

2018 ANNUAL
**SECURITY & FIRE
SAFETY REPORT**



2018 ANNUAL SECURITY & FIRE SAFETY REPORT

Campus Crime Statistics Report

East Texas Baptist University provides the following Annual Security and Fire Safety Report, which includes University policies, procedures and statistical information, in order to provide important information for students, parents, and employees. This report complies with federal law, including the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. In complying with the *Clery Act*, ETBU gathers statistics concerning the occurrence of crimes on campus, in residence halls, public property immediately adjacent to the campus, and non-campus property owned by the University. This Report contains *Clery Act* crime statistics for the previous three years. Information for this report was gathered from the University Security Department, Office of Student Affairs, and the City of Marshall Police Department

EAST TEXAS BAPTIST UNIVERSITY					
Offense	Year	On-Campus	On-Campus Student Housing	Noncampus Property	Public Property
CRIMINAL OFFENSES					
Murder/Non-Negligent	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Fondling	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Incest	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

EAST TEXAS BAPTIST UNIVERSITY

Offense	Year	On-Campus	On-Campus Student Housing	Noncampus Property	Public Property
Robbery	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Burglary	2015	9	8	0	0
	2016	11	10	0	0
	2017	10	9	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Arson	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

VAWA OFFENSES

Domestic Violence	2015	0	0	0	0
	2016	1	1	0	0
	2017	0	0	0	0
Dating Violence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Stalking	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

ARRESTS

Liquor Law Violations	2015	1	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2015	0	0	0	0
	2016	5	0	0	0
	2017	0	0	0	0
Illegal Weapons Possession	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

DISCIPLINARY REFFERALS

Liquor Law Violations	2015	7	7	0	0
	2016	19	19	0	0
	2017	39	39	0	0
Drug Abuse Violations	2015	17	9	0	0
	2016	4	1	0	0
	2017	4	4	0	0
Illegal Weapons Possession	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

*Residence Hall crimes and occurrences are included in the on campus total numbers. There were no unfounded crimes on campus in 2015, 2016, or 2017.

There were no hate crime occurrences on campus in 2015, 2016, or 2017.

You may also access information on the OPE Campus Security Statistics website at, <http://ope.ed.gov/security>. To find the ETBU crime statistics report on this site, click on "Get data for one institution/campus." Then, enter "East Texas Baptist University" in the name field in order to view the report.

Security Policies and Procedures

East Texas Baptist University is a private institution. Access to the campus, buildings and grounds is limited to students, faculty, staff, and invited guests. Presence on the campus is not a right but a privilege. University personnel and law enforcement agencies have the right to remove people without proper identification from campus. The general public is welcome to attend certain religious, cultural, and athletic events on campus; however, their access is limited to the events only.

East Texas Baptist University maintains an ongoing working relationship with local law enforcement agencies in order to help provide a healthy, safe, and secure environment for all members of our campus community. The University has a working agreement with the Marshall Police Department (MPD) to provide security for our campus seven days a week during the evening and early morning hours. An off duty police officer patrols the campus each night. Although ETBU University Security Officers are responsible for ensuring each building is locked and secured, the off duty MPD officer routinely checks all campus buildings to ensure they are secure. Each off duty MPD officer providing security for the University has full law enforcement powers and authority to respond to police, security and emergency related calls, investigate reported crimes, arrest individuals, and enforce traffic laws. The University has a working agreement with MPD for the investigation of alleged crimes.

In the event of any criminal activity, faculty, staff, and students are encouraged to contact the Marshall Police Department and/or the University Security Department. As necessary, University Security will make the contact on behalf of the University for the individual requesting assistance. ETBU faculty, staff, students, and visitors may contact the appropriate department or office below for assistance.

Emergency Phone Guide

University Security Department	(903) 923-2323
University Security Mobile Phone	(903) 407-8189
Marshall Police Department	(903) 935-4575
Emergency	911
Physical Operations Offices	(903) 923-2098
Office of Student Affairs	(903) 923-2320

The Physical Operations Department maintains the physical condition of campus facilities. This department keeps close watch on all facilities to ensure students' safety while on campus. Security cameras and security lights are strategically located throughout campus to assist with our security program. Additionally, four emergency phone towers have been installed in the following locations on campus: Murphy Science Building, Meadows Hall, Ornelas Housing Complex, and University Apartments. To operate the emergency phone towers, push the emergency button located on the front of the phone tower and 911 will be automatically dialed.

Residence Hall Security

ETBU offers traditional residence halls and apartments for on-campus student housing. The safety and security of campus residents, their property, and the facility is important to ETBU. The Office of Student Affairs manages all residence halls and apartments on campus. Each

facility is staffed by a live-in Resident Director or Resident Manager. A number of live-in Resident Assistants also work in each residence hall facility. All staff members working in residential facilities undergo comprehensive training each year regarding community living environments. Safety and security are vital parts of that environment. The Office of Student Affairs works closely with our University Security Department to ensure the safety of all residents.

Each residence hall features electronic access by ETBU Student Identification cards, with access restricted solely to students with valid ETBU Student ID cards living within the respective residence hall.

Information on safety, security, and other related topics is presented during Tiger Camp, New Student Orientation, Welcome Week, mandatory residence hall meetings, Learning and Leading classes, and is published in the Student Handbook. Safety and security- related presentations are made to inform residents that their cooperation and partnership are necessary and needed in preventing campus crime.

Assistance in Emergency Situations and How to Report a Crime

In the event of a criminal act in a residence hall, students should contact a member of the residence hall staff as soon as possible (Resident Assistant, Resident Director, or Resident Manager). The staff member can provide assistance and direct students through the procedure of reporting a crime. If an accident occurs outside a residence hall, and during normal business hours, a student should contact the Office of Student Affairs or the University Security Department for immediate assistance or to file a report.

Any suspicious activity or criminal act occurring on campus after operating hours should be reported immediately to University Security or to the Marshall Police Department. In an emergency 911 should be called immediately.

Confidential Reporting

If a member of the ETBU campus community is the victim of a crime and does not want to pursue action with local law enforcement or through the University disciplinary process, he or she may still want to consider making a confidential report of the situation. With the victim's permission, a representative of the University Security Department or the Office of Student Affairs can file a report on the details of the incident without revealing his or her identity. Please note that crimes involving children under the age of 17 must be investigated and pursued to the full extent of local, state, and federal law.

The purpose of a confidential report is to comply with the individual's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of criminal incidents, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers.

Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution's Annual Security Report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, and the *Campus Sexual Violence Elimination*

Act, as a part of the Violence Against Women Reauthorization Act.

Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, all Counseling Center personnel, Professional Counselors, and Pastoral Counselors inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics and that all reported crimes which pose a threat to the client or other person will be reported to local law enforcement for investigation and appropriate action.

A Pastoral Counselor is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Timely Warning

When known crime risks might endanger the campus community, the Office of Student Affairs or the University Security Department will notify the campus community in a timely manner utilizing such communication modes as: text messaging alert system, email, telephone calls, flyers, and other modes deemed appropriate at the time.

Tiger Alert

All students, faculty, and staff are automatically enrolled in “Tiger Alert” (e2Campus), ETBU’s emergency alert system. Texas State Law requires the Institution to automatically enroll every faculty, staff, and student at East Texas Baptist University into the emergency alert system. Students, faculty, and staff will receive all emergency alerts via their ETBU email and a text message to their mobile phone (if they have provided their mobile phone number). This service will only be used in times of emergency when important information must be communicated in a timely manner such as weather warnings, major event cancellations, university closings, delayed openings, emergencies, crisis situations, active shooter alert, or other safety concerns.

Students can register and update their mobile phone number in Campus Connect. Once the phone number registration or update is complete, they will be automatically enrolled in Tiger Alert. Faculty and staff can update and provide their mobile phone number by sending an email to Kathy Bland (kbland@etbu.edu).

Texas State Law requires an “OPT-Out” process of receiving these messages, if one may choose to do so. It is ETBU’s hope that all would choose to stay enrolled, as all messages from Tiger Alert will be important for life and safety.

However, if one prefers to Opt-Out, they may text “STOP” to any of the following Rave Mobile Safety SMS short codes:

1. 226787
2. 67283
3. 78015
4. 81437
5. 22911

If one chooses to later “OPT-In” again, they must text the word “START” to any of the above short codes, which will resume/reinstate the Alert messages via text.

Alcohol/Drugs/Tobacco Policy

ETBU prohibits the possession, use, or distribution of alcohol, illicit drugs, drug paraphernalia, or tobacco on campus property. The Student Code of Conduct requires students to be in compliance with all federal, state and local laws regarding the use of alcohol, tobacco, drugs and other controlled substances. Failure to comply will result in disciplinary actions, up to and including suspensions and or dismissal or referral for prosecution. A disciplinary action may include the completion of an appropriate rehabilitation program.

Alcohol and Drug Abuse Support Services

Amnesty Statement: Students who seek help for substance abuse problems can be assured that confidentiality will be observed within the limits of the law. Where federal and state laws permit, the University will not impose sanctions when a student seeks assistance for substance abuse or any other problem of a similar nature.

The Office of Student Affairs will assist students seeking help for alcohol and drug abuse problems through various functions.

1. Assessment – meeting with students to assess the extent of their problem with alcohol or other drugs.
2. Intervention – working with various personnel in an attempt to reach out to people in trouble and provide them access to appropriate help.
3. Short-term Counseling – as appropriate, providing counseling to students who can benefit from therapy sessions.
4. Referral/Aftercare – assisting students in finding specialized care including outpatient therapy or inpatient treatment.
5. Campus Awareness – working with student organizations to coordinate projects or programs to focus attention on the dangers of drug and alcohol abuse and also problems of dependency.
6. Education – giving presentations on the effects of chemical dependency and/or alcohol and drug abuse.

The following organizations provide assistance to individuals dealing with drug and alcohol problems:

Health Core Mental Health Crisis Line: 1-800-832-1009
Marshall Good Shepherd Medical Center Switchboard: (903) 927-6000
Oak Haven Recovery Center: (903) 938-5149
Texas Department of Human Services: (903) 938-7751

Women's Center of East Texas: 1-800-441-5555
East Texas Council on Alcoholism and Drug Abuse: (903) 753-7633 or 1-800-441-8639
Substance Abuse and Mental Health Services Hotline: 1-800-662-HELP (www.samhsa.gov)
Texas Al-Anon (Alcohol Abuse): www.texas-al-anon.org

For more information on drugs or rehabilitation programs contact the Office of Student Affairs.

WEAPONS POLICY

Weapons Prohibition Policy

East Texas Baptist University has a policy banning various weapons from campus. If you have any questions about the Campus Carry Policy or the Weapons Prohibition Policy, please contact the ETBU Security Department at 903.923.2323.

Texas Senate Bill 11 Information

Texas law previously permitted public and private universities to ban the carrying of concealed handguns on their campuses. On June 13, 2015, Governor Abbott signed into law S.B. 11 which adds section 411.2031 to the Government Code and authorizes a concealed handgun license holder to carry a concealed handgun on the campus of a public or private university in Texas, effective August 1, 2016. However, private universities in Texas may adopt rules, regulations, or other provisions to prohibit license holders from carrying handguns on the campus of the institution, any grounds or building on which an activity sponsored by the institution is being conducted, or a passenger transportation vehicle owned by the institution." Open carry of handguns (or other firearms) on a college campus continues to be prohibited under Texas Law.

General Weapons Policy

This policy applies to all persons entering property owned or leased by ETBU (including the main campus and downtown Marshall Grand campus), at all locations where any ETBU sponsored activity is being conducted, and in all passenger transportation vehicles owned or leased by ETBU.

ETBU aims to provide a safe and secure campus community in which to pursue its mission of Christ-centered education. Therefore, all members of the ETBU community, including faculty, staff, students, and off-campus visitors are prohibited from possessing firearms, explosives, fireworks, weapons, and replicas of dangerous weapons (as described in this policy) while on ETBU property, in buildings where an ETBU-sponsored activity is held or within or on ETBU's vehicles. This prohibition against weapons possession is in effect to the fullest extent allowed under Texas laws, including laws pertaining to weapons generally (Texas Penal Code § 46.03) and to concealed handgun licenses (Texas Penal Code § 46.035). The only exceptions to this weapons prohibition are those authorized in writing by the Office of the President and those exceptions mandated by law.

Any ETBU student, faculty member, staff member or contracted service provider violating this policy is subject to disciplinary action, up to and including expulsion, dismissal or termination of employment. When appropriate, anyone, including off-campus guests, violating this policy may also be subject to removal from the campus, prohibition from the campus, and/or criminal

prosecution. ETBU expects all members of the campus community to help safeguard the community by reporting promptly to University Security, Office of Student Affairs, and/or Office of the President any weapons discovered to be present on campus. Persons should report any concerns about violations of this policy to the Director of University Security, Vice President for Student Affairs, Vice President for Enrollment and Administrative Affairs, Dean of Students, Director of University Operations, or supervisor. Any person concerned about an imminent threat of violence on University property or at a University-sponsored event should report the concern immediately to University Security at 903-923-2323 or dial 911 for the Marshall Police Department.

Definitions and Descriptions

As used in this policy, the term “weapon” encompasses any object or substance designed to inflict a wound, incapacitate or cause injury, and includes, but is not limited to, the following:

- firearms, including, without limitation, rifles, shotguns, handguns, BB or pellet guns, compressed-air guns, stun guns, paintball or airsoft guns;
- ammunition, including materials for making ammunition;
- explosive material, including bombs, grenades, rockets and fireworks;
- chemical weapons (other than small chemical dispensers sold commercially for personal protection, such as pepper spray);
- daggers, swords, spears, knives with blades longer than 5½ inches, switchblades, butterfly knives and other bladed weapons (including those, intended for ceremonial or decorative uses);
- slingshots, bows and arrows, clubs, blackjacks, nightsticks, hunting or martial arts weapons;
- weapons prohibited by Texas Penal Code Chapter 46 (which includes a variety of firearms, handguns, zip guns, clubs, knives, fake bombs, explosive weapons and components of explosives that are possessed with the intent to create an explosive weapon);
- other dangerous weapons, especially those intended for warfare, combat or hunting; and
- replicas or other objects that are made to look like actual weapons and could reasonably be mistaken by community members or police officers as actual weapons (including toy, fake or facsimile weapons).

Any questions about whether an item may constitute a “weapon” addressed by this policy should be directed to the University Security Department or the Office of Student Affairs.

The term “possession” includes, but is not limited to, having the weapon on one’s person or storing the weapon in workplaces, residential facilities, lockers, desks, briefcases, any type of carrying bags or containers, or in vehicles on University property.

Examples of prohibited firearms include, but are not limited to: handguns, rifles, B.B. guns, pellet guns, air guns, stun guns, electronic weapons, and all other devices which expel a projectile through a barrel by using the energy generated by an explosion, burning substance, CO2 cartridge, compressed air, etc.

Examples of other prohibited weapons include, but are not limited to: swords, spears, switchblades, all knives with a blade over five and one-half inches, bows and arrows, crossbows, martial arts “stars,” throwing knives, “nunchakus,” and any other such weapons.

Paint guns and water guns may not be used on University property except during University sanctioned activities.

Under no circumstances are students to have fireworks, gun powder, shell-loading equipment, bottle rockets, rocket engines, ammunition, ether cannons, or similar explosives (i.e. homemade pyrotechnic or non-pyrotechnic explosive devices or potentially explosive ingredients of any kind) on their person, in vehicles, or in residence halls, apartments, or houses. Possession or use of any of the above on the University campus is in direct violation of Texas State Law, Marshall City Ordinance, and University Policy.

Exceptions to the Policy

The only exceptions to this prohibition on possession or storage of weapons at ETBU are the following:

- State law (Texas Labor Code § 52.061) permits employees (including ETBU employees) who hold concealed handgun licenses and lawfully possess a firearm or ammunition, to store or transport the firearm or ammunition in a locked, privately owned vehicle in a parking lot, garage or other parking area that the employer provides to the employee. This permission extends only to employees and not to visitors or contracted service providers; it pertains only to locked, privately owned vehicles in ETBU parking facilities and does not extend to ETBU-owned vehicles.
- In addition, state law (Texas Government Code § 411.2032) permits persons who hold concealed handgun licenses (including enrolled ETBU students) to store or transport firearms

Implementation

Persons licensed by the state to carry concealed handguns may not bring such weapons into any area not permitted by law, such as ETBU buildings or residences, and they should instead store their weapons in a secure manner that does not violate state law or this policy.

ETBU does not provide storage of personal firearms.

University classes, clubs and other sponsored activities that will be using items included in the definition of “weapons” (such as classes using martial arts weapons or theatrical productions using fake guns) must, prior to any use, obtain written permission from the University President to use weapons as part of the activity. It is important that University Security be notified in advance of any weapons (including replicas or facsimiles) that are being used on the campus, even in university-sponsored activities, in order to avoid misunderstandings with University Security, local law enforcement, campus officials, and to permit ETBU to respond appropriately to any reports regarding the weapons. Any weapons permitted as part of university-sanctioned events must be stored in the location designated in the written permission obtained from the University President.

Campus Carry Policy

Pursuant to Section §30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property (ETBU) with a concealed handgun. The ETBU President may grant authorization to a qualified and certified full-time faculty or staff member, who is a license holder with a concealed handgun to conceal carry on the University campus, at a University-

sponsored event or within or on a University vehicle. Penal Code §30.06 states that the required written communication includes "a sign posted on the property that: (i) includes the language described by Paragraph (A) in both English and Spanish.

Missing Student Notification

In compliance with the Missing Student Notification Policy and Procedures established by H.R. 4137, Section 488, of the Higher Education Opportunity Act of 2008, it is the policy of East Texas Baptist University to actively investigate any report of a missing student who is enrolled at the University. Each resident will be informed regarding the Missing Student Notification procedures upon check-in at their residence hall. Each resident has the option to provide the name and contact number of an individual(s) that should be contacted in case of an emergency. Upon determination that a student is missing, the Vice President for Student Affairs will be notified immediately. The individual identified on the Residence Hall Student Information Form will be contacted no later than 24 hours after the time the student is determined missing, in accordance with official notification procedures established by the University.

For any resident under the age of 18, who is not emancipated, the institution will notify a custodial parent or guardian no later than 24 hours after the time the resident is determined to be missing by University staff. When a member of the University community has reason to believe that a student is missing, all possible efforts will be made immediately to locate the student to determine his or her condition.

Once the Vice President for Student Affairs has confirmed that a student is missing, the following notifications will be taken:

- The University President will be notified immediately and appropriate staff and faculty are notified when a student has been missing for more than 24 hours.
- A missing person report is filed with University Security, who in turn notifies the Marshall Police Department.
- The person designated as an emergency contact on the Residence Hall Student Information form is notified.
- If the student is under 18, and not an emancipated individual, the student's custodial parent or legal guardian is notified.

Students' Responsibility for Safety and Security

Safety and security is the responsibility of the entire campus community. Students are encouraged to behave safely and obey campus policies and regulations. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking common sense precautions. Students should be aware of their environment and surroundings at all times.

- Exterior doors to residential areas should never be propped open as this compromises security
- Room doors should always be locked even when the student leaves for a short time
- Keep windows closed and locked

- Never loan apartment or room keys to another person
- Never loan student ID to another person
- Vehicles should be locked at all times and valuables concealed from view or hidden in trunk
- A suspicious person or situation should be reported to resident assistants, resident directors and/or University Security
- Contact University Security for escort service at night or use a “buddy system”
- Exercise caution when walking or exercising at night

Emergency Response Procedures

The University Crisis Management Plan includes provisions that provide for emergency notifications for immediate threats, testing of the emergency response procedures at least annually, and provisions for publicizing the procedures in conjunction with the annual testing. The Crisis Management Plan includes specific protocols for potential emergency events that may occur on campus. These protocols may, or may not, require emergency notification to the entire campus based on the severity of the incident, and whether the incident poses a threat to the rest of the campus community.

Significant Emergencies

Level 2 and Level 3 emergencies automatically activate the Crisis Management Plan. These incidents disrupt campus operations (Level 2), or threaten the entire campus and surrounding community (Level 3). Specific Level 2 and Level 3 emergencies are named in the Crisis Management Plan. This list is not all inclusive.

Even Level 1 events can escalate to a Level 2 or 3 under certain circumstances. Based on the level of the emergency, the initial contact may go to 911. A secondary message will then go to University Security. Based on the level of the emergency, the University President will be contacted, or the Vice President for Enrollment and Administrative Affairs, if the University President cannot be reached. The administrator in charge will make the decision whether the event is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees.

Emergency Notifications

If the threat is significant, the ETBU emergency alert system is utilized. In the event of weather related warnings, lock-downs, and evacuations, a message is sent without delay. A text message is sent to cell phones through the emergency alert system. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The position that has primary responsibility for emergency notifications is the Vice President for Enrollment and Administrative Affairs. The University also has other individuals trained and ready to deliver emergency notifications should the situation arise. These individuals include the Director of Security, Compliance, and Accountability, and the Director of Instructional Technology. All students and employees are automatically enrolled in the ETBU emergency alert system. In order to save vital time, and to provide uniform communications, text and

email messages are pre-formatted so that the appropriate message can be selected and quickly sent.

Testing and Assessment

The emergency notification systems and evacuation procedures will be tested once during the regular academic year. Either of these processes may be tested independently more often than annually if this is deemed appropriate or necessary by the Crisis Management Team, or by University Administration. The tests of the notification system, the evacuation procedures, or both processes will be documented and assessed each time that these are conducted. The Crisis Management Team will meet to assess each test in order to determine how well the systems are working and if revisions need to be made to the Crisis Management Plan. Results of these tests and assessments must be maintained for a period of seven years.

Sexual and Gender-Based Harassment and Interpersonal Violence Policy

Applies to sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, intimate relationship violence, and retaliation

East Texas Baptist University is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University community.

East Texas Baptist University is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. This policy prohibits sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, intimate relationship violence, and retaliation (collectively referred to in this policy as prohibited conduct). These forms of prohibited conduct are harmful to the well-being of our community and its members, the learning and working environment, and collegial relationships among our students, faculty, and staff.

All forms of prohibited conduct under this policy are regarded as serious University offenses, and violations will result in discipline, including potential separation from the University. Some forms of prohibited conduct may also violate state and federal laws, and criminal prosecution may occur independently of any disciplinary action imposed by the University.

The University will comply with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in the University's programs and activities; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (*Clery Act*), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); Title VII of the Civil Rights Act of 1964; Chapter 21 of the Texas Labor Code; Chapter 40, Section 819 of the Texas Administrative Code; and other applicable law.

This policy sets forth the procedures that will be used to investigate and respond to reports of prohibited conduct. The University will respond to reports about prohibited conduct with measures designed to eliminate the conduct, prevent its recurrence, and remedy any adverse effects of the conduct on individuals, members of the campus community, or University-related programs or activities. In addition, the University may impose interim

restriction(s) prior to the conclusion of the investigation to provide a complainant with continued access to University programs and activities and protect individual and campus safety.

The University will make reasonable efforts to investigate and address reports of prohibited conduct, regardless of how the information was brought to the University's attention or the extent to which the complainant wishes to participate or be involved.

See Balancing Complainant Autonomy with University Responsibility to Investigate (9. B. below).

While East Texas Baptist University encourages students to abide by the University's Sexuality and Gender Statement, the University recognizes that each student will make independent decisions about their own conduct. The University expects students to reflect Christ-like character, conducting themselves in a manner consistent with biblical principles. The University prioritizes the reporting of sexual assault, and under no circumstances will a complainant or witness who makes a report of sexual assault or other prohibited conduct be charged with student conduct violations related to the Sexuality and Gender Statement, regardless of the outcome.

All ETBU students and employees have access to Confidential Resources that they may use for support and guidance regardless of whether they make a report to the University or participate in a University investigation.

Retaliation against anyone who makes a good faith report under this policy, who opposes in a reasonable manner an act believed to constitute a violation of this policy, or because they have participated in a Title IX investigation, is prohibited.

1. The University's Title IX Coordinator

The Title IX Coordinator coordinates the University's compliance with Title IX and related provisions of the *Clery Act* (as amended by VAWA). The Title IX Coordinator oversees the University's centralized response to all reports of prohibited conduct to assure consistent implementation of this policy and ensure compliance with federal and state law. The Title IX Coordinator and designated staff will, among other steps:

- Communicate with all members of the University community regarding applicable law and policy and provide information about how individuals may access reporting and support options.
- Review applicable University policies to ensure institutional compliance with applicable federal and state law.
- Monitor the University's administration of its own applicable policies, including record keeping, adherence to timeframes, and other procedural requirements.
- Conduct training regarding Title IX, related provisions of the *Clery Act* (as amended by VAWA), and prohibited conduct defined in this policy.
- Respond to any report regarding conduct that may violate this policy. In this capacity,

the Title IX Coordinator shall oversee the investigation and resolution of such alleged misconduct, direct the provision of any remedial and protective measures, and monitor the administration of any request for review of the finding.

The Title IX Coordinator may delegate responsibilities under this policy to designated administrators or external professionals, who will have appropriate training and/or experience. When used in this policy, the term Title IX Coordinator may include a Deputy Title IX Coordinator or appropriate designee.

The Title IX Coordinator's contact information is:

Dr. Heather Hadlock
Title IX Coordinator
East Texas Baptist University
1 Tiger Dr.
Marshall, Texas 75670
903-923-2319
titleix@etbu.edu
www.etbu.edu/titleix

Concerns about the University's application of Title IX and the *Clery Act* may be addressed to the University's Title IX Coordinator; the United States Department of Education, Clery Act Compliance Division (at clery@ed.gov); the United States Department of Education, Office for Civil Rights (at OCR@ed.gov or 800-421-3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or 800-669-4000). Concerns related to employment or housing discrimination may also be addressed to the Texas Workforce Commission (at www.twc.state.tx.us/programs/civil-rights-program-overview or 888-452-2642).

2. Scope of this Policy

This policy governs the conduct of East Texas Baptist University students, regardless of enrollment status; faculty; staff; and third parties (i.e., non-members of the University community, such as vendors, alumni/ae, and visitors).

Third parties are both protected by and subject to this policy. A third party may report potential policy violations committed by a member of the University community, and the University will take appropriate steps to investigate and respond. A third party who is accused of violating University policy may also be permanently barred from the University or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs:

- on campus or University property;
- in the context of any University-related or sponsored education program or activity,

- regardless of the location (including travel, research, or internship programs);
- by an ETBU student, regardless of location, under the Student Conduct Code;
- through the use of University-owned or provided technology resources; or
- when the conduct has a nexus to the University, such as continuing adverse effects or the creation or continuation of a hostile environment on campus.

For every report, the Title IX Coordinator will review the circumstances of the reported conduct to determine whether the University has jurisdiction. The University will, however, take reasonable action to support a complainant through interim remedial measures and will assist a complainant in identifying external reporting mechanisms.

This policy uses the terms complainant, respondent, third party, and witness as follows:

The term complainant refers to an individual who is reported to have experienced prohibited conduct, regardless of whether the individual makes a report or seeks disciplinary action.

The term respondent refers to an individual who has been accused of prohibited conduct.

The term third party refers to an individual who is not a University student, faculty member, or staff member (e.g., vendors, alumni/ae, or visitors).

The term witness refers to an individual who may have information relevant to a report of prohibited conduct. A witness may be a student, an employee, or a third party.

3. Coordination with Other Policies

This policy addresses discrimination on the basis of sex or gender as it relates to sexual and gender-based harassment and sexual assault, and other forms of interpersonal violence defined in more detail below. Other forms of sex discrimination (not based on harassment or violence), and discrimination and harassment based on race, color, nationality or ethnic origin, sex, age, or disability are governed by the University's Non-Discrimination Policy.

In addition, the conduct of students, employees, and faculty are governed by the following:

- Student Conduct Code
 - Applies to all other forms of student misconduct (e.g., alcohol or other drug use, threats or physical abuse, possession of firearms, etc.)
- Sexuality and Gender Statement
 - Sets general expectation for ETBU students, faculty, and staff that sexual intimacy will be expressed consistently with the biblical understanding of human sexuality
- ETBU Personnel Policies

- Sets the standards of personal conduct for employees
 - Includes the staff disciplinary and grievances policies
- Faculty Handbook
 - Sets the standards of personal conduct for faculty members
 - Includes the University's grievance policy
- Faculty Dismissal Policy
 - Outlines the grounds and procedures for dismissal of faculty
- Policy on Personal and Professional Relationships
 - Prohibits romantic and/or sexual relationships between employees and undergraduate students, and employees and any individual whom that person supervises or evaluates in anyway

Where conduct involves the potential violation of both this policy and another University policy, the University may choose to investigate other potential misconduct under the procedures set forth in this policy, provided that it does not unduly delay a prompt or equitable resolution of the report.

4. Prohibited Conduct

In determining whether reported conduct violates this policy, the University will consider the totality of the facts and circumstances involved in the incident, including the nature of the reported conduct and the context in which it occurred. Individuals of any sex or gender can commit any of the prohibited conduct defined in this policy, and it can occur between individuals of the same sex/gender or different sexes/genders. It can occur between strangers or acquaintances, as well as persons involved in intimate, sexual, dating, domestic, or familial relationships.

A. Sexual Assault

The following behaviors constitute sexual assault:

Non-Consensual Sexual Activity: Any act of vaginal or anal penetration, however slight, by a person's penis, finger, other body part, or an object, or oral- genital contact, without consent.

Non-Consensual Sexual Contact: Any intentional touching of a person's breasts, buttocks, groin, genitals, or other intimate parts without consent. Touching may be over or under clothing and may include the respondent touching the complainant, the respondent making the complainant touch the respondent or another person, or the respondent making the complainant touch the complainant's own body.

B. Sexual and Gender-Based Harassment

Sexual Harassment: Sexual harassment is any unwelcome sexual advance, requests for sexual favor, and/or other verbal or physical conduct of a sexual nature when one

of the conditions outlined in (1), (2), or (3), below, is present.

Gender-Based Harassment: Gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve contact of a sexual nature, when one of the conditions outlined in (1), (2), or (3), below, is present.

- (1) Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of a person's instruction, academic standing, employment, or participation in any University program, activity, or benefit.
- (2) Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions.
- (3) Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's educational, employment, and/or campus-residential experience when viewed through both a subjective and objective standard.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

Sexual harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- Does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.
- May occur in the classroom, in the workplace, in residential settings, or in any other context.
- May be a one-time event or may be part of a pattern of behavior.
- May be committed in the presence of others or when the parties are alone.

- May affect the complainant and/or third parties who witness or observe harassment.

C. Sexual Exploitation

Sexual Exploitation: Any act where one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another without their consent. Sexual exploitation may include:

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- recording, photographing, transmitting, showing, viewing, streaming, or distributing intimate or sexual images, audio recordings, or sexual information without the knowledge and consent of all parties involved; or
- exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances.

D. Intimate Relationship Violence

Intimate Relationship Violence: Any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate relationship violence may include any form of prohibited conduct under this policy, including sexual assault, stalking, and physical abuse (as defined below).

Physical abuse consists of threatening or causing physical harm to another, or engaging in other conduct that threatens or endangers the health or safety of any person. Physical abuse will be addressed under this policy if it involves sexual or gender-based harassment, intimate partner violence, or is part of a course of conduct under the stalking definition.

As used in this policy, the definition of intimate relationship violence is consistent with the definitions of dating violence and domestic violence set forth in the Clery Act (as amended by VAWA). When determining whether the reported conduct meets the Clery definition, whether there has been a domestic or dating relationship will be determined by a review of its length, type, and frequency of interaction.

E. Stalking

Stalking: A course of conduct (i.e., more than one act) directed at a specific person which would cause a reasonable person (under similar circumstances and with similar identities to the complainant) to feel fear, to experience substantial emotional distress, or to fear for their safety or the safety of a third person. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to, threats of harm to self, others, or property; pursuing or following; non-consensual (unwanted) communication by any means; unwanted gifts;

trespassing; and surveillance or other related types of observation. Stalking also includes cyber- stalking through electronic media, like the internet, social networks, blogs, cell phones, or text messages.

F. Retaliation

Retaliation: This policy prohibits acts or words taken against an individual or group of individuals involved in a protected activity. Protected activity includes making a good faith report under this policy; filing an external complaint; opposing in a reasonable manner and consistent with University policy an action reasonably believed to constitute a violation of this policy. Retaliation may also include acts or words taken against an individual or group of individuals because they have participated in proceedings under this policy. Retaliation can take many forms, including, but not limited to, adverse action or violence, threats, and intimidation that would discourage a reasonable person (under similar circumstances and with similar identities to the complainant) from engaging in protected activity. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic, or University-controlled living environment of an individual or if they hinder or prevent the individual from effectively carrying out their University responsibilities. All individuals and groups of individuals are prohibited from engaging in retaliation and will be held accountable under this policy.

G. Complicity

Complicity: Any act that knowingly aids, facilitates, promotes, or encourages the commission of prohibited conduct by another person.

H. Additional Guidance Regarding Consent and Incapacitation

When considering the issue of consent to sexual activity, it is important to be mindful that the University requires students and employees to conduct themselves in accordance with a traditional and biblical code of sexual behavior as understood and defined by the University and the Baptist General Convention of Texas (BGCT) with whom the institution is affiliated and legally controlled.

More information about the official code of sexual behavior can be found in the University Statement on Sexuality and Gender.

The following definitions clarify key terminology as used throughout the policy.

Consent: Consent is the voluntary, informed, and freely given agreement, through words and/or actions, to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

In evaluating whether consent has been freely sought and given, the University will

consider the presence of any force, threat of force, or coercion; whether the complainant had the capacity to give consent; and, whether the communication (through words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as a willingness to engage in a particular sexual act.

Consent cannot be obtained through physical force or where there is a reasonable belief of the threat of physical force, when one person overcomes the physical limitations of another person, or by taking advantage of another person's incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- Consent to an act with one person does not constitute consent to an act with any other person.
- The existence of a prior or current relationship does not, in itself, constitute consent; even in the context of a relationship, there must be mutual consent.
- Consent can be withdrawn or modified at any time, and sexual contact must cease immediately once consent is withdrawn.
- Consent cannot be inferred from silence, passivity, or lack of resistance, and relying on nonverbal communication alone may result in a violation of this policy.

Incapacitation: Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction.

When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence or impaired by use of the drug. Alcohol and other drugs impact each individual differently, and determining whether an individual is incapacitated requires an individualized determination.

The University does not expect community members to be medical experts in assessing incapacitation. Individuals should look for the common and obvious warning signs that show that a person may be incapacitated or approaching incapacitation. A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, or emotional volatility. A person who is incapacitated may not be able to understand some or all of the following questions: "Do you know where you are?" "Do you know how you got here?" "Do you know what is happening?" "Do you know whom you are with?"

An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism. It is especially important, therefore, that anyone engaging in sexual activity is aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact.

In evaluating consent in cases of reported incapacitation, the University asks two questions: (1) Did the respondent know that the complainant was incapacitated? and if not, (2) Should a sober, reasonable person in a similar set of circumstances as the respondent have known that the complainant was incapacitated? If the answer to either of these questions is "yes," there was no consent; and the conduct is likely a violation of this policy.

A respondent's voluntary intoxication is never an excuse for or a defense to prohibited conduct, and it does not diminish the responsibility to determine that the other person has given consent.

5. Relationships with Individuals in Authority

Engaging in romantic relationships and/or sexual conduct is prohibited between:

- Faculty members and undergraduate students
- University employees and undergraduate students
- Graduate students and undergraduate students where the graduate student educates, advises, coaches, supervises, or evaluates the undergraduate in any way
- Employees and any individual whom that person supervises or evaluates in any way

Because prohibited relationships often involve a power differential, the conduct may also constitute sexual harassment or other forms of prohibited conduct under this policy.

6. Confidentiality, Privacy, and Related Reporting Responsibilities

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. While they are closely related, the concepts of privacy and confidentiality are distinct terms that are defined below.

A. Confidentiality

Confidentiality refers to the protections provided to information disclosed in legally-protected or privileged relationships under Texas state law, including licensed

professional mental health counselors, licensed medical professionals, and ordained clergy. These confidential resources can engage in confidential communications under Texas law when the information is disclosed within the scope of the provision of professional services. When an individual shares information with a confidential resource (on campus or in the community) as a confidential communication in the course of a protected relationship, the confidential resource cannot disclose the information (including information about whether an individual has received services) to any third party without the individual's written permission or unless required by ethical or legal obligations which compel the professional to reveal such information. For example, information may be disclosed when the individual gives written consent for its disclosure, there is an imminent concern that the individual will likely cause serious physical harm to self or others, or the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18. A person's medical and counseling records are privileged and confidential documents.

Confidential resources submit non-personally-identifying information about Clery-reportable crimes to the East Texas Baptist University Security Department for purposes of the anonymous statistical reporting under the *Clery Act*.

B. Privacy

Privacy refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy. Information related to a report of prohibited conduct will be shared with a limited circle of University employees who need to know in order to assist in the assessment, investigation, and resolution of the report and related issues. University employees receive training in how to safeguard private information.

The University will make reasonable efforts to investigate and address reports of prohibited conduct under this policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the University will take into consideration the privacy of the parties to the extent reasonably possible.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act (HIPAA) and Title 2, Chapter 81 and Title 4, Chapter 241, Subchapter G, of the Texas Health & Safety Code, and Chapter 144 of the Texas Civil Practice and Remedies Code, excepting health records protected by FERPA. Access to an employee's personnel records in Texas is governed by Chapter 103 of the Texas Labor Code.

C. Responsibility to Report

It is important to understand the different responsibilities of ETBU employees. Every employee is designated as either a Confidential Resource or a Responsible Employee.

Confidential Resource:

Confidential Resource: Confidential Resources include any employee who is a licensed clinical or mental-health professional (e.g., professional counselors or

social workers offering services through the Counseling Care Center), when acting in that professional role in the provision of services to a patient; and any employee providing administrative, operational, and/or related support for such professionals in their performance of such services. The Dean of Spiritual Life is also a Confidential Resource when acting within a ministerial or pastoral role in the provision of services to a student, faculty, or staff member. Confidential Resources will not disclose information about prohibited conduct without the individual's permission or as set forth in Confidentiality (7. A., above). When individuals who otherwise may be Confidential Resources receive information outside of the provision of services to a patient or the Dean of Spiritual Life's ministerial relationship, the Confidential Resource is required to share that information with the Title IX Office.

Responsible Employees: With the exception of University employees designated as Confidential Resources, all other University employees, including full-time faculty, adjunct faculty, and full-time and part-time staff, **are required to report immediately** any information they know about suspected prohibited conduct or potential violations of this policy. These individuals are referred to as Responsible Employees.

Resident Assistants, due to their supervisory responsibility or responsibility for the welfare of other students are also considered Responsible Employees when they learn of potential violations of this policy in the scope of their employment.

Responsible Employees must report all known information, including the identities of the parties, the date, time and location, and any details about the reported incident to the Title IX Coordinator. Responsible Employees may provide support and assistance to a complainant, witness, or respondent; but they cannot promise confidentiality or withhold information about prohibited conduct. Failure by a Responsible Employee to report suspected prohibited conduct in a timely manner may subject them to appropriate discipline, including removal from a position or termination of employment.

Responsible Employees are not required to report information disclosed (1) at public awareness events (e.g., candlelight vigils, rallies, "survivor speak-outs," or other public forums in which students may disclose prohibited conduct (collectively, public awareness events); or (2) during an individual's participation as a subject in an Institutional Review Board-approved human subjects research protocol (IRB Research). The University may provide information about Title IX rights and about available University and community resources and support at public awareness events, however, and Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

Students: With the exception of Resident Assistants who are designated as

Responsible Employees, all other students **are encouraged to report** any suspected violation of this policy.

A complainant may choose not to make a complaint or report in their own case, even if the complainant would otherwise have reporting obligations by virtue of being a faculty member, staff member, or student worker.

D. *Clery Act* Reporting

Pursuant to the *Clery Act*, the University includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally-identifying information about individuals involved in an incident. The *Clery Act* also requires the University to issue timely warnings to the University community about certain crimes that have been reported and may continue to pose a serious or continuing threat to campus safety. Consistent with the *Clery Act*, the University withholds the names and other personally-identifying information of complainants when issuing timely warnings to the University community.

7. Resources and Reporting Options

A complainant or witness has many options, including seeking counseling or assistance from a Confidential Resource, making a report under this policy, and/or making a report to law enforcement. The University recognizes that deciding among these options can be difficult and is an intensely personal decision. Complainants and witnesses are encouraged to seek assistance from a Confidential Resource and to explore all potential reporting and support options.

A. Emergency Resources and Law Enforcement

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being, or following a potential criminal offense.

To contact law enforcement: call the East Texas Baptist University Security Department at 903-923-2323 or, if off campus, Marshall Police Department at 903-935-4575. In an emergency, call 911.

Local hospitals can be contacted at:

Christus Good Shepherd Medical Center-Marshall
811 S Washington Ave.
Marshall, TX 75670
903-927-6000

Christus Good Shepherd Medical Center-Longview
700 East Marshall Ave.
Longview, TX 75601
903-315-2000

Christus Highland Medical Center
1453 East Bert Kouns Industrial Loop
Shreveport, LA 71105
318-681-4500

Longview Regional Medical Center
2901 N Fourth Street
Longview, TX 75605
903-758-1818

Willis-Knighton Medical Center
2600 Greenwood Road
Shreveport, LA 71103
318-212-4000

To access crisis counseling and other community resources:

East Texas Crisis Center
24 Hour Hotline: 903-595-5591 | 1-800-333-0358
2401 Old Noonday Rd Tyler, TX 75701
903-509-2526

Women's Center of East Texas-Marshall
2109 Victory Dr.
Marshall, TX 75672
903-934-9661
800-441-5555

Women's Center of East Texas-Longview
1415 McCann Rd.
Longview, TX 78601
903-295-7526
800-441-5555

B. Campus Confidential Resources

Students can access confidential resources on campus through:

1. East Texas Baptist University Counseling Care Center
903-923-2360 (to schedule an appointment or speak with a staff member) Jarrett Library, Counseling Center

Hours of Operation: 8 a.m. until 5 p.m. Monday through Friday

In case of a crisis, an individual may come by the Counseling Care Center during regular office hours. Students are advised to contact other available mental health resources when the Counseling Center is closed during academic breaks.

In Marshall: If a student is having a psychological crisis and needs assistance, call: 911 or a local hospital

2. Office of Spiritual Development
Dean of Spiritual Life, Dr. Scott Stevens 903-923-2178
Ornelas Spiritual Life Center

C. Reporting Options

The University encourages all individuals to report prohibited conduct or a potential violation of this policy to the Title IX Coordinator, the East Texas Baptist University Security Department, and/or to local law enforcement. A complainant has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the University will assist a complainant in contacting law enforcement at any time. Under limited circumstances posing a threat to health or safety of any University community member, the University may independently notify law enforcement.

An individual may make a report to the University, to law enforcement, to neither, or to both. Campus Title IX processes and law enforcement investigations operate independently of one another. Anyone can make a report as follows:

- Make a report to the Title IX Coordinator in person, by telephone at 903-923-2319, by email at titleix@etbu.edu, or online at www.etbu.edu/titleix.
- If on campus, contact the East Texas Baptist University Security Department for assistance in filing a criminal complaint and preserving physical evidence at 903-923-2323.
- If off campus, contact local law enforcement to file a criminal complaint at 903-935-4575 or 911.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue a Title IX report and a criminal complaint). When initiating any of the above options, an individual does not need to know whether they wish to request any particular course of action nor how to label what happened. As part of a report to the Title IX Coordinator, an individual can also request interim measures and

support.

1. Anonymous Reporting

Anyone can make an anonymous report by submitting information on the ETBU Title IX website: www.etbu.edu/titleix. Based on the nature of the information submitted, the University's ability to respond to an anonymous report may be limited.

2. Requests for Anonymity

Once a report has been shared with the Title IX Coordinator, a complainant may also directly request that their identity remain private (request for anonymity), that no investigation occur, or that no disciplinary action be taken. The University will carefully balance this request with the University's commitment to provide a non-discriminatory environment, and the respondent's right to have specific notice of the allegation(s) if the University were to take action that affects the respondent. In such circumstances, the Title IX Coordinator may arrange for limited fact-finding by an investigator to gain a better understanding of the context of the complaint or take other appropriate steps, including consulting with the University's threat assessment team. See Balancing Complainant Autonomy with University Responsibility to Investigate (9.B. below).

3. Amnesty

In order to encourage complainants and witnesses to make reports of conduct prohibited under this policy, the University will not pursue disciplinary action against students (complainants or witnesses) for disclosure of personal consumption of alcohol or other drugs (underage or illegal) where the disclosure is made in connection with a good faith report or investigation of prohibited conduct and the personal consumption did not place the health or safety of any other person at risk. The University may initiate an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

Similarly, the University will not pursue disciplinary action against students (complainants or witnesses) for conduct in violation of the Sexuality and Gender Statement. Under no circumstances will a complainant or witness who makes a report of sexual assault or other prohibited conduct be charged with violating the Sexuality and Gender Policy, regardless of the outcome.

4. Timeframe for Reporting

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. There is no time limit for reporting. Reports under this policy may be made at any time without regard to how much

time has elapsed since the incident(s) in question.

If the respondent is no longer a student or employee at the time of the complaint or report or if the respondent has withdrawn from classes, the University may not be able to take disciplinary action against the respondent. However, in such circumstances, the University may seek to meet its Title IX obligations by providing support for the complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects. The University may assist the complainant in identifying and contacting law enforcement and other external enforcement agencies.

D. Other Community Resources

Any individual may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention, and assistance in dealing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential.

Title IX Resource brochure:

www.etbu.edu/titleix

8. Interim Measures

Upon receipt of a report of prohibited conduct, the University will provide reasonable and appropriate interim measures designed to preserve the complainant's educational experience; protect the complainant during an investigation; address safety concerns for the broader University community; maintain the integrity of the investigative and/or resolution process; and deter retaliation. These measures may be remedial (measures designed to maintain continued access to educational opportunities) or protective (involving a restrictive action against a respondent).

Interim remedial measures may include:

- Access to counseling and medical services
- Assistance in obtaining a sexual assault forensic examination
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines
- Academic supports
- Assistance in requesting long-term academic accommodations through the Office of Academic Success if the complainant qualifies as an individual with a disability
- Change in the complainant's class schedule, including the ability to transfer course sections or withdraw from a course
- Change in the complainant's University work schedule or job assignment
- Change in the complainant's campus housing
- Assistance navigating off campus housing concerns

- Escort and other safety planning steps
- Imposition of a "no contact directive," an administrative remedy designed to curtail contact and communications between two or more individuals
- Voluntary leave of absence
- Referral to resources which can assist in obtaining a protective order under Texas law
- Referral to resources which can assist with any financial aid, visa, or immigration concerns
- Any other remedial measure that can be used to achieve the goals of this policy.

Interim remedial measures are available to the complainant regardless of whether the complainant pursues an investigation or seeks formal disciplinary action.

Interim protective measures may include:

- Change in the respondent's class schedule
- Change in the respondent's University work schedule or job assignment
- Change in the respondent's campus housing
- Exclusion from all or part of University housing
- Exclusion from specified activities or areas of campus
- Prohibition from participating in student activities or representing the University in any capacity such as playing on an official team; serving in student government; performing in an official band, ensemble, or production; or participating in a recognized student organization
- Interim suspension
- Any other protective measure that can be used to achieve the goals of this policy.

The availability of remedial and protective measures will be determined by the specific circumstances of each report. The University will consider a number of factors in determining which measures to take, including the needs of the student or employee seeking remedial and/or protective measures; the severity or pervasiveness of the alleged conduct; any continuing effects on the complainant; whether the complainant and the respondent share the same residence hall, academic course(s), or job location(s); and whether judicial measures have been taken to protect the complainant (e.g., protective orders). The University will work in good faith to implement the requirements of judicially-issued protective orders and similar orders, to the extent that doing so is within its authority.

The determination of whether to impose the interim protective measure of interim suspension will be made by the Title IX Coordinator in consultation with members of the University's threat assessment team. A respondent may be suspended on an interim basis when the University has received information which indicates that the continued presence on campus of the respondent will likely have a serious effect on the physical, mental, or emotional health, safety, or well-being of another person; when physical safety is seriously threatened; or when the ability of the University to carry out its operation is

threatened or impaired. The decision to impose interim suspension may be made at any point in the process.

The University will provide reasonable remedial and protective measures to third parties as appropriate and available, taking into account the role of the third party and the nature of any contractual relationship with the University.

Any interim measures will not disproportionately impact the complainant. Requests for interim measures may be made by the complainant to the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of interim measures and coordinating the University's response with the appropriate offices on campus. The Title IX Coordinator has the discretion to impose and/or modify any interim measure based on all available information and is available to meet with a complainant or respondent to address any concerns about the provision of interim measures. The University will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of interim remedial or protective measure.

All individuals are encouraged to report to the Title IX Coordinator any concerns about the failure of another to abide by any restrictions imposed through interim measure. In the event of an immediate health or safety concern, individuals should contact East Texas Baptist University Security at 903-923-2323 or 911 immediately. The University will take immediate action to enforce a previously implemented measure, and disciplinary penalties can be imposed for failing to abide by a University-imposed interim measure.

9. Overview of Resolution Options

The University is committed to providing a prompt, thorough, equitable, and impartial resolution of all reported violations of this policy. The University uses two processes to resolve reports of prohibited conduct under this policy: Disciplinary Resolution, which involves an investigation, adjudication, and, if appropriate, the imposition of sanctions, and Alternative Resolution, which includes informal or restorative options for resolving reports that does not involve disciplinary action against a respondent. The Title IX Coordinator will determine the appropriate resolution process after making an initial assessment of the reported information, considering the stated interest of the complainant, campus safety, and the University's obligation to maintain an environment free from harassment and discrimination. The process under this policy is separate and distinct from Texas' criminal process. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

A. Initial Assessment

After receiving a report of prohibited conduct, the Title IX Coordinator will gather information about the reported conduct and respond to any immediate health or safety concerns raised by the report. The Title IX Coordinator will assess the complainant's safety and well-being, offer the University's immediate support and

assistance, and assess the nature and circumstances of the report to determine whether the reported conduct raises a potential policy violation, whether the reported conduct is within the scope of this policy, and the appropriate manner of resolution under this policy. The Title IX Coordinator may consult with the University's threat assessment team or other University administrators as part of the initial assessment.

As part of the initial assessment, the Title IX Coordinator will:

- assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the complainant, the respondent, any witness, and/or any other individual with knowledge of the reported incident;
- address immediate physical safety and emotional well-being;
- notify the complainant of their right to contact (or decline to contact) law enforcement or seek a civil protection order;
- notify the complainant of the right to seek medical treatment;
- notify the complainant of the importance of preservation of evidence;
- refer the report to the East Texas Baptist University Security Department to enter the report into the University's daily crime log if required by the *Clery Act*;
- with the East Texas Baptist University Security Department, assess the reported conduct and discern the need for a timely warning under the *Clery Act*;
- provide the complainant with written information about on and off campus resources;
- notify the complainant of the range of interim measures available, including the right to reasonable interim remedial measures regardless of whether they choose to participate in a University or law enforcement investigation;
- notify the complainant of the range of interim protective measures available if the University pursues an investigation;
- provide the complainant with an explanation of the procedural options, including Disciplinary Resolution and Alternative Resolution;
- notify the complainant of the right to be accompanied at any meeting by an advisor of choice;
- assess for any pattern of conduct by respondent;
- discuss the complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns);
- explain the University's policy prohibiting retaliation, that the University will take prompt action when retaliation is reported, and how to report acts of retaliation; and
- determine age of the complainant; and if the complainant is a minor, make the appropriate notifications.

When the Title IX Coordinator decides to initiate an investigation, impose interim protective measures, or take any other action that impacts a respondent, the Title IX Coordinator will also ensure that respondent is notified and receives written information on available resources and options, consistent with the list outlined above. At the conclusion of the initial assessment, the University will proceed with one of the following options:

- (1) Proceed with an investigation under the Disciplinary Resolution process. This will occur when a complainant requests an investigation, where the Title IX Coordinator determines that an investigation must be pursued even when a complainant requests that no investigation be pursued, or where Alternative Resolution is not appropriate or available.
- (2) Proceed with Alternative Resolution. This will always require the consent of the complainant. The consent of the respondent is also required when the form of resolution involves the respondent.
- (3) If outside the scope of this policy, refer the matter to another appropriate office or department for resolution under the relevant policy.

B. Balancing Complainant Autonomy with University Responsibility to Investigate

In order to protect the safety of the campus community, the Title IX Coordinator may need to proceed with an investigation even if a complainant specifically requests that the matter not be pursued. The Title IX Office may also initiate an investigation of potential violations of this policy even absent a formal report or identified complainant or respondent and even if a report has been withdrawn. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the safety of the campus community, fairness to all individuals involved, and the University's obligations under Title IX.

A complainant may request that their name or other personally-identifiable information not be shared with a respondent, that no investigation be pursued, or that no disciplinary action be taken. In these instances, before taking any further investigative steps, the Title IX Coordinator will discuss any concerns with the complainant and seek to address and remedy barriers to reporting based upon concerns about retaliation or other lack of clarity in understanding procedural options and potential outcomes.

The Title IX Coordinator will balance the complainant's request against the following factors in reaching a determination on whether the request can be honored:

- the totality of the known circumstances;
- the nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon;
- the respective ages and roles of the complainant and respondent;
- the risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- whether there have been other reports of other prohibited conduct or other misconduct by the respondent;
- whether the report reveals a pattern of misconduct related to prohibited conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group;

- the complainant's interest in the University's not pursuing an investigation or disciplinary action and the impact of such actions on the complainant;
- whether the University possesses other means to obtain relevant evidence;
- fairness considerations for both the complainant and the respondent;
- the University's obligation to provide a safe and non-discriminatory environment; and
- any other available and relevant information.

The Title IX Coordinator will consider what steps may be possible or appropriate when a respondent is unknown or the complainant requests anonymity, and what other measures or remedies might be considered to address any effects of the reported behavior on the campus community. The Title IX Coordinator will make a determination regarding the appropriate manner of resolution under the policy. The University will seek resolution consistent with the complainant's request, if it is possible to do so, based upon the facts and circumstances, while also protecting the health and safety of the complainant and the University community.

Where the Title IX Coordinator determines that a complainant's request(s) can be honored, the University may nevertheless take other appropriate steps to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the complainant and the University community.

Those steps may include offering appropriate remedial measures to the complainant, providing targeted training and prevention programs, and/or providing or imposing other remedies. The Title IX Coordinator may also request that a report be re-opened and pursued under this policy if any new or additional information becomes available, and/or if the complainant decides that they would like a Disciplinary Resolution to occur.

In those instances, when the Title IX Coordinator determines that the University must proceed with an investigation despite the complainant's request that it not occur, the Title IX Coordinator will notify the complainant that the University intends to initiate an investigation. The complainant is not required to participate in the investigation or in any of the actions taken by the University.

The University's ability to investigate and respond fully to a report may be limited if the complainant requests anonymity or declines to participate in an investigation. The University will, however, pursue other steps to limit the effects of the potential prohibited conduct and prevent its recurrence. In all cases, the final decision on whether, how, and to what extent the University will conduct an investigation and whether other interim remedial or protective measures will be taken in connection with a report of prohibited conduct will be made in a manner consistent with this policy.

C. Timeframe for Investigation and Resolution

The University will seek to complete the investigation and resolution process in approximately 60 calendar days following the notice of the investigation. In some instances, that may be the same date as the date of the report; in other instances, based on information gathered in the initial assessment, that may be at a later date. This policy designates reasonably prompt timeframes for the major stages of the investigation and resolution process (typically set forth in business days), but the University may extend any timeframe in this policy for good cause, including extension beyond 60 calendar days. An extension may be required for good cause to ensure the integrity and thoroughness of the investigation; to comply with a request by law enforcement; in response to the unavailability of the parties or witnesses; or for other legitimate reasons, such as intervening breaks in the University calendar, University finals periods, the complexity of the investigation, and/or the severity and extent of the alleged misconduct. While requests for delays by the parties may be considered, the University cannot unduly or unreasonably delay the prompt resolution of a report under this policy. The University will notify the parties in writing of any extension of the timeframes for good cause and the reason for the extension.

Although cooperation with law enforcement may require the University to suspend the fact-finding portion of a Title IX investigation temporarily, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide appropriate interim remedial measures for the complainant.

Investigations will proceed according to the timeframes in this policy to the extent possible during the summer and at other times when classes at the University are not in session. The Title IX Coordinator will work with the parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related review of the finding, apply equally to both complainant and respondent.

D. Expectations for the Parties; Cooperation with Investigation and Disciplinary Procedures

During the investigation and adjudicatory process, both parties (complainant and respondent) have equal rights, including the opportunity to receive a written notice of investigation; to participate in the investigation; to review and present information and evidence; to be accompanied by an advisor of their choice to any meeting; to timely and equal access to information that will be used in disciplinary proceedings; to timely notice of meetings at which their presence will be requested or required; to simultaneous written notice of the outcome, sanction, and rationale; and to seek review of the finding.

All University community members are expected to provide truthful information in any

report or proceeding under this policy. Consistent with the University's Student Code of Conduct, submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of prohibited conduct is prohibited and subject to disciplinary sanctions. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated or no policy violation is found to have occurred.

East Texas Baptist University expects all members of the University community to cooperate fully with the investigation and disciplinary procedures. It is understood that there may be circumstances in which a complainant or respondent wish to limit their participation, and the University will respect the choice of the complainant or respondent as to how to engage in proceedings under this policy. The University may, however, move forward with an investigation and disciplinary action without the participation of a party or parties.

The University also recognizes that witnesses may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to sanction. Refusal to cooperate includes, but is not limited to, delaying or failing to acknowledge requests from University officials for information, delaying or failing to make oneself available for meetings with University officials, and/or providing information to University officials the individual knows to be untruthful.

If a complainant or respondent chooses not to answer any or all questions in an investigation for any reason, the University will continue its process; and the University will issue any discipline or sanctions, as appropriate. The University will not draw any adverse inference from a complainant's or respondent's decision not to participate in the investigation or any form of resolution under this policy; however, the complainant or respondent should be aware that declining to participate in the investigation may impact the timing and outcome of the case.

At any time, the University may place an administrative hold on the respondent's University transcript, make a transcript notification, or defer or withhold the award of the respondent's degree. Although a respondent may withdraw from the University while the investigation is pending, this withdrawal may be considered permanent and the respondent's transcript will be noted withdrawal pending investigation. Even if a respondent withdraws from the University, the Title IX Coordinator may decide to proceed with the investigation and resolution process.

E. Consolidation of Investigation

The Title IX Coordinator has the discretion to consolidate multiple reports into a single investigation if evidence relevant to one incident might be relevant to the others. Consolidation might involve multiple complainants and a single respondent, multiple respondents, and conduct that is temporally or logically connected.

As noted in Coordination with Other Policies (3, above), the investigator may also investigate other forms of conduct that would be a potential violation of other University policies, and those forms of conduct may be resolved under this policy, as determined at the discretion of the Title IX Coordinator.

F. Safeguarding the Privacy of Complainants and Respondents

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, complainants and respondents are not restricted from discussing and sharing information with others who may support or assist them during the process. All parties, however, are encouraged to maintain the privacy of FERPA-protected and/or sensitive information gathered or learned in the process.

10. Alternative Resolution

Alternative Resolution is a voluntary and remedies-based resolution that does not involve taking disciplinary action against a respondent. Where an initial assessment concludes that Alternative Resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maintain the complainant's access to the educational, extracurricular, and employment activities at the University and to eliminate a potential hostile environment. Examples of interim remedial measures are included in Section 8 of this policy.

Other potential remedies include targeted or broad-based educational programming or training, supported direct confrontation of the respondent, and/or indirect action by the Title IX Office. Depending on the form of Alternative Resolution used, it may be possible for a complainant to maintain anonymity. The University will not compel a complainant to engage in mediation, to confront the respondent directly, or to participate in any particular form of Alternative Resolution. Mediation, even if voluntary, may not be used in cases involving sexual assault. The decision to pursue Alternative Resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time.

Participation in Alternative Resolution is voluntary, and either party can request to end Alternative Resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for Alternative Resolution, which will typically be complete within 60 calendar days of the initial report.

11. Disciplinary Resolution When the Respondent is a Student

A. Investigation

When the University receives a report alleging that a student violated this policy, the Title IX Coordinator will appoint one or more investigators to conduct a prompt, thorough, fair, and impartial investigation. The investigator may be a University employee and/or an experienced external investigator. Any investigator used by the University will receive annual training on the issues related to sexual and gender-based harassment, sexual assault, dating violence, domestic violence, and stalking, and on how to conduct an investigation that is fair and impartial, provides parties with notice and a meaningful opportunity to be heard, and protects the safety of complainants while promoting accountability. The investigator will be impartial and free from conflict of interest or bias.

Notice of Investigation: The Title IX Coordinator will notify the complainant and the respondent, in writing, of the following information: (1) the names of the complainant and the respondent; (2) the date, time (if known), location, and nature of the reported conduct; (3) the reported policy violation(s); (4) the name of the investigator; (5) information about the parties' respective rights and responsibilities; (6) the

prohibition against retaliation; (7) the importance of preserving any potentially relevant evidence in any format; (8) how to challenge participation by the investigator on the basis of a conflict of interest or bias; and (9) a copy of this policy. If the investigation reveals the existence of additional or different potential policy violations, the Title IX Coordinator will issue a supplemental notice of investigation.

Overview: During an investigation, the investigator will seek to meet separately with the complainant, respondent, and relevant witnesses. Witnesses are individuals who may have information relevant to the incident, including individuals who may have observed the acts in question, may be able to provide contextual information, or may have other information related to the incident, the disclosure, or related matters.

Witnesses may not participate solely to speak about an individual's character. Where witnesses are interviewed as part of the investigation, the name of the witness and the information gathered in the interviews will be shared with the parties at the conclusion of the investigation. The investigator will also gather other relevant information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

The investigator, not the parties, is responsible for gathering relevant evidence to the extent reasonably possible. The complainant and respondent will be asked to identify witnesses and provide other relevant information, such as documents, communications, photographs, and other evidence. Both persons are encouraged to provide all relevant information as promptly as possible to facilitate prompt resolution. In the event that a party declines voluntarily to provide material information, the University's ability to conduct a prompt, thorough, and equitable investigation may be impacted.

The investigator may also consider information publicly available from social media or

other online sources that comes to the attention of the investigator. The Title IX Coordinator and investigators do not actively monitor social media or online sources, however, and as with all potentially relevant information, the complainant, respondent, or witness should bring online information to the attention of the investigator.

The investigator may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the investigator may consult medical, forensic, technological, or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation. The University will not consider polygraph results. In general, a person's medical and counseling records are confidential and not accessible to the investigator unless the person voluntarily chooses to share those records with the investigator. In those instances, the relevant information from the records must be shared with the other party.

The investigator will review all information identified or provided by the parties and will determine the appropriateness, relevance, and probative value of the information developed or received during the investigation. In general, the investigator will not consider statements of personal opinion or statements as to any party's general reputation for any character trait. All information considered relevant by the investigator will be provided to the parties for their review and comment, as described in this policy.

The investigator will provide periodic updates to the parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation within approximately 30 calendar days.

Advisor: Throughout the investigation and resolution, each party has the right to consult with an advisor of their choosing. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation.

The parties may be accompanied by their respective advisor at any meeting or proceeding related to the investigation and resolution of a report under this policy. While the advisor may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner delay, disrupt, or interfere with meetings and/or proceedings. An advisor should plan to make themselves reasonably available, and the University will not unduly delay the scheduling of meetings or proceedings based on the advisor's unavailability. An advisor may be asked to meet with a University administrator in advance of any proceedings to understand the expectations of the role, privacy considerations, and appropriate decorum.

Prior or Subsequent Conduct of the Respondent: Prior or subsequent conduct of the respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of prohibited conduct by the respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the

determination of responsibility for the prohibited conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar prohibited conduct. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

Prior Sexual History: The sexual history of the complainant or respondent will never be used to prove character or reputation. Evidence related to the prior sexual history of the parties is generally not used in determining whether a violation of this policy has occurred and will only be considered under limited circumstances. For example, if consent is at issue, the sexual history between the parties may be relevant to determine the nature and manner of communications between the parties, which may inform the determination whether consent was sought and reasonably appeared to have been given during the incident in question. As set forth in the consent definition, even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain injury, to provide proof of a pattern, or to address another specific issue raised in the investigation. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

Coordination with Law Enforcement: If there is a concurrent criminal investigation, the University will contact the law enforcement agency that is conducting any investigation to inform that agency that a University investigation is also in progress, to attempt to ascertain the status of the criminal investigation, and to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation.

Review of Preliminary Investigative Report: At the conclusion of the fact-gathering portion of the investigation, the investigator will prepare a preliminary investigative report that provides the complainant and the respondent equal and timely access to information that will be used in determining whether there was a policy violation. The preliminary investigative report and accompanying documents will be made available to the complainant and the respondent to review. After reviewing the preliminary investigative report, each party will have five business days to (1) meet again with the investigator, (2) provide written comment or feedback, (3) submit additional information, and/or (4) identify additional witnesses or request the collection of other information by the investigator. If either party provides a written response or makes a request for additional information, the content will be shared with the other party and incorporated as appropriate in the final investigative report. Any information gathered through additional investigation steps will be shared with both parties, and, as appropriate, each will have the opportunity for further response. Typically, each party will have three business days to review any additional information. As necessary, the investigator will designate reasonably prompt timeframes to ensure a timely completion of the process while also providing an adequate opportunity for both sides to respond thoroughly to the information gathered during the investigation. In the

absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator upon review of the preliminary investigative report will not be considered in the determination of responsibility for a violation of the policy.

Standard of Proof: The investigator will make a finding, by a preponderance of the evidence, whether there is sufficient evidence to support a finding of policy violation. A finding of responsibility based on a preponderance of evidence means that based on all relevant evidence and reasonable inferences from the evidence, the greater weight of information indicates that it was more likely than not the policy violation occurred.

Final Investigative Report: Unless there are significant additional investigative steps requested by the parties or identified by the investigator, within five business days after receipt and consideration of additional comments, questions, and/or information from the parties, the investigator will prepare a final investigative report, which will include a determination as to whether there is sufficient information, by a preponderance of the evidence, to support a finding of responsibility for a violation of the policy. Both parties will receive simultaneous written notification of the investigative finding, the rationale, and the ability to contest the investigative finding.

B. Review of Finding

Either party may accept or contest the investigative finding. A party may contest the investigative finding by asserting that (1) there was a material procedural error that significantly impacted the outcome or (2) there was no rational basis, applying a preponderance of the evidence standard, for the investigative finding. To contest the finding, the complainant or respondent must submit a written statement within five business days explaining why the party contests the finding(s). Each party will have the opportunity to review and respond in writing to the other party's request for review of the finding; any response must be submitted within three business days. The Title IX Coordinator will provide the final investigative report, together with any statements by the parties, to the Review Panel for further proceedings as outlined below:

- If either party contests the investigative finding, the Review Panel will hold a hearing to determine: (1) whether there was a material procedural error that substantially impacted the outcome and (2) whether there was a rational basis, applying a preponderance of the evidence standard, for the investigative finding. If an investigative finding of responsibility is upheld, the Review Panel will determine the appropriate sanction.
- If neither party contests a finding that the respondent violated this policy, the Review Panel will hold a hearing solely to determine the appropriate sanction.
- If neither party contests a finding that there was insufficient evidence to support a finding that the respondent violated this policy, the investigative finding becomes final.

The hearing will typically be scheduled within ten business days of the receipt of any

request for review (and response) by the parties.

C. Impact and Mitigation Statements

Impact and Mitigation Statements: Where there is an investigative finding of responsibility on one or more of the policy violations, either or both parties may submit a statement to the Title IX Coordinator for consideration by the Review Panel in determining an appropriate sanction. The complainant may submit a written statement describing the impact of the prohibited conduct on the complainant and expressing a preference about the sanction(s) to be imposed. The respondent may submit a written statement explaining any factors that the respondent believes should mitigate or otherwise be considered in determining the sanctions(s) imposed. Any impact or mitigation statement must be submitted no later than two business days before the hearing. The Title IX Coordinator will ensure that each of the parties has an opportunity to review any statement submitted by the other party. The Title IX Coordinator will provide any statement(s) with the final investigative report and the parties' other written submissions to the Review Panel.

D. Review Panel

Composition: The Review Panel will consist of three individual members drawn from a standing pool of panelists. The Review Panel may consist of faculty, staff, or external professionals. Students may not serve as a member of the Review Panel. All members of the Review Panel will receive annual training on the issues related to sexual and gender- based harassment, sexual assault, dating violence, domestic violence, and stalking and on how to conduct a hearing that is fair and impartial and provides parties with notice and a meaningful opportunity to be heard. Members of the Review Panel will be impartial and free from conflict of interest or actual bias.

Standard of Review: The Review Panel will determine: (1) whether there was a material procedural error that substantially impacted the outcome and (2) whether there was a rational basis, applying a preponderance of the evidence standard, for the investigative finding. The review is narrowly tailored to these stated bases. In evaluating sufficiency of the rational basis for the investigative finding, the Review Panel will not reweigh the facts gathered or substitute its opinion on credibility for the judgment of the investigator who saw and heard the witnesses and parties.

Hearing: The hearing is an opportunity for the parties to address the Review Panel in person. The parties may address any information in the final investigative report, supplemental statements submitted in response to the final investigative report, or impact and mitigation statements. Each party has the opportunity to be heard and to respond to any questions of the Review Panel. The parties may not directly question one another, although they may proffer questions for the Review Panel, who may choose, in their discretion, to pose appropriate and relevant questions.

The Review Panel has the discretion to determine the specific hearing format. Both the complainant and the respondent have a right to be present at the hearing, but neither

party is required to participate in the hearing in order for the hearing to proceed. Either party may request alternative methods for participating in the hearing that do not require physical proximity to the other party, including participating through electronic means.

Determination by the Review Panel: Where either of the parties has contested the recommended finding(s) of responsibility, the Review Panel will, at the conclusion of the hearing, determine, by majority vote, (1) whether there was a material procedural error that substantially impacted the outcome and (2) whether there was a rational basis, applying a preponderance of the evidence standard, for the investigative finding. If either ground is substantiated, the Review Panel may remand the matter to the Title IX Coordinator with instructions for further investigation or other action.

The instructions may include guidance regarding the scope of information to be further investigated and any appropriate stipulations, including the appointment of a new investigator.

If the Review Panel affirms the investigative finding of a policy violation, the Review Panel will then determine, by majority vote, the appropriate sanction(s) for the prohibited conduct.

If the Review Panel affirms a finding that there was insufficient evidence to support a finding that the respondent violated this policy, the matter will be considered resolved; and the investigation will be closed. Appropriate remedial measures (including but not limited to no contact directives issued to both parties) may, however, remain in effect to support a complainant.

E. Imposition of Sanction

Where there is a finding of responsibility, the Review Panel may impose one or more sanctions. Sanctions may include any of the sanctions that are listed below or set forth for violations of the University's Student Code of Conduct (see below).

The policy prohibits a broad range of conduct, all of which is serious in nature. In keeping with the University's commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Review Panel has great latitude in the imposition of sanctions tailored to the facts and circumstances of each report, the impact of the conduct on the complainant and surrounding community, and accountability for the respondent. The imposition of sanctions is designed to eliminate prohibited conduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and federal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved, or so deleterious to the educational process that it requires severe sanctions, including suspension or expulsion.

The Review Panel may solicit information from the complainant, the respondent, and

any other ETBU administrator who can provide information relevant to a determination regarding potential sanctions. The Review Panel may also review any written impact or mitigation statement submitted by the complainant or respondent.

In determining the appropriate sanction, the Review Panel shall consider the following factors:

- the nature and violence of the conduct at issue;
- the impact of the conduct on the complainant;
- the impact or implications of the conduct on the community or the University;
- prior misconduct by the respondent, including the respondent's relevant prior discipline history, both at the University or elsewhere (if available), including criminal convictions;
- whether the respondent has accepted responsibility for the conduct;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the University community; and
- any other mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

Sanctions may be imposed individually or in combination. For violations of this policy, the following sanctions, listed in ascending order of severity, may be imposed:

Warning: A formal admonition, which appears in an individual's disciplinary record at the University and may be disclosed by the University when the student consents in writing or as otherwise required by law.

Disciplinary Probation: A more serious admonition may be assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or, in especially serious cases, expulsion from the University. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction, even if the probationary period has expired.

Disciplinary probation appears in an individual's disciplinary record at the University and may be disclosed by the University when the student consents in writing or as otherwise required by law.

Withholding of Degree: In cases involving seniors or graduate students in their final semester, the University may withhold a student's ETBU degree for a specified period of time. This penalty is imposed instead of suspension at the end of senior year or final year of graduate study when all other degree requirements have been met. Relevant information remains on the student's disciplinary record at the University and may be disclosed by the University when the student consents in writing or as otherwise required by law.

Suspension: Student status at the University may be terminated for a specified period

of time. Relevant information remains on the student's disciplinary record at the University and may be disclosed by the University when the student consents in writing or as otherwise required by law.

Suspension with Conditions: Student status at the University may be terminated for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this penalty, have been fulfilled. These conditions may include, but are not limited to, restitution of damages and formal apology. Relevant information remains in the student's disciplinary record at the University and may be disclosed by the University when the student consents in writing or as otherwise required by law.

Expulsion: This is permanent termination of student status at the University, without any opportunity for readmission. Relevant information remains in the student's disciplinary record at the University and may be disclosed by the University when the student consents in writing or as otherwise required by law.

The following outcomes may accompany the preceding sanctions, as appropriate:

Community Service: Community service up to 10 hours per week may be added to disciplinary probation for a portion or duration of the probationary period or following a warning.

University Housing: When appropriate to the infraction, removal from University housing or relocation within University housing may be added to any of the other penalties listed above except warning.

Restriction of Access to Space, Resources, and Activities: When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact between the parties.

Removal or Reduction of Institutional Scholarship: A reduction or elimination of an institutional scholarship may be imposed.

Educational Programs: In addition to any of the sanctions listed above, a student may be required to participate in educational programs.

Sanctions will be imposed immediately. In cases adjudicated prior to the last day of classes, if the final sanction is separation from the University (i.e., suspension, suspension with conditions, or expulsion), the granting of credit for the semester and/or the awarding of a degree will be at the discretion of the University. The imposition of sanction by the Review Panel is final and is not subject to further review.

F. Additional Remedies

Regardless of the outcome, the Review Panel may recommend additional remedies

for the complainant to address the effects of the conduct on the complainant, restore the complainant's access to University programs and activities, and restore to the complainant, to the extent possible, benefits and opportunities lost as a result of the prohibited conduct. The Review Panel may also identify remedies to address the effects of the conduct on the University community.

The Title IX Coordinator will review the remedies recommended by the Review Panel and will consider the appropriateness of continuing interim remedial or protective measures on an ongoing basis. Extended protective measures may be included in the sanctions.

G. Notice of Outcome

Both the complainant and respondent will receive a written notice of outcome that documents the Review Panel's finding, the sanction and the rationale for each. The University will seek to issue a final notice of outcome no later than 60 calendar days from the date of the notice of investigation.

The determination of the Review Panel is final.

The Title IX Office will also notify relevant administrative and academic units, including the Financial Aid Office, the Registrar, Financial Services, the ETBU Security Department, and Dean of Students as appropriate and necessary to ensure that sanctions and remedies are put into effect immediately.

The Title IX Coordinator will maintain records of all reports, Disciplinary Resolution, Alternative Resolution, and steps taken to eliminate prohibited conduct, prevent its recurrence, and address its effects. Findings of responsibility may also be included in a student's disciplinary record maintained by the Dean of Students.

H. Extraordinary Relief

The University recognizes that under extraordinary circumstances, a complainant or respondent may identify newly discovered and dispositive information that was not previously available during the investigation through the exercise of due diligence. The Title IX Coordinator or designee has the discretion to review this information. If it is determined that the information could not reasonably have been discovered prior to the resolution of the report, the information would substantially affect the finding or sanction, and compelling justification exists for its consideration, the Title IX

Coordinator may review the investigative finding or outcome and refer the matter for additional action in furtherance of this policy.

12. Disciplinary Resolution When the Respondent is an Employee

A. Investigation and Adjudication

When the Title IX Coordinator receives a report that a member of the faculty or staff violated this policy, the Title IX Coordinator will work with the Provost's Office and/or Financial Affairs to investigate in a manner consistent with ETBU personnel policies and all applicable law.

B. Sanctions

The appropriate disciplinary authority will determine the sanction, which may include (in accordance with the employment policies governing the employee in question) counseling or training, written warning, financial penalty, unpaid leave of absence, suspension, demotion, reassignment of duties, or termination.

Sanctions will be determined based on the seriousness of the misconduct and on the individual's prior disciplinary history, if any. The findings of fact and responsibility, and, in cases when violations of University policy occurred, any sanctions will be communicated to the parties both in person and in writing by the Title IX Coordinator or designee.

The notification will include the parties' rights of appeal. In all cases involving sex discrimination or sexual misconduct, the file will be archived by the Title IX Coordinator.

C. Rights of Appeal

Both parties, the complainant and the respondent, have equal rights to an impartial appeal in a manner consistent with ETBU personnel policies and all applicable law.

13. Violations of Law

Conduct that violates this policy also may violate the laws of the local jurisdiction in which the incident occurred and subject a respondent to criminal prosecution by the presiding authority. More information about violations of Texas criminal law can be found in the University's Annual Fire Safety and Security Report. Conduct that violates this policy also may subject a respondent to civil liability.

Students and employees studying, working, or engaging in other activities at locations outside of Texas are governed by the applicable laws regarding sexual assault and other criminal offenses implicated by this policy.

14. Prevention and Awareness Programs

The University is committed to the prevention of prohibited conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related programs. The University provides coordinated programming and training through multiple areas, including Title

IX, Student Affairs, ETBU Security Department, the Provost's Office, Counseling Care Center, and other University departments.

15. Annual Review

This policy is maintained by the Title IX Coordinator. The University will review this policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution process (including as to the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed). The review will include the opportunity for individuals affected by the policy to provide feedback and will incorporate an aggregate view of reports, resolution, and climate.

Fire Safety Report

January 1, 2017 – December 31, 2017

In accordance with an amendment to the Higher Education Act (HEA), any institution that maintains on-campus student housing facilities must collect fire statistics, publish an Annual Fire Safety Report and keep a fire log. A log of all fires will be kept in the University Security Office (located in Marshall Hall, Office 106) and made available for review upon request. The Annual Fire Safety Report and fire statistics will be compiled by calendar year and disclosed to the University community by October 1 of each year.

Fire Statistics in Campus Housing

2017 Statistics & Related Information Regarding Fires in Residential Facilities						
Facility Name	Address	Total Fires per Facility	Cause	Injury Number Required Treatment	Number of Fire Related Deaths	Value of Property Damage
N/A	N/A	0	N/A	0	0	\$0

2016 Statistics & Related Information Regarding Fires in Residential Facilities						
Facility Name	Address	Total Fires per Facility	Cause	Injury Number Required Treatment	Number of Fire Related Deaths	Value of Property Damage
N/A	N/A	0	N/A	0	0	\$0

2015 Statistics & Related Information Regarding Fires in Residential Facilities						
Facility Name	Address	Total Fires per Facility	Cause	Injury Number Required Treatment	Number of Fire Related Deaths	Value of Property Damage
N/A	N/A	0	N/A	0	0	\$0

To view a list of all student housing facilities for which we maintain fire statistics, click on OPE Campus Security Statistics website, or access their web address: <http://ope.ed.gov/security>. To find the ETBU Fire Statistics click on "Get Data for One Institution/Campus." Then, enter "East Texas Baptist University" in the name field in order to view the fire statistics.

Fire Safety Systems for Residential Facilities

Centennial Hall (2014)

- Fire Alarm System with panel
- Individual smoke detectors in every unit of occupancy-hard wired with battery backup
- Fire extinguishers located on every floor within 30' of each other
- Fire pull stations and smoke detectors located in all common spaces (stairways, hallways, study rooms, Great room and etc.)
- Fire pull stations in all common spaces wired into fire annunciator panel in area C
- All common space smoke detectors also wired directly into annunciator panel
- Elevators also wired into annunciator panel (for shutdown in case of fire)
- Emergency exits clearly labeled for emergency exit.
- Fire pump system (located in fire pump room) also equipped with fire alarm panel and fire pump monitoring system.
- Dry sprinkler system in attic space
- Fire extinguishers in attic space

Fry Hall (1977, remodeled 2008, 2017) – Men's five bedroom apartments without kitchen

- Smoke detectors in every bedroom and lobby – 110 volt hardwired with battery backup
- Fire extinguishers (4) on walls of courtyard

Linebery Hall (1961, remodeled 2015, 2018) – Women's residence hall (2 per room)

- Fire Alarm System with panel – smoke detectors in hallways
- Nine-volt battery powered smoke detectors in each residence room
- Fire extinguishers in hallways and lobby
- Pull stations in hallways

Mabee Housing Complex (1992, remodeled 2017) – Men's four bedroom apartments with kitchen

- Fire Alarm System with panel
- Smoke detectors – five per apartment (4 bedrooms and living room)
- Fire extinguishers in 32 apartments and lobby
- Fire extinguishers in lobby and porches of courtyards
- Pull stations under covered walkways

Ornelas Residential Center (1996, remodeled 2018) – Women's four bedroom apartments with kitchen

- Fire alarm system with panel
- Smoke detectors – five per apartment (4 bedrooms and living room)
- Fire extinguishers in 48 apartments and lobby
- Fire extinguishers in lobby and porches of courtyards
- Pull stations under covered walkways

University Apartments (2002, remodeled 2017, 2018) – Men’s and Women’s four bedroom apartments with kitchen

- Smoke detectors in every bedroom – 110 volt hardwired with battery backup
- Smoke detector in lobby and Director’s apartment
- Fire extinguishers in every apartment and lobby

University Park Row Houses (2017, 2018)

- Fire Alarm System with panel, monitored off-site
- Sprinkler system in each unit
- Smoke detection in each unit

University Owned Houses

- Nine volt battery powered smoke detectors in each house
- Fire extinguishers in each house

NOTE: In residence halls and houses with battery powered smoke detectors the batteries are checked and changed twice each year.

Community Living Policies

The University is an alcohol/drug/tobacco free campus. All students are prohibited from having alcohol, drugs and/or tobacco on campus, in their automobiles, or on their person at any time.

Firearms and other weapons are not permitted on campus.

Students should take responsibility to ensure halls are free of fire hazards. Open flames such as candles, incense, matches, or lighters are prohibited due to their potential as fire hazards. These items may be removed from student's rooms without notification. Certain items will be returned at the end of the semester. Irons and cooking appliances should never be left on when the room is unoccupied. Electrical outlets should not be overloaded.

Refrigerators, microwaves, or MicroFridge units are allowed in all residence hall rooms, but only one of these items are allowed per room. Refrigerators cannot be more than 2.7 cubic feet and 2.5 amps.

The use of personal ovens, skillets, hot plates, crockpots, toasters, electrical heaters, and other heat appliances is prohibited in Centennial and Fry.

The use of ovens, skillets, hot plates, crockpots, toasters, electric heaters, and other heat appliances is allowed in Ornelas, Mabee, and University Apartments.

Emergency Contacts

In the event of an emergency or fire-related incident students are encouraged to contact 911 and then notify a Resident Director or Resident Assistant. A directory containing emergency contact numbers and email addresses of the Resident Director is posted in each residence hall

room or apartment. At the beginning of the semester, Resident Directors send an email to each resident containing a list of names and contact numbers to use in the event of an emergency. All residents are strongly encouraged to place these emergency contact numbers in their cell phones.

Fire Evacuation Procedures

1. If a fire alarm sounds, residents should take their room keys with them and begin an immediate and orderly evacuation along the designated routes. They should exit the building and wait for instructions or permission to reenter the building.
2. Residents should not run. They should move quickly out of the nearest designated stairwell and exit.
3. Staff members will check rooms, baths, closets and lobby areas of the halls. Anyone who does not evacuate or comply with the instructions of staff members may face disciplinary action.
4. The residence hall staff will signal that the building is safe and ready for reentry. No one is to reenter until the signal is given by ETBU personnel.

Fire Safety Education

Mandatory supervised fire drills were conducted once each fall and spring semester in the following residential facilities: Centennial, Fry, Linebery, Mabee, and Ornelas. Drills were scheduled late in the evening to ensure that the maximum number of residents were present to participate in the drills.

No fire drills are mandated for University Apartments or University Park Row Houses.

Fire Safety Inspections

All campus buildings are inspected annually prior to the fall semester by the Marshall Fire Department. All fire alarms systems and sprinkler systems are inspected and tested annually. Additionally, all fire extinguishers are inspected and serviced on an annual basis.

Future Improvements to Fire Safety Program

The University will continually evaluate our fire safety program to determine if potential changes are needed to improve the safety of our students living in campus housing.

The Office of Student Affairs will require safety education and training for all students living in University residence halls or apartments each year. This training will take place during mandatory meetings in each residence hall and will involve discussing fire safety responsibilities as well as evacuation routes. This education and training will also be required of students living in the University Apartments, University Park Row Houses, and campus houses. The University Security Department has posted evacuation routes including fire safety zones for each residential facility. The evacuation route postings will be checked annually by the University Security Department and will be updated and/or replaced as needed.