

# **2022 Annual Security and Fire Safety Report**



**Texas Tech University Center at Junction**





TEXAS TECH UNIVERSITY

**2022 ANNUAL SECURITY  
REPORT**

**For the 2022-2023 academic year, containing crime  
statistics for calendar year 2019, 2020, & 2021**

*Report Published October 2022*

**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 and Fire Safety Report (ASF SR) 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) Center at Junction, acquired in 1971, is the home to the Llano River Field Station and the Outdoor Learning Center, with an emphasis on natural resource and watershed engagement, research and literacy, and environmental education in the Texas Hill Country.

Texas Tech University Center at Junction is a multidisciplinary research facility located in Junction, Texas. The Center is the home of the Llano River Field Station, of which is deemed as the largest inland field station in the state of Texas.

The Texas Tech University Center at Junction offers summer collegiate academic programs, a national recognized K-12 Outdoor School program and serves as a venue for a multitude of professional organizations for workshops, meetings, and partners with numerous organizations for a variety of research initiatives. The Center facilities a number of conferences and workshops throughout the year that bring over 4,000 visitors annually.

Since its inception until present day, the Center hosts a summer academic program where students can receive 3-4 credit hours in a 15-day intensive session, offering field-based courses in science and photography.

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 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](mailto: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.
  - o 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. Texas Tech Police Department and the Clery Compliance Officer compile and report this information.

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

Copies of the ASFSR 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 ASFSR 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 in 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, identifying and maintaining Clery geography, the ASFSR preparation and review including policy statements and updates, distribution of the ASFSR, 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 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, 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 Campus Security Authority or local law enforcement personnel by a victim, Witness, or other third party or even offender, regardless if the individual is involved in the crime, reporting the crime, or is associated with the institution. Reporting to Texas Tech Police 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	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 is able to send an officer and other emergency personnel to the location. Always in cases of emergency, dial 911.  <b>Cellphones do not automatically send location, but on-campus landlines will automatically send the location.</b>

<b>OPTIONS FOR REPORTING</b>	
<b>NON-EMERGENCY</b>	
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.
Junction Police Department 102 N. 5 <sup>th</sup> Street Junction, TX   325-446-2913	
Kimble County Sheriff's Office 415 Pecan Street Junction, TX   325-446-2766	
Resident Life Staff in Residence Halls	Students living in the residence halls may contact their Community Advisor (CA), graduate Hall Coordinator (GHC), or Residence Life Coordinator (RLC), or the local police department.
Missing Student	If a student who resides in on-campus housing is missing, a report should be made immediately to the local police, Texas Tech Police Department (806-742-3931) and to a member of the Residence Life Staff.
Campus Security Authorities	See below to find a Campus Security Authority on your campus.
<a href="#">Campus Incident Reporting Forms</a>	

<b>OPTIONS FOR REPORTING</b>	
<b>ANONYMOUS OR CONFIDENTIAL REPORTING</b>	
If discussing crime in Lubbock: <a href="#">Lubbock Crime Line</a>	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 Junction Police Department for assistance at 325-446-2913.

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 Junction Police Department number for general, nonemergency use: 325-446-2913. 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 CSA's.
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 officer, event security officers, staff who provide safety escorts on campus (professional and student staff) are CSA's.
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, Campus Security Authorities report Clery Act reportable crimes via an online report, [Clery Incident Report Form](#). Each of these reports is reviewed by Clery committee members including the Texas Tech Police Department, the Title IX office, and the Office of Student Conduct 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 his or her 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 Campus Security Authority 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 CSA's 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 Campus Security Authority 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 he or she is required to submit the report for statistical purposes, but it can be submitted without identifying the victim.

Campus Security Authorities 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 Campus Security Authority is not responsible for determining authoritatively whether a crime took place. A Campus Security Authority 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 CSA's, 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 <sup>th</sup> Street Lubbock, TX	806-742-3650
Dean of Students Office	Student Union Building, Suite 201AA 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	Robert Stubblefield	806-742-6434

## REPORTING TO TITLE IX

In addition to law enforcement, an incident of Sexual Misconduct/Harassment, or discrimination may be report 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](mailto:Kimberly.simon@ttu.edu)

### **Title IX Case Manager**

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

### REPORTING TO HUMAN RESOURCES AND OFFICE OF EQUAL OPPORTUNITY

As an employee, you may contact Human Resources for assistance by calling 806-742-3851 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 *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 *Code of Student Conduct*. To file a report with Student Conduct, visit [www.studentconduct.ttu.edu](http://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](mailto: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 Campus Security Authority (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, and officials will review the requests for confidentiality. However, 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 still 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. Even if you do not want law enforcement or the University involved in the process, 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.

An individual's request regarding the confidentiality of reports of sexual assault, harassment, stalking, and/or dating and domestic violence will be considered in determining an appropriate response; however, such request 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 the confidential report, the University can keep an accurate record of the number 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 Counseling Center. Professional Counselors in their capacity and function do not make identifiable reports of incidents unless the student specifically requests them to do so; however, the University encourages counselors, if and when they deem it appropriate, 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 considered to be a Campus Security Authority. Pastoral Counselor and Professional Counselor are two types of individuals who, although they may have significant responsibility for student and campus activities, are not Campus Security Authorities under the Clery Act. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the official capacities as employees.

The pastoral or professional counselor exemption is intended to ensure these 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.

Counselors are defined as:

- **Pastoral Counselor:** A pastoral counselor is an employee of an institution who is associated with a religious order or denomination, who is recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning

within the scope of that recognition as a pastoral counselor. Texas Tech University does not have pastoral counselors on staff.

- **Professional Counselor:** A professional counselor is a campus employee whose official responsibilities include providing psychological counseling to members of the campus community and who is functioning within the scope of his or her license or certification.

The only location on the TTU main campus with confidential counselors is the Student Counseling Center, which is located on the second floor of the Student Wellness Center, Room 201 at the corner of Flint Ave. and Main Street. Licensed counselors are exempt from reporting requirements when they are acting in their official capacity as a counselor.

Although licensed professional mental health and pastoral counselors are exempt from Clery Act requirements, Texas Tech University encourages such counselors to tell victims about the confidential reporting process if, in their judgement, it is appropriate to discuss crime reporting with the victim.

## **CONFIDENTIAL REPORTING FOR EMPLOYEES**

If an employee would like the details of an incident to be kept confidential, the employee may discuss the matter confidentially with the Employee Assistance Program (EAP). The Counseling Center at Texas Tech University Health Sciences center is an EAP which 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.

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

## **ANONYMOUS REPORTING**

The Junction Police Department, unless otherwise prescribed by law or as set forth within this Annual Security Report, does not take anonymous incident reports.

## **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, 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 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 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 criminal reports are investigated by an officer who will conduct a police investigation. Reports requiring additional investigation are forwarded to the local police department's Criminal Investigations Division. If assistance is required from the local police or fire departments, 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 *Student Code of Conduct*, Employee Handbook, or other actions or services required based on the reported incident.

The Junction Police Department is the main police agency responsible for responding to emergency situations at the Texas Tech University Center at Junction and has police jurisdiction, enforcement authority, and authority to make arrests as necessary. Kimble County Sheriff's Office may also respond to emergency incidents.

The Texas Tech Police Department will work in cooperation with the Junction Police Department and any other law enforcement agency as necessary. The Junction Police Department 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 Campus Security Authority, 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 Campus Security Authority 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 Campus Security Authority 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. CSA’s 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 *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 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

<b>EMERGENCY SERVICES</b>	
<b>EMERGENCY SERVICES</b>	Call 911 in an emergency
<b>POLICE</b>	
<b>Junction Police Department NON-EMERGENCY</b> 102 N. 5th Street Junction, TX	325-446-2913
<b>Kimble County Sheriff's Office</b> 415 Pecan Street Junction, TX	325-446-2766
<b>FIRE</b>	
<b>Junction Volunteer Fire Department</b> 102 N. 5 <sup>th</sup> Street Junction, TX	325-446-2345
<b>HEALTH &amp; MEDICAL</b>	
<b>Texas Tech University Student Health Services</b> 1003 Flint Ave., Lubbock TX	806-743-2848
<b>Texas Tech University Student Counseling Center</b> 1003 Flint Ave., Room 201, Lubbock TX	806-742-3674
<b>Kimble County Hospital</b> 349 Reid Road Junction, TX	325-446-3321
<b>Junction Medical Clinic</b> 399 Reid Road Junction, TX	325-446-3305

<b>CAMPUS RESOURCES</b>	
<b>Texas Tech Dean of Students</b> Student Union Building 1502 Akron Ave., Suite 201 AA, Lubbock TX	806-742-2984
<b>Texas Tech Office of Student Conduct</b> 211 Wellness Center, Lubbock TX	806-742-1714
<b>Texas Tech Title IX Coordinator</b> Student Union Building 1502 Akron. Ave., Suite 232, Lubbock TX	806-834-1949
<b>Texas Tech Risk Intervention &amp; Safety Education (RISE)</b> Drane Hall 2515 15 <sup>th</sup> St., Room 247, Lubbock TX	806-742-2110
<b>Texas Tech Employee Assistance Program</b>	806-743-1327 or 800-327-0328
<b>COMMUNITY RESOURCES</b>	
<b>Kimble County Mental Health</b> 110 S. 10 <sup>th</sup> Street Junction, TX	325-446-3233
<b>Kimble County Hospital</b> 349 Reid Road Junction, TX	325-446-3321
<b>Junction Medical Clinic</b> 399 Reid Road Junction, TX	325-446-3305
<b>NATIONAL HOTLINES</b>	
<b>Drug Abuse</b>	1-800-662-HELP (4357)
<b>Domestic Abuse</b>	1-800-799-SAFE (7233)
<b>Suicide and Crisis Lifeline</b>	988
<b>Suicide Prevention</b>	1-800-273-TALK (8255)
<b>Sexual Assault</b>	1-800-656-HOPE (4673)

**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 Chief of Texas Tech Police or designee, the Managing Director 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, Managing Director of the Office of Student Conduct or designee, the Director of Employee Assistance Program or designee, the Associate Director of Communications and 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 Chief of Texas Tech Police or designee, the Managing Director of Human Resources or designee, the Director of Employee Assistance Program or designee, the Associate Director of Communications and 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 Chief of Texas Tech Police Department, 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 to 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 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](mailto: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](mailto: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](mailto: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
- 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
- supports University Diversity Initiatives to champion the overall TTU student experience

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 201 AA 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 *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 *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 the TTU Center at Junction 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](http://www.studentconduct.ttu.edu) or contact them at: 806-742-1714 or [studentconduct@ttu.edu](mailto: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 commitments 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. The Texas Tech University Center at Junction front gate is keypad accessible after hours.

## **SAFETY IN HOUSING UNITS AND FACILITIES**

Generally, housing facilities are locked when not in use and those staying within the facilities will have access granted specifically to them. University Student Housing provides several programs and services to maximize safety measures used in the housing units. However, it is the responsibility of each member of the community and their guests to actively participate and observe safety protocols. This can be accomplished by being aware of your surroundings, reporting mischief or suspicious behavior, preventing the propping of doors, and not allowing other students to follow you when entering secure locations. Please contact the Regional Site Director 325-446-2301 or University Student Housing at 806-742-2611 for more information on student housing safety programs and services.

## **MAINTENANCE OF CAMPUS FACILITIES**

The Texas Tech University Center at Junction 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. Center 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.
- Lock up bicycles and motorcycles
- Do not leave valuables in your car, especially if they are visible. Lock car doors and close windows when leaving your car
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep and keep windows closed and locked when you are not at home.
- 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.

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 38.

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, mass emails, and text alerts are tested regularly, and drills are conducted periodically in the residence halls. In 2021, exercises and drills were conducted pertaining to fire alarms, tornadoes, and building emergency planning.

The University tests the emergency notification system once a semester, by sending a test message to the University community via TechAlert, email, and digital signage. These tests are evaluated for timeliness of message distribution and allows the campus community to make sure their 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, posters, and signage to assist with evacuation and emergency procedures.

For most major campus emergencies, the EMP activation begins at the discretion of the University Incident Commander. Based on recommendations from the Police and information obtained from other appropriate entities, the University Incident Commander, after consultation with the University President will declare an emergency and activate the EMP to the extent necessary.

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 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 any at campus or university property to Texas Tech Police (806-742-3931) or by contacting the local law enforcement agency at 325-446-2913.

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

<b>PERSONAL SAFETY &amp; CRIME PREVENTION TIPS</b>	
<b>Always dial 911 in case of an emergency</b>	
<p style="text-align: center;"><b>PERSONAL PROPERTY</b></p> <ul style="list-style-type: none"> <li>• Record the serial numbers to your property and mark personal items with your name or some other traceable identification</li> <li>• Keep your credit cards, debit cards and important documents out of sight and secure</li> <li>• Leave items of high monetary value at home</li> <li>• Do not leave personal property unattended</li> <li>• Do not carry excess cash</li> <li>• Keep your purse/backpack close to your body</li> </ul>	<p style="text-align: center;"><b>RESIDENCE HALL/APARTMENTS</b></p> <ul style="list-style-type: none"> <li>• Keep your room locked and keep your keys with you; do not loan them to others</li> <li>• Do not prop open exterior doors of residence halls</li> <li>• Do not attach your name and address to keys</li> <li>• Do not let strangers enter the residence halls</li> <li>• If someone knocks on your door, find out who it is before you open the door</li> <li>• Never give out your personal information</li> <li>• Do not leave a message on your door concerning your whereabouts</li> <li>• Report any lost or stolen keys immediately</li> </ul>
<p style="text-align: center;"><b>GENERAL INFORMATION</b></p> <ul style="list-style-type: none"> <li>• At night, travel in well-lit areas and in pairs, when possible</li> <li>• Report incidents or suspicious activity or persons to police:               <ul style="list-style-type: none"> <li>○ Call 911</li> <li>○ Junction Police: 325-446-2913</li> <li>○ Texas Tech Police: 806-742-3931</li> <li>○ Lubbock Police: 806-775-2865</li> </ul> </li> <li>• Notify the Police if you have a protective order issued against an individual listing Texas Tech University as a protected location</li> <li>• Be aware of email scams; if it seems too good to be true, it probably is</li> </ul>	<p style="text-align: center;"><b>VEHICLES</b></p> <ul style="list-style-type: none"> <li>• Lock your car</li> <li>• Keep your car keys with you at all times</li> <li>• Do not leave valuable items in your car</li> <li>• Do not park in isolated areas</li> </ul>

## **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 *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 Affairs, 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 ASSISTANCE PROGRAM (RAP)**

The Raider Assistance Program provides a safe and confidential place for Texas Tech University students to address questions and concerns they have regarding alcohol and other drugs. RAP services include assessment, education and treatment referral.

### **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 visit: [Active Shooter Presentation | TTPD | TTU](#)

## **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**

- Set up counter attack
- 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. In addition to classroom instruction, the Texas Tech Police Department has developed an in-house active shooter presentation video. This video may be viewed at any time by going to the following: [Active Shooter Presentation | TTPD | TTU](#)

*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.*

**MISSING STUDENT NOTIFICATION****GENERAL OVERVIEW**

The Higher Education Opportunity Act of 2008 set forth requirements for educational institutions in regards to reporting, investigating, and making emergency notifications for any currently enrolled student living on campus believed to be missing.

Although students are under no obligation to notify the University of plans to spend time away from their residence, a student who resides in on-campus housing at Texas Tech University, or lives in temporary accommodations while attending official university events, will be presumed to be missing when his or her reported absence is found to be inconsistent with established patterns of behavior and the deviation cannot be readily explained.

Additionally, any reported absence of 24 hours, or an absence of less than 24 hours wherein there exists possible evidence of foul play, will result in the same presumption. Campus officials, including law enforcement, the student's parent, guardian and/or designated confidential emergency contact person, will be notified. The intent is to leverage a coordinated effort between campus officials, law enforcement, family, friends and the broader community to ensure student safety.

## **MISSING STUDENT NOTIFICATION POLICIES AND PROCEDURES**

Texas Tech Universities missing student notification procedures **must** go into effect within 24 hours of the determination that a student who lives in on-campus student housing has been missing for 24 hours. This does not preclude initiating notification procedures as soon as your institution determines that a student is missing. The below information includes the policy and procedures that the University will follow in the case of a missing student report.

If a member of the Tech community has reason to believe that a student who resides in on-campus student housing has been missing for 24-hours, they should notify:

- Kimble County Sheriff's Office by calling 325-446-2766 or in person at 415 Pecan Street, Junction, TX 76849
- Junction Police Department by calling 325-446-2913 or in person at 102 N. 5<sup>th</sup> Street Junction, TX 76849
- Texas Tech Police Department by calling 806-742-3931
- The Office of the Dean of Students by calling 806-742-2984
- The Regional Site Director, Robert Stubblefield, at 806-742-6434

All missing student reports made to any of the offices above must be referred immediately to the Texas Tech Police Department. TTPD will generate a Missing Person report, initiate an investigation, and notify local law enforcement.

If the missing student is under the age of 18 and is not an emancipated individual, TTPD or an official from the University must and will notify the student's custodial parent or legal guardian, the confidential emergency contact person, and local law enforcement after TTPD has determined that the student has been missing for more than 24 hours.

Regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor, TTPD or an official from the University will inform local law enforcement within 24 hours that the student is missing.

## **CONFIDENTIAL EMERGENCY CONTACT**

As part of the yearly online signup process for a residence hall space student have the opportunity to register a confidential emergency contact(s). This confidential contact can be any person designated by the student, including friends, roommates, family members, co-workers, siblings or a significant other. If a student, regardless of age, has identified such an individual, TTPD or an official from the University will notify that individual no later than 24 hours after the student is determined to be missing.

A record containing information about the confidential contact person will be maintained by University Student Housing as a part of the student resident's file. This information will be kept confidential and only be shared with authorized campus officials or law enforcement personnel and it may not be disclosed outside of a missing person investigation.

For information about how to register or update a confidential contact outside of the normal registration period, please contact a Residence Life Coordinator for your building or call University Student Housing at 806-742-2661.

University officials reserve the right to initiate any other action that may be deemed appropriate and in the best interest of the missing student and will work collaboratively with law enforcement officials until the student is located. Although not inclusive of all possible resources, Texas Tech University officials may utilize any of the following to assist in locating the student. These resources may be used in any order or combination:

- Interviews of faculty, staff, students or known friends / acquaintances of the missing student
- Campus facility surveillance video
- Physical access to the missing student’s room by “lock out key”
- Physical inspection of any accessible campus property including academic buildings, recreation facilities, parks,  
or common areas within residence halls
- Student ID access logs, including building security access logs, dining plans, or other uses
- Campus vehicle registration and parking enforcement databases and subsequent inspection of any vehicle found on campus property that belongs to the missing student
- Campus e-mail & IT systems to determine last login or applicable activity information
- Student records, including judicial records
- News media releases & publications

## **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.

The Adam Walsh Child Protection and Safety Act of 2006 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 local, county, state and federal agency websites that provide public access to sex offender data. Relevant websites where registered offender data may be found are:

- <http://www.depts.ttu.edu/ttpd/>
- <http://apps.co.lubbock.tx.us/predator/main.aspx>
- <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 warnings 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 \(http://www.depts.ttu.edu/ttpd/daily/\)](http://www.depts.ttu.edu/ttpd/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 daily crime log also includes information reported to Campus Security Authorities and is maintained within its own log as part of the overall crime log.

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. \(http://www.depts.ttu.edu/ttpd/daily/\)](http://www.depts.ttu.edu/ttpd/daily/). The log contains information regarding fires that occurred on campus residential facilities and contains the date the fire was reported, the nature of the fire, date and time of the fire, and the general location of the fire.

## **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 TechAlerts. 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 the Texas Tech University Center at Junction 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 phone 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, as well as in the distribution modes listed below. 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 and appropriate distribution method to ensure the persons at risk are notified. The message will be sent by the Clery Compliance Officer or TTU Office of Communications and 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, Texas Tech Police, 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, 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 Chief of Police 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 After information has been gathered, the appropriate individuals from local law enforcement and staff on site 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 Chief of Police 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 Chief of Police, 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 Chief of Police, 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. Some or all of these methods of communication may be activated. The University will post updates during a critical incident on the [Emergency Communications page](#). If the situation warrants, the University will establish a telephone call-in center. The Chief of Police or highest-ranking Police Officer is responsible for initiating TechAlert using one or more of the methods described in the Emergency Notification section of this document. In the absence of the Chief of Police or other members from the police department, the Director of Emergency Management, Clery Compliance Officer, and TTU Communications and Marketing staff can initiate 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 Emergency Notification to the larger community. There will be information about the situation and steps the University has taken to address the emergency. Primarily, the Office of Communications and Marketing is responsible for crisis communications and for updating notices on social networking

platforms. They will also maintain communications with national, regional, and local news and radio outlets. Follow up information will be distributed using some or all of the identified distribution methods. 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. Follow-up notices and communications will be provided as necessary during an active incident and will be provided by Texas Tech Communications and Marketing. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the communications methods.

### **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.

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

<b>Junction Police Department</b> 102 N. 5 <sup>th</sup> Street Junction, Texas 76849 325-446-2913	<b>Kimble County Sheriff's Office</b> 415 Pecan Street Junction, TX 76849 325-446-2766	<b>Junction Volunteer Fire Department</b> 102 N. 5 <sup>th</sup> Street Junction, TX 76849 325-446-2345
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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 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.

## **TEXAS CRIMINAL LAWS**

While Texas Tech University uses different standards and definitions than the Texas Criminal Code, Sexual Misconduct often overlaps with the crimes of sexual assault, dating violence, domestic violence, or stalking. Victims of these crimes are protected by federal laws, specifically Title IX and the Clery Act, which mandates the contents of this report. If a person would like to file criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code and Texas Family Code would apply, not the internal definitions used in this policy.

### **TEXAS PENAL CODE AND TEXAS FAMILY CODE**

#### [Title 5, Chapter 22, Sec. 22.011. SEXUAL ASSAULT](#)

A person commits an offense of sexual assault if:

1. the person intentionally or knowingly:
  - a. causes the penetration of the anus or sexual organ, or the mouth of another person by any means, without that person's consent
2. regardless of whether the person knows the age of the child at the time of the offense, the person intentionally or knowingly:
  - a. causes the penetration of the anus or sexual organ, or the mouth of a child (under 17) by any means

A sexual assault is without the consent of the other person if:

1. the actor compels the other person to submit or participate by the use of physical force, violence, or coercion
2. the actor compels the other person to submit or participate by threatening to use force or violence against the other person or to cause harm to the other person, and the other person believes that the actor has the present ability to execute the threat
3. the other person has not consented, and the actor knows the other person is unconscious or physically unable to resist
4. the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it

*Sexual Assault is a felony of the second degree.*

#### [Title 4, Chapter 71, Title 4, Sec 71.004 DOMESTIC \(FAMILY\) VIOLENCE](#)

A person commits an offense if the act by a member of a family or household is against another member of the family or household that

1. is intended to result in physical harm, bodily injury, assault, or sexual assault
2. is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault
3. does not include defensive measures to protect oneself, or abuse by a member of a family or household toward a child of the family or household or dating violence

*Domestic (Family) Violence is a class A misdemeanor.*

#### [Title 4, Chapter 71, Title 4, Sec 71.0021 DATING VIOLENCE](#)

A person commits an offense if the act, other than a defensive measure to protect oneself, by an individual is committed against a victim with whom the actor has or has had a dating relationship because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.

**Dating relationship** means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a dating relationship.

*Dating Violence is a class A misdemeanor.*

#### [Title 9, Chapter 42, Sec. 42.072. STALKING](#)

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

1. constitutes an offense under this section, or that the actor knows or reasonably should know the other person will regard as threatening:
  - a. bodily injury or death for the other person
  - b. bodily injury or death for a member of the other person's family or household
  - c. that an offense will be committed against the other person's property
  - d. causes the other person to be placed in fear of bodily injury or death.
  - e. would cause a reasonable person to:
    - i. fear bodily injury or death for himself or herself
    - ii. fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship
    - iii. fear that an offense will be committed against the person's property
    - iv. feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended

*Stalking is a felony of the third degree.*

#### [Chapter 1, Title 1, Sec 1.07\(11\) CONSENT](#)

Consent is defined as assent in fact, whether expressed or apparent.

### **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 ok
- **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 Junction Police Department at 325-446-2913 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?

## **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.



## **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. The following are some specific examples of annual programs currently offered by the University.

### **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 Affairs, Student Involvement & Fraternity & Sorority Life, Athletics, Student Activities, the Division of Diversity, Equity & Inclusion, 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.

### **PROGRAMMING IN THE RESIDENCE HALLS**

Housing and Residential Programs, in conjunction with other departments on campus, offers multiple active and passive programs in the residence halls each year. Program topics include issues such as safety on campus, alcohol and drug abuse, healthy relationships, violence in relationships, sexual assault prevention, and personal life management skills.

### **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 **Kimble County Hospital or the Junction Medical Clinic**. 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](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](mailto: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 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 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 Campus Security Authority (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](mailto: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.

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

**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

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

When 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 Affairs. 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 requires 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)
- 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, 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:

<b>CAMPUS RESOURCES</b>	<b>EMPLOYEES</b>	<b>STUDENTS</b>
<b>Counseling / Mental Health</b>	<p><b>Employee Assistance Program (EAP)</b> 806-743-1327 1-800-327-0328</p> <p><b>Kimble County Mental Health</b> 110 S. 10<sup>th</sup> Street Junction, TX 325-446-3233</p>	<p><b>Student Counseling Center</b> 806-742-3674 <a href="http://www.depts.ttu.edu/scc/">http://www.depts.ttu.edu/scc/</a></p> <p><b>Family Therapy Clinic</b> 806-742-3074 <a href="http://www.depts.ttu.edu/hs/mft/clinical_services.php">www.depts.ttu.edu/hs/mft/clinical_services.php</a></p> <p><b>Psychology Clinic</b> 806-742-3737 <a href="http://www.depts.ttu.edu/psy/clinic/">www.depts.ttu.edu/psy/clinic/</a></p> <p><b>Crisis Helpline</b> 806-742-5555 <a href="https://www.depts.ttu.edu/scc/For_Students/crisis.php">https://www.depts.ttu.edu/scc/For_Students/crisis.php</a> <a href="https://www.depts.ttu.edu/studenthealth/">https://www.depts.ttu.edu/studenthealth/</a></p> <p><b>Kimble County Mental Health</b> 110 S. 10<sup>th</sup> Street Junction, TX 325-446-3233</p>
<b>Health Services</b>	<p><b>Kimble County Hospital</b> 349 Reid Road Junction, TX 325-446-3321</p> <p><b>Junction Medical Clinic</b> 399 Reid Road Junction, TX 325-446-3305</p>	<p><b>Student Health Center</b> 806-743-2848 1003 Flint Ave. Lubbock, TX <a href="https://www.depts.ttu.edu/studenthealth/">https://www.depts.ttu.edu/studenthealth/</a></p> <p><b>Kimble County Hospital</b> 349 Reid Road Junction, TX 325-446-3321</p> <p><b>Junction Medical Clinic</b> 399 Reid Road Junction, TX 325-446-3305</p>
<b>Title IX Coordinator</b>	<p><b>Office of Equal Opportunity</b> 806-742-3627 TTU System Admin Building</p>	<p><b>Title IX Coordinator</b> 806-742-7233 Student Union Building, Room 232</p>
<b>International Student Support Services</b>		<p><b>International Affairs</b> 806-742-3667 601 N Indiana Ave. Lubbock, TX <a href="https://www.depts.ttu.edu/international/">https://www.depts.ttu.edu/international/</a></p>
<b>Student Financial Aid</b>		<p><b>Student Financial Aid</b> 806-742-3681 West Hall, Room 301 <a href="https://www.depts.ttu.edu/financialaid/">https://www.depts.ttu.edu/financialaid/</a></p>



CAMPUS RESOURCES	EMPLOYEES	STUDENTS
<b>LGBTQIA Advocacy and Education</b>		<b>Office of LGBTQIA Education &amp; Engagement</b> 806-742-5433 Student Union Building, Room 201
<b>Texas Tech Police Department</b>	<b>Texas Tech Police Department</b> 806-742-3931 413 Flint Ave. Lubbock, TX	
<b>Dean of Students</b>		<b>Dean of Students</b> 806-742-2984 Student Union Building, Suite 201AA
<b>Office of Multicultural Engagement</b>	<b>Diversity, Equity &amp; Inclusion</b> 806-742-8681 Doak Hall, Office 101	
<b>Sexual Misconduct Resource Site</b>	<b>Office of Equal Opportunity</b> <a href="https://www.texastech.edu/offices/equal-employment/">https://www.texastech.edu/offices/equal-employment/</a>	<b>Title IX Coordinator</b> 806-742-7233 Student Union Building, Room 232 <a href="https://www.depts.ttu.edu/titleix/">https://www.depts.ttu.edu/titleix/</a>
<b>Confidential Services</b>	<b>Suicide and Crisis Lifeline 988</b>	
<b>Protective Services</b>	<b>Texas Department of Family and Protective Services (DFPS)-</b> 1-800-252-5400 hotline	
<b>Victim Advocacy</b>	<b>Texas Advocacy Project</b> 800-374-4619 (HOPE) hotline	
<b>Visa and Immigration Assistance Resources</b>	<b>USCIS Field Office</b> 800-375-5283 6500 Campus Circle Drive East Irving, TX	
<b>Junction Police Department</b>	<b>Junction Police Department</b> 102 N. 5 <sup>th</sup> Street Junction, TX 325-446-2913	
<b>Kimble County Sheriff</b>	<b>Kimble County Sheriff</b> Emergency: 911 415 Pecan Street Junction, TX 325-446-2766	

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 communication, the Office for Student Civil Rights & Sexual Misconduct will send a second email communication. Complainants are not required to respond 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 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.*

### GROUNDS 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 occur 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>).

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

## SANCTIONS AND REMEDIES AGAINST STUDENTS

Possible sanctions or remedies that may be imposed on student Respondents can include, but are not limited to: disciplinary reprimand; educational training; scheduling adjustment; housing reassignment; disciplinary probation; withholding of grades, official transcript, and/or degree; bar against readmission, bar against enrollment, and/or withdrawal from the University; suspension of privileges, including but not limited to participation in athletic or extracurricular activities; denial or revocation of degree; time-limited disciplinary suspension; disciplinary expulsion; or any other sanctions or remedies as deemed appropriate by the University given the circumstances.

## SANCTIONS AND REMEDIES AGAINST EMPLOYEES

Possible sanctions or remedies that may be imposed on employee Respondents can include but are not limited to: employment probation; job demotion or reassignment; suspension with or without pay for a specified period of time; dismissal or termination from [Regulation 07.07](#); or any other sanctions or remedies as deemed appropriate by the University given the circumstances. The University will take immediate and appropriate corrective action if the University's agents knew or should have known that sexual harassment 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 law. 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**

The following summary is a general representation of the law and 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. More information about Texas laws pertaining to alcohol can be found here: <https://www.tabc.texas.gov/texas-alcohol-laws-regulations/abc-code-rules/>

### **PUBLIC INTOXICATION**

*Texas Penal Code Sec. 49.02:* Being intoxicated in public such that one is a danger to oneself or others.

### **ILLEGAL POSSESSION**

*Texas Alcoholic Beverage Code Sec. 106.02, 106.04-106.05, 106.071:* The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age.

### **MISREPRESENTATION OF AGE BY A MINOR**

*Texas Alcoholic Beverage Code Sec. 106.06:* Furnishing alcoholic beverages to a minor.

### **POSSESSION OF INTOXICANTS ON PUBLIC SCHOOL GROUNDS**

*Texas Education Code Sec. 37:122:* The possession of an intoxicating beverage on the grounds of any public school.

### **DRIVING/OPERATING UNDER THE INFLUENCE**

*Texas Penal Code: Title 10. Offenses Against Public Health, Safety, and Morals. Chapter 49. Intoxicated and Alcoholic Beverages Offenses*

- It is illegal for a person to operate a vehicle with an alcohol concentration equivalent to at least eight-hundredths (0.08) gram of alcohol or greater

### **TRANSPORTATION**

*Texas Penal Code: Title 10. Offenses Against Public Health, Safety, and Morals. Chapter 49. Intoxicated and Alcoholic Beverages Offenses*

**Illegal possession** - It is illegal for a minor to knowingly:

- possess an open container in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked

## **CONSEQUENCES OF ALCOHOL RELATED VIOLATIONS**

### **CONSEQUENCES FOR UNIVERSITY VIOLATIONS**

Those who violate University policy, or the Student Handbook are subject to sanctions. Employees who are found to be in violation of a University policy pertaining to alcohol may be subject to disciplinary action. Employees who feel they may have a problem with alcohol 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 Student Handbook pertaining to alcohol may be subject to disciplinary action.

Students who feel they may have a problem with alcohol should seek professional advice and treatment. The Risk Intervention and Safety Education (RISE) Office offers education and assistance with alcohol 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, either on- or off-campus, may also be subject to disciplinary action under the 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 [GCSanctionGridUpdate20-21.pdf \(ttu.edu\)](https://www.depts.ttu.edu/studentconduct/PDF-WordFiles/GCSanctionGridUpdate20-21.pdf) (<https://www.depts.ttu.edu/studentconduct/PDF-WordFiles/GCSanctionGridUpdate20-21.pdf>).

<b>ALCOHOLIC BEVERAGES SANCTION MATRIX</b>				
<b>VIOLATION</b>	<b>LEVEL 1 OFFENSES ARE GENERALLY NON-SEPERABLE, LEVEL 2 OFFENSES ARE GENERALLY SEPARABLE</b>	<b>POSSIBLE SANCTION UPON 'RESPONSIBLE' FINDING</b>		
		<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
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	<b>Level 1-</b> underage drinking on campus, Minor in Possession, Minor in Consumption, Public Intoxication	Reprimand-Probation	Reprimand-Suspension	Suspension-Expulsion
	<b>Level 2-</b> 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

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

**Public Intoxication**

- Class C misdemeanor, punishable by a fine of up to \$500

**Illegal Possession (Under 21)**

- Class C misdemeanor
- Suspension of driver’s license
- Community Service

**Misrepresentation of Age by a Minor**

- Class A misdemeanor
- Punishable by a fine of up to \$4,000
- Up to one year in jail

**Possession of Intoxicants on Public School Grounds**

- Class C misdemeanor
- Punishable by a fine of up to \$500

### **Driving/Operating Under the Influence**

- Class A or B misdemeanor
- Suspension of driver's license

### **Illegal Transportation**

- Class C misdemeanor

## **LAWS PERTAINING TO 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, manufacture, and distribution of illicit drugs. It is intended only to be generally representative of these laws. More information about Texas laws pertaining to drugs can be found here: <https://statutes.capitol.texas.gov/Index.aspx>.

Texas drug laws prohibit possession, sale, manufacture, and distribution of marijuana and other controlled substances (e.g., cocaine, LSD, PCP, hallucinogenic substances, stimulants, narcotics), and possession of drug paraphernalia.

### **DRUG POSSESSION, DRUG MANUFACTURING, DRUG DISTRIBUTION**

*Texas Health and Safety Code Sec. 481.102-106, 481.115-118:* It is a violation to illegally distribute, possess, or use controlled substances and it may be punished by 5 years to life in prison and up to a \$250,000 fine.

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

*Texas Health and Safety Code Sec. 481.122:* It is a violation to distribute marijuana to a minor and it is punishable by 2 to 20 years in prison and/or up to a \$10,000 fine.

## **CONSEQUENCES OF DRUG RELATED VIOLATIONS**

### **CONSEQUENCE FOR UNIVERSITY VIOLATIONS**

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

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

Organizers of events are responsible for compliance with all applicable laws and regulations at their events. If organizers do not supervise 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 controlled substances, either on- or off-campus, may also be subject to disciplinary action

under the 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 [GCSanctionGridUpdate20-21.pdf \(ttu.edu\)](https://www.depts.ttu.edu/studentconduct/PDF-WordFiles/GCSanctionGridUpdate20-21.pdf) (<https://www.depts.ttu.edu/studentconduct/PDF-WordFiles/GCSanctionGridUpdate20-21.pdf>).

<b>NARCOTICS OR DRUGS SANCTION MATRIX</b>				
<b>VIOLATION</b>	<b>LEVEL 1 OFFENSES ARE GENERALLY NON-SEPERABLE, LEVEL 2 OFFENSES ARE GENERALLY SEPARABLE</b>	<b>POSSIBLE SANCTION UPON ‘RESPONSIBLE’ FINDING</b>		
		<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
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	<b>Level 1-</b> Possession of marijuana, being under the influence of marijuana/THC, possession of marijuana paraphernalia	Reprimand-Suspension	Probation-Expulsion	Suspension-Expulsion
	<b>Level 2-</b> 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

Violations of the state’s drug laws are punishable by a fine and/or imprisonment. Penalties depend on the quantity involved, the criminal record of the violator, and other factors. There are additional aggravating factors that can increase any penalty.

### Possession Of Marijuana

- Class A or B misdemeanor, or felony depending on the amount
- Possible imprisonment and up to a \$50,000 fine

### Marijuana Distribution

- Class A or B misdemeanor, or felony depending on the amount
- Possible imprisonment and up to a \$50,000 fine

### Possession Of Cocaine, Narcotic Drug, Or Controlled Substance

- Felony depending on the amount
- Possible imprisonment and up to a \$100,000 fine

## **Cocaine, Narcotic Drug, or Controlled Substance Distribution**

- Felony depending on the amount
- Possible imprisonment and up to a \$250,000 fine

## **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.

### **Raider Assistance Program (RAP) | 806-743-2848 | studenthealthservices@ttuhsc.edu**

RAP services are available for all Texas Tech students and include assessment, education, and treatment referrals to address concerns related to alcohol and other drugs.

## **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

Texas Tech University allows individuals holding a valid License to Carry (LTC), to carry their handgun, concealed on their person, on the campus of Texas Tech University. The open display of a handgun in plain view of another person on Texas Tech University property is never allowed except by an authorized individual such as a peace officer while in the actual discharge of his/her duty. Authorized permit holders are not required to disclose their license to carry status to anyone other than a law enforcement officer. The University will not maintain a list of license to carry individuals.

The University President is the only person with the authority to declare a specific premise or venue as an exclusionary zone.

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 [GCSanctionGridUpdate20-21.pdf \(ttu.edu\)](https://www.depts.ttu.edu/studentconduct/PDF-WordFiles/GCSanctionGridUpdate20-21.pdf) (<https://www.depts.ttu.edu/studentconduct/PDF-WordFiles/GCSanctionGridUpdate20-21.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		
		1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> 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. <b>NOTE:</b> See Texas Tech University Operating Policy related to Campus Carry at <a href="http://www.depts.ttu.edu/opmanual/">http://www.depts.ttu.edu/opmanual/</a> and University Student Housing Contract Guide for specific approved devices allowed in the residence halls	<b>Level 1-</b> Any behavior that was not deemed sufficiently severe, persistent, or pervasive	Reprimand- Probation	Probation- Suspension	Suspension- Expulsion
	<b>Level 2-</b> 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 at Junction and are reflective of the calendar years 2019, 2020, and 2021. (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. 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 Campus Security Authorities (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, that 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 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 unfounding a crime report.

## **CRIME STATISTICS**

Below are the tables containing the crime statistic information for the calendar years of 2019, 2020, 2021 for Texas Tech University. 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 on-campus total number is a combination of incidents that occurred within a student housing facility and incidents that occurred on campus. The number reflected in the Student Housing category includes only those incidents that occurred within one of the residential facilities on campus.

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 2019 to 2020 and 2020 to 2021 may be more skewed than normal.



CRIMINAL OFFENSES

Crime Classification	Year	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Murder / Non-Negligent Manslaughter	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offense: Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offense: Fondling	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offense: Incest	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offense: Statutory Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

1. This section includes all incidents reported to the University, not just incidents reported to the Police.
2. **On-Campus Total** is a combination of the incidents that are reported to have occurred within on-campus student housing facilities and other on-campus locations. Example: 50 Total On-Campus incidents= 21 housing incidents + 29 campus incidents
3. **Total Crimes** is a combination of **On-Campus Total, Non-Campus Property, and Public Property.**

CRIMINAL OFFENSES

Crime Classification	Year	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Burglary	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Unfounded Crimes	2021	Zero (0) unfounded crimes				
	2020	Zero (0) unfounded crimes				
	2019	Zero (0) unfounded crimes				

VIOLENCE AGAINST WOMEN ACT OFFENSES

Crime Classification	Year	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
Dating Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Domestic Violence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Stalking	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

1. This section includes all incidents reported to the University, not just incidents reported to the Police.
2. **On-Campus Total** is a combination of the incidents that are reported to have occurred within on-campus student housing facilities and other on-campus locations. Example: 50 Total On-Campus incidents= 21 housing incidents + 29 campus incidents
3. **Total Crimes** is a combination of **On-Campus Total, Non-Campus Property, and Public Property.**

**TEXAS TECH UNIVERSITY | 254 S. Red Raider Lane Junction, TX 76849**

**ARRESTS**

Crime Classification	Year	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
<b>Liquor Law Arrests</b>	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
<b>Drug Law Arrests</b>	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
<b>Weapons Law Arrests</b>	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

**TEXAS TECH UNIVERSITY | 254 S. Red Raider Lane Junction, TX 76849**

**REFERRALS FOR DISCIPLINARY ACTION**

Crime Classification	Year	On-Campus Student Housing	On-Campus Total	Non-campus Property	Public Property	Total
<b>Liquor Law Violations Referred for Disciplinary Action</b>	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
<b>Drug Law Violations Referred for Disciplinary Action</b>	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
<b>Weapons Law Referred for Disciplinary Action</b>	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

1. This section includes all incidents reported to the University, not just incidents reported to the Police.
2. **On-Campus Total** is a combination of the incidents that are reported to have occurred within on-campus student housing facilities and other on-campus locations. Example: 50 Total On-Campus incidents= 21 housing incidents + 29 campus incidents
3. **Total Crimes** is a combination of **On-Campus Total**, **Non-Campus Property**, and **Public Property**.

HATE CRIME OFFENSES

<b>2021</b>	Zero (0) hate crimes, as defined by applicable federal law
<b>2020</b>	Zero (0) hate crimes, as defined by applicable federal law
<b>2019</b>	Zero (0) hate crimes, as defined by applicable federal law

UNFOUNDED HATE CRIMES

<b>2021</b>	Zero (0) unfounded hate crimes
<b>2020</b>	Zero (0) unfounded hate crimes
<b>2019</b>	Zero (0) unfounded hate crimes



**2022**

# ANNUAL FIRE SAFETY REPORT

**Texas Tech University Center  
at Junction**

The Fire Marshal's Office provides fire safety training related to building evacuations using fog machines to simulate smoke conditions.



**TEXAS TECH UNIVERSITY**

**Fire Marshal's Office**

413 Flint Avenue, Lubbock, TX 79409

Phone: 806-742-0146 | Fax: 806-742-0139

Emergency: 911

Fire Marshal: Mike Kennon – [mike.kennon@ttu.edu](mailto:mike.kennon@ttu.edu)

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The Fire Safety Report is prepared and published annually by the Texas Tech University Fire Marshal and the Clery Compliance Officer. This report is for the 2022-2023 academic year and contains statistical information for calendar years 2019, 2020, and 2021.

Report published October 2022.

## **NOTICE OF THE ANNUAL FIRE SAFETY REPORT**

Texas Tech University publishes this Fire Safety Report as part of its annual compliance with the Clery Act and the Campus Fire Safety Right-to-Know Act. The Acts require colleges and universities with on-campus housing facilities to compile an annual fire safety report which gives students, parents and the public current information about fires in on-campus housing. Universities are also required to maintain a public fire log which captures specific information about fires occurring in on-campus housing.

The report contains statistics about the number of fires in on-campus housing for the 2019, 2020 and 2021 calendar years. The description and cause of the fire follow the classifications used by the U.S. Department of Education. The estimated dollar amount of damages for each fire is included utilizing the ranges required by the reporting criteria of the Department of Education. The report also includes a description of fire systems, the number of fire drills, evacuation procedures, education and training programs, future plans for fire safety improvements, and the institutions policies on appliances, smoking, open flames, and other potential hazards.

The Annual Fire Safety Report is distributed electronically within the Annual Security Report to all current faculty, staff, and students through email and TechAnnounce. The Annual Security and Fire Safety Report is made available online to all prospective students and employees via the Admissions website and the Human Resources page.

Copies of this report may be obtained in person or by contacting the Texas Tech Fire Marshal (806-742-0146), the Texas Tech Police Department (806-742-3931), or University Student Housing (806-742-2261) during normal business hours, 8:00 A.M. - 5:00 P.M., Monday through Friday. The Annual Security Report and the Annual Fire Safety Report can be found online at the [Texas Tech Clery Compliance website](#).

## NOTICE OF THE ANNUAL SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery 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 Texas Tech University Annual Security and Fire Safety Report (ASF SR).

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.

Texas Tech University’s ASF SR is distributed electronically to all current faculty, staff, and students through their TTU email. The ASF SR is made available online to all prospective students and employees via the Admissions website and the Human Resources page. The ASF SR can be found online at the [Texas Tech Clery Compliance website](#).

Copies of the ASF SR 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.



## LETTER FROM THE FIRE MARSHAL

*Students, Faculty and Staff,*

*The Texas Tech University Fire Marshal's Office is committed to creating and maintaining a safe campus environment. We have developed a [Fire and Life Safety Program](#), which empowers faculty, staff and students to follow the correct procedures to help prevent unsafe situations. The program supports Texas Tech's ultimate goal of cultivating a safe and secure place to learn, live and work. The Fire Marshal's Office also offers training on various fire safety topics, including fire extinguisher training.*

*Sustaining a safe campus requires the cooperation of all faculty, staff and students. We encourage you to use all available resources to aid in this effort. If you have any questions or concerns, you may contact the Fire Marshal's Office at (806) 742-0146.*

*Sincerely,*

*Mike Kennon  
Fire Marshal*



## TEXAS TECH FIRE MARSHAL'S OFFICE

The Fire Marshal's Office administers a proactive Fire and Life Safety program. The program is designed to ensure all faculty, staff, students, and visitors are provided with at least the minimum required levels of protection in each campus facility.

The Texas Tech Fire Marshal's Office coordinates with local fire departments for emergency responses and routine inspection of alert and sprinkler systems for campus facilities. They also assist first responders including all law enforcement, fire, and EMS personnel during emergencies by providing up-to-date information about campus facilities, assisting with evacuations, and providing investigative assistance when a fire is reported on campus.

All residence halls and residential apartments are fully protected by fire sprinklers and smoke alarm systems. Student residents receive fire/life safety handouts at move-in and are required to participate in annual fire safety drills. The Fire Marshal's Office also aids in the development of Emergency Action Plans for campus buildings and conducts educational programs to help ensure emergency preparedness for students, staff, and faculty.

The University reviews the fire systems in our residence halls and will make upgrades, repairs and/or revisions when problems are identified. Currently there are no planned improvements in fire safety outside routine maintenance.

The Texas Tech Fire Marshal's Office is staffed by both full time and part time employees which are certified by the Texas Commission on Fire Protection.

## ON-CAMPUS STUDENT HOUSING FIRE SAFETY POLICIES

The following information is from Texas Tech University Student Housing [Residence Hall Policies](#) and provides information on prohibited conduct and items within the residence halls.

### PROHIBITED ITEMS

Possession of the following items is a violation of housing policy unless provided by University Student Housing:

**Appliances:** All electric appliances must bear a UL or equivalent certification label and should be kept in a safe operating condition. Prohibited appliances include but are not limited to air conditioners, dishwasher, washing machines, clothes dryers, waterbeds, refrigerators over 3.5 cubic feet, and tanning beds.

**Cooking:** Ovens, microwaves over 1500 watts, deep fryers, electric skillets, charcoal and propane grills, hot plates, hot pots stoves (propane, butane and kerosene) toasters or any items with an exposed coil or heating elements, including air fryers. Large Coffee Pots - Coffee pots with a capacity of more than four cups.

**Incendiary:** Candles, candle warmers, and/or incense, lit or unlit, are not allowed in student rooms and/or public areas in any of the residence halls. Modification of prohibited items for display, such as cutting the wick off a candle does not make it "legal" or otherwise exempt the item are prohibited. Open flames and items which can easily cause a fire are prohibited and include combustible materials, compressed gases, and flammable liquids including spray paint, lighter fluid, kerosene, engine fluid, solvents, gasoline and diesel fuel.

**Lighting:** Sun Lamps, Halogen Lamps

## **REPORTING OF FIRES**

If a fire occurs in a Texas Tech University-owned, -rented, -leased, or otherwise controlled building, including residence halls, community members should immediately notify the Texas Tech Police Department by dialing 911. TTPD will respond to all fire alarms or reports it receives. TTPD dispatch will immediately summon the Lubbock Fire Rescue for all fire alarms. If a member of the Tech community finds evidence of a fire that has been extinguished, and the person is not sure whether TTPD has already responded, the community member should immediately notify TTPD or the Fire Marshal's Office to investigate and document the incident. Residence Hall students may also contact in hall staff who can assist in notifying the proper authorities.

## **ELECTRICAL OUTLETS**

Extension cords are not permitted. Only UL approved surge protectors may be used in the halls and may not be piggybacked onto other surge protectors or other devices where multiple items are plugged in for electrical power.

## **SMOKING**

Smoking is prohibited in all residence hall rooms, suites, apartments, and public spaces. Students may smoke outside 20 feet away from any part of the buildings and utilize designated receptacles for disposal. Use of Hookahs, e-cigarettes, and vaping is not allowed in the residence halls. These items may be stored in a room; however, the use of these items must be outside and at least 20 feet from the building.

## **PERMITTED HOLIDAY DECORATIONS**

### **Christmas Trees**

- Only artificial Christmas trees labeled as fire-retardant will be allowed within the residence halls.
- Only low watt, safety rated lights allowed. Do not block exits. Christmas Lights
- Cannot be hung in the hallways but may be displayed in individual rooms.
- Only use lights certified by recognized testing laboratories and follow the manufacturer's instructions.
- Discard any lights with worn, frayed or broken cords. Connect no more than three strands of lights.

### **Wrapping / Decorating Doors**

- When wrapping doors with paper or decorations, the door must not be covered more than 50%.
- Decorations should not interfere with egress in and out of the room and within the hallway.

## **FIRE LOG**

The Texas Tech Fire Marshal's Office makes the Fire Log available to the public for the most recent 60-day period. The Log is kept within the TTPD dispatch center and can be inspected during normal business hours at TTPD located at 413 Flint Ave. Any portion of Fire Log older than 60 days are made available for public inspection within two business days of a request. Entries into the Fire Log contain all confirmed fires occurring within or on any and all on-campus residential facilities. The information in the Fire Log typically includes the incident number, nature of the fire, date reported, date occurred, and the general location of the fire.

## **FIRE INVESTIGATIONS/ARSON**

Every fire which is not known to be accidental (such as a cooking fire) is investigated by a trained arson investigator from the Texas Tech Fire Marshal's Office. The primary investigator in response to fire incidents is an officer from TTPD and request from the Fire Marshal's Office will be made as necessary. Fires determined through investigation to be willfully or maliciously set are classified as arsons for Clery reporting purposes.

## **FIRE AND LIFE SAFETY PROGRAM**

The health and safety of all University employees, students and visitors to our campus is of paramount importance to everyone working and learning at the University. This concern for safety mirrors the character and strength of Texas Tech's commitment to its academic mission.

Staff, faculty, students and visitors play an important role in assuring campus safety; they must do what they can to protect themselves and others within the University community and respond appropriately to all emergencies. Employees should be aware of information related to fire or life safety within their work environment. Students must also participate in fire and life safety programs and respect the safety of others. The Texas Tech University Fire and Life Safety Program, which is made available to all faculty, staff, students and visitors, contains policies and procedures that, when implemented and maintained, will satisfy the code and legal obligations of the University, help satisfy insurance requirements, prevent loss of life, reduce injury and reduce property damage due to fire and fire related emergencies.

The program is based on state and local regulations, National Fire Protection Association guidelines and Life Safety Code requirements. The program provides road maps for fire safety surveys of buildings, fire extinguisher maintenance, and fire safety related training. This training is scheduled for all resident hall occupants each semester and is available to any campus department upon request.

To obtain a complete copy of the Texas Tech University Fire and Life Safety Program, please visit: <http://www.depts.ttu.edu/ttpd/fire.php>

## **ON-CAMPUS STUDENT HOUSING FACILITIES FIRE SAFETY SYSTEMS**

All the rooms, hallways, and stairwells of the residence halls have smoke detectors and sprinklers. Fire alarm pull stations are located in all buildings, and fire extinguishers are located on every floor. Emergency phones/bells are located in the elevators in the event of an emergency. The smoke detectors are wired to the building's main fire alarm system. These smoke detectors, when activated, will set off the alarm system for the building, prompting an evacuation. The fire alarm panels communicate with Texas Tech Police Department dispatch. When a fire alarm system has been activated, TTPD will notify officers on duty, and dispatch Lubbock Fire Rescue. The Texas Tech Fire Marshal's Office is notified under certain circumstances. Housing staff members will initiate their emergency response plan and procedures for fire-related incidents.

The following table contains detailed information about the fire safety systems within each of the housing facilities.

**Texas Tech University -Junction Campus**  
**Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2021**

<b>Residential Facility</b>	<b>Fire Alarm Monitoring Done on Site</b>	<b>Sprinkler System</b>	<b>Smoke Detection</b>	<b>Fire extinguisher</b>	<b>Evacuations Plans &amp; Placards</b>	<b># Fire Drills Per Year</b>
<b>Junction Cabin #1</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #2</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #3</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #4</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #5</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #6</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #7</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #8</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #9</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #10</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Cabin #11</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Hummingbird House</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Juniper House</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Mockingbird House</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Packard Hall</b> 254 Red Raider Ln	NO	YES	YES	YES	YES	2
<b>Junction Pecan House</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2
<b>Junction Tech House</b> 254 Red Raider Ln	NO	NO	YES	YES	YES	2

## **EMERGENCY AND EVACUATION PROCEDURES**

The safety and security of the students within Residence Halls is a priority for University Student Housing and Texas Tech University. The following information has been implemented to enhance the safety of those living or visiting university housing property.

When the fire alarm sounds, building evacuation is required by all individuals who are within the building. University Student Housing will conduct fire evacuation drills in the residence halls at the beginning of each semester. Evacuation information and route signs are located in the hallways, typically by the fire extinguisher on the floor of the residence halls. In the event of an emergency, occupants should cooperate fully with staff and evacuate in a safe and orderly manner using the nearest exit. Those on the upper floors of a building should use the stairs. All should move as far away from the building as possible upon exiting.

### **FIRE ALARM INSTRUCTIONS**

Residents should immediately do the following when the fire alarm sounds:

- Put on coat and shoes when possible
- Close and lock your door and take your room key
- Take a large, damp bath towel with you if possible. If smoke is present, cover your mouth and nose.
- Evacuate the building using the most expedient method (Note: Do not use elevators)
- Proceed immediately and in an orderly manner to designated exits
- Avoid moving toward open flame or heavy smoke if possible
- In case of inclement weather, proceed to the lobby of the nearest building or residence hall
- Account for your friends and roommates
- Follow instructions from all emergency personnel, including fire safety personnel and police
- Do not re-enter the building until the “all clear” is sounded

### **FAILURE TO EVACUATE**

Failing to evacuate the building during a fire alarm can cause harm to the individual as well as fire safety personnel. Failure to evacuate during a fire alarm will result in a referral to the university conduct process and could result in an arrest for violating state and federal law. During severe weather events, students should remain inside the building unless instructed otherwise. Residents and guests are expected to follow the directions provided by university officials, staff, law enforcement, and/or first responders.

### **FIRE DRILLS**

For the protection and safety of residents, fire drills are held every semester. Please read the fire safety information posted in residence hall corridors and become familiar with evacuation routes. Cooperation is expected at all times. All individuals must evacuate immediately when an alarm sounds. Failure to comply will result in a referral to the University conduct process.

## **FIRE EVACUATION**

### **FIRE EVACUATION: WHAT TO DO**

It is important for building occupants to become familiar with the procedures for evacuating the building before the need for evacuation occurs. Evacuation is required for safety and the safety of the firefighters, police and staff who respond during alarms.

#### **If You Are In Your Room/Apartment And Believe You Can Exit Safely Without Using An Elevator:**

1. Feel your door before opening it.
  - a. If the door is hot, **DO NOT OPEN THE DOOR!**
    - i. If possible, place a towel under the door.
    - ii. Wait by the window so you will be spotted by someone attempting to see into your room.
    - iii. Place a bright object in the window to attract attention, but **DO NOT BREAK THE WINDOW.**
2. If you can leave safely, exit the building using the nearest exit, and proceed to an agreed upon location to let your residence life staff know you have safely exited the building.
3. Close the door to your room/apartment upon leaving
4. If smoke or fire is observed use an alternate route
5. If the fire alarm is sounding, **NEVER** use the elevators!
6. Once outside move as far away from the building as possible and keep away from emergency equipment

#### **If You Are In Your Residence Hall Room/Apartment And Are Not Able To Evacuate:**

1. Call 911
2. Provide your Name, Room Number, Residence Hall, Phone Number if applicable
3. Explain a fire alarm is sounding in your TTU Residence Hall/Apartment and you are unable to evacuate

#### **IF YOU ARE A PERSON WITH A DISABILITY, FOLLOW THE ABOVE DIRECTIONS IN ADDITION TO:**

If you are in your residence hall room/apartment and are **NOT ABLE** to evacuate:

1. Call 911
2. State you have a disability and need assistance
  - a. You may have to explain the nature of your disability to the dispatch officer
3. Designate your location (In my room #X in X residence hall or in X stairwell on X floor in X hall)
4. ***The Fire Department Will Conduct The Rescue And Evacuation If Necessary.***
5. Be prepared to explain or have a step-by-step explanation of the most efficient way to disengage any equipment to facilitate the evacuation.
6. Evacuation will occur only if necessary.

## **IF YOU ARE NOT IN YOUR ROOM AND USE A WHEELCHAIR OR OTHER MOBILITY VEHICLE OR DEVISE:**

1. If you cannot safely reach the ground floor and exit, go to the nearest outside stairwell. Stay on the landing, off to the side.
2. As a last resort, go to the nearest interior stairwell.
3. If the fire alarm is sounding, NEVER use the elevators!
4. Establish a “buddy system” for your residence hall and each of your classes. Your “buddy” can assist you in evacuating quickly or notifying emergency personnel of your location in the event you cannot leave the building. This person cannot be a residence hall staff member as they cannot ensure availability or ability to perform only as your “buddy”.

## **FIRE EMERGENCIES AND PRECAUTIONS: WHAT TO DO**

### **If you are in the room or in area of an active fire:**

1. Remove yourself and others
2. Close the door behind you to contain the fire
3. Activate the closest fire alarm pull station and exit the building

### **If a fire is located anywhere in the building:**

1. Activate the building fire alarm system.
2. Evacuate the building immediately by the nearest exit, using stairwells and not the elevators.
3. Move away from the building.
4. Avoid blocking emergency access.

### **If you are in your room when the fire alarm sounds:**

1. Close windows and doors to isolate the smoke.
2. Lock room/apartment doors when leaving the building.
3. Evacuate the building immediately.
4. Avoid using the elevators.

### **If you are trapped in the building:**

1. Remain in the room/apartment.
2. Call 911.
3. Dampen clothes or towels and place them at the base of the door to create a seal.
4. Open a window and signal for help.

## **FIRE SAFETY AND EDUCATION**

Every semester, University Student Housing staff covers fire safety with residents of housing during the floor meetings. Staff discuss the emergency procedures and what students are supposed to do in the various types of emergencies (fire, tornado, earthquake, etc.). Emergency evacuation maps are displayed throughout the buildings to direct occupants to the appropriate exit. University Housing conducts one preplanned fire drill each semester in all on-campus student housing facilities with a centralized system. These drills are conducted in coordination with University Student Housing, the Texas Tech Fire Marshal’s Office, the Texas Tech Police Department, and Lubbock Fire Rescue. Participation in fire drills is mandatory, and failure to evacuate the building during a fire alarm could result in disciplinary action through the Office of Student Conduct.



## **PROCEDURES STUDENTS AND EMPLOYEES SHOULD FOLLOW IN CASE OF A FIRE**

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the campus or local police, if instructed. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

### **FIRE SAFETY EQUIPMENT**

Besides being an annoyance, a false fire alarm can endanger lives. Tampering with a fire alarm system or fire extinguishers, misuse or tampering with sprinkler systems and other fire safety equipment is a violation of Texas law and the Texas Tech University *Code of Student Conduct*. Anyone unnecessarily setting off or tampering with fire alarm systems, fire extinguishers, sprinkler systems, cameras, or any other fire/life safety equipment will be subject to judicial action, financial responsibility for damage and referral to the civil authorities for prosecution under state and federal law. Removal from the residence hall community may be considered for those responsible.

### **SMOKE DETECTORS**

There are active smoke detectors in every room and common areas of the residence halls. Smoke detectors should never be unplugged, removed, covered or tampered with, and residents may be charged for fixing or replacing non-operational detectors. The smoke detectors in the residence hall are hardwired to the building alarm system.

### **AUTOMATIC FIRE SPRINKLER SYSTEMS**

The residence halls are all equipped with automatic sprinkler systems which will activate in the event of a fire.

### **FIRE ALARM PULL STATIONS**

In the event of a fire, the fire alarm pull stations can also be pulled to activate the building's fire alarm systems.

### **KITCHEN FIRES**

There are kitchens in several of the residence halls. Fires may occur because of faulty appliances, or by something being left on a stove unattended. Another common cause of fire is grease buildup on a stove. If cooking in the kitchen, remember:

- Never leave the stove unattended.
- Keep the stove, kitchen walls and all areas near the stove free of grease.
- In the event of a stove fire, turn the stove OFF.
- DO NOT use water to extinguish a grease fire as it will scatter the flames.
  - Empty a container of salt or baking soda on the flames, or use a fire extinguisher

The following pages contain detailed information about the fire statistics within each of the residence halls.

Texas Tech University -Junction Campus On-Campus Residential Facilities Annual Fire Report/Fire Statistics- Calendar Years 2019, 2020, 2021								
Residential Facility	Year	Total Fires in Each Building	Fire Number	Date of Fire	Cause & Category of Fire	#of injuries that required treatment at a medical facility	# of deaths related to a fire	Value of property damage caused by fire
<b>Junction Cabin #1</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #2</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #3</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #4</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #5</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #6</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #7</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A

**Texas Tech University -Junction Campus**  
**On-Campus Residential Facilities Annual Fire Report/Fire Statistics-**  
**Calendar Years 2019, 2020, 2021**

<b>Residential Facility</b>	<b>Year</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Date of Fire</b>	<b>Cause &amp; Category of Fire</b>	<b>#of injuries that required treatment at a medical facility</b>	<b># of deaths related to a fire</b>	<b>Value of property damage caused by fire</b>
<b>Junction Cabin #8</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #9</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #10</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Cabin #11</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Hummingbird House</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Juniper House</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Mockingbird House</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A

**Texas Tech University -Junction Campus  
On-Campus Residential Facilities Annual Fire Report/Fire Statistics-  
Calendar Years 2019, 2020, 2021**

<b>Residential Facility</b>	<b>Year</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Date of Fire</b>	<b>Cause &amp; Category of Fire</b>	<b>#of injuries that required treatment at a medical facility</b>	<b># of deaths related to a fire</b>	<b>Value of property damage caused by fire</b>
<b>Junction Packard Hall</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Pecan House</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A
<b>Junction Tech House</b> 254 Red Raider Lane	2021	0	0	N/A	N/A	0	0	N/A
	2020	0	0	N/A	N/A	0	0	N/A
	2019	0	0	N/A	N/A	0	0	N/A



TEXAS TECH UNIVERSITY