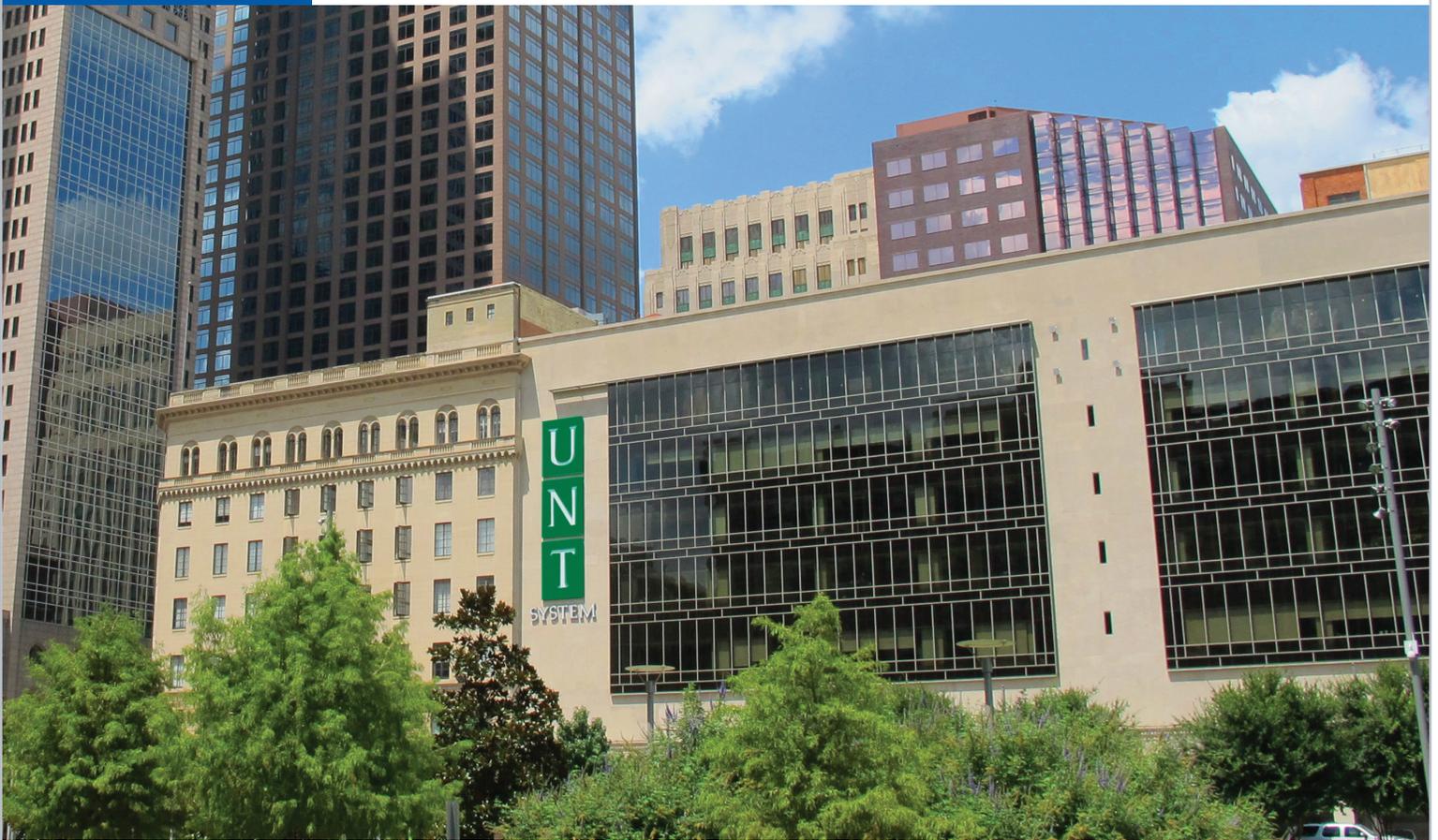


# UNT | DALLAS™

## COLLEGE of LAW

### ANNUAL SECURITY REPORT FIRE SAFETY AND PREVENTION

2016-2017



Jeanne Clery Disclosure of Campus Security Policy  
Campus Crime Statistics (2013-2015)  
Violence Against Women Act  
Safety Programs and Services Including  
Sexual Assault and Sexual Violence  
Drug Free Schools and Communities Act

# **UNT Dallas College of Law**

## **Campus Safety, Security and Crime Awareness Report**

### **General Information:**

The University of North Texas at Dallas (“UNT D”) employs certified police officers on campus (“Campus Police”) to patrol and monitor a non-residential commuter campus (the Main Campus) that currently consists of two buildings located in Dallas, Texas. The safety and security of all members of the university community are of paramount concern to the UNT D. UNT D strives to be a safe environment for all members of our learning community. We work to achieve this by developing a partnership with students, administrators, faculty, staff, and the community.

UNT Dallas College of Law (“College of Law”) merged with UNT D on September 1, 2015. The College of Law is located within the University of North Texas System Building located at 1901 Main Street in downtown Dallas, approximately 20 minutes from the UNT D Main Campus in South Dallas. The UNT System Building houses senior UNT System officials and the College of Law. UNT D police department is available to support the College of Law. In addition, the UNT System Building security is outsourced to a private security firm, and provides the more direct, onsite day-to-day security for the College of Law.

Success in safety and crime prevention at UNT D depends in large part on the education and participation of the campus community, which includes the College of Law. The campus community is provided information regarding safety programs and services, but individuals are also advised they are ultimately responsible for their own security and safety. Each year UNT D and the College of Law will publish an annual report concerning campus security and crime statistics. This report will contain information for reporting of crimes, important university policies and procedures, law enforcement authority on campus, and support services for victims of crimes.

It is the policy of UNT D and the College of Law to provide an environment conducive to an educational mission; thus any conduct that is prohibited by state, federal, or local law is subject to discipline under the provisions of UNT Dallas and UNT Dallas College of Law policies, as appropriate. The university monitors and reports to area law enforcement agencies any illegal conduct of students, faculty, or staff on university premises or off-campus locations. In addition, university officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

### **Policy for Preparing the Annual Disclosure of Crime Statistics**

The university coordinates the collection and reporting of crime statistics as specified in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Each year, the University will notify all enrolled students and employees, via email or campus mail, that they can view the report online. Copies of this report also may be obtained by prospective students upon request from the Office of the Dean of Students and UNT Dallas Police Department. Prospective employees may obtain a copy of this report upon request from Human

Resources. All UNTD campus crime statistics for 2015 have been reported to the U.S. Department of Education through the University of North Texas at Dallas.

**Contact Information:**

Offices Responsible for Campus Security Report

UNT Dallas Chief of Police  
(972) 780-3009

UNT Dallas Dean of Students  
(972) 338-1775

UNT Dallas Vice President for Student Access and Success  
(972) 780-3059

UNT Dallas College of Law Associate Dean for Finance and Administration  
(214) 243-1786

UNT Dallas College of Law Assistant Dean of Student Affairs  
(214) 243-1789

UNT Dallas College of Law Registrar  
(214) 752-5973

Who to Contact to Report an Incident at UNT Dallas

UNT Dallas Police Department  
(972) 780-0309

The report is prepared in cooperation with the UNTD Campus Police, local law enforcement agencies, the UNTD Division of Student Affairs, and the following divisions within the College of Law: Associate Dean for Finance and Administration, Assistant Dean of Student Affairs, and the Registrar, as well as designated campus officials. Each entity provides current information regarding its safety and security educational efforts and programs. The university provides annual guidance to employees on campus who are likely to receive reports of criminal activities. These “designated campus officials” are required to immediately inform campus police of reports of certain crimes made to them that might have occurred on university property, in or on non-campus buildings or property or on public property immediately adjacent to campus. Additionally, a letter is sent annually to designated campus officials requesting information about all reports of certain crimes that have been made to them during the year. Campus police follow up on all reports of criminal activity in areas under its jurisdiction. A procedure is in place to report crime statistics disclosed confidentially during a session with a mental health or medical provider. Reports of criminal activity given to designated campus officials, anonymous reports, and reports of crimes made to local law enforcement agencies are collected and included in the crime report as required by the Clery Act.

## **Federal Crime Definitions**

Following are the definitions and terms used in the FBI Uniform Crime Reports and UNT Crime Statistics reported herein.

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

**Assault, Aggravated:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Assault, Non-aggravated:** Assaults and attempted assaults where no weapon is used and that do not result in serious or aggravated injury to the victim.

**Burglary (Breaking or Entering):** The unlawful entry into a building or other structure with the intent to commit a felony or theft. Forced entry is not a required element of the offense; it may be accomplished via an unlocked door or window, so long as the entry is unlawful (constituting a trespass). Included are attempts to commit burglary where force is employed or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

**Drug Abuse Violations:** Violations of laws prohibiting the possession, production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

**Hate Crimes:** Any of the offenses listed and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

**Larceny/Theft:** The unlawful taking, carrying, leading or riding away of property from the possession of constructive possessions of another. Examples of offenses in this classification include pocket-picking and purse snatching (where no more force is employed than that necessary to take the property).

**Liquor Law Violations:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include “driving under the influence” or drunkenness).

**Motor Vehicle Theft:** Theft or attempted theft of a motor vehicle.

**Murder and non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent manslaughter:** The killing of another person through gross negligence.

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

**Sex Assault:** Any sexual act (**Rape, sodomy, sexual assault with object, fondling, statutory rape, incest**) directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.

**Weapons Possessions:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**As defined in the Clery Act:**

**Campus:** Any building or property owned or controlled by an institution of higher education within the same reasonable contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

**Non-campus building or property:** Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education 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 reasonable contiguous geographic area of the institution.

**Public property:** All public property that is within the same reasonable contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

**As defined by Texas Alcoholic Beverage Code Possession of Alcohol by a Minor (MIP) -** A minor (a person under the age of 21) commits an offense if he or she possesses an alcoholic beverage.

The following criminal offenses are published each year no later than October 1<sup>st</sup>, and include crime statistics that occurred on campus during the previous three calendar years.

## 2015 Campus Crime Statistics – UNT Dallas College of Law

UNT Dallas College of Law	On Campus	Non-Campus Buildings/Property	Public Property*	2015 Totals	2014 Totals	2013 Totals
<b>Criminal Homicide</b>						
Murder (Inclusion non-negligent manslaughter)	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
<b>Sex Offenses</b>						
Sex Offenses (rape, sodomy, sex assault with object, fondling)	0	0	0	0	0	0
Sex Offenses, Non Forcible (incest, and statutory rape)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary/Habitation	0	0	0	0	0	0
Burglary/Building	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
<b>Number of Arrests Made for the Following Crimes</b>						
Liquor Law Arrests	0	0	0	0	0	0

Drug Law Arrests	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Hate Crimes Reporting</b>						
Larceny/Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction, Damage or Vandalism of Property	0	0	0	0	0	0
<b>Other Reportable Offenses</b>						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

**2015 Disciplinary Referrals – UNT Dallas**

<b>UNT Dallas College of Law</b>	<b>On Campus</b>	<b>Non-Campus Buildings/Property</b>	<b>Public Property*</b>	<b>2015 Totals</b>	<b>2014 Totals</b>	<b>2013 Totals</b>
Liquor Law Violations	0	0	0	0	0	0
Drug Related Violations	0	0	0	0	0	0

Weapons Possession	0	0	0	0	0	0
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\*These statistics include public property statistics from the Dallas Police Department, TABC, DSO, TX DPS, DART PD.

No hate crimes were reported during 2015.

**For additional information, please contact:**

Office of the Vice President of Student Access and Success  
 University of North Texas at Dallas  
 7300 University Hills Blvd.  
 Dallas, TX 75241  
 (972) 780-3059 office

Reynaldo Anaya Valencia  
 Associate Dean for Finance and Administration  
 UNT Dallas College of Law  
 1901 Main St.  
 Dallas, TX 75201  
 (214) 243-1786 office

**Violence Against Women Act 2013**

UNTD and the College of Law do not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, UNTD and the College of Law issue this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, UNTD and the College of Law prohibit the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirm their commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of the university’s policies governing sexual misconduct, visit [http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/7.001%20Code%20of%20Student%20Rights%20Responsibilities%20and%20Conduct.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.001%20Code%20of%20Student%20Rights%20Responsibilities%20and%20Conduct.pdf)

[http://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/5\\_038\\_sexual\\_assault\\_-\\_legally\\_sufficient\\_4\\_8\\_16\\_00163436\\_2.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/5_038_sexual_assault_-_legally_sufficient_4_8_16_00163436_2.pdf)

[http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/5.001%20%20Prohibiting%20Discrimination%20and%20Harassment.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/5.001%20%20Prohibiting%20Discrimination%20and%20Harassment.pdf)

## **A. Definitions**

There are numerous terms used by UNTD and the College of Law in our policy and procedures.

**Consent** is defined in Texas as: assent in fact, whether express or apparent. A sexual assault under Texas law is without the consent of the other person if:

- (1) The actor compels the other person to submit or participate by the use of physical force or violence;
- (2) 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;
- (3) The other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
- (4) 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;
- (5) The other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
- (6) 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's person's knowledge;
- (7) 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;
- (8) The actor is a public servant who coerces the other person to submit or participate;
- (9) The actor is a mental health service provider or a health care service 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;
- (10) 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
- (11) 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.

**Sexual Assault:** "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Sodomy is defined as oral or anal sexual intercourse with another person without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault with an object is defined as the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Domestic Violence:** The term “domestic violence” means

- 1) Felony or misdemeanor crimes of violence committed—
  - (i) By a current or former spouse or intimate partner of the victim;
  - (ii) By a person with whom the victim shares a child in common;
  - (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Family Violence:**

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, as that term is defined by Section 71.0021.

**WHAT CONSTITUTES DOMESTIC VIOLENCE:** 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.

**Dating Violence:** The term “dating violence” means violence committed by a person

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party’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.

For the purposes of this definition-

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**WHAT CONSTITUTES 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.
- (b) For purposes of this title, “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 shall be 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.
- (c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a “dating relationship” under Subsection (b).

**Stalking:** The term “stalking” means

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - (i) fear for the person’s safety or the safety of others; or
  - (ii) suffer substantial emotional distress.
- 2) For the purposes of this definition—
  - (i) Course of conduct means two or more acts, including, but not limited to, acts 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.
  - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**WHAT CONSTITUTES 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, including following the other person, that:

- (1) the actor knows or reasonably believes 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
  - (C) that an offense will be committed against the other person’s property;
- (2) causes the other person or a member of the other person's family or household to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property; and
- (3) would cause a reasonable person to fear:
  - (A) bodily injury or death for himself or herself;
  - (B) bodily injury or death for a member of the person's family or household; or
  - (C) that an offense will be committed against the person's property.

- (D) An offense under this section is a felony of the third degree, except that the offense is a felony of the second degree if the actor has previously been convicted under this section.
- (E) In this section, “family,” “household,” and “member of a household” have the meanings assigned by Chapter 71, Family Code.

## **B. Education and Prevention Programs**

The university engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Texas and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The university has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

The university offered the following **primary prevention and awareness programs for all incoming students** in 2015:

<b><u>Name of Program</u></b>	<b><u>Date Held</u></b>	<b><u>Location Held</u></b>	<b><u>Which Prohibited Behavior Covered?</u></b>
<b>Transfer New Student Orientation</b>	January 10, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Last Call New Student Orientation</b>	January 13, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Transfer New Student Orientation</b>	June 6, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Freshman New Student Orientation</b>	June 13, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Transfer New Student Orientation</b>	July 11, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Freshman New Student Orientation</b>	July 17, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Transfer New Student Orientation</b>	July 28, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Transfer New Student Orientation</b>	August 1, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Transfer New Student Orientation</b>	August 11, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Freshman New Student Orientation</b>	August 15, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Last Call New Student Orientation</b>	August 22, 2015	Founder's Hall	DoV, DaV, SA & S
<b>VAWA Education and Prevention</b>	October 22-23, 2015	Founder's Hall	DoV, DaV, SA & S
<b>On Power and Control</b>	October 27, 2015	Founder's Hall	DoV, DaV, SA & S
<b>VAWA documentary</b>	October 29, 2015	Founder's Hall	DoV, DaV, SA & S
<b>VAWA Hand Pledge &amp; Screenings</b>	November 4-5, 2015	Founder's Hall	DoV, DaV, & SA
<b>Speaking Out (VIP for VAWA)</b>	November 16, 2015	Founder's Hall	DoV, DaV, SA & S
<b>In Commemoration (White Ribbon Distribution &amp; Education)</b>	November 23, 2015	Founder's Hall	DoV, DaV, SA & S

<b>Bystander Intervention Training</b>	November 13, 2015	Founder's Hall	DoV, DaV, SA & S
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❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **primary prevention and awareness programs for all new employees** in 2015:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
New Employee Orientation	02/11/2015	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	03/11/2015	Human Resources	DoV, DaV, SA & S*

The University offered the following **ongoing awareness and prevention programs for students** in 2015:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
<b>Sexual Assault Awareness</b>	January 23, 2015	Founder's Hall	DoV, DaV, SA & S
<b>RAD Training</b>	January 30-31, 2015	Building 1	DoV, DaV, SA & S
<b>VAWA Education and Prevention</b>	February 4, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Bystander Training</b>	February 10, 2015	Founder's Hall	DoV, DaV, SA
<b>Sexual Assault Awareness Tabling</b>	March 3, 2015	Founder's Hall	DoV, DaV, SA & S
<b>DV 101</b>	March 4, 2015	Founder's Hall	DoV, DaV
<b>Spring Break Safety</b>	March 10, 2015	Founder's Hall	DaV, SA & S
<b>VAWA Documentary</b>	April 7, 2015	Founder's Hall	DoV, DaV, SA & S
<b>DV 101</b>	April 9, 2015	Founder's Hall	DoV, DaV
<b>It's On Us</b>	April 14, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Active Shooter Training</b>	May 26, 2015	UNT System, Room 420	DoV, DaV, SA & S
<b>Dr. Shuey: Sex, Love, Consent, Sexuality, &amp; Communication</b>	August 26, 2015	Founder's Hall	DoV, DaV, SA & S
<b>VAWA Education and Prevention</b>	October 22-23, 2015	Founder's Hall	DoV, DaV, SA & S
<b>On Power and Control</b>	October 27, 2015	Founder's Hall	DoV, DaV, SA & S

<b>VAWA documentary</b>	October 29, 2015	Founder's Hall	DoV, DaV, SA & S
<b>VAWA Hand Pledge &amp; Screenings</b>	November 4-5, 2015	Founder's Hall	DoV, DaV, & SA
<b>Speaking Out (VIP for VAWA)</b>	November 16, 2015	Founder's Hall	DoV, DaV, SA & S
<b>In Commemoration (White Ribbon Distribution &amp; Education)</b>	November 23, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Rape, Aggression, Defense Training</b>	December 16-17, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Bystander Intervention Training</b>	November 13, 2015	Founder's Hall	DoV, DaV, SA & S

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **ongoing awareness and prevention programs** for employees in 2015:

<b><u>Name of Program</u></b>	<b><u>Date Held</u></b>	<b><u>Location Held</u></b>	<b><u>Which Prohibited Behavior Covered?</u></b>
<b>Sexual Assault Awareness</b>	January 23, 2015	Founder's Hall	DoV, DaV, SA & S
<b>RAD Training</b>	January 30-31, 2015	Building 1	DoV, DaV, SA & S
<b>VAWA Education and Prevention</b>	February 4, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Bystander Training</b>	February 10, 2015	Founder's Hall	DoV, DaV, SA
<b>Sexual Assault Awareness Tabling</b>	March 3, 2015	Founder's Hall	DoV, DaV, SA & S
<b>DV 101</b>	March 4, 2015	Founder's Hall	DoV, DaV
<b>Spring Break Safety</b>	March 10, 2015	Founder's Hall	DaV, SA & S
<b>VAWA Documentary</b>	April 7, 2015	Founder's Hall	DoV, DaV, SA & S
<b>DV 101</b>	April 9, 2015	Founder's Hall	DoV, DaV
<b>It's On Us</b>	April 14, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Active Shooter Training</b>	May 26, 2015	UNT System, Room 420	DoV, DaV, SA & S
<b>Safety Coordinator Training</b>	July 15, 2015	UNT System, Room 420	DoV, DaV, SA & S
<b>Safety Coordinator Training</b>	July 23, 2015	UNT System, Room 420	DoV, DaV, SA & S

<b>Dr. Shuey: Sex, Love, Consent, Sexuality, &amp; Communication</b>	August 26, 2015	Founder's Hall	DoV, DaV, SA & S
<b>VAWA Education and Prevention</b>	October 22-23, 2015	Founder's Hall	DoV, DaV, SA & S
<b>On Power and Control</b>	October 27, 2015	Founder's Hall	DoV, DaV, SA & S
<b>VAWA documentary</b>	October 29, 2015	Founder's Hall	DoV, DaV, SA & S
<b>VAWA Hand Pledge &amp; Screenings</b>	November 4-5, 2015	Founder's Hall	DoV, DaV, & SA
<b>Speaking Out (VIP for VAWA)</b>	November 16, 2015	Founder's Hall	DoV, DaV, SA & S
<b>In Commemoration (White Ribbon Distribution &amp; Education)</b>	November 23, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Rape, Aggression, Defense Training</b>	December 16-17, 2015	Founder's Hall	DoV, DaV, SA & S
<b>Bystander Intervention Training</b>	November 13, 2015	Founder's Hall	DoV, DaV, SA & S

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

### **C. Procedures for Reporting a Complaint**

The university has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The university will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the CAMPUS POLICE or local law enforcement. Students and employees should contact:

**UNTD Title IX Coordinator**

972-338-1775

**UNTD Police**

972-780-3000

**UNTD Dean of Students**

972-338-1775

**College of Law Assistant Dean of Student Affairs**

214-243-1789

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at:

**Dallas Area Rape Crisis Center**

214-641-RAPE (7273)

**Parkland VIP Rape Crisis Center**

214-590-2926 or 24-hr. hotline: 214-590-0430

**Genesis Women's Shelter**

214-946-4357

In TEXAS, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university hearing boards/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. UNTD and the College of Law will assist any victim with notifying local police if they so desire. UNTD Police Department may also be reached directly by calling 972-780-3000 or 911 in person at 7400 University Hills Blvd. (suite 131) Dallas, TX 75241. Additional information about the UNTD Police Department may be found online at: <http://www.untdallas.edu/police>.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Mr. Luke Donohoo, [luke.donohoo@untdallas.edu](mailto:luke.donohoo@untdallas.edu), or phone 972-338-1775 by calling, writing or coming into the office to report in person and Campus Police. The university will provide resources, on campus off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the university, the below are the procedures that the university will follow. The standard of evidence that will be used during the investigative process, including any judicial hearing on campus arising from such a report, will be the preponderance of the evidence standard:

Incident Being Reported:	Procedure Institution Will Follow:
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care</li> <li>2. Institution will assess immediate safety needs of complainant</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. Institution will provide complainant with referrals to on and off campus mental health providers</li> <li>5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties</li> <li>6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> <li>7. Institution will provide written instructions on how to apply for Protective Order</li> <li>8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li> <li>10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>

<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> </ol>
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<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> </ol>
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> </ol>

**D. Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In TEXAS, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

**Art. 56.02. CRIME VICTIMS' RIGHTS.**

Text of subsection as amended by Acts 2013, 83rd Leg., R.S., Ch. 651 (H.B. 899), Sec. 1

- (a) A victim, guardian of a victim, or close relative of a deceased victim is entitled to the following rights within the criminal justice system:
  - (1) the right to receive from law enforcement agencies adequate protection from harm and threats of harm arising from cooperation with prosecution efforts;
  - (2) the right to have the magistrate take the safety of the victim or his family into consideration as an element in fixing the amount of bail for the accused;
  - (3) the right, if requested, to be informed:

- (A) by the attorney representing the state of relevant court proceedings, including appellate proceedings, and to be informed if those proceedings have been canceled or rescheduled prior to the event; and
- (B) by an appellate court of decisions of the court, after the decisions are entered but before the decisions are made public;
- (4) the right to be informed, when requested, by a peace officer concerning the defendant's right to bail and the procedures in criminal investigations and by the district attorney's office concerning the general procedures in the criminal justice system, including general procedures in guilty plea negotiations and arrangements, restitution, and the appeals and parole process;
- (5) the right to provide pertinent information to a probation department conducting a presentencing investigation concerning the impact of the offense on the victim and his family by testimony, written statement, or any other manner prior to any sentencing of the offender;
- (6) the right to receive information regarding compensation to victims of crime as provided by Subchapter B, including information related to the costs that may be compensated under that subchapter and the amount of compensation, eligibility for compensation, and procedures for application for compensation under that subchapter, the payment for a medical examination under Article 56.06 for a victim of a sexual assault, and when requested, to referral to available social service agencies that may offer additional assistance;
- (7) the right to be informed, upon request, of parole procedures, to participate in the parole process, to be notified, if requested, of parole proceedings concerning a defendant in the victim's case, to provide to the Board of Pardons and Paroles for inclusion in the defendant's file information to be considered by the board prior to the parole of any defendant convicted of any crime subject to this subchapter, and to be notified, if requested, of the defendant's release;
- (8) the right to be provided with a waiting area, separate or secure from other witnesses, including the offender and relatives of the offender, before testifying in any proceeding concerning the offender; if a separate waiting area is not available, other safeguards should be taken to minimize the victim's contact with the offender and the offender's relatives and witnesses, before and during court proceedings;
- (9) the right to prompt return of any property of the victim that is held by a law enforcement agency or the attorney for the state as evidence when the property is no longer required for that purpose;
- (10) the right to have the attorney for the state notify the employer of the victim, if requested, of the necessity of the victim's cooperation and testimony in a proceeding that may necessitate the absence of the victim from work for good cause;
- (11) the right to counseling, on request, regarding acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection and testing for acquired immune deficiency syndrome (AIDS), human

- immunodeficiency virus (HIV) infection, antibodies to HIV, or infection with any other probable causative agent of AIDS, if the offense is an offense under Section 21.02, 21.11(a)(1), 22.011, or 22.021, Penal Code;
- (12) the right to request victim-offender mediation coordinated by the victim services division of the Texas Department of Criminal Justice;
  - (13) the right to be informed of the uses of a victim impact statement and the statement's purpose in the criminal justice system, to complete the victim impact statement, and to have the victim impact statement considered:
    - (A) by the attorney representing the state and the judge before sentencing or before a plea bargain agreement is accepted; and
    - (B) by the Board of Pardons and Paroles before an inmate is released on parole;
  - (14) to the extent provided by Articles 56.06 and 56.065, for a victim of a sexual assault, the right to a forensic medical examination if, within 96 hours of the sexual assault, the assault is reported to a law enforcement agency or a forensic medical examination is otherwise conducted at a health care facility;
  - (15) for a victim of an assault or sexual assault who is younger than 17 years of age or whose case involves family violence, as defined by Section 71.004, Family Code, the right to have the court consider the impact on the victim of a continuance requested by the defendant; if requested by the attorney representing the state or by counsel for the defendant, the court shall state on the record the reason for granting or denying the continuance; and
  - (16) if the offense is a capital felony, the right to:
    - (A) receive by mail from the court a written explanation of defense-initiated victim outreach if the court has authorized expenditures for a defense-initiated victim outreach specialist;
    - (B) not be contacted by the victim outreach specialist unless the victim, guardian, or relative has consented to the contact by providing a written notice to the court; and
    - (C) designate a victim service provider to receive all communications from a victim outreach specialist acting on behalf of any person.

Further, UNTD and the College of Law comply with TEXAS law in recognizing orders of protection by: UNTD Police Department enforces protective orders in accordance with the state of Texas Code of Criminal Procedure. For example, any person who obtains an order of protection from TEXAS or any reciprocal state (list reciprocal states) should provide a copy to Campus Police and the Office of the Title IX Coordinator.

A complainant may then meet with Campus Police, the Title IX Coordinator and the College of Law's Assistant Dean of Student Affairs to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The university cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is

required to apply directly for these services in conjunction with local law enforcement. Protection from abuse orders may be available through filing an application for protective order with the clerk of the court. UNTD may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, university offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The university does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request:

Office of the University of North Texas at Dallas Registrar: registrar@untdallas.edu 972-780-3664

**Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

**On-Campus**

**Police/Fire/Ambulance/Emergency: 911**

<b>CARE Team</b>	972-338-1784
<b>UNTD Dean of Students</b>	972-338-1775
<b>College of Law Assistant Dean of Student Affairs</b>	214-243-1789
<b>College of Law Assistant Dean of Student Life</b>	214-752-5809
<b>UNTD Counseling &amp; Wellness Services</b>	972-338-1779
<b>UNTD Title IX Coordinator</b>	972-338-1775
<b>UNTD Dallas Police</b>	972-780-3000
<b>UNT System Security for the College of Law</b>	214-571-9719

## **In the Metro-Dallas Area**

**Police/Fire/Ambulance/Emergency: 911**

<b>Dallas Area Rape Crisis Center</b>	214-641-RAPE(7273)
<b>Parkland VIP Rape Crisis Center</b>	214-590-2926 or 24-hr. hotline: 214-590-0430
<b>The Family Place</b>	214-941-1991
<b>Genesis Women’s Shelter</b>	214-946-4357
<b>Legal Aid of Northwest Texas</b>	214-748-1234
<b>Catholic Charities of Dallas</b>	214-520-6590

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<https://rainn.org> – Rape, Abuse and Incest National Network

<http://www.justice.gov/ovw/sexual-assault> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> -Department of Education, Office of Civil Rights

## **How to be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## Risk Reduction

The following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, 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.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself**. Don't feel obligated to do anything you don't want to

- do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **E. Adjudication of Violations**

Whether or not criminal charges are filed, the university or a person may file a complaint under the UNT Dallas Student Code of Conduct and Employee Ethics and Standards of Employee Conduct (7.001 of the Student Code of Conduct and 5.007 of the University Policies) alleging that a student or employee violated the University's Student Code of Conduct or Title IX policies.

### **Student Code of Conduct Dean of Students**

#### **Policy 7.001 – Student Code of Conduct Steps, Anticipated Timeline, Decision Making Process**

[http://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/7\\_001\\_student\\_code\\_of\\_conduct\\_may\\_2014.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf)

UNTD Department of Student Affairs  
College of Law Assistant Dean of Student Affairs

UNTD Title IX Coordinator

Policy 5.001 Prohibiting Discrimination and Harassment

[http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/5.001%20%20Prohibiting%20Discrimination%20and%20Harassment.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/5.001%20%20Prohibiting%20Discrimination%20and%20Harassment.pdf)

UNTD Policy Prohibiting sexual assault and retaliation

[http://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/5\\_038\\_sexual\\_assault\\_-\\_legally\\_sufficient\\_4\\_8\\_16\\_00163436\\_2.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/5_038_sexual_assault_-_legally_sufficient_4_8_16_00163436_2.pdf)

## UNTD Policy Discrimination and Harassment Complaint Procedures

[http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/5.001a%20Discrimination%20and%20Harassment%20Complaint%20Procedures%205-2011.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/5.001a%20Discrimination%20and%20Harassment%20Complaint%20Procedures%205-2011.pdf)

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police or the College of Law Assistant Dean of Student Affairs will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The university disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay.

Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The Student Code of Conduct and Employee Ethics and Standards of Employee Conduct provides the following:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
3. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;
4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
6. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the university's Student Conduct Code?";
7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and

8. The accuser and the accused each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

### **Student Disciplinary Appeal Process**

[http://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/7\\_001\\_student\\_code\\_of\\_conduct\\_may\\_2014.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf)

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's policy against Sexual Harassment, Sexual Assault, and retaliation in order to remedy any hostile environment.

UNTD Policy Prohibiting sexual assault and retaliation

[http://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/5\\_038\\_sexual\\_assault\\_-\\_legally\\_sufficient\\_4\\_8\\_16\\_00163436\\_2.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/5_038_sexual_assault_-_legally_sufficient_4_8_16_00163436_2.pdf)

[http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/5.001%20%20Prohibiting%20Discrimination%20and%20Harassment.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/5.001%20%20Prohibiting%20Discrimination%20and%20Harassment.pdf)

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university's ability to respond to the complaint may be limited.

### **Confidentiality**

The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

### **Sanctions and Protective Measures**

In all cases, investigations that result in a finding of more likely than not that a violation of the Student Code of Conduct and the Employee Ethics and Standards of Employee Conduct occurred will lead to the initiation of disciplinary procedures against the accused individual. Sanctions may be imposed upon those determined to have violated this policy. The university may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the actions listed below.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct.

**Employees** who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

## **Student Sanctions for Misconduct**

### **A. Warning**

1. A verbal or written notice to a student that they have violated the Code and must not engage in violations in the future.
2. No impact on good conduct standing.
3. Not subject to review by the Committee.

### **B. Educational Sanction**

1. An assignment designed to educate a student about the potential impact of misconduct and to prevent reoccurrence, may include referral to the Substance Abuse Resource Center, education workshops or assignment of reflection papers.
2. No impact on good conduct standing.
3. Not subject to review by the Committee.
4. Failure to comply with the assignment may result in further discipline.

### **C. University Restrictions**

1. A temporary or permanent restriction of university privileges, including but not limited to, the ability to participate in an organizational intake process or hold a leadership position in a student group, to participate in study abroad programs, to register as a student group, or to participate in social or extracurricular events; may also result in withholding of an official transcript or blocking enrollment for a specified period of time.
2. No impact on good conduct standing.
3. Not subject to review by the Committee unless loss of privileges is related to another reviewable sanction.
4. Student groups may request reconsideration of a restriction no sooner than one (1) year after the date that the sanction was imposed. Reconsideration will be at the discretion of the university official representative by the Director of Student Affairs to investigate alleged violations of the Code of Conduct (“UNTDSA Representative”) and to administer the procedures and sanctions as set forth in the Code. The decision of the UNTDSA Representative is final and the Student Group may not request reconsideration again until date specified by the UNTDSA Representative.

### **D. Level I Conduct Probation –**

1. A written reprimand that expires automatically after a specified time but includes the probability of a more severe sanction if a student violates the Code again during the probationary period.
2. No impact on good conduct standing.
3. Not a permanent conduct record.
4. Not subject to review by the Committee.

### **F. Level II Conduct Probation –**

1. A written reprimand that expires automatically after a specified time but includes the probability of a more severe sanction if a student violates the Code again during the probationary period.
2. Good conduct standing is removed during the specified period.
3. Not a permanent conduct record.

4. Not subject to review by the Committee.

**G. Level III Conduct Probation –**

1. A written reprimand that remains in effect that during the remainder of the student's academic career (including future enrollments) and includes the probability of more severe sanction if the student violates the Code again.
2. Good conduct standing is removed for the remainder of a student's academic career at the university.
3. Becomes a permanent conduct record.
4. May be reviewed by the Committee.
5. Sanction cannot be applied to student groups.

**H. Student Suspension –**

1. Removal from the university for a specified period of time. A suspended student will be removed from enrollment, prohibited from entering university premises and blocked from future registration until reviewed and approved by UNTDSA Representative.
2. Good conduct standing is removed.
3. Becomes a permanent conduct record.
4. May be reviewed by the Committee.
5. Must meet with a UNTDSA Representative after suspension term is over to be re-instated to the University.

**I. Student Group Suspension –**

1. Removal of privileges and recognitions accorded to student groups for a specified period of time as defined by the UNTDSA Representative.
2. Student group will not be permitted to participate as a recognized student group in university activities or functions, or to sponsor any activities representing the university.
3. Student groups may submit a request the UNTDSA Representative for reinstatement after the expiration of the specified period of time.
4. May be reviewed by the Committee.

**J. Expulsion –**

1. Permanent removal from the university. An expelled student will be permanently removed from enrollment and permanently prohibited from entering any university premises.
2. Good conduct standing is permanently removed.
3. Becomes a permanent conduct record.
4. May be reviewed by the Committee.
5. Sanction cannot be applied to student groups.

**K. University Withdrawal –** A student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering university premises and barred from re-enrollment until specific conditions are met. Reasons for university withdrawal include, but are not limited to:

1. To prevent the disruption of the education process.
2. The student failed to respond to an official summons from a University official.

3. The student has been suspended or expelled from the University.

**L. Immediate Suspension** – Immediate removal from all or part of the university premises while the conduct process is pending when a violation reasonably indicates that the student’s continued presence poses a substantial or immediate danger to the health, safety or welfare of any member of the university community or to the university premises.

**M. Immediate Suspension of Student Group** – The group will cease all activities, meetings, programs and representation as a group while an investigation is in progress by UNTDSA. A student group can be immediately suspended for posing a substantial or immediate danger to the health, safety or welfare of any member of the university community or to the university premises.

The UNTD Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a university order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the UNTD Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by UNTD.

### **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

### **General Information**

#### **Suzanne's Law**

Time is of the essence when a person is missing. The National Child Search Assistance Act now allows police to report missing persons less than twenty-one years of age to the National Crime Information Center and begin an investigation as soon as a missing person report is received. If you receive reliable information that a student cannot be located, please call the College of Law Security Desk or campus police immediately at (972) 780-3000.

#### **Access and Security of UNTD and College of Law Campus Facilities**

UNTD and the College of Law are open campuses; however, access to the campus and university facilities is controlled by written policy and state law. Only authorized students, faculty, staff, and visitors may enter upon or use university facilities. Unauthorized persons, once identified,

are asked to leave the campus. Those persons failing to comply with policy, directives, or state law can be prosecuted for trespassing.

### **Security of UNT Dallas Campus Facilities**

UNTD Campus police regularly patrol the grounds and buildings at the UNTD Main Campus, while UNT System security regularly patrols the UNT System building facilities. Facilities personnel maintain university facilities with a concern for safety and security. Lighting surveys are conducted, both at UNTD and the College of Law, on a regular basis to spot any lighting concerns or areas in need of repair. In addition, defective lighting conditions are reported as detected by building service personnel and police officers. Campus police conduct security audits as needed to continually assess facility security needs.

### **Campus Law Enforcement**

UNTD police officers are empowered by the state and have authority to stop vehicles, make arrests, and enforce all laws throughout Dallas, Tarrant and Denton counties. Campus police jurisdiction includes the UNTD Main Campus as well as the College of Law. UNTD Police Department maintains liaison with other local, state, and federal law enforcement agencies in support of campus security and safety efforts. UNTD Police Department became an independent and fully licensed department on April 1, 2012.

### **Safety and Security Programs at the UNTD Main Campus**

**Security Escort Services:** UNTD Campus police provides a security escort service for the UNTD community. The service is available during the evening/night hours (after dark), but is limited to on-campus locations. Call (972) 780-3000.

**Emergency Phones:** Emergency phones have been placed at strategic locations across campus. When the emergency button is pushed, the location of the call is automatically identified and the caller is connected to police dispatch. Individuals with hearing impairments should dial (800) RELAY TX (735-2989) (TTY).

**Motorist Assistance:** UNTD Campus police assists the university community when individuals are unable to start their vehicles, retrieve locked keys, etc. Some services are not available at all times, but campus police will assist people in obtaining services from another source.

### **Safety and Security Programs at UNT Dallas College of Law**

**Security Escort Services:** Downtown Safety Patrol provides a security escort service for the downtown Dallas community including the College of Law. Call (214) 741-1151 or e-mail [safetypatrol@downtowndallas.org](mailto:safetypatrol@downtowndallas.org).

### **Crime Prevention Programs at the UNTD Main Campus and the UNT Dallas College of Law**

Programs designed to make community members aware of campus police and security procedures, and crime prevention efforts, and to encourage individual involvement in personal safety are regularly conducted on the UNTD Main Campus and the College of Law. Programs

are provided each semester and are available through the campus police, UNTD Office of Student Affairs, College of Law Office of the Dean of Students, Human Resources Department, Counseling Clinic, and other departments that coordinate activities on campus. Crime awareness/prevention information is also part of freshman and new employee orientation. Prevention programs include:

- Personal Safety/Self Defense
- Theft/Robbery Prevention
- Safety and Security in the Workplace/Campus
- Emergency Preparedness
- Alcohol Abuse and Binge Drinking

### **Policies and Crime Reporting Procedures for the UNTD Main Campus and the College of Law**

Individuals should immediately report alleged criminal actions (including sex offenses and child abuse) or emergencies that occur on or off campus. Campus police have established procedures to accept reports of alleged criminal actions anonymously or confidentially.

#### **For Emergencies:**

Dial 911 on campus phone or personal cell phone. Emergencies may include, but are not limited to: any crime in progress, medical emergencies, a person being forced into a vehicle, a strange car repeatedly driving in the same area of campus, any intoxicated person, safety hazards, or any situation that you believe is suspicious or dangerous.

#### **For Non-Emergencies:**

- Call campus police at (972) 780-3000 or personally visit the UNTD police offices located in Founders Hall, Suite 131.
- Contact an officer in uniform on patrol
- For the College of Law, contact UNT System Security at (214) 571-9719.
- Request that any campus official assist with reporting the alleged crime. TTY callers: RELAY TX (800) 735-2989 (TTY).

### **Campus Crime Authority for the UNTD Main Campus and the UNT Dallas College of Law**

You are encouraged to report alleged crimes by using the above means; however, there are campus officials to whom you may also report a crime who have significant responsibility for student and campus activities, but do not have significant counseling responsibilities. These officials include all deans, directors, department chairs, vice presidents, and administrators at the Associate Provost level or higher. For names and numbers of such officials, please use the University Directory or call the university operator at (972) 780-3600.

Campus police will review reports of alleged criminal activity and either send an officer immediately or refer the report for subsequent investigation, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by campus police. Campus police response(s) include, but are not limited to:

- Immediate response to emergencies through dispatch of one or more officers;
- Investigation of reports in accordance with procedures;
- Arrest and filing of charges, depending upon the circumstances of the incident;
- Referring alleged offenders to appropriate campus agencies, such as the Office of Student Affairs; and
- Making timely warning and reports of crimes that represent a continuing threat to students and employees.

### **Obligation to Report Child Abuse for UNTD Main Campus and the College of Law**

There are occasions when minors (children under the age of eighteen) are on Campus as visitors, volunteers, or participants in a program. Therefore, UNTD and the College of Law would like all students, faculty, and staff to be aware of their obligation to report suspected abuse if they see or have reason to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person.

Reports of suspected child abuse shall immediately be made to either:

1. Local or state law enforcement, including UNTD Police Department at 972-780-3000; or
2. The Department of Family and Protective Services (CPS) at 1-800-252-5400 or online at [www.txabusehotline.org](http://www.txabusehotline.org)

*Notes: [The report should try to identify, if known, the name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child; and any other pertinent information.]*

*[Any person who acts in good faith to report suspected child abuse is immune from civil or criminal liability. However, failure to report may be a misdemeanor when a person has cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect. Of course, a person who knowingly makes a false report may be committing a felony criminal offense. ]*

*(Tex. Family Code §§261.101-109)*

### **Policy for Reporting Child Abuse and Neglect**

[http://www.untdallas.edu/sites/default/files/page\\_level2/hds0041/pdf/5.032\\_reporting\\_child\\_abuse\\_neglect.pdf](http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/5.032_reporting_child_abuse_neglect.pdf)

### **Alcohol and Drug Policies and Penalties**

The abuse of alcohol and other drugs by members of the university community is incompatible with the goals of our academic institution. UNTD has a policy prohibiting drugs and the illegal use of alcohol.

Substance abuse programs are offered at UNTD in order to ensure alcohol and other drugs do not interfere with the goals of the student or staff member. These programs are designed to:

- publish and enforce policies for employees and students that promote an educational environment free from the abuse of alcohol, illicit or other drugs;

- educate the campus community about the health risks associated with the abuse of alcohol and other drugs;
- provide confidential, effective assistance to students and employees who seek help for substance abuse problems; and
- create a campus environment that promotes and reinforces healthy lifestyles and responsible decision making.

### **Alcohol**

UNTD has established a campus alcohol policy which may be found: [http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/11.003%20Alcoholic%20Beverages.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/11.003%20Alcoholic%20Beverages.pdf)

### **Drugs and Inhalants**

Students and employees may not use, possess, sell, manufacture, or distribute illegal drugs, inhalants, or controlled substances (narcotics or dangerous drugs), be in possession of drug paraphernalia, or misuse any legal drug or other substance in or on university owned or controlled property or as a part of any university sponsored activity. Employees may not work under the influence of illicit drugs and may not abuse legal drugs or inhalants.

### **Penalties**

**Students:** Penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol are: probation (both conduct or disciplinary), payment for damage to or misappropriation of property, loss of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

**Employees:** The unlawful use, possession, or distribution of drugs or alcohol, or engaging in conduct prohibited by university policy regarding the manufacture, sale, possession, distribution, or use of alcohol or illegal drugs will result in penalties that range from mandatory counseling to dismissal. Continued employment/re-employment may also be contingent upon participation in or successful completion of university approved drug/alcohol counseling and rehabilitation programs.

The use or possession of alcohol or drugs by an employee on university premises (except as authorized by the university) is defined as misconduct by the University of North Texas System's "Policies and Procedures for Discipline and Dismissal of Employees." The unlawful use, possession, or distribution of illicit drugs or alcohol by an employee is prohibited by the University of North Texas System's "Policy on Drugs and Alcohol."

Individual students, employees and organizations violating university policies or engaging in conduct that is prohibited by state, federal, or local law are subject to discipline under the provisions of campus policies, as applicable. In addition, university officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

Every student and staff member should read and become familiar with the policies on alcohol and other drugs that are discussed in the *UNTD Student Code of Conduct* and *University of North Texas at Dallas Policy Manual*. In addition, more information is available on the health risks associated with drugs in the Student Affairs Office.

### **Alcohol and Drug Counseling and Treatment Resources**

UNTD has services dedicated to education, counseling, prevention and treatment of drugs and alcohol. Services are available to all students. Self-referral and consultations are welcomed. The following are counseling and treatment resources intended to eliminate the abuse of alcohol and the use of illegal drugs.

- Referrals and Resource Information
- Individual Therapy
- Group Therapy
- Research, materials, and pamphlets
- Programming
- Web based alcohol prevention program

In addition to these services, the Employee Assistance Program (EAP) is provided through UNTD Human Resources to assist employees and their families with personal matters by referral to agencies, facilities, or individuals that may best be able to meet their needs. To contact an EAP coordinator, call 972-780-1411

### **Drug-Free Schools and Communities Act**

The Drug-Free Schools and Communities Act, Public Law 101-226, is intended to combat substance abuse on college campuses through methods of punishment, rehabilitation, and prevention. This act requires that colleges certify that annual alcohol and drug information is distributed to each employee and student. This information must include the consequences of unlawful drug or alcohol possession, as well as information about available drug and alcohol counseling.

### **General Emergency Procedures for the UNTD Main Campus**

As a College of UNTD, the College of Law is included in general emergency procedures for the UNTD Main Campus set forth in that institution's Clery Report.

### **General Emergency Procedures for the UNT Dallas College of Law Emergency Preparedness and Response**

UNT Dallas College of Law regularly develops and annually updates plans and procedures, in cooperation with the UNT Dallas Police Department, UNT Risk Management Services (RMS), the UNT System Emergency Preparedness Team (UNTSEPT), and the College of Law Risk Management Committee (COLRMC), for emergency response and recovery for the UNT System and College of Law campus community. Emergency plans and procedures as well as a variety of additional resources are available for viewing on the UNT System and the College of Law websites. UNT System building operations representatives, have been designated to work with Dallas Police Department, Dallas Fire Rescue, Facilities, Risk Management Services, Dallas

Alert and other emergency personnel to identify and help resolve facilities and other safety---related issues.

These representatives also serve as a point of contact during drills or actual emergencies and relay information between Safety Coordinators and emergency personnel. Safety Coordinators are full-time faculty or staff members who have received training to assist their fellow building occupants during emergencies. Possible emergencies that may occur include, but are not limited to, the following:

- Bomb threat
- Campus violence / active shooter
- Civil unrest
- Explosion
- Fire (localized building fire)
- Gas leak
- Hazardous material spill
- Public health crisis
- Severe weather
- Terrorist incidents

The UNTD Police Department in cooperation with the UNT System Emergency Preparedness Team (UNTSEPT) and UNT Risk Management Services (RMS) conducts tests of emergency response and evacuation procedures, at least annually, through a variety of drills and exercises designed to assess and evaluate emergency plans and capabilities. Emergency notification systems are tested at least once annually. Exercises may include tabletop, functional, full-scale, or any combination thereof. Tests may be announced or unannounced in advance to the campus community. Each test is documented, including at a minimum, a description of the test, the date and time, and whether it was announced or unannounced. Various campus units, including UNTSEPT, COLRMC, and UNTD Police Department utilize outreach programs to train and educate the campus community, providing the knowledge needed to respond appropriately to various types of hazards. Additionally, UNTD and the UNT System annually publicize emergency response and evacuation procedures to the campus communities. This publicity occurs primarily through multiple “blast” emails and CANVAS announcements sent to employees and students throughout the year. The primary law enforcement response to emergencies occurring on the College of Law property is Dallas Police Department followed by UNTD Police Department. Emergencies requiring a Fire Department/EMS (Emergency Medical Services) response are provided by the City of Dallas.

UNTD College of Law works with UNT System Security and the City of Dallas first responders when necessary to resolve situations. Students and employees are required to notify UNT System Security and UNTD Police Department of any situation or incident occurring on campus that may constitute an immediate threat to the health and/or safety of students and/or employees. Emergencies may be reported by dialing 911 from any cell phone or campus landline. 911 calls are received and responded to by the City of Dallas Police Department.

## **Emergency Notification/Emergency Communication Guidelines**

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the life, safety, or security of the campus community occurring on campus, the College of Law will, without delay, and taking into account the safety of the community, determine the content of emergency notification messages and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency. The following campus officials have been designated to serve as authorized officials who are empowered to approve the content and issuance of emergency notifications:

- Chancellor or his designee
- UNTD President,
- Dean of the College of Law,
- Associate Dean for Finance and Administration, College of Law
- Director of UNT System Building Facilities and Security,
- Director of Communications for the College of Law,
- Provost,
- UNTD Chief Financial Officer (CFO),
- UNTD Police Chief

When an authorized official receives a report of an imminent or already occurring situation that poses an immediate threat to life, safety, or security on campus, s/he will confirm the report. Depending on the situation, confirmation may be achieved through one or more of the following sources:

- Investigation by UNTD Police Department,
- Investigation by other UNTD campus units,
- UNT System Security and Facilities
- Investigation by City of Dallas Fire Department and/or Police Department
- Dallas County Emergency Services and/or Health Department
- Texas Department of State Health Services
- Media reports originating from the incident scene
- Personal knowledge or observation

The authorized official will determine, consulting with other campus officials as appropriate, how much information is appropriate to disseminate at different points in time. This determination will be based on the following:

- Nature of incident or threat
- Location of the incident or threat
- Segment to be notified

Depending on the circumstances, UNTD or the College of Law may send emergency notification messages to the entire campus community or only a segment of the population. If a confirmed emergency situation appears likely to affect a limited segment of the campus community,

emergency notification messages may be limited to that group. If the potential exists for a very large segment of the campus community to be affected by a situation or when a situation threatens the operation of the campus as a whole, then the entire campus will be notified. In any case, there will be a continuing assessment of the situation and additional segments of the campus community may be notified if the situation warrants such action.

The authorized official will, considering the nature of the threat and the population to be notified, choose the appropriate communication tool(s) to utilize. UNTD and the College of Law have at their disposal a number of tools that may be used to disseminate emergency notifications to the campus community. Emergency notification will typically be sent through CANVAS, Jag Alert, email, UNTD and the College of Law’s website, and/or social media.

The authorized official will approve the issuance of notification and either issue the notification message him/herself, or contact a trained user of the notification system to issue the message. As the event unfolds, information regarding the status of the emergency will be disseminated to the larger community as soon as possible by University Communications and Marketing in collaboration with the UNTD Police Department and/or other campus units. This information may come in the form of updates to e-mail, Jag Alert, UNTD’s website, social media, and/or communications directly with the media, if necessary.

All UNTD students and employees are automatically enrolled in Jag Alert using the telephone numbers that were provided during the registration or hiring process. Students and employees are encouraged to check their contact information for accuracy and update it as soon as it changes. In case of an emergency, a message will be sent to each of these numbers. A student or employee may elect not to receive notifications from the university. This preference must be submitted electronically or in writing and must be renewed at the start of each academic year. Jag Alert may be used to notify the campus community of severe weather, such as tornado warnings. However, the City of Dallas owns and operates outdoor warning sirens which notify residents of the presence of severe weather.

**Timely Warnings**

UNTD provides timely warning to the campus community by posting crime awareness alerts when a crime is reported to a campus security authority, campus police or local law enforcement and is considered to represent a continuing threat to students or employees. Based on the circumstances of the crime alert, bulletins are sent to campus and local newspapers, posted on campus bulletin boards or other appropriate locations, and sent out on campus e-mail.

<b>Important Phone Numbers for UNT Dallas College of Law</b>	
EMERGENCY	Dial 911
UNT System Security Desk	(214) 571-9719
UNT System Director for Building Security and Facilities	(214) 752-8574

**Medical Attention** Anything requiring more than minor attention is to be referred to the local hospital. Except in cases of severe illness or medical emergencies, students are considered mature enough to seek appropriate relief such as returning home, visiting the restroom, or seeking medical help.

**Personal Responsibility for Safety** No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation you experience. For these reasons, good judgment must be used in every situation. Each person is responsible for the following:

**Individual Responsibility**

- Follow the approved practices and procedures or standards which apply, on any work you perform for the College of Law.
- Use only the appropriate protective equipment and devices. Use such equipment or devices whenever the hazard justifies their use or when so instructed by your supervisor.
- It is the responsibility of everyone to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.
- Report to your Supervisor/Instructor any condition which might injure any person or damage any property. The hazard should also be pointed out to others exposed to it in order to correct or avoid it before an accident occurs.
- Any injury which occurs at the College of Law, no matter how slight, or any accident that causes damage to property shall be reported immediately to the College of Law Associate Dean for Finance and Administration and the UNT System Director for Building Security and Facilities.
- All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.
- If anyone observes another who is about to endanger themselves, another person, or property while at the UNTD College of Law, they should intervene immediately in such a way as to not endanger themselves.
- Alcoholic beverages are not allowed on UNT System property without prior approval and use of such is prohibited.
- No one is to report for work or class evidencing any effects of alcoholic consumption. Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on UNT System property.
- Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

### **Accident Investigation and Reporting**

- Anyone who suffers an injury at the College of Law shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.
- Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence.
- It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

### **Firearms**

- Firearms, ammunition, explosives or other weapons are prohibited on UNT System property.\* Exceptions to this policy are limited to the following instances:
  - Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on UNT System property

\*During the 2015 reporting year the above practices and application thereof were in effect. Effective August 1, 2016 SB 11 (Campus Carry) is in effect.

### **Good Housekeeping**

- Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce hazards.
- Oil and other spills should be cleaned up promptly to eliminate slipping and fire hazards.
- All work areas must be kept free of tools, materials, draped hoses, extension cords, and other objects which create hazards.
- Cleaning up the area where you are working is part of the job.
- A job is not completed until the area is cleaned up.

## **FIRE PREVENTION AND SECURITY**

### **Fire Prevention**

- Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on UNT System property.
- No one should smoke in areas where “No Smoking” signs are posted, or where hazard from smoking exists.
- If a fire should occur, contact your supervisor/instructor or the UNT System Director for Building Security and Facilities who will contact the Dallas Police/Fire Departments.
- Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely).

The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

TYPES OF FIRES	TYPES OF EXTINGUISHER AND AGENT
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

**Storage of Flammable Liquids:** Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100 degrees Fahrenheit.

## **SOLVENTS, CHEMICALS & CHEMICAL CLEANING, WATER TREATMENT**

**Rule:** All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times. Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials. Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

**Responsibility:** It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are: Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage. Potential explosive or fire hazard. The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin. The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

**First Aid:** First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label. In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes. If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

## SEVERE WEATHER

**Tornado:** If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions
- Everyone should remain in these “safe” areas until in the opinion of the Chancellor the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

**Flooding:** During periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

**Ice and Snow:** In the event that ice and/or snow threaten to make highway travel hazardous, the Dean of the College of Law or designee, in cooperation with the Chancellor and the UNTD President, may dismiss classes to allow commuters to return home safely.

**Closing the School as the Result of Severe Weather:** Only the President in conjunction with the Chancellor and the Dean of the College of Law has the authority to close the School. When this action is taken, the President or designee will notify the students and university employees. In addition, it will be posted on the College of Law’s website and the local radio station will be notified and asked to broadcast the notice of closing.

**Self-Determination Policy:** No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

## EVACUATION PROCEDURES

**Emergency Evacuation:** During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor’s responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move to the nearest exit and at least 50 feet away from the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.

**OFF-CAMPUS CRIMINAL ACTIVITY**

Campus police jurisdiction includes the UNTD campus and non-campus buildings, as well as the College of Law campus. The UNTD Police Department communicates regularly with the Dallas Police Department to aid in the coordination of the activities of these agencies. The Dallas Police Department provides information to campus police about criminal activity at off campus properties owned or controlled by registered student organizations.

## **EXAMPLES OF LIFE THREATING/SERIOUS SITUATIONS AND RESPONSES**

### **FIRES:**

- **Examples: Buildings, Grounds, Automobiles**
  1. Call the appropriate university official at the location.
  2. Clearly identify the location of the incident.
    - a. Building name
    - b. Physical location on campus
    - c. Room or area where fire is located
  3. Evacuate the area.
    - a. Check the evacuation signs posted in hallway and
    - b. Follow to the Exit
    - c. Gather in Parking lot
  4. Call the Fire Department
    - a. Remain in Parking lot until the Fire Department has indicated that it is safe to re-enter the building.

### **SEVERE WEATHER: (i.e., Tornado)**

- **Tornado Watch** – Indicates that conditions are right for a tornado to develop and that the sky and public information system should be monitored.
- **Tornado Warning** – Indicates a tornado has been sighted or is indicated on radar and confirmed by spotters.
  - When a tornado **WARNING** is received by way of siren or public broadcast:
    - UNTD faculty and staff will insure that all persons with disabilities are evacuated to designated safety areas first, along with other students and visitors.
    - If a designated safety area cannot be reached, move away from windows to an inside hall or take cover under desks or tables.
    - Protect yourself by:
      - Lying face down
      - Drawing your knees up under you
      - Covering the back of your head with your hands

### **POWER OUTAGE:**

- If an electric power outage occurs, the following procedures need to be taken:
  - Emergency flashlights will come on in each room.
  - Open doors and window coverings to take advantage of natural lighting.
  - Help those in need of assistance.
  - Carry flashlight to the exits.

### **CRIMINAL DISTURBANCE:**

#### **EXAMPLES:**

- Robbery
- Assault (verbal or physical)
- Theft in progress

- Hostage situation
- Gang activity
- Weapon on campus
  1. Do not resist or attempt to retaliate unless your life depends on self-defense.
  2. Call local law enforcement.
  3. Report any criminal disturbance to the Dallas Police Department and the UNT Dallas Police Department immediately.

### **BOMB THREATS:**

- Do not hang up or put the person on hold.
- Record date and time you were notified of a bomb threat.
- Obtain as much information as possible.
- Call the UNT Dallas Police Department.
- Do not take any further action, unless you are specifically asked to do so.

### **DISRUPTIVE BEHAVIOR:**

- Immediately report all cases of criminal mischief, disorderly conduct, or disruptive behavior to the UNT Dallas Police Department or the Dean of Students.
- Examples of disruptive behavior:
  - Throwing rocks in windows
  - Blocking chairs and tables in classrooms
  - Writing on walls and defacing the school property
  - Verbal abuse of students or employees
  - Disturbing instructors or students
  - Unauthorized protests
- Make written documentation of incident.

### **DRUG/ALCOHOL INTOXICATION:**

- Immediately call the Dallas Police Department.

### **UNUSUAL BEHAVIOR:**

Recognize the ability of the disturbed person to deal rationally with his/her behavior is limited; therefore:

1. Contact the Dallas Police Department.
2. Do not argue with the person, no matter how unusual the conversation may seem.
3. Make no threatening movements or comments to the person.
4. Designate one student to contact additional staff.
5. Remain calm during your conversation with the person.
6. Remain with the person until help arrives, unless you and others feel an immediate threat to your safety.

### **MEDICAL EMERGENCY:**

- Injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)

- Reportable examples include but are not limited to:
  - Medical emergencies
  - Occupational accidents requiring medical treatment other than minor first aid.
  - Accidents caused by property damage or unsafe conditions.
  - Apparent minor injuries that may become major injuries requiring medical treatment by a physician at a later date.
    1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, the School President or Director should be notified of the location of the emergency.
    2. ALWAYS document the incident.

### **MINOR FIRST AID:**

For the treatment of minor injuries not requiring the services of a physician or registered professional personnel under the standing orders of a physician, the UNT System and College of Law keep first aid kits at dedicated places throughout the UNT System and College of Law premises.

### **EMERGENCY RESPONSE AND EVACUATION DRILLS**

UNTD conducts a test of the emergency response and evacuation procedures at least once a year including the College of Law. The test is unannounced to the students and takes place at a time when most of the students, faculty and staff are expected to be present on campus. An emergency response log is maintained in the President's Office and includes the date, time and whether the Drill was announced or unannounced.

### **EVACUATION PROCEDURES:**

In the event a building must be evacuated students, faculty, and staff should use the stairs (stairwells) as these are usually the best escape option. At the College of Law, stairwells are located at the ends of major hallways. For instructors, head for the nearest exit sign/doorway unless it endangers you or your students. Elevators should be avoided whenever possible during the evacuation process. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/building.

In the event staff evacuate a campus facility, they are to close their office doors behind them and seek the nearest exit or stairwell unless it is blocked or unsafe. In the event of a tornado/warning, staff should seek interior space on the lowest possible level, as far away from glass windows as possible or in the stairwells. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.