediately dial 911 and then contact the University of Mary Hardin-Baylor Police Department at 254-295-5555.

If you see signs of a fire that has already been extinguished, contact the University of Mary Hardin-Baylor Police Department at 254-295-5555.

## SAFETY REPORT REQUIREMENTS

The University of Mary Hardin-Baylor has compiled data for the Annual Fire and Safety Report since 2010. As with other institutions, UMHB is required to report statistics for each on-campus student housing facility, for the three most recent calendar years for which data is available. Printed copies of this report may be obtained at the UMHB Police Department located at in suite 107 of the Mabee Student Success Center or by calling 254-295-5555.

UMHB also maintains an Incident History (Police Blotter) which includes information pertaining to reports of fires occurring on campus. The Fire Log table below is designed to contain a compilation of actual fire statistics for each calendar year (should any exist) for UMHB on-campus student housing. The Fire Log table is designed to include statistics outlining the number of actual fires and the cause of each actual fire, the number of injuries and deaths related to actual fires and the value of property damage related to actual fires for UMHB on-campus student housing (should any exist).

The daily fire log is combined with the daily crime log and is available for viewing at the UMHB Police Department located at 905 Moore Ave, Belton Texas.

According to the Higher Education Opportunity Act / Clery Act, for an incident to be reportable, it must be an actual fire which meets the federal definition of a fire. The Higher Education Opportunity Act (HEOA) regulations define fire as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

## **STUDENT HOUSING and LIFE SAFETY SYSTEMS**

UMHB has Twenty-one (21) on-campus student-housing facilities. Each facility is equipped with fire detection systems, which may consist of one or more of the following devices; smoke detectors, heat detectors, pull box stations and/or sprinkler systems. Most fire safety systems report directly to the University Police Department, and the Physical Plant.

Additional information pertaining to fire safety in university residence halls is available in the [Guide to Campus Housing](#).

### ***Fire Alarm Evacuation Procedures***

When an alarm is activated, students and employees are required to heed the warning and evacuate the building. Use the nearest stairwell and/or exit to immediately leave the building. We recommend that you become familiar with the exits in each building.

As you evacuate a building, do so as quickly and calmly as possible. Remember to use stairs and not elevators as you leave the building. When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the UMHB Police Department.

In addition, remember to:

1. Feel the door for heat before opening it. If it is hot, find an alternative route.
2. If you encounter smoke, “stay low and go”, remembering that the smoke and hot air that is most dangerous will be above you.
3. When outside the building, move to your assembly area. Follow the procedure taught during the first planned fire drill. Keep access roads clear for emergency vehicles.
4. Do not return to the building until it has been declared safe by officials. If necessary, injured, or handicapped residents may evacuate to “areas of safe refuge” in buildings that are equipped with these areas. The RD will know if such an area exists within the building.

Emergency Response procedures are posted in each student’s room/apartment.

### ***Response to Fire Alarms on Campus***

All alarm activations are investigated and documented by the UMHB Police Department. In addition to the police department’s response, the City of Belton Fire Department is also dispatched and responds to all alarm activations. The City of Belton Fire Department is a combination fire department staffed with career firefighters and volunteer firefighters.

## ***Mandatory Fire Drills***

Each residence hall conducts two fire drills during each full-length semester. A total of 32 fire drills were held during the previous calendar year. The first fire drill during the semester will always be announced before time, and students will be oriented concerning exit routes and other rules. The students will be trained in the drill procedure by residence hall staff.

The fire evacuation drills are supervised by Residence Life Staff and the University Police Department. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility.

The University may levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons! Failure to evacuate the building during a fire alarm will result in a financial penalty of \$25. Failure to evacuate a building during a scheduled fire drill will result in a financial penalty of \$100.

For more information see the [\*Guide to Campus Housing\*](#)

## ***Fire Prevention***

Each member of the UMHB community plays an important role in our fire prevention efforts and we ask that you work with the university to ensure halls are free of fire hazards. Please make sure that all fire equipment, fire doors, and fire exits remain unobstructed. Open flames such as candles, incense, matches, or lighters, are prohibited due to their potential as fire hazards. Irons and cooking appliances should never be left on when the room is unoccupied. Electrical outlets should never be overloaded.

To minimize the potential for fires, it is the policy of the university to limit cooking in residence hall rooms. Accordingly, cooking devices/equipment, other than the microwaves provided by the university, are prohibited in residence hall rooms. This includes toaster ovens, griddles, grills, electric skillets, deep fryers, and other such small appliances.

All decorations used on campus must be fire-resistant or non-combustible. Decorative lights and extension cords must be UL rated and not used so as to present a fire hazard or trip-hazard. Live trees or greens are also prohibited as decoration.

## ***Tampering with Safety Equipment***

Any individual who misuses or tampers with fire safety equipment will be subject to disciplinary action and will be charged with the cost of cleanup or repair of property, which is damaged because of the action. Smoke detectors in rooms should not be tampered with, and if they are battery operated, students should never remove the batteries.

Every effort will be made to identify the individuals who cause a false alarm. When such persons are identified, they will be referred to the Student Life Office for disciplinary action. In Addition to university sanctions, any person who starts a fire, damages or tampers with fire alarms, or misuses fire safety equipment may also be subject to prosecution in criminal court.

### ***Setting a Fire (Arson)***

Any individual who sets a fire (commits arson) in or near a university building is subject to immediate disciplinary action up to and including suspension from the university. The responsible person will also be charged with the cost of repairing any damage caused by the fire.

In Addition to university sanctions, any person who starts a fire, damages or tampers with fire alarms, or misuses fire safety equipment may also be subject to prosecution in criminal court.

### ***False Fire Alarm Sanctions***

Every effort will be made to identify the individuals who cause a false alarm. When such persons are identified, they will be referred to the Student Life Office for disciplinary action. A person who deliberately initiates a false fire alarm may also be subject to prosecution in criminal court.

### ***Procedures for Student Housing Evacuations***

When an alarm is activated, you are required to heed the warning and evacuate the building. Use the nearest stairwell and/or exit to immediately leave the building. We recommend that you become familiar with the exits in each building.

As you evacuate a building, do so as quickly and calmly as possible. Remember to use stairs and not elevators as you leave the building. When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the UMHB Police Department.

In addition, remember to:

- Feel the door for heat before opening it. If it is hot, find an alternative route.
- If you encounter smoke, “stay low and go”, remembering that the smoke and hot air that is most dangerous will be above you.
- When outside the building, move to your assembly area. Follow the procedure taught during the first planned fire drill. Keep access roads clear for emergency vehicles.
- Do not return to the building until it has been declared safe by officials. If necessary, injured, or handicapped residents may evacuate to “areas of safe refuge” in buildings that are equipped with these areas. The RD will know if such an area exists within the building.

Emergency Response procedures are posted in each student’s room/apartment.

### ***Prohibited Items and Actions***

The primary goal of UMHB’s Fire Safety Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. This goal is accomplished by conducting periodic safety inspections of all university buildings and increasing the fire safety awareness of employees and students.

The Safety Director conducts an annual inspection of residence halls. Members of the Residence Life Department perform room checks every two weeks. The H&S inspections are primarily designed to find and eliminate safety violations.

Students are required to read and comply with the ***Guide to Campus Housing***, which includes information about health and safety inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

Regarding Fire Safety Inspections of a university owned buildings; the university shall to the best of its ability work to be in compliance with all applicable standards of the International Fire Code (IFC) and the local Authority Having Jurisdiction (AHJ).

To minimize the potential for fires, the following items or actions are prohibited in any housing facility and throughout residential buildings because of their serious potential as fire hazards:

- Candles/Incense of any kind
- Use or possession of fireworks or firecrackers
- Use of “open coil” heating devices (space heaters, etc.)
- Storage of combustible solutions
- Smoking is prohibited within all buildings on campus
- Halogen lamps are not permitted
- Oil lamps or other fuel burning lamps
- Any open flames or burning, except as part of an approved scientific project, or maintenance project.
- Flammable liquids must be stored in approved safety cabinets. Flammable liquids are not allowed to be stored in residence hall rooms (including paint thinner, solvents, lighter fluid, and lamp oil.)
- Barbeque grills are prohibited with the exception of the permanently mounted grills provided by the university.
- Portable space heaters are prohibited in residence hall rooms

### ***Fire Safety Education and Training***

The university provides fire safety education for all residence hall occupants in mandatory meetings at the beginning of each academic school year and by publishing fire safety information in the Campus Housing Guide provided to all residential students. The UMHB Police Department and City of Belton Fire Department conduct training for residential assistant and hall directors.

Residential assistant and hall director training covers:

- Evacuation and emergency preparedness
- Causes and types of fires
- Fire safety and prevention

## FIRE STATISTICS FOR ON-CAMPUS HOUSING FACILITIES

These statistics include the number of fires occurring in each on-campus housing facility, the number of injuries related to each fire that resulted in treatment at a medical facility, and the number of deaths related to each fire, if any.

Total Fire Damages	2018	2019	2020
\$0 - \$99	0	0	0
\$100 - \$999	0	1	0
\$1,000 – \$9,999	1	2	0
\$10,000 - \$24,999	0	0	0
\$25,000 – 49,000	0	0	0

	2018	2019	2020
Total Fires	1	3	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0

### *2018, 2019, and 2020 Statistics for Residence Halls and Apartments*

Residential Facility	Year	Number of Fires	Fire Cause	Number of Injuries	Number of Deaths	Property Loss
Beall Hall 1504 Hardy Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Burt Hall 1109 James Lane	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Clark Hall 1507 Hardy Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
College View 600 W. MLK.	2018	1	Unintentional - Cooking	0	0	\$1,000 - \$9,999
	2019	3	2 Unintentional – Cooking 1 Unintentional - Electrical	0 1	0 0	2 \$1,000 - \$9,999 1 \$100 - \$999
	2020	0		0	0	
Farris Hall 904 University Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Ferguson Hall 1505 Hardy Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Garner Hall 1402 Hardy Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Gettys Hall 1010 King St.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Grover Hall 1501 Hardy Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Hobby Hall 1605 Vickrey Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	

Residential Facility	Year	Number of Fires	Fire Cause	Number of Injuries	Number of Deaths	Property Loss
James Hall 1502 J. Baylor Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Johnson Hall 1101 King St.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Lord Hall 500 Crusader Way	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
McLane Hall 1103 King St.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Provence Hall 1503 J. Baylor Dr	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Remschel Hall 906 King St.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Stribling Hall 1002 King St.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Taylor Hall 1403 Parker Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Tryon Hall 1506 J. Baylor Dr.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Tyson Hall 1603 Vickrey Cir.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
Wilson Hall 1607 Vickrey Cir.	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	

**2018, 2019 and 2020 Statistics for Single Family Residences (Used for Student Housing)**

Residential Facility	Year	Number of Fires	Fire Cause	Number of Injuries	Number of Deaths	Property Loss
220 W. 7th	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
311 W. 7th	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
314 W. 7th	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
1002 W. 10th	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
700 Harris	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
710 Harris	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	

Residential Facility	Year	Number of Fires	Fire Cause	Number of Injuries	Number of Deaths	Property Loss
808 Harris	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
1102 N. Pearl	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
802 W. MLK	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
1035 University	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
712 N. Main	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	
418 W. 8th	2018	0		0	0	
	2019	0		0	0	
	2020	0		0	0	

### FIRE SAFETY PROCEDURES/EQUIPMENT FOR UNIVERSITY OWNED RESIDENCE HALLS and APARTMENTS

A “fire safety system” is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Facilities with alarm monitoring capabilities provide automatic notification to the UMHB police department whenever a fire alarm is activated.

A fire sprinkler system is defined as a system that consists of an integrated network of piping designed in accordance with fire protection engineering standards that includes a water supply source, a water control valve, a waterflow alarm, and a drain and is commonly activated by heat from a fire, discharging water over the fire area. The portion of the sprinkler system above ground is a network of specifically sized or hydraulically designed piping installed in a building, structure, or area, generally overhead, and to which sprinklers are attached in a systematic pattern. The system is commonly activated by heat from a fire and discharges water over the fire area.

A smoke detector is defined as a device that senses visible or invisible particles of combustion.

A fire extinguisher is defined as a portable device, carried or on wheels and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire.

An evacuation plan is defined as a plan specifying safe and effective methods for the temporary movement of people from locations threatened by fire.

A “fire drill” is defined as a supervised practice of a mandatory evacuation of a building for a fire.

	Alarm Monitoring	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Fire Drills in 2020
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	by UMHB Police					
Beall Hall 1504 Hardy Dr.	X		X	X	X	4
Burt Hall 1109 James Lane	X		X	X	X	4
Clark Hall 1507 Hardy Dr.	X		X	X	X	4
College View 600 W. MLK	X		X	X	X	4
Farris Hall 904 University Dr.	X	X	X	X	X	4
Ferguson Hall 1505 Hardy Dr.			X	X	X	4
Garner Hall 1402 Hardy Dr.	X	X	X	X	X	4
Gettys Hall 1010 King St.	X		X	X	X	4
Grover Hall 1501 Hardy Dr.			X	X	X	4
Hobby Hall 1605 Vickrey Dr.		X	X	X	X	4
James Hall 1502 J. Baylor Dr.			X	X	X	4
Johnson Hall 1101 King St.	X		X	X	X	4
Lord Hall 700 Crusader	X	X	X	X	X	4
McLane Hall 1103 King St.	X		X	X	X	4
Provence Hall 1503 J. Baylor Dr.			X	X	X	4
Remschel Hall 906 King St.	X		X	X	X	4
Stribling Hall 1002 King St.	X		X	X	X	4
Taylor Hall 1403 Parker Dr.		X	X	X	X	4
Tryon Hall 1506 J. Baylor Dr.			X	X	X	4
Tyson Hall 1603 Vickrey Cir.		X	X	X	X	4
Wilson Hall 1607 Vickrey Cir.		X	X	X	X	4

### ***Future Improvements***

The university continues to monitor the operational effectiveness of all fire systems on campus. In an effort to minimize risk. Fire and life safety systems are updated as the need arises.

In addition, fire systems are being connected to the University's access control system. Connection to this network provides a secondary means of alarm notification.

As part of the construction/renovation process many of our facilities are being equipped with fire sprinkler system