

2023 Annual Security Report



Texas Tech University- Costa Rica





TEXAS TECH UNIVERSITY

2023 ANNUAL SECURITY REPORT

This Report contains crime statistics for calendar years
2020, 2021, & 2022

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Prepared by Texas Tech Clery Compliance Officer

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LETTER FROM THE PRESIDENT AND CHIEF OF POLICE

Fellow Red Raiders,

Our commitment to maintaining a safe and secure campus is unwavering. We regularly review and revise our safety protocols and continue to adopt new safety initiatives, including our Raider Safety campaign. We encourage everyone on campus, including visitors, to familiarize themselves with Texas Tech's resources for campus security, reporting requirements and emergency procedures.

Our shared responsibility is to accurately and honestly report incidents and support those impacted by these actions. Your participation in these efforts helps ensure we achieve our safety and security goals and strengthens the prosperity of our entire campus community. Together, we can maintain a safe and secure campus for all Red Raiders.

Sincerely,



A handwritten signature in black ink that reads "Lawrence Schovanec".

Dr. Lawrence Schovanec
Texas Tech University President



A handwritten signature in black ink that reads "Kyle K. Bonath".

Kyle K. Bonath
Texas Tech Chief of Police

MESSAGE FROM THE TTU CLERY COMPLIANCE OFFICER

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policies and statistics. What this means is that Texas Tech University is dedicated to ensuring that all prospective and current students, faculty and staff, and campus visitors have the information they need to stay safe while on campus in a transparent, clear, and complete manner.

I encourage anyone on campus to report suspicious activity, incidents, or crimes that they witness to the local police department or an employee of the University. By reporting these incidents, the University will be able to provide education and Supportive Measures, where applicable, and will ensure that all necessary policies and procedures are being followed.

Through everyone playing their role in the reporting of any safety issues, we can all work together in ensuring that Texas Tech University is a safe environment in which to learn as Red Raiders.

Should you have any questions about the Annual Security Report or any of the information in it, please do not hesitate to reach out.



Claire Nevarez
Clery Compliance Officer
Texas Tech University
Clerycompliance@ttu.edu

INTRODUCTION

Texas Tech University prepares the Annual Security Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act.

Texas Tech University (TTU)- Costa Rica brings the academic resources of a major, research-intensive U.S. university to Latin America. At the University's satellite campus in San José, students benefit from comprehensive academic and student life experiences and are put on the path to be leaders who can build the economy of Costa Rica and the great Caribbean basin.

At TTU- Costa Rica, the full University experience of a public university in the United States is available in an intimate, student-centered setting. Graduates are prepared to compete globally through academic and co-curricular programs that are accessible and, for regional students, less expensive than relocating to the United States for an equivalent educational experience. Moreover, through executive education and applied research, Texas Tech University's engagement in the region amplifies and expands Costa Rica's identity as a regional hub for industry, research and development, and services.

All members of our community are encouraged to act responsibly, work collaboratively, and whenever possible, assist each other to promptly, accurately, and effectively report all unsafe incidents and criminal offenses to Texas Tech Police Department, the local police department, or any Campus Security Authority (CSA) or responsible employee. Instructions for reporting campus policy violations, crimes, and Title IX incidents are included in this report.

This report should be a valuable, informative tool. Please review the information on campus policies, procedures, reporting options, and resources, including the campus safety tips, carefully. Personal safety is the responsibility of all, and we need your assistance in helping to maintain a safe campus environment.

This report reviews important crime statistics specific to this campus with a breakdown of each Clery geographical location. Texas Tech University encourages readers to read the information prior to the crime statistics, as this will give valuable information as it relates to the specific crimes and geography being reported.

Questions about this report should be directed to the Texas Tech Clery Compliance Officer at clerycompliance@ttu.edu or by calling 806-834-1884.

INTRODUCTION TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a consumer protection law. The law requires all colleges and universities which receive federal funding to share information about certain crimes which occur on and around campus, as well as institutional efforts to improve campus safety. This information is made publicly accessible through the University's Annual Security Report.

Clery Act regulations require colleges and universities to do the following:

- Publish an annual report by October 1st containing three years of campus crime and fire safety statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.
 - Note: The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of crimes which have occurred and pose an ongoing threat to the safety of students and employees.
- Issue an emergency notification, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
- Disclose in a [public crime log](#) all crimes and alleged crimes which occurred on campus or within the patrol jurisdiction of campus police reported to the campus police.
- Disclose missing student notification procedures pertaining to students residing in any on-campus student housing facilities.
- Maintain in a [public fire log](#), a record of any fire which occurred in an on-campus student housing facility.
- Submit collected crime and fire statistics to the U.S. Department of Education.

Information and statistics contained within this report are from information provided by the Texas Tech Police Department and other law enforcement agencies, Office of Student Conduct, Title IX, and other University officials and departments. The Clery Compliance Officer compiles and reports this information.

Texas Tech University's ASR is distributed electronically to all current faculty, staff, and students via email and through TechAnnounce. ASR is made available online to all prospective students and employees via the Admissions website and the Human Resources page.

Copies of the ASR may be obtained in person from the Office of Student Conduct, Dean of Students, University Student Housing, or the Texas Tech Police Department during normal business hours, 8:00 A.M. - 5:00 P.M., Monday through Friday.

Additionally, the ASR can be found online at the [Texas Tech Clery Compliance website](#).

TEXAS TECH UNIVERSITY CLERY REGULATIONS

The Texas Tech University System [Clery Act Compliance Regulation](#) was approved and updated in July 2022 to address the campus' obligations pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the "Clery Act").

The Texas Tech University System and its component institutions are committed to the safety of each University campus community and compliance with the Clery Act. The purpose of this regulation is to establish policy and procedure for the Universities' compliance with requirements of the Clery Act. The regulation outlines the following requirements:

1. Required Collection, Classification, and Counting of Reports, Statistics, and Referrals
2. Clery Geography
3. Campus Notifications: Timely Warning Notices and Emergency Notifications
4. Crime Log and Fire Log
5. CSA Identification, Notification, and Training
6. Annual Security and Fire Safety Report (ASFSR)
7. Education Programming and Awareness
8. On-campus Student Housing Missing Student Notification Policy
9. Records Retention
10. Identification of Responsibilities for departments or individuals

TEXAS TECH UNIVERSITY REGIONAL CLERY COMMITTEE

Texas Tech University created a Clery Committee to oversee and assist with Clery compliance across the regional campuses. This committee is separate from the TTU Lubbock campus as work within the committee is specific to each campus outside of Lubbock. Compliance efforts extend beyond the police department and include various departments across campus. The committee is an effective tool in garnering institutional awareness of the Clery Act requirements. The committee will help with gathering and compiling necessary information throughout the year as it relates to crime statistics and the Annual Security Report. This committee will cover topics including, but not limited to, identifying and training Campus Security Authorities (CSAs), identifying and maintaining Clery geography, the ASR preparation and review including policy statements and updates, distribution of the ASR, and compliance with the Drug-Free Schools and Community Act and Violence Against Women Act. The committee will review initial and ongoing training as it relates to the Clery Act and their specific area of concentration.



POLICIES

ON CRIME OR EMERGENCY REPORTING

POLICIES ON CRIME OR EMERGENCY REPORTING

All students, faculty, staff, and visitors are encouraged to report all criminal actions, emergencies, or other public safety related incidents occurring within the University's Clery geography to the Texas Tech Police Department (TTPD), the Regional Site Director, or applicable law enforcement agency in an accurate, prompt, and timely manner, including times when the victim of a crime elects not to, or is unable, to make a report. Accurate and prompt reporting ensures efficient response to incidents of crime and helps to preserve important evidence needed to ensure a successful investigation and prosecution of offenders.

In addition to law enforcement, students can report crimes and misconduct to Responsible Employees or Campus Security Authorities (CSAs), the Dean of Students, Title IX Coordinator, Texas Tech University Office of Student Conduct, or anyone within the Texas Tech Community who is in a position to assist you. Under Clery, a crime is reported when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, or other third party or even offender, regardless of if the individual is involved in the crime, reporting the crime, or is associated with the institution. Reporting to Texas Tech Police Department (TTPD) or any of the above allows the University to evaluate, consider and send timely warning notifications, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure.

OPTIONS FOR REPORTING	
EMERGENCY	
Call 911	<p>Dialing 911 from a landline phone will put you in contact with local dispatchers. The system automatically sends a general location identification, so the dispatcher can send an officer and/or other emergency personnel to the location. Always in cases of emergency, dial 911.</p> <p>Cellphones do not automatically send location, but on-campus landlines will automatically send the location.</p>

OPTIONS FOR REPORTING	
NON-EMERGENCY	
Texas Tech Police Department 413 Flint Ave. Lubbock, Texas 806-742-3931	The Texas Tech Police Department is open 24 hours a day, seven days a week, for walk-in reports and reports to officers on patrol. Reports can be made to an officer on patrol or by telephone at 806-742-3931.
Delegación de Policía Escazú San José, San Rafael, Costa Rica +506-2228-1274	
Campus Security Authorities (CSAs)	See below on how to identify a CSA on your campus.
Campus Incident Reporting Forms	

OPTIONS FOR REPORTING	
ANONYMOUS OR CONFIDENTIAL REPORTING	
If discussing crime in Lubbock: Lubbock Crime Line	Crime Line of Lubbock and the Lubbock Police Department have combined their efforts to make it more convenient for citizens to submit a Crime Tip.
Student Counseling Center 806-742-3674	Students wishing to report information confidentially should contact the Student Counseling Center.

REPORTING TO POLICE

CRIMES IN PROGRESS, SERIOUS CRIMES AND EMERGENCIES SHOULD BE REPORTED BY CALLING 911.

For non-emergency incidents, please call the Delegación de Policía Escazú for assistance at +506-2228-1274.

Reporting crimes and emergencies will generate a law enforcement response. Whenever possible, the survivor or witness of the crime should call directly to report the incident. Firsthand information is always preferred as it is more accurate and complete.

Any suspicious activity or person(s) seen in the parking lots or loitering around vehicles, or inside buildings should immediately be reported to the police. Accurate and prompt reporting ensures an appropriate law enforcement response. In addition to the importance of reporting, timely information assists responders in developing warnings for the University community. Officers will respond to all calls

for police services without delay. Emergency calls will take precedence, but calls will be answered as soon as possible.

Remember cellphones do not automatically register a caller's identity and exact location information in the 911 system. When calling 911 from a cellphone, tell the dispatcher where you are calling from, the phone number you are calling from or another number where you may be reached.

Consider programming your phone with the Delegación de Policía Escazú number for general, nonemergency use: +506-2228-1274. When calling to report a crime or incident, please be ready to give as much as you can of the following information:

- A brief description of the occurrence.
- When and where the incident occurred.
- If there were any weapons involved.
- Where and when the suspect(s) was last seen.
- A description of the suspect(s) (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars, etc.).
- Any other relevant information.

CAMPUS SECURITY AUTHORITIES

A Campus Security Authority (CSA) is a Clery specific term encompassing four groups of individuals and organizations associated with an institution. These four groups are defined by the Clery Act as:

1. A campus police department or a campus security department of an institution. All individuals who work for the campus police department are CSAs.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Access monitors, contract security officers, event security officers, staff who provide safety escorts on campus (professional and student staff) are CSAs.
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

An official is defined by Clery as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Throughout the year, CSAs report Clery Act reportable crimes via an online report, [Clery Incident Report Form](#). Each of these reports is reviewed by the Clery Compliance Officer, who may involve Clery committee members including the Texas Tech Police Department, the Title IX office, and the Office of Student Conduct as needed, to confirm it meets the requirements under the Clery Act. Crimes reported by a CSA are entered into the Daily Crime Log and included in the annual disclosure of crime statistics.

In most cases, it is possible for a CSA to fulfill their reporting responsibilities and maintain victim confidentiality. CSA reports are used by the institution to compile statistics for Clery Act reporting. CSA reports also help determine if there is a serious or ongoing threat to the safety of the campus community requiring an alert (timely warning or emergency notification). The responsibilities of a CSA can usually be met without disclosing any personal identifying information.

Bear in mind that a report to a CSA does not automatically result in the initiation of a police or disciplinary investigation if the victim chooses not to pursue this action. While the University has identified a number of CSAs, we officially designate the departments listed below as a place where campus community members should report crimes for timely warning notices and statistical reporting purposes.

WHAT DOES A CAMPUS SECURITY AUTHORITY DO?

The function of a CSA is to collect crime report information. CSAs are responsible for reporting allegations of Clery Act crimes reported to them in their capacity as a CSA. This means CSAs are not responsible for investigating or reporting incidents they overhear students talking about in a hallway conversation; a classmate or student mentions during an in-class discussion; a victim mentions during a speech, workshop, or any other form of group presentation; or the CSA otherwise learns about in an indirect manner.

A CSA is required to report sufficient details, such as dates and times of the incidents, the location, a detailed description of what they were told about the incident, and, where appropriate, personal identifying information. Detailed information is important to aid law enforcement in addressing and categorizing the crime. Personal identifying information, while not required, is important to avoid double counting crimes. If a victim doesn't want the report to go any further than the CSA, the CSA should explain that they are required to submit the report for statistical purposes, but it can be submitted without identifying the victim.

CSAs should report information immediately for consideration of a Timely Warning Notice. If a crime is reported to a CSA, but goes no further than that, the University won't have fulfilled its obligation under the law, and campus community members might not have the information they need to stay safe on campus.

WHAT DOES A CAMPUS SECURITY AUTHORITY NOT DO?

A CSA is not responsible for determining authoritatively whether a crime took place. A CSA should not try to apprehend the alleged perpetrator of the crime. It is also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

OFFICIAL CAMPUS SECURITY AUTHORITY OFFICES

While the University has identified a number of CSAs, the following offices are officially designated as places where campus community members can report:

OFFICE NAME	LOCATION	PHONE NUMBER
Texas Tech Police Department	Texas Tech Police Department 413 Flint Ave. Lubbock, TX	806-742-3931
Human Resources – Talent Management Staff	Doak Conference Center 2518 15 th Street Lubbock, TX	806-742-3650
Dean of Students Office	Student Union Building, Suite 203 1502 Akron Ave. Lubbock, TX	806-742-2984
Office of Student Conduct	Wellness Center, Rm 211 1003 Flint Ave. Lubbock, TX	806-742-1714
Regional site director	Jeffrey Belnap	806-834-2002

REPORTING TO TITLE IX

In addition to law enforcement, an incident of Sexual Misconduct/Harassment, or discrimination may be reported to the Title IX Office. A report can be made in person, online using this [form](#), or based on your status with the University, by directly contacting any of the following administrators or offices. You also have the option to report only to Title IX and not involve law enforcement.

Title IX Coordinator

Dr. Kimberly Simón
232-E Student Union Building
Lubbock, TX 79409
806-834-1949
Kimberly.simon@ttu.edu

Title IX Case Manager

232-E Student Union Building
Lubbock, TX 79409
806-742-SAFE (7233)
titleix@ttu.edu

Texas Tech University System Title IX Coordinator for Employees

Office of Equal Opportunity
1508 Knoxville Ave., Suite 309
Lubbock, TX 79409
806-742-3627
eeo@ttu.edu

REPORTING TO HUMAN RESOURCES AND OFFICE OF EQUAL OPPORTUNITY

As an employee, you may contact Human Resources for assistance by calling 806-742-3650 or visiting the office located in the Doak Conference Center at 15th and University Avenue Lubbock, Texas or the Office of Equal Opportunity by calling 806-742-3627 or visiting the office located within the System Administration Building, 1508 Knoxville Ave, Suite 309 Lubbock, Texas.

REPORTING TO STUDENT CONDUCT

The Office of Student Conduct (OSC) is responsible for helping to provide a safe learning and living environment in partnership with various campus units. OSC encourages students to be engaged in their overall development by proactively providing information to the campus community, in addition to adjudicating alleged violations of the TTU *Code of Student Conduct* in a fair and educational manner. The Office of Student Conduct meets with both undergraduate and graduate students to address potential violations of the TTU *Code of Student Conduct*. To file a report with Student Conduct, visit www.studentconduct.ttu.edu where several forms are available to be completed online, or contact the office at 806-742-1714 or studentconduct@ttu.edu.

RESPONSIBLE EMPLOYEES

All employees (including student employees) who witness or receive information, in the course and scope of their employment, about Sexual Misconduct, Sexual Harassment, sexual assault, dating violence, domestic violence, and stalking that involve a current student or employee are required to promptly report incidents to the Title IX Coordinator. Employees have a duty to report all known details of the incident, including the name of the involved party(ies). Employees are also encouraged to report any incidents of public indecency, sex discrimination, or any other form of discrimination based on a protected class.

CONFIDENTIAL REPORTING OPTIONS

Texas Tech University is committed to ensuring confidentiality during all stages of the reporting process. If students are unsure whether they want to involve family or friends and are not yet certain whether they want to report to the police or the University, there are resources available, both on- and off-campus, offering confidential assistance and support.

If a student discloses an incident to a CSA or responsible employee with the condition of remaining anonymous and/or confidential, the CSA or responsible employee **must** still forward the Clery crime statistics and/or report the existence of a Title IX incident to the University, including the names of involved parties (for Title IX reports only), and officials will review the requests for confidentiality. If the circumstances indicate there is a continuing threat to either the victim or the campus community, the responsible official will contact law enforcement to ensure campus community safety. In Title IX matters, law enforcement will not be contacted unless requested by the complaining party.

All reports of misconduct will be maintained with the highest possible level of confidentiality. The information, once referred, will remain private and will be shared only with those administrators who have a legitimate educational need to know in order to best assist and support the student. Once the appropriate administrators have been notified of the incident, the University will provide resources and support, promptly investigate, and equitably resolve the allegation according to established University procedures, unless the student requests that no action be taken.

VOLUNTARY CONFIDENTIAL REPORTING

A person may choose to make a report and request it remain confidential. The University will work to comply with your request to keep your identity confidential, while also providing information to help ensure the future safety of the reporting person and the campus community, regardless of whether or not you choose to move forward with a complaint or grievance process.

An individual's request regarding the confidentiality of reports of sexual assault, harassment, stalking, and/or dating and domestic violence will be considered in the dual contexts of the University's legal obligation to ensure a working and learning environment free from sexual assault, harassment, stalking, and/or dating and domestic violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the University will comply with requests for confidentiality to the extent possible.

Using the information provided in a confidential report, the University can keep an accurate record of incidents involving students, employees, and visitors; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community of potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University.

CONFIDENTIAL REPORTING OPTIONS

Students may make confidential reports to Professional Counselors assigned to the Student Counseling Center, the Psychology Clinic, and the Family Therapy Clinic. Professional Counselors in their capacity and function do not make identifiable reports of incidents unless the student specifically requests them to do so; however, Texas Tech encourages counselors to tell victims about the confidential reporting process if and when they deem it appropriate, and to inform students that they can report incidents of crime to the Texas Tech Police Department (TTPD) or local law enforcement.

Amendments to 20 U.S.C. Section 1092(f) in 1998 clarified who is a Campus Security Authority. Pastoral Counselors and Professional Counselors are two types of individuals who may have significant responsibility for student and campus activities but are not Campus Security Authorities under the Clery Act. Licensed counselors are exempt from reporting requirements when they are acting in their official capacity as a counselor. Texas Tech does not employ Pastoral Counselors.

The counselor exemption ensures individuals can provide appropriate counseling services without an obligation to report crimes they may learn about. This exemption is intended to protect the counselor-client relationship. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are under a legal obligation to report a crime.

A professional counselor is defined as a campus employee whose official responsibilities include providing psychological counseling to members of the campus community and who is functioning within the scope of their license or certification.

There are three locations on the TTU campus with confidential counselors:

- Student Counseling Center- located on the second floor of the Student Wellness Center, Room 201 at the corner of Flint Ave. and Main Street
- Psychology Clinic- located on the first floor of the Psychology Building, Room 111A on 18th street, between Boston and Flint
- Family Therapy Clinic- located on the first floor of the Human Sciences Building, Room 164 on Akron, between 15th and Broadway

CONFIDENTIAL REPORTING FOR EMPLOYEES

An employee may make a confidential report to the Employee Assistance Program (EAP). Texas Tech's EAP is the Counseling Center at Texas Tech University Health Sciences. The Counseling Center provides consultation and therapeutic services to employers, and their employees, with the primary mission being to promote health and wellness in the workplace.

The Counseling Center addresses a full range of emotional and behavioral problems that impair job performance and contribute to rising employer costs. As an EAP, the Counseling Center provides prevention, assessment, treatment, and follow-up services to employees and their family members.

The Counseling Center is located at 3601 4th Street, Room 1A300. They can be contacted by calling 806-743-1327 or 1-800-327-0328, or emailing counselingcenter@ttuhsc.edu.

ANONYMOUS REPORTING

The Texas Tech Police Department (TTPD), unless otherwise prescribed by law or as set forth within this Annual Security and Fire Safety Report, does not take anonymous incident reports.

Students may request that licensed counselors at the Student Counseling Center, Psychology Clinic, and Family Therapy Clinic facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the Annual Security and Fire Safety Report. Students may make anonymous reports regarding sexual misconduct and VAWA incidents through the online [Sexual Misconduct Report Form](#).

UNDERSTANDING YOUR REPORTING OPTIONS

The local police department is responsible for responding to all crime or emergencies reported on campus property. The response will depend on how the report was made and to whom it was made. Certain reports, like a report made to a Campus Security Authority (CSA), will not automatically generate a police response.

Some instances of misconduct may also constitute a violation of state, federal, or local law. It is the student's or employee's option to report misconduct to the University, local law enforcement, or both. Texas Tech University administrators are happy to assist in making a report to law enforcement and will even accompany the victim if requested. Reporting to the Texas Tech Police Department (TTPD) or local police department can lead to an investigation, criminal charges and prosecution.

If a student or employee wishes to report to both the Texas Tech Police Department (TTPD) or local police department and the Office of Student Conduct/Title IX, if feasible an Investigator from the University will coordinate with the police department detectives, so the student only has to give one statement. This would be scheduled as soon as possible.

Reports made to a CSA may generate a police report if the victim requests to talk to police and file a police report. Information submitted in the CSA report determines the University's response. Some reports, such as a police report, will generate a police investigation and possible University investigation.

Below are the response options consistent with the different reporting methods:

POLICE RESPONSE

Local police officers are available 24 hours a day, seven days a week to take reports and answer questions. The police department is responsible for dispatching officers to calls for service. When a call is received needing an officer's assistance, the officer will initiate the required action by responding to the incident, requesting additional officers or additional services. All initial reports of a crime are investigated by the responding officer(s). They will conduct a police investigation by gathering information, asking questions, documenting evidence and taking statement(s). This investigation will determine whether or not criminal charges will be pursued at that time or require additional investigation. Reports requiring additional investigation are forwarded to the local police department's Criminal Investigations Division. If assistance is required from the additional first responders or local law enforcement, dispatchers will initiate all requests for assistance. If a sexual assault or other violent crime is reported, a variety of services including medical, counseling, and psychological assistance will be offered.

Police reports may be shared with several University offices including the Office of Student Conduct, Dean of Students, Title IX, and other departments as necessary for review and referral for potential action under the TTU *Student Code of Conduct*, Employee Handbook, or other actions or services required based on the reported incident.

The Delegación de Policía Escazú is the main police agency responsible for responding to emergency situations at Texas Tech University- Costa Rica and has police jurisdiction, enforcement authority, and authority to make arrests as necessary.

The Texas Tech Police Department will work in cooperation with the Delegación de Policía Escazú and any other law enforcement agency as necessary. The Delegación de Policía Escazú will work with the Regional Site Director as it relates to investigating criminal activity occurring in and around the site.

WHAT POLICE DO

When police respond to a criminal incident they may:

- Take an initial statement from victims, witnesses, others involved
- Begin follow up interviews with all parties involved: survivors, witnesses, suspects, and others who may have been identified through initial statements
- Collect any available evidence
- Review video, if available
- Make an arrest or referral
- Complete a written report which can be submitted to the District Attorney's Office and various University departments

Upon police arrival to an incident, if a victim is not ready to file a report for criminal charges, an informational report can be generated, and the officer will explain the process. A victim may meet with an officer at the police department, residence, or their place of choosing. A support person may accompany a victim when filing a police report.

FIRE MARSHAL'S OFFICE

The Texas Tech Fire Marshal's Office may coordinate with local fire departments for emergency responses and routine inspections of alert and sprinkler systems. They may also assist first responders including all law enforcement, fire, and EMS personnel during emergencies by providing up-to-date information about site facilities, assisting with evacuations, and providing investigative assistance if a fire is determined to be caused by arson.

UNIVERSITY RESPONSE TO REPORTS

A report for some instances may be made directly to the University and not involve law enforcement. Students are encouraged to speak with a CSA or a faculty or staff member for assistance in filing a report. Whether or not they choose to file a report with law enforcement, the University will offer a variety of options for assistance and will work to address any factors which may have led to this crime.

A report to the University allows for the initiation of interim protective measures such as academic accommodations, changes to housing, and changes to class or work schedules. A victim may bring someone with them for support while making a report, to include a friend, roommate, or family member. If a report involving a Title IX violation is submitted to the University through a CSA, an employee, or the police, the University will begin its own independent investigation.

REPORTS TO CSA'S AND RESPONSIBLE EMPLOYEES

Under Clery, a crime is "reported when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, or other third party or even offender, regardless of if the individual is involved in the crime, reporting the crime, or is associated with the institution."

If a CSA receives the crime information and believes it was provided in good faith, they should document it as a crime report. In "good faith" means there is a reasonable basis for believing the information is not simply a rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. CSAs are required to forward a CSA Incident Report Form to the Clery Compliance Officer for allegations of Clery Act crimes that they conclude were made in good faith. The CSA Incident Report Form can be found online [here](#).

HEOA NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE

The University will, upon written request, disclose to the alleged victim of a crime of violence or a nonforcible sex offense the report on the results of any disciplinary proceeding conducted by the University against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

CAMPUS INCIDENT REPORTING FORMS

There are times when calling the police is not necessary or you chose to not involve law enforcement. Texas Tech has several online reporting forms that can assist with a variety of needs. None of these forms will generate an immediate police response.

CLERY INCIDENT REPORT FORM (CSA REPORTING FORM)

Texas Tech encourages reporting and the accurate collection of campus crime statistics to promote crime awareness and to enhance campus safety through reliable statistical records. The purpose of this report form is to provide a uniform procedure for documenting the (What, When, Where) of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred within one of the four reporting locations and which have been reported to a Campus Security Authority (CSA) other than the Texas Tech Police Department. Data collected on this form is used to increase public safety, not to identify the victim; therefore, no personal identifying information shall be included on this form. All cooperating victims who do not wish to remain anonymous should be directed to the law enforcement agency having jurisdiction where the crime occurred.

TITLE IX/ SEXUAL MISCONDUCT REPORT FORM

This form should be used to report concerns pertaining to possible violations of Texas Tech University Sexual Harassment, Sexual Assault, Sexual Misconduct and Title IX policy such as gender-based discrimination, dating violence, domestic violence, hostile environment, sexual assault, nonconsensual sexual contact, sexual exploitation, sexual harassment, stalking, retaliation, or other forms of Sexual Misconduct.

DISCRIMINATION AND HARASSMENT REPORT FORM

This form should be used to report concerns pertaining to possible violations of the Texas Tech Non-Discrimination and Anti-Harassment policy and the TTU *Code of Student Conduct* including discrimination or harassment based on, or related to, sex (including pregnancy), race, color, national origin, religion, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, gender expression, or other protected categories, classes, or characteristics.

STUDENTS OF CONCERN REPORT FORM

Students of Concern is a central place for the Texas Tech University community to report student behaviors of concern for early intervention, risk assessment and referrals to help promote student success while paying special attention to the safety and security needs of members of the University community.

HAZING INCIDENT REPORT FORM

This report is used to submit incidents of hazing. Hazing is defined in the TTU Student Handbook as intentional, knowing, or reckless acts directed against a student by one person acting alone, or by more than one person, occurring on- or off-University premises for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of primarily students.

STUDENT CONDUCT VIOLATION REPORT FORM

This report is used to report an alleged violation of the TTU Student Handbook.

STUDENT ORGANIZATION MISCONDUCT REPORT FORM

This online form is for reports of student organization misconduct such as hazing, alcohol violations, social event planning risks, and Sexual Misconduct.

RAIDER RELIEF/STUDENT BASIC NEEDS

Students can apply for Raider Relief assistance, which was developed to support the needs of students and connect them with the most essential resources required to achieve academic goals as a Texas Tech University student.

CAMPUS AND COMMUNITY RESOURCES

EMERGENCY SERVICES	
EMERGENCY SERVICES	Call 911 in an emergency
POLICE	
Delegación de Policía Escazú San José Province, San Rafael de Escazú, Costa Rica	+506-2228-1274
Texas Tech Police Department 413 Flint Avenue Lubbock, TX	806-742-3931
FIRE	
Central Fire Station Calle Central Alfredo Volio, Dolorosa, San José Province, San José, Costa Rica	+506-2223-8055
HEALTH & MEDICAL	
Hospital del Trauma Alborada, San José Province, San José, Costa Rica	+506-2296-9599
Texas Tech University Student Health Services 1003 Flint Ave., Lubbock TX	806-743-2848
Texas Tech University Student Counseling Center 1003 Flint Ave., Room 201, Lubbock TX	806-742-3674
Texas Tech Crisis Helpline	806-742-5555
CAMPUS RESOURCES	
Texas Tech University- Costa Rica	+506-2519-9900
Texas Tech Dean of Students Student Union Building 1502 Akron Ave., Suite 203, Lubbock TX	806-742-2984
Texas Tech Office of Student Conduct 211 Wellness Center, Lubbock TX	806-742-1714
Texas Tech Title IX Coordinator Student Union Building 1502 Akron. Ave., Suite 232, Lubbock TX	806-834-1949
Texas Tech Risk Intervention & Safety Education (RISE) Drane Hall 2515 15 th St., Room 247, Lubbock TX	806-742-2110
Intercultural Education & Engagement Intercultural Education & Engagement Center 2533 15 th St., Lubbock, TX	806-742-3913
Student Mental Health Community Weeks Hall, 2 nd Floor 1300 University Ave., Lubbock TX	806-834-4544
Texas Tech Employee Assistance Program	806-743-1327 or 800-327-0328
COMMUNITY RESOURCES	
Hospital del Trauma Alborada, San José Province, San José, Costa Rica	+506-2296-9599
NATIONAL HOTLINES	
Drug Abuse	1-800-662-HELP (4357)
Domestic Abuse	1-800-799-SAFE (7233)
Suicide and Crisis Lifeline	988
Suicide Prevention	1-800-273-TALK (8255)
Sexual Assault	1-800-656-HOPE (4673)

*For additional Community Resources, please seek out local Texas Tech University- Costa Rica staff for help based on the specific situation and language abilities.

CAMPUS SAFETY COMMITTEES

There are several departments and teams at Texas Tech University that work together to ensure a safe environment on campus. Below you will find a brief description of these teams and the work they do. Some of these teams are governed by TTU Operating Policies, while others work as a committee to discuss situations as they arise.

TEXAS TECH UNIVERSITY CRISIS MANAGEMENT TEAM

The Crisis Management Team provides support services during or after a traumatic event. The team's services are not limited to violent acts. The team includes the TTPD Police Chief or designee, the Associate Vice President of Human Resources or designee, the Title IX Coordinator or Office for Student Civil Rights and Sexual Misconduct designee, Dean of Students, Clery Compliance Officer, Assistant Dean of Students & Senior Director of the Office of Student Conduct or designee, the Director of Employee Assistance Program or designee, an Assistant Vice President in the Office of Communications & Marketing or designee, the Managing Director of Equal Opportunity or designee, a member of Texas Tech executive management, and a representative from the Office of the General Counsel, and additional members as necessary.

Should an act of violence occur, the Crisis Management Team will consider the impact of the incident on the campus community and initiate appropriate debriefing, counseling, and support actions for the victims, co-workers, and families. An incident in this category may include serious or fatal injuries to one or more campus members in a manner that frightens or shocks segments of the community for a continuing period.

TEXAS TECH UNIVERSITY THREAT ASSESSMENT TEAM

Texas Tech University is committed to providing a safe and secure workplace, free from threats and violence, for all those involved in the business of the University. [Operating Policy and Procedure 76.10, Violence and Workplace Threats](#), states “threats (including those made by mail, over the telephone, by fax, by e-mail, or on social media), intimidation, and acts of violence, with or without the presence of a weapon, will not be tolerated at Texas Tech. Reported violations of this policy will be investigated, documented, and may result in disciplinary actions, up to and including immediate suspension and/or dismissal, and the filing of appropriate criminal charges.”

This Operating Policy and Procedure identifies the Threat Assessment Team to gather information and develop a plan of action to ensure the safety of the Texas Tech community. The team consists of the TTPD Police Chief or designee, the Managing Director of Human Resources or designee, the Director of Employee Assistance Program or designee, an Assistant Vice President in the Office of Communications & Marketing or designee, members of the Texas Tech executive leadership team, a representative from the Office of General Counsel, and additional members as necessary.

All employees are responsible for the immediate reporting of any threats received, witnessed, or communicated to them. The TTPD Police Chief, or designee, should be called immediately when a potentially threatening event is suspected or has occurred. Texas Tech understands the sensitivity of the information provided and/or alleged in such reports as it pertains to employees' rights to privacy and confidentiality. Appropriate procedures will be followed to limit the dissemination of reports on a need-to-know basis. Should a report prove to be false or actions misinterpreted as threats of violence, all reasonable steps will be taken to ensure the continued acceptance and effectiveness of the accused employee. The Threat Assessment Team's goal is to balance the safety and security of students and employees against the need for confidentiality of information.

TEXAS TECH UNIVERSITY TITLE IX OFFICE

Certain Clery-specific crimes are also considered to be Title IX violations and will be handled by the University as mandated under both statutory requirements.

WHAT IS TITLE IX?

The United States Code of Federal Regulations, Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” 20 USCA §1681.

Texas Tech is committed to providing its students, faculty, and staff with an education and workplace environment free from any form of unlawful discrimination. The Texas Tech community is dedicated to fostering and supporting a culture of mutual respect and communication.

PROHIBITED CONDUCT

Texas Tech University does not tolerate and prohibits discrimination or harassment of students based on, or related to, sex (including pregnancy, sexual orientation and gender identity), race, national origin, religion, age, disability, protected veteran status, or other protected categories, classes, or characteristics. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student’s protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed. Individuals who violate these policies and laws are subject to disciplinary action, up to, and including, expulsion. Examples of the types of discrimination that are strictly prohibited by Texas Tech include but are not limited to Sexual Misconduct/Harassment, the failure to provide equal opportunity in athletics, discrimination in a school’s science, technology, engineering, and math (STEM) courses and programs, and discrimination based on pregnancy.

WHO CAN YOU REPORT TO?

In addition to law enforcement, you can report an incident to the Title IX Office online using this [form](#), or based on your status with the University, by directly contacting any of the following administrators or offices. You also have the option to report only to Title IX and not involve law enforcement.

Title IX Coordinator

Dr. Kimberly Simón
232-E Student Union Building
1502 Akron Ave. Lubbock, TX 79409
806-834-1949
Kimberly.simon@ttu.edu

Title IX Case Manager

232-E Student Union Building
1502 Akron Ave. Lubbock, TX 79409
806-742-SAFE (7233)
titleix@ttu.edu

Texas Tech University System Title IX Coordinator for Employees

Office of Equal Opportunity, Suite 309
1508 Knoxville Ave. Lubbock, TX 79409
806-742-3627
eeo@ttu.edu

TEXAS TECH UNIVERSITY DEAN OF STUDENTS OFFICE

The Office of the Dean of Students leads an effort, for all levels of students, focused on nonacademic matters affecting student life, student success, and student learning. Distance Students access resources via online options, phone call communication, and established connections in the community in which the student resides. Representation from this office chairs the TTU Behavioral Intervention Team responding to students in crisis.

The Office of the Dean of Students supports the campus community through:

- encouraging student responsibility and leadership
- assist students and families during times of crisis, including case management services
- assist faculty and staff in resolving student concerns
- active involvement in issues related to student life at Texas Tech University

More information about the Office of the Dean of Students can be found at <https://www.depts.ttu.edu/dos/> or by calling 806-742-2984 or stopping by the office located at Suite 201AA of the Student Union Building Lubbock, Texas.

TEXAS TECH UNIVERSITY OFFICE OF STUDENT CONDUCT

The Office of Student Conduct (OSC) is responsible for helping to provide a safe learning and living environment in partnership with various campus units. OSC encourages students to be engaged in their overall development by proactively providing information to the campus community, in addition to adjudicating alleged violations of the TTU *Code of Student Conduct* in a fair and educational manner. The Office of Student Conduct meets with both undergraduate and graduate students to address potential violations of the TTU *Code of Student Conduct* and encourages students to be ethical, independent and well-rounded individuals. OSC also provides education on the value of active listening, diverse learning and personal accountability, in an effort to promote overall student success. Additionally, OSC provides training for TTU- Costa Rica students, faculty and staff to ensure their campus receives comparable information to aid in their overall success.

You can visit the OSC website at www.studentconduct.ttu.edu or contact them at: 806-742-1714 or studentconduct@ttu.edu. The Office of Student Conduct is located at room 211 of the Student Wellness Center on the corner of Flint and Main St. Lubbock, Texas.

TEXAS TECH UNIVERSITY STUDENT COUNSELING CENTER

The Student Counseling Center (SCC) is the primary mental health clinic for Texas Tech's main campus and provides mental health care to help Texas Tech students navigate life challenges, resolve psychological distress, and develop a life-long orientation toward resilience and mental wellness. The SCC is staffed by licensed psychologists, counselors, therapists, and their trainees; in addition, the clinic employs a Case Manager who can help students navigate referrals for off-campus care.

The SCC offers numerous types of therapies to address mental health concerns including anxiety, depression, bipolar disorder, traumatic stress, panic attacks, substance abuse, eating disorders, body image concerns, relationship problems, and family stressors. The clinic also houses the MindSpa, which provides students with self-guided services to manage stress and anxiety symptoms. Students initiate services by coming to the Student Counseling Center during Walk-in Clinic hours (Monday – Friday 12:30-3:30), during which time they will meet with a triage counselor who will help them in determining the appropriate services to meet their unique needs.

You can visit the SSC website at <https://www.depts.ttu.edu/scc/> or contact the office by calling 806-742-3674. The office is located at room 201 of the Student Wellness Center on the corner of Flint and Main St. Lubbock, Texas.



CAMPUS

SAFETY

CAMPUS SAFETY

Texas Tech University is committed to maintaining a safe, healthy, and educational environment for all students, employees and visitors to the campus community. The success of individuals and the University does not rest solely on the police but depends on our commitment to looking out for others. What we do, or fail to do, affects our own safety and the safety of others. The University has certain policies to establish and maintain the safety and well-being of its students, employees and the campus community. Violators of those policies risk disciplinary actions from Texas Tech University as well as prosecution by federal, state and local law enforcement agencies.

The University works to deter criminal opportunities by educating the University community. This education encourages students, faculty, and staff to be responsible for both their own safety and the safety of others. Throughout the academic year, various departments on campus provide additional prevention education and awareness programs on sexual assault, dating violence, domestic violence, stalking, drug and alcohol awareness, and maintaining a healthy lifestyle.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Generally, University facilities are open to the public during regular office hours except holidays and some evening hours when classes or other official University activities are in session. At other times, the campus buildings are generally locked and only faculty, staff, students, and campus visitors are permitted access.

On-site contracted security guards are present 24/7 and monitor all interior and exterior public spaces, however, they do not have access to Texas Tech University spaces.

SAFETY IN HOUSING UNITS AND FACILITIES

The Texas Tech University- Costa Rica campus does not have any University-owned student housing facilities at this location.

MAINTENANCE OF CAMPUS FACILITIES

Texas Tech University- Costa Rica maintenance personnel have the responsibility to maintain campus buildings and have physical key access to all buildings. Routine maintenance usually occurs during daytime hours. Texas Tech policy is that these activities be conducted with focus on safety and security and facilities and landscaping are maintained in a manner to minimize unsafe conditions. TTU-Costa Rica campus faculty, staff, and students are encouraged to report security concerns observed while in campus buildings and property. The University will respond to reports of potential safety and security hazards, such as broken windows, locks, and lighting problems. Members of the University community are encouraged to immediately report any security deficiencies or suspicious activity to any facilities staff member, security officer, or law enforcement officer.

RESPONSIBILITIES OF THE TEXAS TECH UNIVERSITY COMMUNITY FOR THEIR OWN PERSONAL SAFETY AND SECURITY AND THE SAFETY AND SECURITY OF OTHERS

Members of the Texas Tech University community should assume responsibility for their own personal safety and the security of their personal property and are encouraged to assist others. The following precautions provide guidance:

- Report all suspicious activity to local police immediately.
 - Always call 911 in case of emergency.
- Never take personal safety for granted.
- Try to avoid walking alone at night.
- Limit your alcohol consumption and leave social functions that get too loud, too crowded or that have too many people drinking excessively.
- Remember to call for help at the first sign of trouble.
- Carry only small amounts of cash, or the amount of cash required.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Secure your bicycles, scooters, motorcycles, etc. and register with the campus' Traffic and Parking to help prevent theft or aid in recovery if the item is stolen.
- Do not leave valuables in your car, especially if they are visible. Lock car doors and close windows when leaving your car.
- Do not prop open interior or exterior doors to buildings or residence halls.
- Engrave serial numbers or owner's recognized numbers, on items of value.
- Inventory your personal property and insure it with personal insurance coverage.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Texas Tech University recognizes certain emergency situations may occur which require an immediate response from emergency services. Texas Tech University has developed an Emergency Management Plan (EMP) that has been designed as an All Hazards plan that addresses mitigation, preparedness, response, and recovery. The basic emergency procedures are to enhance the protection of lives and property through effective use of University and campus community resources.

A principle tenet of the EMP is the use of the National Incident Management System (NIMS), which has been formally adopted by the Texas Tech University System Board of Regents as the foundation for incident command, coordination and support activities for the Texas Tech University System and its member institutions. It is the policy of the Texas Tech University System to coordinate training on the National Incident Management System and its core components to personnel responsible for managing and/or supporting major emergency and disaster operations.

For most major campus emergencies, the Emergency Operations Center (EOC) activation begins at the discretion of the University Leadership, University Emergency Management, and the Incident Commander. Based on recommendations from first responders and University Emergency Management, and after consultation with the University President, an emergency will be declared and the EOC activated to the extent necessary.

Based on the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of individuals the University will immediately notify the campus community. More information about Emergency Notifications and Timely Warnings can be found in Campus and Community Notifications chapter, located on page 36.

For more information regarding Texas Tech University's emergency notification procedures please visit the Office of Communications & Marketing's Emergency Communications website at <http://emergency.ttu.edu>.

TESTING OF THE EMERGENCY PREPAREDNESS/RESPONSE PLAN

In accordance with Texas Education Code Section 51.217 and United States Public Law 110-315 Title IV, the Texas Tech University Emergency Management Director schedules and executes at least one test of Texas Tech University's emergency response and evacuation procedures annually. The test may be announced or unannounced and will meet all of the following criteria: be scheduled, contain drills, exercises, follow-through activities, be designed for assessment and evaluation of emergency plans and capabilities.

The tests are in the form of one of the following: a mandatory emergency drill, tabletop, functional, or full-scale exercise. The tests, at a minimum, include testing of procedures for immediate emergency notifications of threats. All tests conducted are followed up by an "after action review," the purpose of which is to determine which procedures need to be sustained and how to refine or improve emergency response, evacuation and emergency notification procedures.

The current plan is tested in various areas across campus. Storm warning sirens are tested regularly, and drills are conducted periodically in the residence halls. Every year, exercises and drills were conducted pertaining to fire alarms, tornadoes, and building emergency planning.

The University tests its emergency notification system once a semester by sending a message to the University community via TechAlert, which distributes notifications by phone call, email, text, digital signage and social media. These tests are evaluated for timeliness and allow the campus community to ensure their contact information in the system is accurate.

EVACUATION PROCEDURES

If appropriate, campus and building evacuations will be completed according to the Emergency Management Plan (EMP). University buildings have emergency directories and signage to assist with evacuation and emergency procedures.

The following information details procedures for evacuation from campus and its buildings.

BUILDINGS

- All building evacuations will occur when an alarm sounds and/or upon notification by the police, fire marshal, staff, or designee.
- When the fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Those requiring accommodations should work with the building staff, Police Department, and the Fire Marshal's office.
- In the event of an emergency do not use the elevators unless instructed to do so.
- Once outside proceed to a clear area that is at least 200 feet away from the affected building.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Know your evacuation assembly points.
- DO NOT return to an evacuated building unless told to do so by a designated University official.

CAMPUS EVACUATION

- Evacuation of all or part of the campus will be announced by the local police or the Office of Emergency Management.
- All persons (students, faculty, and staff) are to immediately vacate the site in question and relocate to another part of the campus or designated location as directed.

When the TechAlert system is activated, the message will notify campus community members of the emergency, its exact location, and will most likely request community members to protect themselves by evacuating the affected area, if it is safe to do so, and/or by employing the shelter in-place concept. University authorities may instruct campus members to shelter-in-place if a condition exists that is potentially life threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to, active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.

Shelter-in-place means to take immediate shelter wherever you happen to be at the time of a shelter-in-place notification – in campus housing, in privately-owned housing near campus, in an academic or administrative building, etc. and remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel.

How to shelter-in-place:

- If you can safely evacuate a potentially dangerous or hazardous situation, do so immediately. If you cannot safely evacuate and you are inside, stay where you are.
- If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel.
- Locate a ground level, interior room without windows, to shelter inside.
- Shut and lock, if possible, all windows and close exterior doors. Doors and windows may need to be barricaded, if possible.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems, as you are able.
- Make a list of people with you and ask someone to call the list into the police to inform them of your location.

OFF-CAMPUS EMERGENCIES

The University may receive emergency information from the local police department about incidents within the immediate vicinity of campus that could imminently impact the safety of Texas Tech University. When appropriate, Texas Tech Police Department notifies the campus community of off-campus threats that could also represent a threat to the health or safety of students or employees.

CRIME PREVENTION

The cooperation and involvement of all members of the University community is essential in promoting safety and is sponsored by various campus departments throughout the year. Students, faculty, and staff must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. An individual's awareness of their surroundings is the best place to start. Always report any suspicious individuals or vehicles on any campus or university property to Texas Tech Police Department (806-742-3931) or by contacting the local law enforcement agency at +506-2228-1274.

The University suggests the following crime prevention and personal safety tips, which can contribute to the safety and security of the University community.

PERSONAL SAFETY & CRIME PREVENTION TIPS	
Always dial 911 in case of an emergency	
<p style="text-align: center;">PERSONAL PROPERTY</p> <ul style="list-style-type: none"> • Record the serial numbers to your property and mark personal items with your name or some other traceable identification. • Keep your credit cards, debit cards and important documents out of sight and secure. • Leave items of high monetary value at home. • Do not leave personal property unattended. • Do not carry excess cash. • Keep your purse/backpack close to your body. 	<p style="text-align: center;">RESIDENCE HALL/APARTMENTS</p> <ul style="list-style-type: none"> • Keep your room locked and keep your keys with you; do not loan them to others. • Do not prop open exterior doors of residence halls. • Do not attach your name and address to keys. • Do not let strangers enter the residence halls. • If someone knocks on your door, find out who it is before you open the door. • Never give out your personal information. • Do not leave a message on your door concerning your whereabouts. • Report any lost or stolen keys immediately.
<p style="text-align: center;">GENERAL INFORMATION</p> <ul style="list-style-type: none"> • At night, travel in well-lit areas and in pairs, when possible. • Report incidents or suspicious activity or persons to police: <ul style="list-style-type: none"> ○ Call 911 ○ Local Police: +506-2228-1274 ○ TTPD: 806-742-3931 ○ LPD: 806-775-2865 • Notify the Police if you have a protective order issued against an individual listing Texas Tech University as a protected location. • Be aware of email scams; if it seems too good to be true, it probably is. 	<p style="text-align: center;">VEHICLES</p> <ul style="list-style-type: none"> • Lock your car. • Keep your car keys with you at all times. • Do not leave valuable items in your car. • Do not park in isolated areas.

SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES

The Texas Tech University community is educated about incidents of crime and the importance of reporting crimes. Crime prevention is a top priority of Texas Tech University. From orientation to commencement, students are afforded the opportunity to learn from an array of programs designed to create a safer campus environment. Crime prevention and awareness programs usually begin with new student or new employee orientation sessions and are available throughout the student or employee's tenure with the University. Presentations outline ways to maintain personal safety and residence hall security. Topics covered by the programs include, Sexual Misconduct awareness and prevention, bystander intervention, active shooter awareness and response, alcohol and substance abuse awareness, the TTU *Code of Student Conduct*, academic dishonesty, civility, and hate crime awareness. Programs are offered on a continual basis and as requested.

The Texas Tech Police Department supports a proactive crime prevention effort on all campuses. This education encourages students, faculty, and staff to be responsible for both their own safety and the safety of others. Throughout the academic year, various departments on campus provide additional prevention education and awareness programs on sexual assault, dating violence, domestic violence, stalking, drug and alcohol awareness, and maintaining a healthy lifestyle. Safety and education programs are also supported by the offices of Student Life, Risk Intervention & Safety Education (RISE), Office of Student Conduct, and the Dean of Students work with members of the campus community in an effort to promote safety education.

OUTREACH PROGRAMS

RAIDER RESTART

Raider Restart is an individually delivered alcohol skills training program (ASTP) that aims to reduce harmful consumption and associated problems in students who drink alcohol and/or use marijuana. Raider Restart also offers group sessions for Texas Tech students. Raider Restart is a program facilitated by the Risk Intervention and Safety Education (RISE) office at Texas Tech in 247 Drane Hall Lubbock, TX. For more information about Raider Restart, call 806-742-2110.

VOICES FOR CHANGE

Voices for Change is an online course designed to engage learners in various topics while encouraging thoughtful decision making. This course takes a deeper dive into one's health, with the mission of creating a more informed, educated, and safer campus community.

BEHAVIORAL INTERVENTION TEAM (BIT)

This team is a central place for the Texas Tech University Community to report student behaviors of concern for early intervention, risk assessment, and referrals to help promote student success while paying special attention to the safety and security needs of members of the University community.

ACTIVE SHOOTER AWARENESS RESPONSE

The Texas Tech Police Department offers classroom and online active shooter training. For more information call 806-742-3931 or email police@ttu.edu.

RISK INTERVENTION & SAFETY EDUCATION (RISE)

RISE provides comprehensive prevention education for Texas Tech University on a variety of topics including alcohol, tobacco and other drugs, healthy relationships, safety, violence prevention, sexual assault prevention and consent education, suicide prevention, stress management, and bystander intervention. For more information about RISE, call 806-742-2110 or visit: [Risk Intervention & Safety Education \(RISE\) | RISE | TTU](#).

RESPONDING TO AN ACTIVE SHOOTER SITUATION

Campus shooting incidents are unpredictable. A person's immediate response will depend upon the specific situation he or she is facing.

ACTIONS TO TAKE IN AN ACTIVE SHOOTER SITUATION

In the event of an active shooter situation, *avoid, deny, and defend (ADD)*. Call Police when you are SAFE! What to tell the dispatcher:

- LOCATION of the active shooter(s)
- NUMBER of active shooters
- DESCRIPTION of shooter(s) gender, race, clothing, stature
- TYPE of weapon(s) and how many
- NUMBER of potential victims

From your desk or cell phone, dial 911!

IN THE EVENT OF AN ACTIVE SHOOTER SITUATION, AVOID, DENY, AND DEFEND (ADD).

AVOID

- If at all possible, get out to avoid the active shooter(s).
- Know exits and secondary escape routes.
- Secondary exits (break windows, walls).
- Leave all belongings behind and get to safety.

DENY

- Deny the shooter(s) access to your location.
- Lock the door.
- Barricade the door.
- Turn off the lights.
- Turn off all sounds.
- Silence cell phone.

DEFEND (if comfortable)

- Set up counterattack.
- Attack the shooter's weapon and get it away from shooter.
- Go for the eyes and throat.
- Secure weapon and the shooter.
- Wait for police to arrive.

When Police Arrive:

- Follow commands.
- Show your open hands.
- If carrying concealed, holster your weapon.
- Everyone will be evacuated, it may take time.

Remember ADD!

If not immediately impacted by the incident, take the following action:

- Stay away from the building.
- Notify anyone around to stay away from the building.
- Obey all verbal directions or commands given by police personnel.
- Take protective cover and stay away from all doors and windows.

ACTIVE SHOOTER EDUCATION

The Texas Tech Police Department presents classroom instruction and guidance on how to respond to and increase chances of survival during active shooter incidents.

NOTE: Police Officers from multiple agencies are likely to respond to incidents involving an active shooter. Remember that the police are there to isolate and stop the shooter first, and then will make every effort to ensure the wounded are evacuated and provided with medical treatment. In the event Police are encountered while still inside of a building, or within an area being targeted by the shooter, a person may be treated as a suspect or a potential threat. The procedures a person may witness are not intended to further traumatize victims but are instead performed to ensure no potential threats are overlooked and all potential threats are stopped. A bystander should immediately obey all verbal directions and commands given and realize the police will make every effort to ensure bystanders' safety.

SEX OFFENDER INFORMATION

FEDERAL REQUIREMENTS

In October 2000, the Federal Campus Sex Crimes Prevention Act 20 U.S.C. § 1092(f)(1)(I) amended Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994. The Campus Sex Crimes Prevention Act requires sex offenders who are required to register under state law to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides starting in October 2002.

Title I of the Adam Walsh Child Protection and Safety Act, the Sex Offender Registration and Notification Act (SORNA), provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

TEXAS SEX OFFENDER REGISTRATION PROGRAM

The Texas Sex Offender Registration Program (Chapter 62 of the Code of Criminal Procedure) is a sex offender registration and public notification law designed to protect the public from sex offenders. This law requires adult and juvenile sex offenders to register with the local law enforcement authority of the city they live in or, if the offender does not reside in a city, with the local law enforcement authority of the county where they reside.

Registration involves the offender providing the local law enforcement authority their name, address, a color photograph, and the offense the offender was convicted or adjudicated for. Registered sex offenders are required to periodically report to the local law enforcement authority and verify the accuracy of the

registration information and to promptly report certain changes in the information as those changes occur. A sex offender who fails to comply with any registration requirement is subject to felony prosecution.

WHO MAY RECEIVE CAMPUS-RELATED SEX OFFENDER DATA

The Texas Tech Police Department or the local police department may release sex offender information (name and known aliases, age, gender, race, physical description, photograph, crimes that were the basis for the registration requirement, date of last registration) relating to campus affiliated sex offenders to anyone who:

- Is over 18-years of age and a member of the campus community
- Is not themselves a registered sex offender
- Is willing to certify to the understanding that the release of registered sex offender information
- Is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
- Is willing to certify an understanding that it is illegal to use the sex offender registration information to harass, discriminate, or commit a crime against any person who has been identified as a sex offender
- Is willing to sign a “Registered Sex Offender View Form”

Campus affiliated registered sex offender information is available for inspection by members of the community (by appointment) at the Texas Tech Police Department during business hours. Call 806-742-3931 for more information.

PUBLIC ACCESS TO SEX OFFENDER DATA

Upon registration of an offender, the Texas Tech Police Department forwards a notice, along with identifying information to campus officials. Additionally, the Texas Tech Police Department maintains links to government websites that provide public access to sex offender data. Relevant websites where registered offender data may be found are:

- USDOJ National Sex Offender Public Website – <https://NSOPW.gov>
- <https://publicsite.dps.texas.gov/SexOffenderRegistry>

Sex offender information should not be used to harass or commit any crime against a sex offender. Public safety is best served when registered sex offenders are not concealing their location to avoid harassment.

CAMPUS SEX OFFENDER DISCLOSURE

The Texas Tech Police Department may proactively release details about an offender to the campus community if the offender has been designated high risk and is believed to present an imminent threat to our community or if there has been a reported offense wherein the offender is believed to be an involved party.

SEX OFFENDER REGISTRATION REQUIREMENTS

Registration with the University is required for an offender who: is enrolled as a student or is a full/part time employee with or without compensation, including a volunteer, or carries on a vocation, attends school, or is a visitor to any campus property shall register within seven days with the Texas Tech Police Department. Campus registration of sex offenders will be conducted at the Texas Tech Police Department during normal business hours. Please call 806-742-3931 to make an appointment.

A campus affiliated sex offender shall also notify the Texas Tech Police Department within seven working days of ceasing to be enrolled or employed, ceasing to carry on a vocation at Texas Tech University, or change of address. Notice of all registered offenders is forwarded via the Police Department to the respective institution's President, Provost, Dean of Students, and relevant Academic Dean, and Human Resources Department and/ or program director.



CAMPUS AND COMMUNITY

NOTIFICATIONS

CAMPUS AND COMMUNITY NOTIFICATIONS

Texas Tech University will provide Timely Warning Notifications to the campus community about reported crimes in a manner that is timely, withholds the names of victims as confidential, and will aid in the prevention of similar crimes. The University works to provide information to students and employees about campus security procedures and encourages them to be responsible for their own security and the security of others. Students and employees are kept informed about crimes or emergencies occurring on campus or immediately adjacent to campus that pose a serious or ongoing threat to the campus. In addition to this information, the Texas Tech Campus Community is given information on prevention strategies through a variety of non-emergency communication channels.

DAILY CRIME LOG AND FIRE LOG

One method of disseminating crime and safety information is the publication of the Daily Crime Log and Fire Log. Texas Tech Police Department maintains a daily crime log of the last 60 days of reported incidents and is available for public inspection at the Texas Tech Police Department during normal business hours, or online at the [Daily Crime Log page \(http://www.depts.ttu.edu/tpd/daily/\)](http://www.depts.ttu.edu/tpd/daily/). The log includes offenses reported to the Texas Tech Police Department which occurred on campus, in or on a non-campus building or property, public property immediately adjacent and accessible to campus, or within the patrol jurisdiction of the police department.

The CSA Crime Log also includes information reported to Campus Security Authorities (CSAs) about Clery crimes that occur on Clery geography and is maintained within its own log as part of the overall crime log. The Clery Compliance Officer maintains the CSA crime log of the last 60 days of reported incidents and is available for public inspection at the Texas Tech Police Department during normal business hours, or online at the [Daily Crime Log page \(http://www.depts.ttu.edu/tpd/daily/\)](http://www.depts.ttu.edu/tpd/daily/).

The fire log is available for public inspection at the Texas Tech Police Department during normal business hours, or online at the [Fire Log page \(http://www.depts.ttu.edu/tpd/daily/\)](http://www.depts.ttu.edu/tpd/daily/). There is no fire log maintained for Texas Tech-Costa Rica site as there are no Texas Tech owned student housing facilities.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Information on reported crimes or emergencies which pose a serious or continuing threat to the campus community are disseminated through timely warnings and emergency notifications using TechAlert. Timely Warnings and Emergency Notifications are separate requirements under the Clery Act and different types of circumstances would prompt the issuance of each as described in each section below.

Individuals can report emergencies occurring at Texas Tech University- Costa Rica by dialing 911 to reach the local police department.

ENROLLING IN THE UNIVERSITY'S TECHALERT SYSTEM

All faculty, staff, and students are automatically enrolled with their eRaider email address and the primary phone number listed in their personnel or registration records. The system accommodates three additional numbers with options for text messages and TDD/TTY for the hearing impaired. All members of the Texas Tech community should keep their information updated by going to the Emergency Communications Center webpage at <http://www.emergency.ttu.edu>. The information is secure and will never be used by Texas Tech University for any reason other than emergency alert notifications.

TIMELY WARNINGS

The University develops and distributes timely warnings for the Tech community to notify members about serious crimes against people or emergencies that occur on or within the TTU Clery Geography when it is determined the incident may pose a serious or ongoing threat. These warnings are disseminated through the TechAlert system. The Clery Compliance Officer and the Assistant Vice President for Compliance and Title IX are responsible for making the decision to issue a timely warning and will, on a case-by-case basis, determine the content to ensure the persons at risk are notified. The message will be sent by the Clery Compliance Officer or Office of Communications & Marketing.

Texas Tech University will issue a timely warning for Clery Act crimes that occur on the University's Clery Act geography which are reported to Campus Security Authorities (CSAs), Texas Tech Police Department (TTPD), or local law enforcement and are considered by the institution to represent a serious or continuing threat to the campus community. The requirement for timely warnings is not limited to violent crimes or crimes against persons and is not limited to certain types of Clery Act crimes. A timely warning may be issued for non-Clery Act crimes that pose a serious or continuing threat to the campus. Timely Warning Notifications will be sent to all of the Texas Tech Community and messages will not be segmented.

Texas Tech may issue a timely warning for the following crimes:

1. Criminal homicide
2. Aggravated assault
3. Sexual assault
4. Robbery involving force or violence
5. Major incident of arson
6. Burglary
7. Motor vehicle theft
8. Domestic violence
9. Dating violence
10. Stalking
11. Any of the above-mentioned crime if the offender was motivated by bias
12. Any other crime or situation that poses a threat to the public health or safety of the campus community
13. Other Clery crimes as determined necessary

A timely warning will generally not be issued for the above listed crimes if:

- The department apprehends the subject(s) and the threat of imminent danger for members of the community has been mitigated by the apprehension.
- If a report was made to a pastoral or professional counselor, acting in their official capacity. The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.
- A report was not filed with Texas Tech Police Department (TTPD), or the department was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. Each situation will be evaluated on a case-by-case basis.

CONTENT OF A TIMELY WARNING NOTIFICATION

Warnings issued to the campus community will contain sufficient information about the nature of the threat to enable recipients to take action to protect themselves. While law enforcement may need to keep some facts confidential to avoid compromising an investigation and protect victim privacy, information to be issued in a timely warning includes but is not limited to:

1. Date and time or time frame of the incident
2. Brief description of the incident
3. Possible connections to previous incidents, if applicable
4. Areas of campus the University advises students and employees to avoid, if applicable
5. Suspect description, if available and if there is a sufficient amount of detail to identify the individual
6. Police agency contact information
7. Information that will promote safety and potentially aid in the prevention of similar crimes
8. Other information as deemed necessary by the TTPD Police Chief or designee

The Texas Tech Police Department will send warnings to the community for serious threats (active shooter, etc.).

EMERGENCY NOTIFICATIONS

Texas Tech University will immediately notify the campus community upon confirmation of significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, bomb threat, gas leak, or a fire actively raging in a campus building.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, 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 an emergency.

Immediate notification to the campus can be accomplished through a variety of communication methods, but the use of the emergency cell phone text/voice messaging and all campus email would be seen as the most common and quickest forms of communication under these circumstances.

When the Regional Site Director becomes aware of a situation that may warrant the issuing of an immediate notification, they will immediately contact local law enforcement. Emergency services from the local area will confirm (through response, investigation, or collaboration with emergency responders) that there is a significant incident. After information has been gathered, the appropriate individuals from local law enforcement and staff on site will quickly evaluate the situation to determine if an alert is warranted, develop the content of the notification message, identify the appropriate segment or segments of the campus community, and will send the notification to the campus community.

CONFIRMING THE EXISTENCE OF A SIGNIFICANT EMERGENCY OR DANGEROUS SITUATION

Most significant emergencies are reported to on-site staff and local law enforcement. A Police officer will be dispatched to the scene to confirm the emergency or disaster conditions. Confirmation typically

involves the response and assessment of TTPD officers, University officials, emergency management, local police, or other emergency responders. Dispatch will request the appropriate assistance from other emergency services personnel as needed and will immediately contact the TTPD Police Chief or designated command staff.

DETERMINING WHETHER A CONTINUING THREAT EXISTS

The determination of whether a reported crime presents a continuing threat to the University will be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as, but not limited to the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

DETERMINING THE CONTENT OF THE NOTIFICATION

The TTPD Police Chief, or designee, has the ability and authority to issue an alert without delay and without further consultation with any other University official. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. The University will attempt to make such notification sufficiently specific so as to enable recipients to take an appropriate response to the threat. Template messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the TTPD Police Chief, or designee consults with university leadership prior to an alert being issued.

DETERMINING THE APPROPRIATE SEGMENT OF THE CAMPUS COMMUNITY TO RECEIVE AN EMERGENCY NOTIFICATION

Regardless of the event, whenever the emergency notification system is activated all members of the Texas Tech University community will be notified. There will be no segments of the main campus that will be omitted from receiving an emergency notification.

Initiating the Notification System

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. The primary emergency communication tool is TechAlert, which distributes notifications via phone call, text message, email, social media and on-campus digital signage. If the situation warrants, the University will establish a telephone call-in center. The TTPD Police Chief or highest-ranking Police Officer is responsible for initiating the TechAlert system. In the absence of the TTPD Police Chief or other members from the police department, the Director of Emergency Management, Clery Compliance Officer, and designated members of the Office of Communications & Marketing staff can initiate a notification through the system.

Procedures for Disseminating Emergency Information to the Larger Community and Follow Up Messages (i.e. individuals and organizations outside the campus community)

If the University activates TechAlert in response to a situation that poses an immediate threat to members of the campus community, the Texas Tech Police Department is responsible for disseminating the initial emergency notification. The Office of Communications & Marketing is responsible for all follow-up TechAlert notifications. They will also maintain communications with national, regional, and local media outlets. By following the above university procedures, the University is not required to issue a timely

warning based on the same circumstances that initiated the emergency notification; however, the University must provide adequate follow-up information to the community as needed. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via a TechAlert notification.

Distribution Methods

Texas Tech University has multiple campuses, and members of each campus community are able to be notified of situations which warrant the issuance of a timely warning. This is done through TechAlert, Texas Tech University's centralized emergency communication system, which allows individual members of each campus community to receive notifications specifically tailored to the individual's campus. Emergency Notification & Timely Warnings will be distributed in a manner likely to reach the entire campus community using the most expedient method(s) available. Notifications may be made using any, any combination, or all of the following means:

- Verbal announcements
- TechAlert text messaging
- TechAlert email
- TechAlert voice calling
- Tech Announce email
- Texas Tech Outdoor Warning Siren System
- Fire Alarm Systems
- Indoor and outdoor digital signage
- Texas Tech Police Vehicle Public Address Systems
- Texas Tech Building Public Address Systems
- Texas Tech Emergency Communications Webpage
- Texas Tech University "Home" Webpage
- Social Media
- Issuance of press statements or releases to members of the media
- Any other means which may be an effective tool for reaching those who might be at risk

NOTIFICATION DISTRIBUTION PROCESS

The chart below reflects which office, or specific position, is responsible for the various notification methods and the process to develop and send each notification.

SYSTEM TO USE	PRIMARY MESSAGE CREATOR	BACKUP MESSAGE CREATOR	AUTHORITY FOR APPROVING & SENDING MESSAGES	PRIMARY MESSAGE SENDER/ DISTRIBUTOR	BACKUP MESSAGE SENDER/ DISTRIBUTOR
PRIMARY					
EMERGENCY NOTIFICATIONS- TECHALERT SYSTEM	Texas Tech Police Department	Emergency Management Director or Communications & Marketing	TTPD Police Chief	Texas Tech Police Department	Emergency Management Director or Communications & Marketing
TIMELY WARNING NOTIFICATION- TECHALERT SYSTEM	Clery Compliance Officer or Communications & Marketing	Emergency Management Director or Communications & Marketing	Clery Compliance Officer or Communications & Marketing	Clery Compliance Officer or Communications & Marketing	Emergency Management Director or Communications & Marketing
EMERGENCY WEBSITE	Initiated with TechAlert System	Communications & Marketing	Communications & Marketing	Initiated with TechAlert System	Communications & Marketing
SECONDARY					
LOCAL MEDIA	Communications & Marketing	Texas Tech Police Department PIO	Communications & Marketing	Communications & Marketing	Texas Tech Police Department PIO



OFF-CAMPUS

**SAFETY &
RESOURCES**

OFF-CAMPUS SAFETY & RESOURCES

This campus does not have Texas Tech police officers on campus. All law enforcement services are provided by the local police department. For assistance on- and off-campus, students and employees should contact the departments listed below.

Delegación de Policía Escazú San José Province, San Rafael de Escazú, Costa Rica +506-2228-1274	Central Fire Station Calle Central Alfredo Volio, Dolorosa, San José Province, San José, Costa Rica +506-2223-8055
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The campus does not have any student organizations, including fraternities and sororities. When there is a potential that a TTU student is involved in an offense while off-campus, the local police will handle the investigation and may provide information about criminal activity at any properties that are owned or controlled by the University to the Regional Site Director. Texas Tech University has no responsibility for security policies, procedures, or safety at these locations.

OFF-CAMPUS SAFETY CONSIDERATIONS

Living off-campus requires different considerations for safety:

- Make sure the apartment or house locks have been changed since the previous tenants moved out.
- List only your first initial and last name on a mailbox.
- Leave lights on or put them on a timer when you are away for an extended time or plan to arrive home after dark.
- If your keys are lost or stolen, change your locks immediately.

When you find a new place to live, prior to moving in and signing a lease, be mindful of security and carefully inspect your potential home keeping security in mind. Here are some questions to keep in mind:

- How safe is the neighborhood?
- Are there smoke and carbon monoxide detectors throughout the unit, especially near the bedroom area?
- Is there sufficient lighting indoors and outdoors?
- Is the landscaping maintained to keep windows, doors, and walkways visible and to eliminate hiding places?
- Are there quality locks with a deadbolt on doors, as well as locks on the windows?
- Does the route to walk to and from public transportation appear safe?



RESPONSE

**TO DATING VIOLENCE, DOMESTIC
VIOLENCE, SEXUAL ASSAULT, & STALKING**

POLICY STATEMENT

Texas Tech University proactively addresses dating violence, domestic violence, sexual assault, stalking incidents, and other forms of gender discrimination or Sexual Misconduct. Violence and the fear of violence can disrupt the working and learning processes of the University community.

The University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Texas Tech prohibits discrimination based on sex (which includes pregnancy, sexual orientation, gender identity, and gender expression), and other types of Sexual Misconduct. Sexual Misconduct includes Title IX Sexual Misconduct, sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (dating and domestic violence), sexual violence, and any other misconduct based on sex. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, by actions, or electronically displayed or conveyed. Texas Tech University prohibits the offenses of dating violence, domestic violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community.

While the University strongly urges students, faculty, staff and third parties to report incidents of prohibited conduct, note that Responsible Employees of the University are required to promptly report incidents of prohibited conduct as provided in this policy. The University will respond to all reports of prohibited conduct and will conduct a prompt, fair, and impartial investigation and resolution for complaints and, where appropriate, issue remedial measures and/or sanctions. The standard of evidence that will be used in investigating and resolving complaints made under this policy is the "preponderance of the evidence" standard. This standard is met if the allegation is deemed more likely to have occurred than not.

In an effort to reduce the risk of these incidents occurring among its students, the University utilizes initiatives to promote awareness, education, risk reduction and prevention. Texas Tech offers programming every year to identify and prevent sexual assault (including stranger and known-offender assaults), dating violence, domestic violence, and stalking. Educational programs are offered to raise awareness for all incoming students and employees. Both awareness and primary prevention programs offered throughout the year include strong messages regarding topics such as bystander intervention and consent. All programs discuss institutional policies on Sexual Misconduct, sexual assault, dating violence, domestic violence, and stalking; the Grievance Process associated with these incidents; and the Supportive Measures available to parties should they need them. Programs also share information on risk reduction, how to recognize warning signals, and how to avoid potential attacks.

Texas Tech revised its Title IX Sexual Misconduct policy after the approval of the new Title IX regulations that went into effect August 14, 2020. The policy that governs Title IX and Non-Title IX Grievance Process is [Texas Tech University System Regulation 07.06.A & B](#).

DEFINITIONS

For purposes of this policy, the below definitions apply. However, some of these terms are also defined under federal and/or Texas State law. For more information regarding state law definitions, please refer to the end of this section.

Formal Complaint: Document filed by a Complainant or signed by the University's Title IX Coordinator alleging Sexual Misconduct against a Respondent and requesting that the University investigate the allegation(s) of Sexual Misconduct.

Complainant: An individual, who must be participating or attempting to participate in the University's education program or activity, who is alleged to be the victim of conduct that could constitute Sexual Misconduct.

Consent: Mutually understandable words or actions, actively communicated both knowingly and voluntarily, that clearly convey permission for a specific activity. Consent is not effective if it results from: (i) the use of physical force, (ii) a threat of physical force, (iii) intimidation, (iv) coercion, (v) incapacitation, or (vi) any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to engage in sexual activity.

Incapacitation: A state of being that prevents an individual from having the capacity to give consent. For example, incapacitation could result from the use of drugs or alcohol, an individual being asleep or unconscious, or because of an intellectual or other disability.

Respondent: The individual who has been reported to be the perpetrator of conduct that could constitute Sexual Misconduct.

Responsible Employee: All employees, except for those designated by the University as an individual whom University students may speak confidentially concerning Sexual Misconduct or who receives information regarding such an incident under circumstances that render the Employee's communications confidential or privileged under other law, are responsible employees who must report allegations of Title IX Sexual Misconduct, including all known information concerning the incident, to the Title IX Coordinator.

Retaliation: Any action that adversely affects the academic, employment, or other institutional status of a student or employee of the University, visitor, applicant for admission to or employment with the University, because an individual has, in good faith, brought a complaint to the University.

Title IX Sexual Misconduct: Conduct that allegedly occurred against a person in the United States, in a University's education programs or activities, on the basis of sex, and that satisfies one or more of the following:

1. *Sexual Harassment- Quid Pro Quo:* A University employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.
2. *Sexual Harassment- Severe, Pervasive, and Objectively Offensive Conduct:* Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

NON-TITLE IX SEXUAL MISCONDUCT DEFINITIONS

In addition to the Title IX Sexual Misconduct and VAWA/Clery definitions, the [Non-Title IX Sexual Misconduct Policy](#) also utilizes the following definitions.

Sexual Assault: Sexual contact or intercourse with an individual without that individual's consent, including sexual contact or intercourse against an individual's will or in a circumstance in which an individual is incapable of consenting to the contact or intercourse. Sexual Assault includes:

- **Nonconsensual Sexual Contact:** Intentional sexual touching, however slight, with any object or part of one's body of another's private areas without consent. Sexual Contact includes: (1) intentional contact with the breasts, buttock, groin, or genitals; (2) touching another with any of these body parts; (3) making another touch you or themselves with or on any of these body parts; or (4) any other intentional bodily contact in a sexual manner.
- **Nonconsensual Sexual Intercourse:** Sexual penetration or intercourse, however slight, with a penis, tongue, finger, or any object, and without consent. Penetration can be oral, anal, or vaginal.

Sexual Exploitation: Taking nonconsensual or abusive sexual advantage of another for the benefit of oneself or a third party. Prohibited behavior includes but is not limited to: (i) purposeful recording, distribution, or dissemination of sexual or intimate images or recordings of another individual without that individual's full knowledge or consent; (ii) sexual voyeurism; (iii) inducing another to expose one's genitals or private areas; (iv) prostituting another; and (v) knowingly exposing someone to or transmitting a sexually transmitted disease, without the individual's full knowledge and consent.

Sexual Harassment: Unwelcome, sex-based verbal or physical conduct that:

- In the employment context, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. To constitute an intimidating, hostile, or offensive working environment, the complained of conduct must be either severe, persistent, or pervasive.
- In the education context, is sufficiently severe, persistent, or pervasive that the conduct unreasonably interferes with a student's ability to participate in or benefit from educational programs or activities.
- Examples of inappropriate behavior that may constitute Sexual Harassment include, but are not limited to: (1) sexual teasing, jokes, remarks, or questions; (2) sexual looks and gestures; (3) sexual innuendoes or stories; (4) communicating in a manner with sexual overtones; (5) inappropriate comments about dress or physical appearance; (6) inappropriate discussion of private sexual behavior; (7) gifts, letters, calls, emails, online posts, or materials of a sexual nature; (8) sexually explicit visual material (calendars, posters, cards, software, internet, or other multimedia materials); (9) sexual favoritism; (10) pressure for dates or sexual favors; (11) unwelcome physical contact (touching, patting, stroking, rubbing); (12) nonconsensual video or audio-taping of sexual activity; (13) exposing one's genitals or inducing another to expose their genitals; (14) Stalking; (15) Dating or Domestic Violence; (16) Nonconsensual Sexual Intercourse, Sexual Assault, or rape; and (17) other gender based threats, discrimination, intimidation, hazing, bullying, stalking, or violence.

CLERY ACT DEFINITIONS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Clery Act defines the crimes of dating violence, domestic violence, sexual assault and stalking as follows.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

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

Domestic Violence: A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/ her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

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

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

BE AN ACTIVE BYSTANDER

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystanders play a critical role in prevention as they are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved in an incident but have the choice to intervene by speaking up or calling for help. Texas Tech promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. The list below will help those individuals who want to intervene but might not know what to do.

- **Recognize a Problem**
 - Be aware of your surroundings.
 - Look for red flags.
 - Trust your gut.
- **Assume Responsibility**
 - If not you – then who?
 - If you see something – step up.
 - Ask others what they think.
 - Check in with your friends to make sure they are okay.
- **Implement Resources**
 - What kind of information should you have?
 - Is it safe for you to help this person?
 - What aspects of this situation can you control?
- **Determine a Plan**
 - Choose a course of action and make a plan.
 - Stay calm.
 - Gather information and consider options.
 - Give clear and direct requests.
 - Don't judge the person.
 - Know appropriate referrals.
 - You can ALWAYS call 911.
- **Engage Others**
 - Who do you need to help you?
 - Give people specific and clear instructions.
 - If you're the person in need, call people out with identifiers.
 - Empower others to help, and always thank those who responded.
- **Respond**
 - Approach everyone as a friend.
 - Do not be antagonistic/confrontational.
 - Avoid violence at all costs.
 - Be honest and direct, when possible.
 - Keep yourself safe.
- **Create a Safer Community**
 - Hold people accountable for their actions – big and small.

- Respect boundaries, communicate safety, and set clear expectations.
- Follow through and check in.
- Have courage, compassion, and know that love and acceptance heals a world of violence and hate.

For more information regarding bystander intervention contact the Risk Intervention & Safety Education (RISE) Office at 806-742-2110. If you or someone else is in immediate danger, call Delegación Policía Escazú at +506-2228-1274 or by dialing 911.

RISK REDUCTION

Risk reduction strategies are options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. While risk reduction strategies may be helpful in some situations, these tips may not prevent all assaults. Even if all protective measures are taken, violence may still occur. While below are some strategies to reduce one's risk of experiencing violence, know that if violence does occur there is no blame for the victim. These suggestions may help you reduce the risk of experiencing sexual harassment or assault.

- Be aware of your surroundings.
- Try to avoid isolated areas.
- Walk with purpose.
- If a situation or location feels unsafe or uncomfortable, it probably isn't the best place for you.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together and leave together.
- If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended.
- Don't accept drinks from people you don't know or trust.
- Watch out for your friends, if a friend seems out of it, seems too intoxicated for the amount of alcohol they've had, or is acting out of character, get them to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately.
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try.
 - Remember that being in this situation is not your fault.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them.
 - Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse.
 - Try to think of an escape route. How would you try to get out of the room? Where are the doors?
- To avoid violating any sexual misconduct (sexual harassment, dating/domestic violence, sexual assault, stalking) policies, make sure you have consent for any sexual activity and in your interpersonal relationships. Consent is defined as mutually understandable words or actions that are freely given. Consent cannot be coerced, and consent is not implied. A person cannot give

consent if they are incapacitated by alcohol or drugs, if they are unconscious/asleep, if they have a mental or physical disability that prevents them from understanding the nature or consequences of the act, or if they are under the age of consent in Texas.

PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

In conjunction with the Title IX Coordinator, the RISE Office at Texas Tech is responsible for the creation and delivery of educational programs designed to prevent dating violence, domestic violence, sexual assault, and stalking. The RISE Office administers and manages both primary and ongoing prevention efforts that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research, assessed for value, effectiveness and/or outcome, and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. RISE collaborates with campus departments and community resources to ensure population specific relevance and awareness.

Texas Tech administers educational programming consisting of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that:

1. Clearly communicate that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking (as defined by the Clery Act).
2. Provide the definitions of dating violence, domestic violence, sexual assault, and stalking as defined by the Violence Against Women Act (VAWA).
3. Provide the definitions of dating violence, domestic violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms.
4. Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity, as defined by the student and employee Codes of Conduct and Texas State law.
5. Provide a description of safe and positive options for bystander intervention.
6. Provide information on risk reduction.
7. Provide information regarding:
 - a. Procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking occurs
 - b. How the institution will protect the confidentiality of victims and other necessary parties
 - c. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community
 - d. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures
 - e. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking

PRIMARY PREVENTION AND AWARENESS PROGRAMS

The Office for Student Civil Rights & Sexual Misconduct and the RISE Office provide primary prevention and awareness programs to all incoming students and employees. These programs involve the presentation and distribution of educational materials during new student and employee orientations, providing programs by invitation at staff meetings or academic programs, and requiring all incoming students to take online courses related to the prevention of sexual assault and high-risk drinking.

These trainings include:

Orientation Programs: include education sessions, passive programming, and resources during welcome week that educate new students about bystander intervention, alcohol, drugs, dating violence, domestic violence, sexual assault, and stalking.

Voices for Change: an online course designed to engage learners in various topics while encouraging thoughtful decision making. This course takes a deeper dive into one's health, with the mission of creating a more informed, educated, and safer campus community.

Sexual Assault Prevention for Undergraduates and Graduates: all incoming students complete a web-based primary prevention course during their first semester as a student. Sexual Assault Prevention for Undergraduates and Graduates is an online, research-based, interactive course designed to educate college students about policies, reporting processes, community resources, bystander intervention, dating violence, domestic violence, sexual assault, and stalking.

State Required Employee Trainings: all employees are required to take complete an Equal Employment Opportunity (EEO), Title IX, The Clery Act, and Ethical Conduct Compliance Training every two years. An additional Campus Security Authority (CSA) training is required should the position be designated as a CSA.

ONGOING PREVENTION AND AWARENESS PROGRAMS

Ongoing prevention and awareness campaigns include domestic violence month events and activities, sexual assault and awareness month events and activities, bystander intervention programming, and programming specific to developing healthy relationships.

EDUCATIONAL WORKSHOPS

Several workshop presentations are available as options that may be presented in academic courses, student housing, student organizations, fraternities, and sororities. Available workshops include bystander intervention, dating violence, domestic violence, sexual assault, and stalking.

All educational workshops are designed to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

AWARENESS MONTHS AND EVENTS

The Office for Student Civil Rights & Sexual Misconduct and the RISE Office coordinate with various campus partners such as University Student Housing, Student Life, Student Involvement & Fraternity & Sorority Life, Athletics, Student Activities, the Student Counseling Center and Human Resources to develop campus wide programming related to alcohol abuse, sexual assault, dating violence, domestic violence, stalking and bystander intervention. Events and resource fairs are offered to students and employees, and are designed to increase knowledge, share information, and resources to prevent violence, promote safety and reduce perpetration.

PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING OCCURS

The following information is the same for both the Title IX Sexual Misconduct process and the Non-Title IX Sexual Misconduct process. Any areas that may be different will be specifically noted.

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at the **Hospital del Trauma**. Sexual Assault Nurse Examiners (SANE) at the hospital are trained and certified in physical evidentiary recovery kit collection. Preserving DNA evidence can be key to identifying the perpetrator in a sexual violence case. Evidence may be collected, even if the victim chooses not to make a report to law enforcement.

If a victim of sexual assault does not wish to involve police at the time of the assault, there is still an option to have the forensic evidence collected in a timely manner. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, dating violence, domestic violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to University adjudicators/Investigators or local police. Regardless of the preservation of evidence, the assault should be reported.

INVOLVEMENT OF LAW ENFORCEMENT AND CAMPUS AUTHORITIES

Although the University strongly encourages all members of its community to report violations of this policy to the Texas Tech Police Department or local law enforcement agency, it is the victim's choice whether or not to make such a report. A victim may be assisted in notifying law enforcement if they choose. Furthermore, victims have the right to decline to notify law enforcement.

REPORTING INCIDENTS TO THE UNIVERSITY

Victims are always encouraged to report incidents to the police and/or the Office for Student Civil Rights & Sexual Misconduct, however any of the offices listed included in this Report and any University employee may assist students in reporting misconduct. Students may report confidentially at the Student Counseling Center, the Family Therapy Clinic, or the Psychology Clinic.

A victim may report to the Office for Student Civil Rights & Sexual Misconduct 24 hours a day, 365 days a year by filing a report online at https://cm.maxient.com/reportingform.php?TexasTechUniv&layout_id=40. A victim may also report in person by visiting the Office for Student Civil Rights & Sexual Misconduct located in the Student Union Building, room 232, by calling 806-742-7233, via email (titleix@ttu.edu), or by mail (Box 42031, Lubbock, TX 79409). Reports of all dating violence, domestic violence, sexual assault, sexual harassment, public indecency, sexual exploitation, stalking, and any form of gender-based misconduct or discrimination made to Texas Tech Police Department (TTPD) will automatically be referred to the Title IX Coordinator for review. The Office for Student Civil Rights & Sexual Misconduct

is not a confidential reporting entity and is required to report criminal incidents as a Campus Security Authority (CSA) for Clery Act compliance purposes.

When a report involving Sexual Misconduct is made to any University employee, except those deemed a Confidential Resource such as employees at the Student Counseling Center, the employee is required to report the incident to the Title IX Coordinator, including all known details, for follow up. In addition, a CSA should report any dating violence, domestic violence, sexual assault, or stalking incident to the Texas Tech University Clery Compliance Officer using the [CSA Reporting Form](#).

FILE A FORMAL COMPLAINT

Individuals seeking to file a Formal Complaint should begin by reporting the alleged Sexual Misconduct to the Office for Student Civil Rights & Sexual Misconduct or System Office of Equal Opportunity. Upon receiving such report, the Title IX Coordinator or System Office of Equal Opportunity will promptly contact the Complainant to: (1) discuss the availability of Supportive Measures, which are available with or without the filing of a Formal Complaint, and (2) explain to the Complainant the process of filing a Formal Complaint.

Such a report may be made at any time by calling the Office of Student Civil Rights & Sexual Misconduct at 806-742-7233, emailing the Title IX Coordinator at titleix@ttu.edu, using the Incident Reporting Form, report in person by visiting the Office for Student Civil Rights & Sexual Misconduct located in the Student Union Building, room 232 or by mailing a report to Box 42031, Lubbock, TX 79409. Persons other than employees wishing to remain anonymous may do so by submitting a report via the Incident Reporting Form in an anonymous manner; however, electing to remain anonymous may limit the ability to investigate an alleged incident, collect evidence, and/or take effective action against individuals accused of violating this regulation.

PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN A CRIME OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING IS REPORTED

The following information is the same for both the Title IX Sexual Misconduct process and the Non-Title IX Sexual Misconduct process. Any areas that may be different will be specifically noted.

The University has procedures in place that are sensitive to victims who report sexual assault, dating violence, domestic violence, and stalking, including informing individuals about their right to file a criminal complaint, as well as the availability of Supportive Measures such as counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off-campus, as well as additional remedies to prevent contact between a Complainant and a Respondent, such as housing, academic, transportation and working accommodations, if the accommodations are reasonably available.

The University will implement Supportive Measures, if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

The Office for Student Civil Rights & Sexual Misconduct is responsible for investigating reports involving students. Reports involving employees will be investigated by the Office for Student Civil Rights & Sexual Misconduct or the System Office of Equal Opportunity in conjunction with the Office of Student Civil Rights & Sexual Misconduct. If a report of dating violence, domestic violence, sexual assault, or stalking is reported to the University, below are the procedures that will be followed.

INCIDENT BEING REPORTED	PROCEDURES INSTITUTION WILL FOLLOW
<p>Dating Violence, Domestic Violence, Sexual Assault, & Stalking</p>	<p>The Office for Student Civil Rights & Sexual Misconduct and/or the Texas Tech Police Department will:</p> <ol style="list-style-type: none"> 1. Refer the victim to medical care as appropriate. 2. Assess immediate safety needs of the victim. 3. Provide the victim with a written explanation of the victim’s rights and options. 4. Provide the victim with referrals to on- and off-campus mental health providers. 5. Assist the victim with contacting police if the victim requests. 6. Provide written instructions to the victim on how to apply for a Protective Order. 7. Provide written instructions to the victim on how to preserve evidence. <p>The Office for Student Civil Rights & Sexual Misconduct will:</p> <ol style="list-style-type: none"> 1. Assess need to implement emergency removal and/or protective measures. 2. Provide mutual “No Contact” directive to parties involved if deemed appropriate. 3. Provide a copy of the policy applicable to the victim and inform the victim regarding time frames for inquiry, investigation, and resolution. 4. Inform the victim of the outcome of the investigation and what the outcome of the hearing is. 5. Enforce University policies that address retaliation against a person for reporting or for assisting the investigation.

FACILITATED ANONYMOUS REPORTING THROUGH THE COUNSELING CENTER/PASTORAL COUNSELORS

Professional Counselors assigned to Student Counseling are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the University encourages counselors to inform students that they can report incidents of crime to TTPD, or local law enforcement. Students may request the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the University’s Annual Security Report.

EMPLOYEE ASSISTANCE PROGRAM

Texas Tech also provides an Employee Assistance Program (EAP) for use by employees.

The EAP is available to provide full-time, part-time, and temporary employees assistance with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All employees, regardless of performance, are eligible. Immediate family members of the employee, defined as spouse or minor/dependent child (under 18 years of age or still attending high school), living in their households, are also eligible. All information relating to an employee's EAP participation is strictly confidential.

Only the EAP provider maintains EAP records. The EAP provider does not release specific information about an employee's use of EAP services, unless the employee gives their advance written consent.

The EAP does not report incidents to any official on-campus resources unless the employee specifically gives them permission to do so.

ASSISTANCE FOR VICTIMS - RIGHTS & OPTIONS

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

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred
- information about how the institution will protect the confidentiality of victims and other necessary parties
- a statement that the institution will provide written notification to students and employees about victim services in the institution and in the community
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures
- an explanation of the procedures for institutional disciplinary action
- an explanation of the institutional/law enforcement ability to enforce civil/criminal protective orders

RESPONSIBILITIES FOR ORDERS OF PROTECTION, NO-CONTACT ORDERS, RESTRAINING ORDERS, OR SIMILAR LAWFUL ORDERS ISSUED BY A CRIMINAL, CIVIL, OR TRIBAL COURT

When an initial inquiry indicates persistent and potentially escalating conflict between members of the University community, a "No Contact Order" may be issued as a remedial, non-punitive deterrent to further conflict or situational complication. "No Contact Orders" can be issued by the Office for Student Civil Rights & Sexual Misconduct. The notice serves as an official directive that the parties have no contact. Contact cannot occur in person, by telephone, email, text message or other electronic means of communication, or through a third party (other than an attorney). Should contact need to occur, the student should coordinate with the Office for Student Civil Rights & Sexual Misconduct or Office of Student Life. This notice may also come with other information related to changes in class schedule or other restrictions to facilitate the "No Contact Order."

Failure to comply with the "No Contact Order" may result in disciplinary action, including possible suspension or expulsion. Violations of a "No Contact Order" may also result in emergency removal pending the completion of a Grievance Process. The term of a "No Contact Order" is one year from the date of issuance, or the graduation of one or both parties, whichever comes first.

All criminal or civil protective orders must be requested through the court and require evidence to show the need for such order. A victim advocate or local attorney can assist in the process of obtaining a protective order from the court.

ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS

Upon receipt of a report of dating violence, domestic violence, sexual assault, or stalking, the University will provide written notification to victims about options for available assistance, and how to request Supportive Measures at the institution. Supportive Measures are described in writing in the initial communication following a report and include areas such as academic, living, transportation, and working situations. A Supportive Measures document is presented to parties during the intake meetings and made available at multiple offices on campus.

The University will offer Supportive Measures to the parties in order to maintain an environment free from harassment, discrimination, and/or retaliation; protect the safety and well-being of the parties and the University community; and restore or preserve equal access to the University's education programs or activities. These Supportive Measures may be kept in place through or beyond the conclusion of any review, investigation, or appeal process and may be implemented regardless of whether Complainant files a formal complaint. The written notification will include information regarding the Supportive Measures available and how to request those measures.

At the victim's request, and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim in obtaining Supportive Measures. If reasonably available, a victim may be offered changes to academic, living, working, or transportation situations regardless of whether the victim chooses to report the crime to law enforcement.

The range of Supportive Measures available includes, but is not limited to: separation or modification of Complainant and Respondent's academic or working situations; mutual restrictions on contact; one-way restrictions on contact, where justified by the specific facts and circumstances; permissive withdrawal from or repeat of a class without penalty; counseling; extensions of deadlines or other course-related adjustments; campus escort services; leaves of absence; increased security and monitoring of certain areas of campus; or any other similar measures tailored to the individualized needs of the parties.

Consistent with Texas law, a Complainant or Respondent who is the subject of an alleged incident of Sexual Misconduct will be allowed to drop a course in which they are both enrolled without any academic penalty.

To request changes to academic, living, transportation, and/or working situations, or protective measures, a victim should:

- **Students:** Contact the Title IX Coordinator for assistance
- **Employees/Faculty:** Contact the System Office of Equal Opportunity, the Texas Tech University System Title IX Coordinator for Employees, or the Title IX Coordinator

CONFIDENTIALITY

Texas Tech is committed to ensuring confidentiality during all stages of the Grievance Process. The confidentiality of the Complainant, the Respondent, the reporting party, any individuals who have sought guidance about Sexual Misconduct or have participated in an investigation or incident will be honored by the University to the extent possible without compromising the University's commitment and obligation to investigate allegations of misconduct, to protect the University community, and to the extent allowed by law.

Victims may request that directory information on file with the University be withheld by request. This request can be made to the Registrar's Office. Employees can contact the Office of Human Resources to make a similar request regarding directory information. Regardless of whether a victim has opted out of allowing the University to share "directory information" personally identifiable information (PII) about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/ adjudicating the report or those involved in providing Supportive Measures to the victim, including accommodations and protective measures.

By only sharing personally identifiable information with individuals with a legitimate educational interest, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Furthermore, if a campus safety alert is issued on the basis of a report of dating violence, domestic violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

Unless waived in writing by the individual, the identity of aforementioned individuals:

- Is confidential and not subject to disclosure under Texas Chapter 552, Government Code (Public Information)
- All publicly available record keeping is completed without the inclusion of personally identifiable information about victims
- May be disclosed only to
 - University employees or individuals under contract with the University to which the report is made who are necessary for an investigation of the report or other related hearings
 - a law enforcement officer as necessary to conduct a criminal investigation of the report
 - a health care provider in an emergency, as determined necessary by the University
 - the responding party, to the extent required by other law or regulation
 - potential Witnesses to the incident as necessary to conduct an investigation of the report and to the extent required by other law or regulation

CAMPUS AND COMMUNITY SERVICES FOR VICTIMS

Upon receipt of a report of dating violence, domestic violence, sexual assault, or stalking, the University will provide written notification to students and employees about existing assistance with and/or

information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault should occur on campus, staff on-scene, including Texas Tech Police Department (TTPD), will offer the victim a wide variety of services. This information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for Texas Tech University.

These resources include the following:

CAMPUS RESOURCES	EMPLOYEES	STUDENTS
<p align="center">Counseling / Mental Health</p>	<p align="center">Employee Assistance Program (EAP) 806-743-1327 1-800-327-0328</p> <p align="center">Hospital Nacional Psiquiatrico Llanos del Sol, San José Province, San José, Costa Rica +506-2242-6300</p>	<p align="center">Student Counseling Center 806-742-3674 http://www.depts.ttu.edu/scc/</p> <p align="center">Family Therapy Clinic 806-742-3074 www.depts.ttu.edu/hs/mft/clinical_services.php</p> <p align="center">Psychology Clinic 806-742-3737 www.depts.ttu.edu/psy/clinic/</p> <p align="center">Crisis Helpline 806-742-5555</p> <p align="center">Hospital Nacional Psiquiatrico Llanos del Sol, San José Province, San José, Costa Rica +506-2242-6300</p>
<p align="center">Health Services</p>	<p align="center">Hospital del Trauma Alborada, San José Province, San José, Costa Rica +506-2296-9599</p>	<p align="center">Student Health Center 806-743-2848 1003 Flint Ave. Lubbock, TX https://www.depts.ttu.edu/studenthealth/</p> <p align="center">Hospital del Trauma Alborada, San José Province, San José, Costa Rica +506-2296-9599</p>
<p align="center">Title IX Coordinator</p>	<p align="center">Office of Equal Opportunity 806-742-3627 TTU System Admin Building</p>	<p align="center">Title IX Coordinator 806-742-7233 Student Union Building, Room 232</p>
<p align="center">Student Legal Services</p>		<p align="center">Student Legal Services 806-742-3289 Student Union Building, Room 307 (until mid-Fall 2023) Student Union Building, Room 201</p>
<p align="center">International Student Support Services</p>		<p align="center">International Affairs 806-742-3667 601 N Indiana Ave. Lubbock, TX https://www.depts.ttu.edu/international/</p>
<p align="center">Student Financial Aid</p>		<p align="center">Student Financial Aid 806-742-3681 West Hall, Room 301 https://www.depts.ttu.edu/financialaid/</p>

CAMPUS RESOURCES	EMPLOYEES	STUDENTS
Texas Tech Police Department	Texas Tech Police Department 806-742-3931 413 Flint Ave. Lubbock, TX	
Dean of Students		Dean of Students 806-742-2984 Student Union Building, Suite 203
Sexual Misconduct Resource Site	Office of Equal Opportunity https://www.texas-tech.edu/offices/equal-employment/	Title IX Coordinator 806-742-7233 Student Union Building, Room 232 https://www.depts.ttu.edu/titleix/
Confidential Services	Suicide and Crisis Lifeline 988	
Visa and Immigration Assistance Resources	USCIS Field Office 800-375-5283 6500 Campus Circle Drive East Irving, TX	
Delegación Policía Escazú	Delegación Policía Escazú Emergency: 911 San José Province, San Rafael de Escazú, Costa Rica +506-2228-1274	

*For additional Community Resources, please seek out local Texas Tech University- Costa Rica staff for help based on the specific situation and language abilities.

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

- **Rape, Abuse, and Incest National Network:** [RAINN | The nation's largest anti-sexual violence organization \(https://www.rainn.org\)](https://www.rainn.org)
- **Department of Justice:** [Sexual Assault | OVW | Department of Justice \(https://www.justice.gov/ovw/sexual-assault\)](https://www.justice.gov/ovw/sexual-assault)
- **Department of Education, Office of Civil Rights:** [Office for Civil Rights | U.S. Department of Education \(https://www2.ed.gov/about/offices/list/ocr/index.html\)](https://www2.ed.gov/about/offices/list/ocr/index.html)

UNIVERSITY PROCEDURES – GRIEVANCE PROCEDURE

The following information is the same for both the Title IX Sexual Misconduct process and the Non-Title IX Sexual Misconduct process. Any areas that may be different will be specifically noted.

The University's Grievance Procedure includes a prompt, fair, and impartial investigation and resolution process. The process for addressing a formal complaint under the Grievance Process will be concluded within the reasonably prompt timeframe of one hundred twenty (120) business days. Notwithstanding the foregoing, there may be certain circumstances that allow for limited extensions of this timeframe for good cause.

For such extensions of time or delays, there must be written notice to both the Complainant and Respondent of the delay or extension and the reasons for the action. A Grievance Process that exceeds one hundred twenty (120) business days, will be reviewed by the University, and justification for the extended or delayed investigation must be documented. Complainant, Respondent, and other persons deemed appropriate by the University will be provided an update on the progress of the Grievance Process after the review.

RESPONSE TO RECEIPT OF FORMAL COMPLAINT

Upon notice or receipt of an incident report regarding Sexual Misconduct or gender-based harassment/discrimination, the Office for Student Civil Rights & Sexual Misconduct will contact the named Complainant via their official TTU email and request a meeting to gather and review information about the nature of the report, and to review Supportive Measures and the incident. When health and safety are potentially at risk, the Office for Student Civil Rights & Sexual Misconduct may call the student on the phone number listed in their student record. In the event that the Complainant does not respond to the communication, the Office for Student Civil Rights & Sexual Misconduct will send a second email communication. Complainants are not required to respond to or participate in any meetings with University staff.

Once a Complainant has made contact with the office, the Office for Student Civil Rights & Sexual Misconduct will schedule an intake meeting with the Complainant. During this intake, the Office for Student Civil Rights & Sexual Misconduct will collect any additional demographic information, review this policy and the available options, and facilitate any requested Supportive Measures. If the Complainant does not return contact or requests to not meet with staff, the case may be closed. If the Complainant requests only Support Measures, the Title IX Coordinator or designee will contact the appropriate campus parties to address the needs, and then the case may be closed. If a Complainant wishes to make a statement or file a formal complaint, the Title IX Coordinator will appoint an Investigator.

IF THE VICTIM DOES NOT WISH TO PURSUE RESOLUTION

When a Complainant is identified but is reluctant to file a formal complaint and/or participate in the Grievance Process entirely, the University will make every attempt to follow the wishes of the Complainant while weighing the interests of the campus community and the possibility of a continuing threat.

If the Complainant does not want to participate in the Grievance Process but has no aversion to the University pursuing action with respect to the named Respondent, the institution may investigate the incident in the same manner that an anonymous complaint may be investigated. If the Complainant does not want the University to pursue the report in any respect, the University may investigate further if Title IX Coordinator determines there is reason to believe that a significant continuing threat to the University community exists.

In determining whether to investigate the incident, the institution shall consider the seriousness of the alleged incident, whether the University has received other reports of incidents committed by the alleged perpetrator(s), whether the alleged incident poses a risk of harm to others, and any other factor the institution deems relevant. If the University decides not to investigate the incident, the University shall take any steps deemed necessary to protect the health and safety of the University community in relation to the incident. The University will inform the Complainant of the decision to investigate, or not investigate, the reported incident.

INITIAL REVIEW OF FORMAL COMPLAINT

Upon receipt of a Formal Complaint, the University will: complete the actions required upon receiving notice, evaluate jurisdiction and mandatory and discretionary dismissal, assess appropriate Supportive Measures for both parties, evaluate the need for emergency removal or administrative leave, and initiate the Grievance Process ([Texas Tech University System Regulation 07.06.A](#) and [Regulation 07.06.B](#)).

Mandatory Dismissal: The University will dismiss a Formal Complaint in the following situations: (a) the allegation does not describe conduct that would constitute Title IX or Non-Title IX Sexual Misconduct, as defined, even if proven; (b) the Title IX Sexual Misconduct did not occur in the University's education programs or activities (for 07.06.A Complaints); or (c) the Title IX Sexual Misconduct did not occur against a person in the United States (for 07.06.A Complaints).

Permissive Dismissal: The University may dismiss a Formal Complaint in the following circumstances: (a) the Complainant notifies the Title IX Coordinator or System Office of Equal Opportunity in writing that they wish to withdraw the Formal Complaint or some allegations in the Formal Complaint; (b) the Respondent is no longer enrolled in or employed by the University; or (c) circumstances exist that prevent the University from gathering sufficient evidence to reach a determination as to the formal complaint or allegations therein.

Application of Other Policies Upon Dismissal of Formal Complaint: These regulations apply exclusively to Title IX and Non-Title IX Sexual Misconduct. Dismissal of a Formal Complaint does not preclude action pursuant to other applicable disciplinary policies, including, but not limited to those in the applicable TTU Student Handbook or other faculty, staff, or employee policies.

Written Notice of Dismissal: If the University dismisses a Formal Complaint, or allegations therein, it must promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to all parties.

Appeal of Dismissal Decision: Any party can appeal the dismissal decision in the manner provided in the appeals process section of this report.

GENERAL REQUIREMENTS OF THE GRIEVANCE PROCESS

1. **Equitable Treatment of Parties:** The University shall treat Complainants and Respondents equitably by:
 - a. offering Supportive Measures, (2) providing remedies to a Complainant where a determination regarding responsibility for Title IX and Non- Title IX Sexual Misconduct has been made against the Respondent
 - b. executing the Grievance Process in compliance with this Section before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against the Respondent; and (4) providing the parties with the same opportunities to have others present during any proceeding under the Grievance Process, including the opportunity to be accompanied to any related meeting or proceeding by the Advisor of their choice, who may be, but is not required to be, an attorney.
2. An Advisor may provide support, guidance, or advice. The University may not limit the choice or presence of Advisor for either the Complainant or the Respondent; however, the University may establish restrictions equally to both parties regarding the extent to which Advisors may participate in the proceedings.
3. **No Conflicts of Interest:** The Grievance Process requires the Title IX Coordinator, Investigator, Hearing Panel members, Appeal officers, and facilitators of an informal resolution process be free of conflicts of interest or bias against a party.
4. **Presumption of Non-Responsibility; Standard of Evidence:** There will be a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. The standard of evidence under the Grievance Process shall be a "preponderance of the evidence."
5. **Objectivity:** Credibility determinations may not be based on a person's status as a Complainant, Respondent, or Witness. The University shall require an objective evaluation of all relevant evidence, both inculpatory and exculpatory.

6. **Privileged Information:** The University, Complainant, Respondent, Title IX Coordinator, Investigator, Hearing Panel members, or facilitators of an informal resolution process cannot require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege and the University has obtained that party's voluntary, written consent to do so for the Grievance Process under this regulation.

Such privileged documents include, among other things, documents that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party.

7. **Annual Training:** Title IX Coordinators, Investigators, Hearing Officers, and Appeal officers receive adequate and unbiased training on the application of the Sexual Misconduct policy, and the Grievance Process, including, where appropriate, how to conduct hearings, the use of technology, and how to make relevancy decisions. All materials used to train these staff members are publicly available at: <https://www.depts.ttu.edu/titleix/tixtraining.php>

NOTICE TO ALL PARTIES OF HEARINGS, INTERVIEWS, OR MEETINGS

The University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

The University will provide written notice to Complainant and Respondent upon receipt of a Formal Complaint with sufficient details known at the time and with sufficient time to prepare a response before an initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known.

Such notice will also include notice of the following: the Grievance Process, including the University's informal resolution process; that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process; that the parties may have an Advisor of their choice, who may be, but is not required to be, an attorney; that the parties may inspect and review evidence; and any applicable provision in the University's *Code of Student Conduct* that prohibits knowingly making false statements or knowingly submitting false information during the Grievance Process.

If additional allegations are later included within the scope of the investigation under this Grievance Process, supplemental notice of such allegations will be provided at that time.

PREHEARING INVESTIGATION

The University will investigate allegations made in a Formal Complaint in accordance with this Grievance Process.

Gather Evidence

1. The burden of proof and burden of gathering evidence sufficient to reach a determination regarding responsibility will be on the University and not on the parties.
2. The University, Complainant, Respondent, Title IX Coordinator, Investigator, Hearing Panel members, or facilitators of an informal resolution process cannot require, allow, rely upon, or

otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege and the recipient has obtained that party's voluntary, written consent to do so for the Grievance Process under this regulation. Such privileged documents include, among other things, documents that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party.

3. The University will provide an equal opportunity for the parties to present Witnesses and evidence, including fact and expert Witnesses, and other inculpatory and exculpatory evidence during the prehearing investigation.
4. The University will not restrict either party from discussing the allegations or from gathering evidence.

Inspection and Review of Relevant Evidence

Prior to the completion of an Investigative Report, the University will provide both parties with an equal opportunity to inspect and review any evidence obtained as part of the prehearing investigation that is directly related to the allegations raised in a formal complaint.

The University will send to each party and the party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy.

The parties will have at least ten (10) days to submit a written response, which the Investigator will consider prior to the completion of an Investigative Report.

Investigative Report

Upon completion of the investigation, the University will create an Investigative Report that fairly summarizes the relevant evidence. The University will send to each party and the party's Advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response, at least ten (10) days prior to the hearing, if a hearing is required under this regulation or otherwise provided.

GENERAL REQUIREMENT OF THE HEARING PROCESS

If the formal complaint is not dismissed or resolved by informal resolution, then the formal complaint will proceed to a live hearing. Title IX Sexual Misconduct hearings will be conducted in accordance with the procedure set forth in the regulation.

For Title IX and Non-Title IX Sexual Misconduct Hearings, a live hearing may be conducted with all parties physically present in the same geographic location or, at the University's discretion, any or all parties, Witnesses, and other participants may appear at the hearing virtually, with technology enabling participants to simultaneously see and hear each other. At the request of either party, the live hearing may occur with the parties located in separate rooms; however, technology enabling the hearing panel, Hearing Officer, parties, and Witnesses to simultaneously see and hear the party or the Witness answering questions must be used.

For Title IX Sexual Misconduct Hearings, the University will appoint a four-member hearing panel. The Title IX Hearing Officer will be one of the four members of the hearing panel and will serve as the hearing panel's chair. The hearing panel will be the decision-maker that objectively evaluates all relevant evidence and renders a determination regarding responsibility after the hearing.

The Title IX Hearing Officer will oversee and conduct the hearing and chair the hearing panel. When the independent Hearing Officer is a licensed attorney, the Hearing Officer will provide confidential legal advice to the hearing panel when the panel is deliberating the determination regarding responsibility and drafting the written determination regarding responsibility. In Non-Title IX Sexual Misconduct Hearings, the University will appoint a three-member Hearing Panel, with one member serving as the Hearing Chairperson.

All parties, Witnesses, and other participants in a hearing must be physically or virtually present in a manner where all participants can simultaneously see and hear each other. In Title IX Sexual Misconduct Hearings, each Complainant and Respondent shall have an Advisor present at the hearing to conduct cross-examination, and each is entitled to select an Advisor of their choice. In Non-Title IX Sexual Misconduct Hearings, each Complainant and Respondent may have an Advisor present, and the role of the Advisor will be limited to advising only and will not be allowed to actively participate in the Hearing.

Hearing Procedure

The Title IX Hearing Officer or Panel Chairperson will set the rules of order and decorum and agenda for the hearing and will direct and oversee the hearing in accordance with this regulation and the rules of order and decorum. The hearing shall be no more than four (4) hours in length, unless the Hearing Officer determines that exceptional circumstances exist justifying a longer hearing.

The University will create a record of the live hearing and make it available to the parties for inspection and review upon request. The hearing panel's deliberations are not part of the live hearing and therefore will not be part of the record.

Each party will have an opportunity to introduce evidence to the hearing panel. Only evidence (including but not limited to documents, media, Witnesses, and other tangible evidence) provided by the parties to the Investigator during the pre-hearing investigation, and/or identified or included in the investigative report may be presented, introduced, or used at the hearing.

Any new evidence identified after completion of the investigative report that a party intends to present, introduce, or use at the hearing must be provided to the Title IX Coordinator at least five (5) days prior to the hearing and to the other party at least three (3) days prior to the hearing.

Direct examination may be conducted by the Hearing Officer, Chairperson or the Hearing Panel. In Title IX Sexual Misconduct Hearings, all cross-examination must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally. In Non-Title IX Sexual Misconduct Hearings, Complainants and Respondents will be permitted to question statements and evidence presented by other parties. Only relevant cross-examination and other questions, including those challenging credibility, may be asked of a party or Witness. Before a participant answers a cross-examination or other question, the Hearing Officer or Chairperson must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

WRITTEN DETERMINATION REGARDING RESPONSIBILITY

In Title IX Sexual Misconduct Hearings, after a hearing, the Hearing Panel will issue a written determination regarding responsibility that will include:

1. Identification of the allegations potentially constituting Title IX Sexual Misconduct
2. Description of the procedural steps taken throughout the Grievance Process
3. Findings of facts supporting the determination regarding responsibility

4. conclusions regarding the application of the University's applicable conduct policy to the facts of the alleged conduct
5. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant
6. A statement that the University's procedures are permissible bases for the Complainant and Respondent to appeal
7. A statement that the determination may be appealed by the parties pursuant to this regulation and information on how to file such appeal

The University will provide the written determination to the parties simultaneously. The written determination regarding responsibility becomes final when the time period to file an appeal has expired or when the written appeal decision has been sent to the parties.

In Non-Title IX Sexual Misconduct Hearings, after a hearing, the Hearing Panel will issue:

1. Final Decision Letter that will include the allegations potentially constituting Non-Title IX Sexual Misconduct
2. Findings of facts that support the determination regarding responsibility
3. A rationale for the result as to each allegation, any disciplinary sanctions imposed
4. The Appeal procedures

The University will provide the written determination to the parties simultaneously. The decision becomes final when the time period to file an appeal has expired or when the written appeal decision has been sent to the parties.

EMPLOYEE NON-TITLE IX SEXUAL MISCONDUCT COMPLAINT, INVESTIGATION, AND RESPONSE

The following information pertains to employees who are Respondents in a reported incident.

If an Employee has a complaint of Sexual Misconduct against another Employee, the general provisions relating to Employees and the Employee complaint procedures set forth in [System Regulation 07.10](#) shall apply.

REQUIRED FORM OF COMPLAINT

To initiate an investigation, an Employee having a complaint under this regulation must submit a completed Complaint of Sexual Harassment, Sexual Assault, or Sexual Misconduct form, which is available at: <https://www.texastech.edu/offices/equal-employment/eo-complaint-form-fillable.pdf>. While there is no deadline to file a complaint, to promote prompt and equitable review, the Texas Tech University System and University encourages individuals who believe they have experienced Sexual Misconduct to come forward as soon as possible with their complaint and to seek assistance. Delays in reporting greatly limit the ability to stop the Sexual Misconduct, collect evidence, and/or take effective action against individuals or organizations accused of violating this regulation.

Individuals wishing to remain anonymous may file a complaint in any manner, including by telephone or written communication, with the University Title IX Coordinator, a Title IX Deputy Coordinator, or the System Office of Equal Opportunity. However, electing to remain anonymous may greatly limit the

ability to investigate an alleged incident, collect evidence, and/or take effective action against individuals or organizations accused of violating this regulation.

Both the Complaining and Responding Parties have the right to be accompanied by an Advisor of the individual's choosing during all meetings, proceedings, and/or disciplinary hearings at which the individual is present. The role of the Advisor will be limited to being present only; Advisors are not allowed to actively participate in the process.

Upon the agreement of all involved parties, voluntary or informal resolution may be used to resolve complaints as defined in this regulation.

After the investigation is complete, the System Office of Equal Opportunity will simultaneously provide notice in writing to the Complaining Party, to the Responding Party, and to the appropriate administrators of the determination of the outcome and the finding of the System Office of Equal Opportunity. In the event a finding of a violation of this regulation is made, appropriate disciplinary actions or sanctions will be taken as determined by the appropriate administrator, up to and including termination of employment.

APPEALS PROCESS

The following information is the same for both the Title IX Sexual Misconduct process and the Non-Title IX Sexual Misconduct process. Any areas that may be different will be specifically noted.

GROUNDINGS FOR APPEAL

For both Title IX Sexual Misconduct and Non-Title IX Sexual Misconduct, the parties may appeal a determination regarding responsibility or the University's dismissal of a formal complaint or any allegations therein on the following grounds:

1. A procedural irregularity that affected the outcome of the matter
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter
3. The Title IX Coordinator, Investigator(s), or hearing panel members had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter
4. The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions

PROCESS FOR APPEAL

The appeal process is initiated upon a party's filing of a written appeal within three (3) University business days after University's delivery of the written decision regarding responsibility. The written appeal must be filed with the University's Title IX Coordinator, as directed in the written determination regarding responsibility, and the party's written appeal must set forth the grounds for the appeal and any supporting information.

Response of Non-Appealing Party: Upon the filing of a written appeal, University will give written notice of the filed appeal to the non-appealing party. The non-appealing party will have three (3) University business days after University's delivery of the written notice to respond to the appeal. **Appeal Officer:** The University will designate a decision-maker for the appeal. The appeal officer shall not be the same person as any of the hearing panel members that reached the determination regarding responsibility or dismissal, the Investigator(s), or the Title IX Coordinator.

Response of Hearing Panel: The appeal officer may submit the written appeal and non-appealing party's response to the hearing panel, and the hearing panel may submit its response in support of the appeal or original decision to the appeal officer.

Review of Appeal: The appeal officer will first review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final. If these preliminary requirements are met, the appeal officer will then review the substance of the appeal and make a final determination.

Written Decision and Notice: Within five (5) University business days of the non-appealing party's deadline to submit a response to the filed appeal, the appeal officer will issue a written decision describing the result of the appeal and the rationale for the result. The appeal officer will provide the written decision simultaneously to both parties. The written decision of the appeal officer is final and may not be appealed.

EMPLOYEE PROCESS FOR APPEALS

The finding of the System Office of Equal Opportunity is final and not appealable by either party. If either party disagrees with the imposed disciplinary action or lack thereof because the disciplinary action imposed substantially varies from the range of disciplinary actions normally imposed for similar infractions, they may appeal within five (5) business days to the University Title IX Coordinator. However, if the disciplinary action recommended is tenure revocation, proceedings will be pursuant to the University's Tenure Policy.

The Complaining Party and Responding Party will be simultaneously notified in writing of any changes to the results of an appeal of any disciplinary action that occurs prior to the time such results become final and when such results become final.

NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE

The University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the University against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

INFORMAL RESOLUTION PROCESS

An Informal Resolution is an alternative resolution to Formal Complaints to the Grievance Process. After the parties have been provided written notice of a Formal Complaint, the University may offer and facilitate the informal resolution process (which may include, but is not limited to, a mediation process). At any time prior to reaching a determination regarding responsibility, the University may begin the informal resolution process by obtaining the parties' voluntary, written consent to use this informal resolution process. Notwithstanding the foregoing, the informal resolution process will not be offered to resolve allegations that a University employee engaged in conduct against a student that would constitute Title IX or Non-Title IX Sexual Misconduct.

The University will not require any person to participate in the informal resolution process and will not condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to the

informal resolution process. Any party may withdraw from the informal resolution process at any time prior to agreeing to a resolution and resume the Grievance Process with respect to the Formal Complaint.

SANCTIONS AND REMEDIES

The ranges of possible disciplinary sanctions and remedies following a determination regarding responsibility under the Grievance Process are set forth below. The ranges and examples set forth here do not reflect the probability that any particular outcome will occur. For a complete explanation of the *Sexual Misconduct & Title IX Violations Student Sanction Matrix*, visit [sanctioningmatrix.pdf \(ttu.edu\)](https://www.depts.ttu.edu/titleix/sanctioningmatrix.pdf) (<https://www.depts.ttu.edu/titleix/sanctioningmatrix.pdf>).

SEXUAL MISCONDUCT & TITLE IX VIOLATIONS STUDENT SANCTION MATRIX				
	REPRIMAND	PROBATION	SUSPENSION	EXPULSION
NON-CONSENSUAL SEXUAL CONTACT • Fondling			X	X
NON-CONSENSUAL SEXUAL INTERCOURSE • Rape • Incest • Statutory Rape			X	X
STALKING		X	X	X
INTIMATE PARTNER VIOLENCE • Dating Violence • Domestic Violence			X	X

In addition to the above primary sanctions, the following secondary sanctions may be applied by the hearing panel on any responsible finding, as appropriate:

POSSIBLE SECONDARY SANCTIONS	
<ul style="list-style-type: none"> • Educational training • Reflective essay • Re-acclimation Meeting with Title IX Coordinator • Financial restitution • Withholding of official transcript • Bar against readmission • Bar against enrollment 	<ul style="list-style-type: none"> • Counseling Intake • No Contact Order • Restriction from spaces/events on campus • Denial or revocation of degree • Scheduling adjustment • Housing reassignment • Withholding of grades • Withdrawal from the University • Suspension of privileges

SANCTIONS FOR EMPLOYEES

POSSIBLE SANCTIONS	
<ul style="list-style-type: none"> • Employment probation • Suspension without pay for a specified period of time • Suspension with pay for a specified period of time 	<ul style="list-style-type: none"> • Job demotion • Dismissal • Termination • Job reassignment

Additional possible sanctions, as deemed appropriate by the University given the circumstances, can be found in [Regulation 07.07](#). The University will take immediate and appropriate corrective action if the University's agents knew or should have known that the situation was occurring.

PROTECTIONS AGAINST RETALIATION

The following information is the same for both the Title IX Sexual Misconduct process and the Non-Title IX Sexual Misconduct process. Any areas that may be different will be specifically noted.

Retaliation against an individual who reports a potential violation in good faith under this regulation, assists someone with a report of a violation or participates or refuses to participate in any manner in an investigation, proceeding, hearing, or other resolution of a complaint made under this regulation is strictly prohibited and will not be tolerated.

Retaliation includes, but is not limited to, threats, intimidation, coercion, discrimination, reprisals, or adverse actions related to an individual's employment or education. In addition, charges against an individual for University *Code of Student Conduct* violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of Title IX Sexual Misconduct, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited employment; ineligibility for re-hire; other coaching, conduct or corrective actions as described in System under this regulation.

The University will take appropriate steps to ensure that an individual who, in good faith, reports, complains about, or participates or refuses to participate in an investigation, proceeding, hearing, or other resolution pursuant to this regulation will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the University using the same procedure outlined in this regulation.

Individuals who are found to have retaliated under this regulation will be subject to disciplinary action, up to and including termination of employment, expulsion from the University, or being barred from the University premises and events.

An individual found to have knowingly and in bad faith provided materially false information may be subject to disciplinary action up to, and including, dismissal or separation from the University. A determination regarding responsibility alone is not sufficient to conclude that any party or Witness made a materially false statement in bad faith.

SUPPORTIVE MEASURES AVAILABLE

The following information is the same for both the Title IX Sexual Misconduct process and the Non-Title IX Sexual Misconduct process. Any areas that may be different will be specifically noted.

Victims of sexual assault, dating violence, domestic violence or stalking are entitled to rights to ensure they are protected and can begin the process of getting back to life prior to being a victim. A victim may work with the Office for Student Civil Rights & Sexual Misconduct to do so. The University will work with the student and help them through the processes below:

Interim Suspension or Emergency Removal

The University may remove one or more students who are suspected of violating policy from the University prior to a hearing on the issues if there is a potential for risk to one or more members of the University community.

Temporary No Contact Order

The University may impose a temporary "no contact" order restricting contact between individuals during the course of an investigation.

Standing No Contact Order and Geographic Restrictions

The University may impose a permanent "no contact" order, or an order restricting students who are found to have violated university policy from specific buildings or areas of campus.

Security Escorts

The University may discuss options for ensuring travel safety to and from specific locations on- and off-campus.

Temporary Modifications of Living Arrangements

The University can provide a temporary modification of living arrangements, to the extent possible, at any time. The University also reserves the right to adjust the housing assignment of students who are alleged to have violated university policy. The University can also provide emergency on-campus housing to students living off-campus if the situation warrants it.

Permanent Alteration of Living Arrangements

If it is determined that an on-campus housing assignment is affecting academic success, the University will assist in adjusting that situation, to the extent possible. The University also reserves the right to adjust or cancel the housing contract of any student who is found to have violated university policy. If an off-campus living situation is no longer conducive to academic success as a result of the experience, the University will assist in finding on-campus accommodations, if available.

Temporary Modification of On-campus Employment

The University can provide temporary reassignment of on-campus employment duties within the University during the course of an investigation. The University may also review the assigned duties of students who are alleged to have violated University policy.

Permanent Adjustment of Student Employment

If an employment assignment is no longer comfortable due to the experience, the University will assist in exploring other potential options within the University and may review the assigned duties of students who are found to have violated University policy.

Permanent Class Schedule Adjustments

If it is determined that the most effective way to help ensure academic success is to adjust one or more classes the student is enrolled in, the University will assist in minimizing the impact to their academic plans and goals.

No-cost Medical and Psychological Support

The University will provide no-cost medical and psychological services through the Student Health Services and/or Counseling Center to assist any student who requests them as a result of any experience under investigation by the University.

No-cost Academic Support

If it is determined that the experience placed the survivor's academic success in jeopardy, the University will make academic support services available at no cost.

Assistance in Adding, Dropping, or Retaking Courses

If the experience has made it difficult or impossible to continue with one or more classes for a period of time, the University will assist in the process of adding, dropping or retaking one or more courses at a different time, day, location or semester. The University will assist in determining the best course of action, taking financial aid, living and academic situations into account.

Judicial Orders

Victims of sexual assault, dating violence, domestic violence or stalking are entitled to judicial orders from the court upon request. The University will assist the survivor by working with him or her and a crime victim advocate to ensure that proper procedures are followed to obtain such an order.



POLICIES

**ON ALCOHOL, ILLEGAL DRUGS,
SUBSTANCE ABUSE, AND WEAPONS**

POLICIES GOVERNING ALCOHOL, DRUGS, AND WEAPONS

Texas Tech University is committed to providing students, faculty, staff and visitors a safe and drugfree campus. As part of its commitment, Texas Tech annually notifies its students and employees about the components of the Texas Tech Drug and Alcohol Abuse Prevention Program (DAAPP). This document includes information about the standards of conduct, sanctions for violations of university policy, legal ramifications of drug and alcohol abuse, the health risks of alcohol and illicit drug use, and a summary of University prevention and education efforts.

The Risk Intervention & Safety Education (RISE) office is responsible for implementation and oversight of the Drug and Alcohol Abuse Prevention Program, which can be found [here](#) at TTU. Texas Tech University has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. These programs provide services related to substance use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions. TTU provides an annual notice of the DAAPP to current students and employees no later than the 20th day of the fall semester.

STANDARDS OF CONDUCT - STUDENTS

The enforcement of alcohol and drug laws on-campus is the primary responsibility of the Texas Tech Police Department. The consumption of alcohol on campus is only permitted under certain circumstances as set forth by University policy. The Texas Tech Police Department proactively enforces these laws and University policies concerning alcohol and drugs on campus, including state underage drinking laws. Violators of alcohol policies are subject to the provisions of applicable state and federal laws as well as University disciplinary actions. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

ALCOHOLIC BEVERAGES

The Texas Tech University [Student Handbook and Code of Student Conduct](#) outlines behavioral standards developed by the University community for students and student organizations and the related procedures for addressing misconduct. The policies regarding the use and abuse of alcohol and drugs are listed in Part I, Section B.3. The University may impose disciplinary charges against any student who violates the Texas Tech University *Code of Student Conduct* and/or local, state and, federal laws concerning controlled substances. Specifically, Texas Tech University prohibits:

- Unlawful or unauthorized possession, use, distribution, delivery, or sale of alcohol and/or public intoxication; consumption that endangers oneself; or operating a vehicle while intoxicated or under the influence of alcohol.

ILLEGAL DRUG USE

Texas Tech University [Student Handbook and Code of Student Conduct](#), prohibits the unlawful manufacture, distribution, dispensation, sale, possession, or use of controlled substances. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Texas Tech Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

STANDARDS OF CONDUCT – EMPLOYEES

Texas Tech University employees must abide by [Texas Tech University System OP 07.07](#) and Texas Tech University [OP 70.20](#), and [OP 70.35](#). Other applicable policies include The Drug Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989 and the Drug Free Work Force Rules for Department of Defense (DOD) Contractors and the requirements of the Department of Transportation or other regulatory bodies and applicable state laws. Specifically, Texas Tech University prohibits:

- Conduct that could constitute a violation of applicable criminal law while in the course and scope of employment, while on duty, at a University function, or on university property, regardless of whether criminal prosecution is pursued or conviction is attained
- Being unfit for duty, including being under the influence of drugs or alcohol, or refusing to submit to a drug or alcohol test

UNIVERSITY FACILITIES, EVENTS, ALCOHOL-RELATED POLICIES

The unlawful use of alcohol or illicit drugs is strictly prohibited on all University property and at University sponsored events. The use of alcohol on University property or at University-sponsored events is strictly regulated by the following University policies:

[OP 72.05: Expenditures for Official Functions, Business Meetings, and Entertainment](#)

[OP 34.26: Faculty-Led Study Abroad Programs](#)

[OP 61.02: Use of University Grounds, Facilities, and Amplification Equipment](#)

[OP 10.22: Concealed Carry of Handguns on Campus](#)

DRUG AND ALCOHOL RESOURCES FOR STUDENTS AND EMPLOYEES

For students enrolled at Texas Tech University, individual assessments are available through RISE for those struggling with substance use or abuse. RISE staff can assist in connecting students to other services including professional counselors, physicians, nutritionists, and group recovery programs. The Office of Student Conduct also seeks to prevent substance use and abuse through the enforcement of the institution's policies regarding drugs and alcohol. A student who is found responsible for substance use or abuse will receive sanctions that seek to educate and are commensurate with the offense. The Texas Tech University Counseling Center provides individual and group counseling free of charge to Texas Tech University students.

Texas Tech University is committed to protecting the health and well-being of all employees by providing a safe and drug-free environment. We require our employees to be free of illegal drugs or alcohol in the workplace. Employees struggling with substance use or abuse can seek assistance through the Counseling Center at Texas Tech University Health Sciences Center as part of the Employee Assistance Program (EAP). This Counseling Center has a long history of providing employee assistance services to public schools, universities, municipalities, corporations, and health and professional associations. The Counseling Center provides consultation and therapeutic services to employers and their employees, with the primary mission being to promote health and wellness in the workplace.

The Counseling Center addresses a full range of emotional and behavioral problems that impair job performance and contribute to rising employer costs. As an EAP, the Counseling Center provides prevention, assessment, treatment, and follow-up services to employees and their family members.

LAWS PERTAINING TO ALCOHOL/DRUGS

The following summary is not intended to be a definitive explanation of the law, but rather an overview of state and federal laws regarding the possession, use, and distribution of alcohol and the manufacture and distribution of illicit drugs. It is intended only to be generally representative of these laws.

ILLEGAL CONSUMPTION/POSSESSION

Costa Rica Liquor Laws identify the legal drinking age as 18.

Minors, those under 18 years of age, need to know that it is illegal to knowingly:

- Possess alcohol
- Consume alcohol
- Purchase or attempt to purchase alcohol
- Transport alcohol on a public highway when not accompanied by at least one parent or guardian

PUBLIC CONSUMPTION

Under Costa Rica law, it is illegal to drink in public areas such as street, parks, beaches, and sidewalks.

DRIVING/OPERATING UNDER THE INFLUENCE

It is legal to drink and drive in Costa Rica, but the driver cannot be drunk behind the wheel- which is a blood alcohol level of more than 0.75%.

DRUG LAWS

Costa Rica drug laws prohibit possession, sale, manufacture, and distribution of marijuana and other controlled substances (i.e. cocaine, LSD, PCP, hallucinogenic substances, stimulants, narcotics), and possession of drug paraphernalia. There are two laws that regulate drug-related activities, the General Health Law (Law 5395) and the Narcotics and Psychotropic Substances Law (Law 8204).

Drug use has been decriminalized in Costa Rica. The General Health Law prohibits the planting, cultivation, import, export, and trafficking of drugs. The cultivation, manufacture, storage, transport, distribution, and trafficking of drugs are criminal acts.

CONSEQUENCES OF ALCOHOL/DRUG RELATED VIOLATIONS

CONSEQUENCES FOR UNIVERSITY VIOLATIONS

Those who violate University policy, or the TTU Student Handbook are subject to sanctions. Employees who are found to be in violation of a University policy pertaining to alcohol or drugs may be subject to disciplinary action. Employees who feel they may have a problem with alcohol or drugs should seek professional advice and treatment. You may seek confidential help or obtain a list of counseling and assistance programs by calling Human Resources. Students who are found to be in violation of the TTU Student Handbook pertaining to alcohol or drugs may be subject to disciplinary action.

Students who feel they may have a problem with alcohol or drugs should seek professional advice and treatment. The Risk Intervention and Safety Education (RISE) Office offers education and assistance with alcohol or drug abuse.

Organizers of events are responsible for compliance with all applicable laws and regulations at their events. If student organizers do not exercise responsible control over the conduct of their guests, they may be held accountable in student conduct proceedings, in addition to any applicable civil or criminal

process. Individuals who engage in dangerous or destructive behavior involving unlawful possession, use or distribution of alcohol or drugs, either on- or off-campus, may also be subject to disciplinary action under the TTU Student Handbook. Violators risk disciplinary actions up to and including expulsion or termination from the University, as well as prosecution by federal, state, and local law enforcement agencies.

For a complete explanation of the General Conduct Sanction Grid, visit [GeneralConductSanctionGrid.pdf \(ttu.edu\)](https://www.depts.ttu.edu/studentconduct/GeneralConductSanctionGrid.pdf) (<https://www.depts.ttu.edu/studentconduct/GeneralConductSanctionGrid.pdf>)

ALCOHOLIC BEVERAGES SANCTION MATRIX				
VIOLATION	LEVEL 1 OFFENSES ARE GENERALLY NON-SEPERABLE, LEVEL 2 OFFENSES ARE GENERALLY SEPARABLE	POSSIBLE SANCTION UPON ‘RESPONSIBLE’ FINDING		
		1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Unlawful or unauthorized possession, use, distribution, delivery, or sale of alcohol and/or public intoxication; consumption that endangers oneself; or operating a vehicle while intoxicated or under the influence of alcohol	Level 1- underage drinking on campus, Minor in Possession, Minor in Consumption, Public Intoxication	Reprimand- Probation	Reprimand- Suspension	Suspension- Expulsion
	Level 2- Driving While Intoxicated, Driving Under the Influence, providing/distributing of alcohol to minors	Probation- Suspension	Probation- Suspension	Suspension- Expulsion

*Law School and Professional School Students may enter at a step higher

CONSEQUENCES FOR CRIMINAL VIOLATIONS-LIQUOR LAWS

Infractions of the state’s alcohol laws can be punishable by fines, probation, and/or jail time.

Illegal Possession/ Public Consumption (UNDER 18)

- \$360 fine

For a complete explanation of the General Conduct Sanction Grid, visit [GeneralConductSanctionGrid.pdf \(ttu.edu\)](https://www.depts.ttu.edu/studentconduct/GeneralConductSanctionGrid.pdf) (<https://www.depts.ttu.edu/studentconduct/GeneralConductSanctionGrid.pdf>)

NARCOTICS OR DRUGS SANCTION MATRIX				
VIOLATION	LEVEL 1 OFFENSES ARE GENERALLY NON-SEPERABLE, LEVEL 2 OFFENSES ARE GENERALLY SEPARABLE	POSSIBLE SANCTION UPON ‘RESPONSIBLE’ FINDING		
		1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Possession, use, sharing, furnishing or distribution of illegal drugs, intoxicants, controlled substances and/or drug paraphernalia; including the distribution, use or possession of prescription medications contrary to a valid prescription; being under the influence of illegal drugs, intoxicants, and/or controlled substances	Level 1- Possession of marijuana, being under the influence of marijuana/THC, possession of marijuana paraphernalia	Reprimand-Suspension	Probation-Expulsion	Suspension-Expulsion
	Level 2- Possession, sale, distribution, or manufacture of a controlled substance or combination of multiple drug-related offenses, being under the influence of any controlled substance or prescription drug, possession of other drug paraphernalia	Probation-Expulsion	Probation-Expulsion	Suspension-Expulsion

*Law School and Professional School Students may enter at a step higher

CONSEQUENCES FOR CRIMINAL VIOLATIONS – DRUG LAWS

The punishment established for all these activities is a prison sentence of between 8 and 15 years. This is the penalty applicable to anyone who distributes, markets, supplies, manufactures, prepares, refines, processes, extracts, cultivates, produces, transports, stores or sells any of the drugs, substances or products listed in the law or who grows the plants from which these substances or products are obtained, without being legally authorized to do so. The same punishment is imposed upon anyone who has these drugs, substances, or products in their possession without proper authorization for any of the purposes listed, and anyone who possesses or sells seeds that can be germinated or other natural products that are used to produce the listed drugs.

BURDEN OF PROOF

The burden and standard of proof for the TTU Student Handbook is a “preponderance of the evidence.” A showing of a preponderance of the evidence means it is more likely than not that the violation was committed by the person charged. This standard is less than that of the criminal court, which is “beyond a reasonable doubt.”

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUGS

Alcohol

(*Beer, Wine, Ethanol, Distilled Liquor*)—Loss of concentration; impaired judgment and vision; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; lowered inhibition; risk

of liver and heart damage, malnutrition, toxic psychosis; cancer and other illnesses; can be highly addictive to some persons. Over consumption can lead to coma and possible death.

Stimulants

(*Amphetamine, Cocaine, Crack, Ecstasy, Methylphenidate, Phenmetrazine, Ritalin, Methamphetamine*)—Can cause rushed, careless behavior, pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition. Over consumption can lead to loss of brain function and sudden death.

Depressants

(*Barbiturates, GHB, Benzodiazepine, Rohypnol, Xanax, Liquid ecstasy, Methaqualone, Flunitrazepam, Ketamine, Special K*)—Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

Hallucinogens

(*PCP, LSD, Ecstasy, Acid, Angel Dust, Ecstasy, Mushrooms, Peyote, Mescaline, Psilocybin, Phencyclidine*)—Causes extreme distortions of what is seen and heard; induces sudden changes in behavior; loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

Inhalants

(*Aerosol sprays, gases, solvents, nitrites, whippets, poppers, snappers*)—Causes confusion; nausea; slurred speech; euphoria; delusions; headaches; heart failure; seizures; coma; death.

Narcotics

(*Heroin, Morphine, Opium, Codeine, Oxycodone, Methadone, Fentanyl, Vicodin, Carfentanil*) - Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

Cannabis

(*Hash Oil, Hashish, Grass, Marijuana, Pot, Weed*)—Causes permanent damage to lungs; reproductive organs and brain function, slows reflexes, increases forgetfulness; alters judgment of space and distance.

Synthetic Cannabinoids

(*K2/Spice, Smack, Kush, Kronik, Black Mamba*)—Causes delusions, elevated mood, relaxation, altered perception, extreme anxiety, confusion, paranoia, hallucinations, rapid heart rate, suicidal thoughts, brain damage which may result in death.

Synthetic Cathinones

(*Bath Salts, Flakka, Bloom, Cloud Nine, White Lightning, Lunar Wave, Vanilla Sky, Scarface*)— Causes paranoia; hallucinations; panic attacks; excited delirium (agitation and violent behavior); dehydration; kidney failure; brain damage; and death.

Tobacco

(*Chewing/Smokeless Tobacco, Cigarettes, Cigars, Nicotine, E-Cigs*)—Causes lung cancer; chronic bronchitis; emphysema; heart disease; stroke.

IMPORTANT INFORMATION:

- Alcohol and other drug use during pregnancy increases risk of physical harm to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

REDUCE ALCOHOL RELATED RISKS

If you choose to drink alcohol, there are many ways that you can reduce your risk of experiencing some of the not-so-fun things often associated with drinking.

- *EAT BEFORE AND WHILE YOU DRINK:* Having food in your stomach makes the alcohol absorb more slowly into the bloodstream. Foods high in fat and protein are best to eat because they take a long time to digest.
- *USE THE BUDDY SYSTEM:* Always stick with a friend; they don't leave you, and you don't leave your friend.
- *PACE YOUR DRINKS:* To avoid drinking too quickly, try alternating an alcoholic beverage with water, talk with friends, go to the dance floor, or play pool or darts between drinks.
- *BEWARE OF UNFAMILIAR DRINKS:* Pay attention to what you are drinking and how much alcohol is in it.
- *PLAN FOR A SOBER RIDE HOME:* Before you go out, plan how you will be getting home at the end of the night safely. Find a designated driver, walk with a group or take public transit.
- *KNOW THE WARNING SIGNS OF ALCOHOL POISONING:* The signs of alcohol poisoning are unconsciousness, cold/clammy skin, vomiting, seizures, slow breathing, pale/blue/ashen skin color. If you see any of these signs, seek medical attention ASAP.
- *BE AWARE OF HOW DRUGS INTERACT:* Educate yourself on potentially negative interactions of over-the-counter drugs, prescription medications and recreational drugs before you mix them with alcohol or other drugs.
- *MEDICAL CONDITIONS:* If you have medical conditions be sure to tell friends, wear a medical alert or keep a note of them in your phone.

ALCOHOL AND OTHER DRUGS (AOD) EDUCATION AND OUTREACH

The **RISE Office** offers a variety of presentations to address alcohol safety and related concerns for academic courses, departments, fraternities and sororities, and student organizations. Interactive resource tables are available for events or programs. RISE also offers online training opportunities for students in addition to other on-campus programs offered. Undergraduate students are required to complete Voices for Change, which educates students on bystander intervention, alcohol and drugs, interpersonal violence, and hazing. RISE hosts alcohol-free events and works across campus to provide evidence-based prevention education on substances.

Center for Collegiate Recovery Communities (CRC) | 806-742-2891

A community of support for students in recovery attending Texas Tech University. The CRC offers courses for academic credit, physical gathering space on campus, sober housing on campus, access to addiction & recovery professionals, resources for academic success, and much more. Students must apply to be part of the CRC.

Several 12-Step and support meetings are held in the CRC building that are open to students, faculty, staff, and community members struggling with addiction and recovery, regardless of CRC membership.

Student Counseling Center | 806-742-3674 | Student Wellness Center 201, Lubbock TX

Free counseling for Texas Tech students. In-person alcohol assessments are provided. To initiate services, students are encouraged to visit during walk-in hours, M-F 12:30-3:30.

Raider Restart (BASICS) | 806-742-2110 | raiderrestart@ttu.edu

RISE offers individual and group coaching sessions for students on the topic of substance use. Raider Restart aims to help students learn skills to reduce the negative impacts of substance use through education and motivational interviewing techniques.

POLICY LISTINGS

University and campus policies pertaining to the possession, use, and sale of alcohol and other drugs are outlined in:

- [OP 10.04: Drug-Free Schools and Communities Act](#)
- [OP 70.35: Drug and Alcohol Testing for Safety- and Security-sensitive Positions](#)
- [OP 70.33: Employee Assistance Program](#)
- [OP 60.15: Smoke-free and Tobacco-free Environment](#)
- [Texas Tech University Student Handbook](#)

WEAPONS POLICY

It is prohibited to enter, carry, or use any type of weapon in the TTU- Costa Rica educational center.

The Texas Tech University Student Handbook states that the illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals or use of any item, in a manner that attempts to harm others is prohibited.

For a complete explanation of the General Conduct Sanction Grid, visit [GeneralConductSanctionGrid.pdf \(ttu.edu\)](#) (<https://www.depts.ttu.edu/studentconduct/GeneralConductSanctionGrid.pdf>)

FIREARMS, WEAPONS, AND EXPLOSIVES SANCTION MATRIX				
VIOLATION	LEVEL 1 OFFENSES ARE GENERALLY NON-SEPERABLE, LEVEL 2 OFFENSES ARE GENERALLY SEPARABLE	POSSIBLE SANCTION UPON ‘RESPONSIBLE’ FINDING		
		1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals or use of any item, in a manner that attempts to harm others. NOTE: See Texas Tech University Operating Policy related to Campus Carry at http://www.depts.ttu.edu/opmanual/ and University Student Housing Policies and Procedures (https://www.depts.ttu.edu/housing/contracts/hallpolicies.php) for specific approved devices allowed in the residence halls	Level 1- Any behavior that was not deemed sufficiently severe, persistent, or pervasive	Reprimand - Probation	Probation- Suspension	Suspension- Expulsion
	Level 2- Any behavior that was deemed sufficiently severe, persistent, or pervasive, and/or PPTV	Probation- Suspension	Probation- Expulsion	Suspension- Expulsion

*Law School and Professional School Students may enter at a step higher



ANNUAL DISCLOSURE OF CAMPUS

CRIME STATISTICS

ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC § 1092(f) et.seq., and its implementing regulations require colleges and universities across the United States to disclose information about crime on and around their campuses. This section includes information on crime statistics specific to the Texas Tech University- Costa Rica and are reflective of the calendar years 2020, 2021, and 2022. (Crime statistics for Texas Tech University Health Sciences Center, Texas Tech University Health Sciences Center El Paso, Midwestern State University, and Angelo State University are reflected in their own Annual Security Report)

Crime statistics reported within the tables included are in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. This report includes statistics for crimes reported which occurred within Texas Tech University's Clery geography and were reported to Texas Tech Police or Campus Security Authorities (CSAs). The report also includes statistics for referrals for campus disciplinary action for categories required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These categories include liquor, drug and weapon law violations. Statistical information for certain off-campus locations or property owned or controlled by the University, as well as public property within or immediately adjacent to campus, is gathered by Texas Tech Police after requesting such information from local law enforcement agencies.

The crime statistic tables appearing on the following page(s) are prepared using data from documents provided, maintained and reviewed by the Texas Tech Police Department, Human Resources, Title IX, Office of Equal Opportunity, Student Involvement & Fraternity & Sorority Life, Office of Student Conduct, General Counsel, Athletics, designated CSAs, Responsible Employees, local police, and cooperating external law enforcement agencies.

CLERY GEOGRAPHY

It is important to note that the included crime statistics are for reported crimes that occurred within a specific set of geography defined by the Clery Act. The crime statistics include all persons and incidents that occurred within this geography regardless of affiliation with the University. What this means is that not all reported crimes involved a student or employee. The Clery Act uses a unique set of definitions to designate Clery geography. The statistics reported in the following tables are published according to where they occurred. The following definitions are used to distinguish these various locations for statistical reporting purposes:

ON-CAMPUS

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

ON-CAMPUS RESIDENCE HALLS

Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

NON-CAMPUS PROPERTY

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

PUBLIC PROPERTY

All public property, including thoroughfares, streets, sidewalks, and parking facilities, is within the campus or immediately adjacent to and accessible from the campus.

REASONABLY CONTIGUOUS

Refers to a building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the "campus." Generally speaking, it is reasonable to consider locations within one mile from the core or main campus border to be reasonably contiguous with the campus.

CLERY REPORTING CRIME DEFINITIONS

The Clery Act divides reportable crimes into four categories to assist with a better understanding of each type of crime. The four categories, as reflected below, are Criminal Offenses, Hate Crimes, Violence Against Women Act Offenses, and Arrest and Referrals for Disciplinary Action. The following definitions and statistics are reported in accordance with those guidelines.

CRIMINAL OFFENSES

Murder/Non-Negligent Manslaughter

The willing (non-negligent) killing of one human by another. NOTE: deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Manslaughter By Negligence

The killing of another person through gross negligence.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

1. *Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. *Fondling*: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. *Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could, or probably would, result in a serious potential injury if the crime were completed.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony; breaking and entering with the intent to commit a larceny; housebreaking, safe-cracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Motor vehicle theft includes all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding.)

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

DATING VIOLENCE

Violence committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition:
 - a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating Violence does not include acts covered under the definition of domestic violence.
3. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

DOMESTIC VIOLENCE

A felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim
2. By a person with whom the victim shares a child in common
3. By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others
2. Suffer substantial emotional distress.
3. For the purposes of this definition:
 - a. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property
 - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
 - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

ARREST AND DISCIPLINARY REFERRALS DEFINITIONS

ARREST

Defined as persons processed by arrest, citation or summons.

DISCIPLINARY REFERRAL

Defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

LIQUOR LAW VIOLATIONS

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

DRUG ABUSE VIOLATION

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

WEAPON LAW VIOLATIONS

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

HATE CRIMES

HATE CRIME DEFINITIONS

The Clery Act defines a Hate Crime as a criminal offense (larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and other Clery Act crimes) that manifests evidence that the victim was intentionally selected because of the perpetrator's bias (race, ethnicity, national origin, gender, gender identity, sexual orientation, religion and/or disability) against the victim.

In addition to any of the included Clery crimes, the following acts are reportable as Hate Crimes under the Clery Act. A crime is classified as a Hate Crime when the evidence suggests the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

TTU is also required to report statistics for bias-related (hate) crimes by the type of bias as defined below for all of the above Clery crimes and the additional hate crimes listed here. Although there are many possible categories of bias, under the Clery Act, only the below eight categories are reported.

HATE CRIMES

1. *Larceny-Theft*: the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
 - a. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
2. *Simple Assault*: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. *Intimidation*: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.
4. *Destruction/Damage/Vandalism of Property*: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

BIAS CATEGORIES

1. *Race*: a preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. *Religion*: a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a Supreme Being, e.g., Catholics, Jews, Protestants, atheists.
3. *Sexual Orientation*: a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. *Gender*: preformed negative opinion or attitude toward a person, or group of persons, based on their actual or perceived gender, e.g., male or female.
5. *Gender Identity*: a preformed negative opinion or attitude toward a person, or group of persons, based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
6. *Ethnicity*: a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

7. *National Origin*: a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. *Disability*: a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

HIERARCHY RULE

When counting multiple offenses, TTU is required to use the FBI's UCR Hierarchy Rule. Under this rule, when more than one criminal offense was committed during a single incident, TTU must only count the most serious offense. A single incident means that the offenses were committed at the same time and place.

Beginning with the most serious offense, the hierarchy for reporting Clery offenses is:

1. Murder and Non-negligent Manslaughter
2. Manslaughter by Negligence
3. Sexual Assault
4. Robbery
5. Aggravated Assault
6. Burglary
7. Motor Vehicle Theft

The crimes of *Arson, Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Hate Crimes* are not governed by the Hierarchy Rule, and statistics for these incidents are reported in these categories in addition to any other crime category covered under the Hierarchy Rule, if applicable. The crime statistics also reflect no Hierarchy Rule for drug, liquor and weapon law violations, where the institution chooses the most severe infraction to count. An example of this would be if a person was arrested or referred for drug and liquor violations, a drug statistic would be counted and not the alcohol and an arrest is counted over a referral.

UNFOUNDED CRIMES

Under the reauthorization of the Violence Against Women Reauthorization Act regulations, an institution may withhold or subsequently remove a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore unfounded. Only sworn or commissioned law enforcement personnel may "unfound" a crime report. The recovery of stolen property, the low value of stolen property, refusal of the victim to cooperate with the prosecution, the failure to make an arrest, and a determination by a coroner, court or jury are not adequate grounds for unounding a crime report.

CRIME STATISTICS

Below are the tables containing the crime statistic information for the calendar years of 2020, 2021, 2022 for Texas Tech University-Costa Rica. Keep in mind the tables are divided by Clery geography and include information obtained from local law enforcement when appropriate. The University made a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the University's identified Clery geography. Reportable Clery crime data received from agencies who responded to these requests are included in the crime statistics. Not all of these agencies responded to these requests for crime statistics.

The On-Campus geography category is divided into two groups, On-Campus Student Housing and the On-Campus Total. The TTU- Costa Rica campus does not have student housing facilities and all incidents that occurred on the campus are reported under the On-Campus Category.

Statistics reported reflect crime that occurred within Clery Geography during Texas Tech University's COVID-19 procedures. As a result of the required modality of course presentations and the difference in the number of students on campus at any time, the comparisons from 2020 to 2021 and 2021 to 2022 may be more skewed than normal.

2022

TEXAS TECH UNIVERSITY | Avenida Escazú, Edificio AE205 San José, San Rafael de Escazú, Escazú 10201- Costa Rica

CRIMINAL OFFENSES

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Murder / Non-Negligent Manslaughter	N/A	0	0	0	0
Manslaughter by Negligence	N/A	0	0	0	0
Sex Offense: Rape	N/A	0	0	0	0
Sex Offense: Fondling	N/A	0	0	0	0
Sex Offense: Incest	N/A	0	0	0	0
Sex Offense: Statutory Rape	N/A	0	0	0	0
Robbery	N/A	0	0	0	0
Aggravated Assault	N/A	0	0	0	0
Burglary	N/A	0	0	0	0
Motor Vehicle Theft	N/A	0	0	0	0
Arson	N/A	0	0	0	0
Unfounded Crimes	Zero (0) unfounded crimes				

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VIOLENCE AGAINST WOMEN ACT OFFENSES

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0
Unfounded Crimes	Zero (0) unfounded crimes				

ARRESTS

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Liquor Law Arrests	N/A	0	0	0	0
Drug Law Arrests	N/A	0	0	0	0
Weapons Law Arrests	N/A	0	0	0	0

REFERRALS FOR DISCIPLINARY ACTION

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Liquor Law Violations Referred for Disciplinary Action	N/A	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	N/A	0	0	0	0
Weapons Law Referred for Disciplinary Action	N/A	0	0	0	0

HATE CRIME OFFENSES

Zero (0) hate crimes, as defined by applicable federal law.

UNFOUNDED HATE CRIMES

Zero (0) unfounded hate crimes

2021

TEXAS TECH UNIVERSITY | Avenida Escazú, Edificio AE205 San José, San Rafael de Escazú, Escazú 10201- Costa Rica

CRIMINAL OFFENSES

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Murder / Non-Negligent Manslaughter	N/A	0	0	0	0
Manslaughter by Negligence	N/A	0	0	0	0
Sex Offense: Rape	N/A	0	1	0	1
Sex Offense: Fondling	N/A	0	0	0	0
Sex Offense: Incest	N/A	0	0	0	0
Sex Offense: Statutory Rape	N/A	0	0	0	0
Robbery	N/A	0	0	0	0
Aggravated Assault	N/A	0	0	0	0
Burglary	N/A	0	0	0	0
Motor Vehicle Theft	N/A	0	0	0	0
Arson	N/A	0	0	0	0
Unfounded Crimes	Zero (0) unfounded crimes				

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VIOLENCE AGAINST WOMEN ACT OFFENSES

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Dating Violence	N/A	0	1	0	1
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0
Unfounded Crimes	Zero (0) unfounded crimes				

ARRESTS

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Liquor Law Arrests	N/A	0	0	0	0
Drug Law Arrests	N/A	0	0	0	0
Weapons Law Arrests	N/A	0	0	0	0

REFERRALS FOR DISCIPLINARY ACTION

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Liquor Law Violations Referred for Disciplinary Action	N/A	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	N/A	0	0	0	0
Weapons Law Referred for Disciplinary Action	N/A	0	0	0	0

HATE CRIME OFFENSES

Zero (0) hate crimes, as defined by applicable federal law.

UNFOUNDED HATE CRIMES

Zero (0) unfounded hate crimes

2020

TEXAS TECH UNIVERSITY | Avenida Escazú, Edificio AE205 San José, San Rafael de Escazú, Escazú 10201- Costa Rica

CRIMINAL OFFENSES

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Murder / Non-Negligent Manslaughter	N/A	0	0	0	0
Manslaughter by Negligence	N/A	0	0	0	0
Sex Offense: Rape	N/A	0	0	0	0
Sex Offense: Fondling	N/A	0	0	0	0
Sex Offense: Incest	N/A	0	0	0	0
Sex Offense: Statutory Rape	N/A	0	0	0	0
Robbery	N/A	0	0	0	0
Aggravated Assault	N/A	0	0	0	0
Burglary	N/A	0	0	0	0
Motor Vehicle Theft	N/A	0	0	0	0
Arson	N/A	0	0	0	0
Unfounded Crimes	Zero (0) unfounded crimes				

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VIOLENCE AGAINST WOMEN ACT OFFENSES

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Dating Violence	N/A	0	0	0	0
Domestic Violence	N/A	0	0	0	0
Stalking	N/A	0	0	0	0
Unfounded Crimes	Zero (0) unfounded crimes				

ARRESTS

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Liquor Law Arrests	N/A	0	0	0	0
Drug Law Arrests	N/A	0	0	0	0
Weapons Law Arrests	N/A	0	0	0	0

REFERRALS FOR DISCIPLINARY ACTION

Crime Classification	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Liquor Law Violations Referred for Disciplinary Action	N/A	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	N/A	0	0	0	0
Weapons Law Referred for Disciplinary Action	N/A	0	0	0	0

HATE CRIME OFFENSES

Zero (0) hate crimes, as defined by applicable federal law.

UNFOUNDED HATE CRIMES

Zero (0) unfounded hate crimes



TEXAS TECH UNIVERSITY

Compiled by Texas Tech University Clery Compliance