



2018

*Texas Tech University Health Sciences Center El Paso  
Annual Campus Security Policy & Crime Statistics Report  
The Jeanne Clery Disclosure Act*

## ***Notice of the Annual Campus Security Policy & Crime Statistics Report***

### ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act***

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) [20 USC §1092(f), 34 CFR §668.46], Texas Tech University Health Sciences Center El Paso (TTUHSCEP) is required to distribute the information contained in this Annual Campus Security Policy and Crime Statistics Report (ASR) to all current and prospective students and employees. This information is also available on the Texas Tech Police Department (TTPD) website: <https://www.depts.ttu.edu/ttpd/clery.php> . This report also contains numerous links to websites with supplemental information.

This report contains statistics about specific crimes and related incidents that have been reported to the TTPD, local law enforcement agencies, Campus Security Authorities (CSAs), and other campus officials over the past three years. All incidents contained within this report have either occurred in or on TTUHSCEP campus and off-campus buildings or property, on (or near) property owned or controlled by TTUHSCEP, or public property within or immediately adjacent to and accessible from the campus.

This report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline policies, campus security resources, community safety alerts, crime prevention, access to campus facilities and properties, and personal safety tips.

The TTPD and the TTUHSCEP Department of Safety Services (Safety Services EP) strongly encourage the reporting of all criminal offenses and campus safety and security concerns. Appropriate information on how to report crimes or security concerns is provided in this publication.

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## ***Policy for Preparing the Annual Security Report***

The TTUHSCEP Campus Safety Survey Administrator (CSSA), Safety Services EP, and the TTPD are responsible for preparing and distributing the Annual Security Report (ASR) to comply with the Clery Act. The ASR is published by October 1 each year and contains three years of selected campus crime statistics, as well as certain campus security policy statements in accordance with the Clery Act.

The CSSA and TTPD compose the ASR and statistical information with input from various sources such as TTPD reports, local law enforcement agency reports, CSAs, and other campus officials. [HSCEP Operating Policy 76.40](#), “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” policy is accessible at the TTUHSCEP Operating Policy website. :

– <http://elpaso.ttuhsce.edu/opp/documents/76/op7640.pdf>

## ***Requirement for the Annual Security Report***

The Crime Awareness and Campus Security Act was enacted in 1990 to assist students in making decisions which may affect their personal safety and to ensure that institutions of higher education provide students, prospective students, employees, and prospective employees information they may need to avoid becoming victims of campus crime. This Act amended the Higher Education Act of 1965, and was subsequently amended in 1992, 1998, 2000, and 2008. The Higher Education Act of 1998 and the subsequent amendments of the implementing regulations (34 CFR §668.46) significantly expanded institutional obligations under the Act. The Act was later renamed the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (Clery Act).

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

## ***Notifications for the Annual Security Report***

Each year, all students, faculty, and staff at TTUHSCEP will receive e-mail notifications providing the website to access this report. In addition, an announcement on the TTUHSCEP announcement web portal features the link to the ASR. Additional notices will be posted in common areas in campus buildings that are frequented by students, faculty, staff, and visitors.

- Copies of this report may be obtained in person from the TTPD or online at the Police Department’s website under “[Campus Crime Reports](#)”.  
<https://www.depts.ttu.edu/ttpd/clery.php>

- Copies may also be requested via electronic or U.S. mail by contacting the TTPD during normal business hours (8:00 am to 5:00 pm Monday thru Friday) at 915-215-7111, or by contacting the TTUHSCEP Office of Student Services at 915-215-4363.

## ***Reporting Crime***

TTUHSCEP considers the safety of students, faculty, staff, patients, visitors, and other members of the campus communities a priority and encourages individuals to promptly report any of the following:

- On-campus emergencies;
- Criminal offenses;
- Suspected criminal offenses;
- Accidents; or
- Other emergencies or public safety related incidents or concerns.

If a crime or other serious incident is reported to the TTPD, local law enforcement, or a CSA, the appropriate authorities will promptly respond to determine if immediate action is required or if a follow-up investigation is warranted. Crimes should be reported to TTPD, local law enforcement, or to a CSA to ensure timely warning notices are delivered to the campus as needed, and for inclusion in the annual crime statistics.

## ***Reporting Emergencies***

Police, fire or medical emergencies can be reported by dialing 911 from any campus or off-campus telephone or cell phone. Calls will be answered by the local police department dispatchers. TTPD in El Paso is linked directly to the 911 Dispatch Center via the Computer Aided Dispatch (CAD) system. Any calls requiring response to the main campus are routed to TTPD, as initial responders. Off-campus calls for emergency assistance will be answered by, and result in dispatch of, local law enforcement.

Callers will need to provide the following information:

- Name, telephone number, and location;
- Clear and accurate description of the incident; and
- Remain on the line until the dispatcher ends the call.

*Note: State Law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspect of suffering from wounds inflicted by a firearm or is a result of an assault or other abusive conduct.*

## ***Reporting Off-Campus and Non-Emergencies***

A comprehensive list of non-emergency and administrative contact numbers for the TTUHSCEP campus is provided in the “Important Contact Numbers” section of this report.

The TTPD does not track, monitor or routinely receive notices of law enforcement proceedings against students for offenses that occur off campus other than by collecting the required statistics on crimes as required by the Clery Act. Students visiting off-campus student organizations should promptly report all crimes to the local police department. In the event that reports of off-campus criminal offenses committed by students, faculty or staff are received by the TTPD, by a designated CSA, or from an outside law enforcement agency, the reports will be referred for appropriate disciplinary action and will be included in applicable statistical reports, as required.

### ***Anonymous / Confidential Reporting***

In certain instances, a crime victim may be reluctant to file a report fearing the process or the loss of his or her anonymity or privacy. In such circumstances, crime victims are encouraged to make a confidential report to the TTPD, local law enforcement, or one or more designated CSAs.

At minimum, crime victims will receive important counseling and referral information. Confidential reports are important because they provide valuable information that can enhance the safety of the campus community-at-large and such reports will provide a more accurate portrait of actual campus crime.

The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community.

If requested, TTPD, local law enforcement, or CSAs will provide only the statistical data to the TTPD for inclusion in this report.

*Note: Student or employee assistance programs are not considered "Campus Security Authorities," but as a matter of policy they are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.*

### ***Campus Security Authorities (Non-Law Enforcement)***

In addition to the TTPD or local law enforcement, crimes or incidents may also be reported to a *Campus Security Authority* (CSA). The definition of a "Campus Security Authority" according to federal law is: "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."

Although it is encouraged to report campus criminal activity directly to the TTPD or local law enforcement, in some instances members of the campus community may choose to file a report with a CSA. All CSAs will collect the required Clery Act statistical data. A copy of the [Clery Incident Report Form](#) can be found on the [TTUPD Campus Security Report webpage](#)..

[http://www.depts.ttu.edu/tpd/Clery/CSA\\_Form\\_fillable.pdf](http://www.depts.ttu.edu/tpd/Clery/CSA_Form_fillable.pdf)

Any crime report made to a CSA shall be transmitted to the TTPD via e-mail (Police@ttu.edu) or campus mail as soon as possible. The following is a list of TTUHSCEP CSAs by position:



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## **TTUHSC El Paso Campus Security Authorities**

President, TTUHSC El Paso  
Provost and Vice President, Academic Affairs  
Vice President, Research  
Assistant Vice President, Student Services  
Assistant Vice President, Human Resources

### **Paul L. Foster School of Medicine:**

Dean, PLFSOM  
Associate Dean, Research  
Associate Academic Dean, Medical Education  
Associate Academic Dean, Student Affairs

### **Gayle Greve Hunt School of Nursing:**

Dean, GGHSON  
Associate Dean, Academic Programs

### **Graduate School of Biomedical Sciences**

Dean, GSBS

### **Woody L. Hunt School of Dental Medicine**

Dean, WLHSDM

### **Faculty Advisors of Student Organizations**

All faculty advisors of student organizations are also Campus Security Authorities.

### ***Pastoral and Professional Mental Health Counselors***

Although pastoral and professional mental health counselors are exempt from the reporting requirements of the Clery Act, they are asked to encourage persons they are counseling to report crimes on a voluntary, confidential basis; especially if the incident may pose an ongoing threat to the campus community.

### ***Non-Campus Offenses***

For non-campus offenses, personnel are encouraged to promptly report the offense to the proper local law enforcement agency.

### ***Retaliation Prohibited***

There will be no retaliation against any individual with respect to the implementation of any provision of the Clery Act. The TTUHSCEP “Employee Conduct, Coaching, Corrective Action and Separation from Employment” policies are located at:

- <http://elpaso.ttuhsce.edu/opp/documents/70/op7031.pdf>

### ***Victim’s Rights to Disciplinary Hearing Results***

Upon written request, TTUHSCEP will disclose to the victim of an alleged crime of violence or sex offense the results of any disciplinary hearing conducted by the institution against the alleged perpetrator. If the victim is deceased as a result of the alleged offense, TTUHSCEP will provide the results of said disciplinary hearing to the victim’s next of kin, if so requested.

## ***Emergency Notification***

### ***General Emergencies***

In anticipation of or response to an emergency, the TTUHSCEP Emergency Operations Center (EOC) activates and the staff determines the content of the informational messages and who should be warned of the emergency.

TTUHSCEP has adopted the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD)-5. This system provides a consistent approach to the effective management of a wide range of emergencies and allows integrated response activities using a set of standardized procedures designed to improve interoperability between all levels of government, private sector, and non-governmental organizations. The TTPD or local campus administration will normally disseminate resulting warnings issued by the EOC by activating appropriate warning systems, with the exception that the EOC’s Public Information Officer (PIO) may also disseminate emergency public information directly to the media.



### ***Timely Warnings & Crime Alert Bulletins***

The TTPD or campus administration will issue Crime Alert Bulletins to each affected campus any time the TTPD or campus administration is of the opinion that a crime, or series of crimes, poses an on-going risk to the campus community. This includes crimes against persons and property which do not necessarily constitute an “emergency.”

Depending upon the circumstances surrounding a particular offense, non-emergency crime alert bulletins may be widely distributed, or may be limited to a clearly defined segment of the community (e.g. specific locations such as isolated buildings, facilities, laboratories, or computer users).

Crime Alert Bulletins will generally include a description of reported incidents such as type of crime, time, date, location, physical description and/or name of known offenders, connections to previously reported incidents, victim profiles, composite drawings, surveillance video stills, or other important information.

***It is important to note that in some cases, law enforcement may withhold facts if releasing the information would compromise an ongoing investigation or the identity of the victim. Victim names are never included in crime alerts or timely warnings.***

The distribution of these bulletins may include a combination of campus e-mail, TTUHSCEP announcements, electronic bulletin board postings, flyers, post cards, press releases, or other display methods in high traffic campus areas. Information will also be posted to the TTPD website. The information is available by clicking the link on the TTPD main website or can be directly accessed at the [TTPD Campus Crime Alert Notification webpage](http://www.depts.ttu.edu/ttpd/crimealert.php):

<http://www.depts.ttu.edu/ttpd/crimealert.php>. ***In the absence of specific Crime Alert Bulletins, a comprehensive “daily crime log” may be inspected in person at the TTPD. This log is also published on the TTPD website at:***

- <http://www.depts.ttu.edu/ttpd/daily/>

### ***Emergency Notification Systems for Significant and Time-Sensitive Emergencies***

**STAT!Alert:** –TTUHSCEP uses the “**STAT!Alert**” Emergency Notification System to provide the campus community with information during an emergency. The system is designed to send timely information to students, faculty and staff via e-mail, phone call, or text message. Electronic message boards and alerts to the institutional and Emergency Preparedness web site may also be used.

**STAT!Alert** messages contain sufficient information about the nature of an identified threat to assist members of the campus communities in taking appropriate action to protect themselves or their property. The **STAT!Alert** message typically includes the following information:

- A readily understandable description of the type of crime or occurrence;
- The general location, date, and time of the offense or occurrence;

- A physical description of the suspect(s) or composite picture(s);
- Possible connection to other incidents;
- Date and time the alert was issued; and
- Suggested measures which members of the campus communities can take to help protect themselves and others.

TTUHSCEP only uses the **STAT!Alert** Emergency Notification System to provide official notification of critical emergencies (i.e., situations that pose an imminent threat to the campus community). TTUHSCEP notifies the campus community, through **STAT!Alert**, of any confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on the campus. Personnel from the TTPD or campus administration may coordinate to determine whether or not a significant emergency or dangerous situation exists by evaluating information received from entities which may include- but are not limited to- TTPD, local law enforcement, local fire department, National Weather Service, or other agencies.

The **STAT!Alert** Emergency Notification System is not intended to replace the Crime Alerts (Timely Warning) requirement. They differ in that the Timely Warning requirement applies only to Clery reportable crimes, while the emergency notification system addresses a much wider range of threats (i.e. gas leaks, tornadoes, active shooter, etc.).

Activation of a **STAT!Alert** message is the responsibility of the TTPD and/or the local campus administration. Upon notification from one of the individuals authorized to issue a **STAT!Alert** message, TTPD and/or the local campus administration will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate a **STAT!Alert** message, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The following personnel or departments are authorized to determine whether a **STAT!Alert** warning should be issued, formulate a warning if necessary, and disseminate it ***without delay***:

- Texas Tech Police Department
- Safety Services

The **STAT!Alert** Emergency Notification System is only used for significant emergencies such as:

- Building emergencies (e.g., rapidly spreading fire, hazmat/chemical spill)
- Campus closings or delays
- Potential life-threatening situations (e.g., active shooter, bomb threat, terrorist threat)
- Extreme weather conditions (e.g., tornado, flash flood, severe winter weather)

Faculty, staff, and students are strongly encouraged to provide updated contact information for use with this service. Up to four telephone numbers may be registered to receive voice or text messages. TTY/TDD devices for the hearing impaired are also supported. All alerts are also distributed via TTUHSCEP announcement bulletins through e-mail and via the web address:

<https://elpaso.ttuhsc.edu/elpstatalert/emergency.aspx#pageContent>

Updated registration information for use with the “**STAT!Alert**” system, is available on the [STAT!Alert webpage](#):

<http://elpaso.ttuhsc.edu/elpstatalert/Default.aspx>

TTUHSCEP conducts pre-scheduled tests of **STAT!Alert** on a monthly basis. These tests are initiated by the TTPD or Department of Safety Services. After each test or alert, Information Technology Services and the Department of Safety Services will analyze the functionality of each communication device with the notification system and recommend any changes or modifications necessary to improve performance.

### ***Registering for STAT!Alert***

Students, faculty, and staff who have a TTUHSCEP eRaider account and password may register for **STAT!Alert** by visiting the [STAT!Alert webpage](#):

<http://elpaso.ttuhsc.edu/elpstatalert/Default.aspx>

## ***Emergency Preparedness***

### ***Emergency Response & Evacuation Exercises***

TTUHSCEP campus partners with El Paso city and County emergency management agencies. The Emergency Management Coordinator has primary responsibility for emergency preparedness. Duties and responsibilities range from working with campus departments to write and exercise departmental plans, to developing and maintaining institutional emergency plans as required by rules, regulations, or policies.

TTUHSCEP arranges appropriate training for campus emergency management personnel and emergency first responders, and coordinates an annual emergency exercise to test plans and training. Exercises will take the form of a scheduled drill, table top exercise, functional exercise or full-scale simulation and include appropriate follow-through activities designed for assessment of emergency capabilities. Documentation of listed exercises is retained for seven years. For more information about past exercises or to obtain a schedule of upcoming exercises, please contact the Department of Safety Services, Emergency Management Coordinator at (915) 215-4820.

### ***Links to Emergency Management Plans***

For a comprehensive view of emergency operations procedures, including titles of all persons and organizations responsible for making related decisions, please refer to the following links:

TTUHSCEP Emergency Preparedness Site:

<https://elpaso.ttuhsce.edu/elpstatalert/emergency.aspx#pageContent>

TTUHSCEP Emergency Management Plan Policy:

<http://elpaso.ttuhsce.edu/opp/documents/76/op7601.pdf>

TTUHSCEP Emergency Management Plan:

<http://elpaso.ttuhsce.edu/opp/documents/76/op7601a.pdf>

## ***Security Services***

### ***Inter-Agency Police Services & Assistance Agreements***

Due to the sophisticated resources required to properly investigate certain crimes, specifically those involving organized crime, mass violence, or terrorism, the TTPD will arrange for the assistance of outside law enforcement agencies. This may include the local police department, local sheriff's office, the District Attorney's Office, Texas Department of Public Safety, Texas Alcoholic Beverage Commission, Federal Bureau of Investigation, United States Secret Service, Federal Bureau of Alcohol, Tobacco, Firearms and Explosives, United States Department of Homeland Security, as well as other local, state, and federal agencies. The TTPD maintains professional working relationships with each of the listed agencies and routinely trains with other agencies to ensure a timely, efficient, and effective response to all crimes occurring on campus.

The TTPD often learns of off-campus crimes from other local law enforcement agencies when those agencies request assistance or when they routinely pass on information that may be of mutual interest. Since the premises of off-campus organizations are not within the TTPD's jurisdiction, its role in the investigations of criminal activity is usually limited to information sharing and coordination with other investigating agencies upon request.

### ***Campus Security Personnel***

The TTUHSCEP campus has TTPD officers and TTPD Security Guard personnel present. The off-campus locations may not all have TTPD Security Guards present; however, in those circumstances police services are received from the local law enforcement.

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### ***Campus Crime Reporting Disclosure and the Daily Crime Log***

Institutions of higher education that have security or police departments are required to keep a chronological record of each crime reported to the department on a daily basis. This chronological record must include several details of each reported crime such as the date, time, nature, general location, and the disposition of the complaint.

The police department is also required to ensure that these records are made available to the public within **two business days** of the initial report unless such disclosure is prohibited by law, would jeopardize the safety of an individual, compromise an on-going investigation, cause evidence to be destroyed, or a suspect to flee. The TTPD maintains a daily crime log on its website, located at:

- <http://www.depts.ttu.edu/ttpd/daily/>

### ***Access to Campus Facilities***

Deans, directors, or department heads are responsible for determining access to facilities under their control.

TTUHSCEP academic and administrative buildings are typically open to the public during normal business hours. Individual facilities may have specific hours of operation, which can vary depending upon factors such as the time of the year and operational requirements. Access to some buildings, or portions of buildings, may be limited to authorized personnel at various times. Card swipe systems, locks, and other means may be employed to limit access. The TTPD and Security Officers generally are not assigned to specific academic or administrative buildings; however, they patrol such areas on a regular basis.

It is unlawful for any person to trespass on the grounds of any state institution of higher education or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institutions of higher education. (Texas Education Code, Section 51.204)

The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board's control, and may remove any person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property. (Texas Education Code, Section 51.209)

### ***Maintenance of Campus Facilities***

Institutional facilities operations and maintenance personnel are responsible for maintaining the buildings and grounds at all campus facilities owned by the institution. The facilities group addresses general maintenance, landscaping and grounds, custodial services, and renovation and repair projects. Safety and security lighting has been placed in strategic locations on campuses. For those locations which are leased by the institution, Contracting Services coordinates with the landlord to ensure these facilities are maintained and that the required lighting is in place. When individuals notice exterior lights are not working, they should report

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the location to TTUHSCEP facilities operations and maintenance services. Contact information can be found in the “Important Contact Numbers” section of this report.

## ***Alcohol, Drugs, and Firearms Policies***

### ***Alcoholic Beverages***

Being under the influence of alcohol or intoxication is prohibited on all TTUHSCEP campus related facilities.

As an institution of higher education, TTUHSCEP is interested in the well-being of the campus communities and believes it important to prohibit the abusive or illegal use of alcoholic beverages. All members of the university community and guests are required to comply with federal, state, and local laws regarding the distribution, possession, and consumption of alcoholic beverages. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. Consequences may result in criminal charges or arrest by the TTPD or local law enforcement and sanctions by the institution. Applicable policies for TTUHSCEP are located at:

- [HSCEP OP 10.03: Alcohol & Illegal Drugs](#)
  - <http://elpaso.ttuhsce.edu/opp/ documents/10/op1003.pdf>
- [HSCEP OP 70.39: Drug-Free Workplace Policy](#)
  - <http://elpaso.ttuhsce.edu/opp/ documents/70/op7039.pdf>
- [TTUS Regents Rules, Chapter 03.02.1.i: Personnel, TTU System Community Conduct](#)
  - <http://www.texastech.edu/board-of-regents/regents-rules/Chapter03.pdf>
- [TTUHSCEP Institutional Student Handbook, Part II.D.1.](#)
  - <https://elpaso.ttuhsce.edu/studentservices/ documents/institutional-handbook.pdf>

### ***Illegal Drugs***

Texas and Federal law prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance, or immediate precursor covered under the Texas Controlled Substances Act, Texas Health and Safety Code, Chapter 481, or the U.S. Department of Justice, Drug Enforcement Administration, Controlled Substances Act, 21 USC, Chapter 13, including, but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited. Drug paraphernalia includes all equipment, products, and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Texas Controlled Substances Act or the Federal Controlled Substances Act. Alleged violations of this law may result in criminal charges or arrest by the TTPD or local law enforcement and sanctions by the institution. Applicable policies for TTUHSCEP are located at:

- [HSCEP OP 10.03: Alcohol & Illegal Drugs](#)
  - [http://elpaso.ttuhsce.edu/opp/\\_documents/10/op1003.pdf](http://elpaso.ttuhsce.edu/opp/_documents/10/op1003.pdf)
- [HSCEP OP 70.39: Drug-Free Workplace Policy](#)
  - [http://elpaso.ttuhsce.edu/opp/\\_documents/70/op7039.pdf](http://elpaso.ttuhsce.edu/opp/_documents/70/op7039.pdf)
- [TTUS Regents Rules, Chapter 03.02.1.i: Personnel, TTU System Community Conduct](#)
  - <http://www.texastech.edu/board-of-regents/regents-rules/Chapter03.pdf>
- [TTUHSCEP Institutional Student Handbook, Part II.D.2.](#)
  - [https://elpaso.ttuhsce.edu/studentservices/\\_documents/institutional-handbook.pdf](https://elpaso.ttuhsce.edu/studentservices/_documents/institutional-handbook.pdf)

TTUHSCEP is committed to promoting responsible decision making regarding alcohol and drugs through educational programming, resources, and referrals.

The TTUHSCEP Program of Assistance for Students (PAS) manages the alcohol and drug abuse rehabilitation program for TTUHSCEP students. The TTUHSCEP Department of Human Resources' Employee Assistance Program (EAP) manages the alcohol and drug abuse rehabilitation program for TTUHSCEP employees, residents and faculty. These programs also provide counseling and referral services. These programs can be contacted at:

- [TTUHSCEP Program of Assistance for Students \(PAS\)](#)- 915-779-1800
- TTUHSCEP Employee Assistance Program (EAP)
  - 915-215-5865 or
  - 915-215-5861 (24-hour)

### ***Firearms, Weapons, & Explosives***

Firearms, ammunition, explosive weapons, illegal knives, and other deadly weapons are prohibited on TTUHSCEP property except as specifically authorized by federal, state or local laws. Under Texas Penal Code Chapter 46, it is a felony to intentionally, knowingly, or recklessly possess a firearm, illegal knife or prohibited weapon (except as authorized by law) on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the educational institution.

### ***Campus Carry***

Texas Senate Bill 11 (SB 11) was signed into law by Texas Governor Greg Abbott in June, 2015, and is often referred to as "Campus Carry." It permits individuals with a Concealed Handgun License (CHL) or License to Carry (LTC), to carry a concealed handgun on public university campuses in Texas beginning August 1, 2016.

The law requires university presidents to develop policies and guidelines for their institutions. They may consult with students, staff and faculty and may consider the nature of the student population, specific safety concerns, and the uniqueness of the campus environment. The TTUHSCEP "Campus Carry" policy can be found at:



- HSCEP OP: 10.30 Regulations for the carrying of concealed handguns by license holders ([http://elpaso.ttuhsce.edu/opp/\\_documents/10/op1030.pdf](http://elpaso.ttuhsce.edu/opp/_documents/10/op1030.pdf))

In April 2016, the Texas Tech University System Board of Regents reviewed the TTUHSCEP campus carry policy as part of its efforts to implement the provisions of Senate Bill 11. The TTUHSCEP campus carry policy was developed with input from various stakeholders and through the efforts of the TTUHSCEP Campus Carry Working Groups, which sought to balance the needs of their widely distributed campuses and diverse campus populations. Areas where campus carry is not allowed are posted with appropriate signs as required by Texas law.

## ***Title IX Compliance***

Certain Clery Act crimes are also considered to be Title IX violations and will be processed by TTUHSCEP as mandated under both statutory requirements.

TTUHSCEP is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from any form of unlawful discrimination. The institution is dedicated to fostering and supporting a culture of mutual respect and communication.

TTUHSCEP does not tolerate discrimination or harassment based on or related to sex, race, national origin, religion, age, disability, protected veteran status, genetic information, or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the institution's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases.

TTUHSCEP expects all members of the campus community to comply with the law. Members of the campus community who violate these policies and laws may be subject to disciplinary action, up to and including termination of employment, expulsion from the educational programs, or being barred from campus premises and events. This non-discrimination and anti-harassment policy applies to all institutional stakeholders, including students, faculty, staff, visitors, applicants for admission to or employment with the institution, as well as affiliates and others conducting business on the campuses. In addition to incidents that occur on the institutional campus, the institution may investigate and take disciplinary action in response to incidents that take place during official functions of the institution or incidents that have a substantial connection to the interests of the institution regardless of the location in which the incident(s) occur.

Pursuant to Title IX regulations (34 C.F.R. Part 106), the TTUHSCEP Title IX Coordinator (identified below) is the designated institutional official with primary responsibility for coordinating institutional compliance with Title IX and other federal and state laws and regulations relating to discrimination or misconduct on the basis of sex in education programs or activities.

### ***Title IX Contacts -***

#### **TTUHSCEP Lead Title IX Coordinator**

Rebecca Salcido, JD  
Assistant Vice President for Human Resources  
5001 El Paso Drive  
Administrative Services Building/MSC 51017  
El Paso, Texas 79905  
915-215-4140  
[rebecca.salcido@ttuhsc.edu](mailto:rebecca.salcido@ttuhsc.edu)

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TTUHSCEP Deputy Title IX Coordinator (Students)

Kathryn Horn, MD  
Assistant Vice President for Student Services  
Associate Academic Dean for Student Affairs  
5001 El Paso Drive  
Medical Education Building 2140/MSC 21013  
El Paso, Texas 79905  
915-215-4786  
[kathryn.horn@ttuhsc.edu](mailto:kathryn.horn@ttuhsc.edu)

TTUHSCEP Deputy Title IX Coordinator (Faculty/Staff)

Charlotte Bingham  
Assistant Vice Chancellor for Administration  
Managing Director, Office of Equal Opportunity  
Texas Tech University System  
System Administration Building  
Box 41073  
Lubbock, TX 79409-1073  
806-742-3627  
[charlotte.bingham@ttu.edu](mailto:charlotte.bingham@ttu.edu)

Additional information regarding Title IX at TTUHSCEP may be found at:

<http://elpaso.ttuhsc.edu/hr/titleIXcompliance.aspx>

***U.S. Department of Education Contact***

U.S. Department of Education, Office of Civil Rights (OCR), Customer Service Hotline

- 800-421-3481
- [www.ed.gov/ocr](http://www.ed.gov/ocr)

***Title IX Supporting Operating Policies***

- [HSCEP OP 51.01: Equal Employment Opportunity and Affirmative Action Program](http://elpaso.ttuhsc.edu/opp/_documents/51/op5101.pdf) ([http://elpaso.ttuhsc.edu/opp/\\_documents/51/op5101.pdf](http://elpaso.ttuhsc.edu/opp/_documents/51/op5101.pdf))
- [HSCEP OP 51.02: Non-Discrimination and Anti-Harassment Policy and Compliant Procedure for Violators of Employment and other Laws](http://elpaso.ttuhsc.edu/opp/_documents/51/op5102.pdf) ([http://elpaso.ttuhsc.edu/opp/\\_documents/51/op5102.pdf](http://elpaso.ttuhsc.edu/opp/_documents/51/op5102.pdf))
- [HSCEP OP 51.03: Sexual Harassment, Sexual Assault, Sex-Based Misconduct, and Title IX Policy and Complaint Procedure](http://elpaso.ttuhsc.edu/opp/_documents/51/op5103.pdf) ([http://elpaso.ttuhsc.edu/opp/\\_documents/51/op5103.pdf](http://elpaso.ttuhsc.edu/opp/_documents/51/op5103.pdf))

## ***Sexual Assault, Dating Violence, Domestic Violence and Stalking***

TTUHSCEP prohibits discrimination, harassment, or misconduct based on sex. Sexual misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. Sexual misconduct includes, but is not limited to, sexual assault, dating violence, domestic violence, and stalking. The following statement of policy addresses sexual assault, dating violence, domestic violence, and stalking, whether it occurs on or off campus, when it is reported to an institutional official.

### ***Guidelines or Suggestions to Follow if Sexual Assault, Dating Violence, Domestic Violence, or Stalking Occurs***

Immediately following a sexual assault, dating violence, domestic violence, or stalking occurrence:

- Go to a safe place as soon as you can.
- Contact the TTPD or local law enforcement (dial 911).
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action. Most hospitals have a sexual assault program with trained examiners and a forensic unit offering detailed physical examinations, evidence collection, and expert testimony.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Talk with police and/or counseling personnel to help explain your options, give you information, and provide you with emotional support. Support personnel includes:
  - The designated institutional official listed as a Title IX Coordinator or Deputy Title IX Coordinator
  - Program of Assistance for Students (PAS)  
915-544-1200 or 915-532-2202 (24-hour)
  - Student Counseling Center  
915-215-4370
  - Health Services for Students  
915-215-5810
  - Employee Assistance Program  
915-215-5861 (24-hour)
  - The Sexual Assault or Rape Crisis Center  
915-535-7700 / 1-800-656-4673

***Medical Treatment (as applicable to the specific incident)***

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather and preserve evidence that may assist in proving that the alleged criminal offense occurred or is occurring or may be helpful in obtaining a protection order. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished. If victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

***Institutional Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence, and Stalking***

All students, employees, and third parties are strongly encouraged to promptly report any incidents of sexual misconduct to the appropriate institutional Title IX Coordinator, Deputy Title IX Coordinators, or the Office of Equal Opportunity (EO). Additionally, individuals who wish to submit a complaint at TTUHSCEP may utilize the online reporting tool available on the TTUHSCEP's Title IX website at the following link:

<http://elpaso.ttuhsce.edu/hr/titleIXcompliance.aspx>.

It is the policy of TTUHSCEP to conduct all investigations of sexual assault, dating violence, domestic violence, and stalking complaints reported with sensitivity, compassion, patience, and respect for the victim. Responsible employees who have the authority to take action to redress an alleged violation or employees whom an individual could reasonably believe has this authority, have been given the duty of reporting such allegations to the institutional Title IX Coordinator or Deputy Title IX Coordinators. Responsible employees are not confidential reporting resources.

Disclosures made to licensed clinical or mental health professionals acting in their professional role in the provision of services are not subject to the foregoing mandatory reporting requirements. These employees include physicians, psychologists, nurses, counselors, and those performing services under their supervision. These employees are encouraged to provide students or employees with information and guidance regarding institutional reporting options and available resources, but will not report or otherwise refer instances of sexual harassment or misconduct to institutional administrators without the student or employee's express permission.

Students experiencing discriminatory or sexual misconduct should contact the Title IX Coordinator or appropriate Deputy Title IX Coordinator at their respective institution (see list above).

Nothing in any applicable policy shall prevent a student from presenting a charge of discrimination or other grievance covered by any applicable policy to an external agency, such as the United States Department of Education, Office of Civil Rights (OCR), 400 Maryland Avenue, SW, Washington, DC 20202-1100 (Customer Service Hotline: 800-421-3481) or

<http://www2.ed.gov/about/offices/list/ocr/index.html>.

Retaliation is strictly prohibited against a person who files a complaint of discrimination, harassment, or sexual misconduct in good faith, opposes a charge or testifies, or assists or participates in an investigative proceeding or hearing. Retaliatory harassment is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process. Confidentiality of both complainant and responding party will be honored to such extent as is possible without compromising the institution's commitment to investigate allegations of discrimination, harassment, and sexual misconduct and only in instances where there is no credible threat to the safety of the complainant, respondent, or others. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination, harassment, or sexual misconduct complaints, to any person outside of the investigation process, may result in appropriate disciplinary measures against the offending party.

### ***Complaints By or Against Students***

Following are procedures for complaints by or against students:

- If a student has a complaint of sexual misconduct by another student, see Part IV in the TTUHSCEP Institutional Student Handbook: ([https://elpaso.ttuhsce.edu/studentservices/\\_documents/institutional-handbook.pdf](https://elpaso.ttuhsce.edu/studentservices/_documents/institutional-handbook.pdf)).
- If a student has a complaint regarding sexual misconduct involving a student organization, see Part IV in the TTUHSCEP Institutional Student Handbook ([https://elpaso.ttuhsce.edu/studentservices/\\_documents/institutional-handbook.pdf](https://elpaso.ttuhsce.edu/studentservices/_documents/institutional-handbook.pdf)).
- If a student has a non-employment based complaint of sexual misconduct by an employee, the student should contact the Title IX Coordinators and/or utilize the online reporting tool available on the TTUHSCEP's Title IX website at <http://elpaso.ttuhsce.edu/hr/titleIXcompliance.aspx> or file an incident report form found on the Office of Student Services Website at <http://elpaso.ttuhsce.edu/studentservices/>. Alternatively, the student may contact the Office of EO, Texas Tech University System at (806-742-3627). Student complaints of sexual misconduct by an employee will be investigated jointly by the respective Office of Student Services and the Office of EO.
- If a student employee has a complaint of sexual misconduct, which occurs during the course and scope of employment with TTUHSCEP against an employee, the student should follow the procedure set forth for employees (see below).
- If an employee has a complaint of sexual misconduct against a student, the employee should contact the Title IX Coordinator and/or, utilize the online reporting tool available on the TTUHSCEP's Title IX website at <http://elpaso.ttuhsce.edu/hr/titleIXcompliance.aspx> , or file an incident report form, found at the TTUHSCEP Office of Student Services Website at <http://elpaso.ttuhsce.edu/studentservices/>.

### ***Employee Complaint Procedures, Including Student Employees***

Following are employee complaint procedures (including student employees):

- 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 [TTUHSCEP OP 51.01, Equal Employment Opportunity Policy and Affirmative Action Program](#) shall apply.
- While there is no deadline to file a complaint, to promote timely and effective review, TTUHSCEP strongly encourages individuals who believe they have experienced sexual misconduct to come forward promptly with their complaints and to seek assistance from the institution. Delays in reporting can greatly limit the institution's ability to stop the sexual misconduct, collect evidence, and/or take effective action against individuals or organizations accused of violating the policy.
- Individuals wishing to remain anonymous can file a complaint in any manner, including by telephone or written communication, with the respective institutional Title IX Coordinator, a Title IX Deputy Coordinator, or the Office of EEO. However, electing to remain anonymous may greatly limit the institution's ability to investigate an alleged incident, collect evidence, and/or take effective action against individuals or organizations accused of violating this policy.
- Both 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.
- All efforts will be made to complete the investigation and any resulting disciplinary action within 60 days.
- All notices of the outcome of investigation, disciplinary proceedings, and appeals will be provided to the parties simultaneously.

### ***Complaints Involving Non-University Individuals***

Following are procedures for complaints involving non-institutional individuals:

- If a non-institution individual has a complaint of sexual misconduct by a student or institutional employee acting in the scope of his or her employment, the individual involved may file a report with either the respective Office of Student Services or the Office of EO, and the institution may investigate and take steps to address the situation.
- If an institutional employee or student has a complaint of sexual misconduct by a non-institutional party that affects the employee's work environment or student's educational program or activity, the employee or student may make a report to the Title IX Coordinator, Title IX Deputy Coordinator, Office of EO, or Office of Student Services. The institution may conduct an inquiry and take action, if possible, to prevent further



misconduct. However, the institution's response may differ for complaints regarding third parties based on the level of control the institution has over the third party. Even though the institution's ability to take direct action against a third party may be limited, the institution may take steps to provide appropriate remedies for the employee or student and, where appropriate, the broader campus community.

### ***Retaliation***

Retaliation against a person who reports a potential violation, or assists someone with a report of a violation, or participates in any manner in an investigation, or in the resolution of a complaint is strictly prohibited and will not be tolerated. Retaliation includes, but is not limited to, threats, intimidation, reprisals and/or adverse actions related to an individual's employment or education. TTUHSCEP will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an investigation will not be subjected to retaliation. Individuals who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the institution using the same procedure outlined in this report.

### ***Interim Measures***

TTUHSCEP may implement interim measures, as may be necessary to assure the safety and well-being of the participants in the complaint process, to maintain an environment free from harassment, discrimination, or retaliation, and to protect the safety and well-being of the campus communities. Appropriate institutional officials will decide if and what interim measures are necessary. Such interim measures may include, but are not limited to:

- Separating the complainant's and respondent's academic or working situations;
- Forbidding contact between parties involved in a complaint; or
- Suspending the right of the respondent to be present on campus or otherwise altering the institutional status of the respondent.

Other interim measures may be implemented dependent upon the respondent's relationship with the institution. These interim measures may be kept in place through the conclusion of any review, investigation, or appeal process.

### ***Confidentiality***

The confidentiality of both the complainant and the respondent will be honored by TTUHSCEP to the extent possible without compromising the institution's commitment and obligation to investigate allegations of sexual misconduct, to protect the campus community, and to the extent allowed by law. However, because the institution also has an obligation to maintain an environment free of sex discrimination, many institutional employees have mandatory reporting and response obligations and may not be able to honor a complainant's request for confidentiality.

The willful and unnecessary disclosure of confidential information by anyone, including the complainant or responding party, may affect the integrity of the investigation.

Students may make confidential reports to the Student Counseling Center. Likewise, employees may make confidential reports through the Employee Assistance Program. All complainants may also make confidential reports to local rape crisis centers or to other licensed clinical or mental health professionals acting in their professional role of providing those services.

### ***Interference with an Investigation***

Any person who knowingly and intentionally interferes with an investigation is subject to disciplinary action up to and including dismissal or separation from the institution. Interference with an investigation may include, but is not limited to:

- Attempting to coerce, compel, influence, or prevent an individual from providing testimony or relevant information;
- Divulging confidential information;
- Removing, destroying, or altering documentation relevant to the investigation; or
- Providing false or misleading information to the investigator or encouraging others to do so.

### ***Training***

The TTUHSCEP commitment to preventing and raising awareness of the harm resulting from sexual misconduct includes providing ongoing education to both employees and students. This report is published on the institution's website and information regarding this report and related policies is included in orientation materials for new students, faculty, and staff.

All TTUHSCEP employees must attend EO non-discrimination and sex/gender discrimination training including sexual assault, sexual harassment, and campus crime mandated reporter training within the first 30 days of employment.

TTUHSCEP employees will receive supplemental EEO non-discrimination and sex/gender discrimination training including sexual assault, sexual harassment, and campus crime mandated reporter training each year. Other appropriate compliance training sessions will also be conducted on an ongoing basis. Training sessions will include information on how and where to report incidents of prohibited conduct, resources available, as well as, safe and positive options for bystander intervention. In addition, institutional employees and administrators responsible for implementing this policy, including the Title IX Coordinator, Title IX Deputy Coordinator, investigators, and hearing officers, receive ongoing training concerning offenses, investigatory procedures, due process requirements, and institutional policies related to or described in this report.

Compliance records for training requirements for employees are retained in the learning management system administered by the Department of Human Resources.

### **Websites and Other Resources**

TTUHSCEP maintains websites which provide comprehensive information about sexual misconduct, reporting procedures, Title IX, available resources, remedial support options, and local support services.

- Title IX Compliance – <http://elpaso.ttuhsce.edu/hr/titleIXcompliance.aspx>
- Office of Student Services – <http://www.elpaso.ttuhsce.edu/student-services/>
- Office of Equal Opportunity – <http://www.texastech.edu/offices/equal-employment/>
- Operating Policies & Procedures – <http://elpaso.ttuhsce.edu/elpaso/opp/>
- Program of Assistance for Students – <http://elpaso.ttuhsce.edu/student-services/PAS.aspx>
- Employee Assistance Program – 915-215-5865 or 915-215-5861 (24-hour)

### **Outside Agencies**

CONTACT	TELEPHONE	ADDRESS
U.S. Equal Employment Opportunity Commission	800-669-4000	300 E. Main Drive, Suite 500 El Paso, Texas 79901
Texas Workforce Commission	512-463-2222	101 E. 15th Street Austin, Texas 78778
U.S. Department of Education, Office of Civil Rights	214-611-9600	1999 Bryan Street, Suite 1620 Dallas, Texas 75201

### **Institutional Procedures for Investigating Sexual Assault, Dating Violence, Domestic Violence, and Stalking**

Upon notice of a sexual assault, dating violence, domestic violence, or stalking occurrence, TTUHSCEP will exercise due diligence in providing a prompt, fair, and impartial investigation and resolution transparent to the complainant and responding party. Investigations are designed to protect the safety of victims and promote accountability. When alleged or suspected discrimination, sexual harassment, sexual misconduct, or retaliation is experienced or observed by or made known to a responsible employee, the employee is responsible for reporting that information to the Title IX Coordinator or other designated institutional official. Once an individual discloses information to the Title IX Coordinator or other designated institutional official, he or she will be considered to have filed a complaint with the institution, and an investigation is initiated regardless of whether the complainant chooses to pursue criminal charges. The Title IX Coordinator will appoint an investigator to the case. In assigning investigators to cases, the Title IX Coordinator examines the relationships of those involved for concerns regarding bias. Investigators may also decline the assignment if they believe they cannot render an unbiased decision. In that case, another investigator would be assigned.

Investigations and conduct proceedings will be conducted as indicated in TTUHSCEP Operating Policy 51.03. Investigations and conduct proceedings will use a “preponderance of evidence” standard (more likely than not that sexual harassment or sexual misconduct occurred), and allow both the complainant and responding party to have others present during proceedings. Individuals conducting investigations receive training at least annually. Training includes investigation and grievance models to address sexual assault, dating violence, domestic violence, and stalking.

The following are the institution’s investigation procedures:

***If the responding party is a student...***

The investigator will review the complaint and conduct a thorough, reliable, and impartial investigation of the reported incidents, which may include meeting with the party bringing the complaint, interviewing the responding party and any witnesses, collecting evidence, creating timelines, and receiving any additional relevant information. The extent of the investigation and its procedures will be determined by and at the discretion of the respective Title IX Coordinator or the Office of Student Services. An investigation is intended to collect and report detailed information regarding a reported incident involving TTUHSCEP students, and to provide sufficient information to determine if the incident warrants further institutional action. Conducting an investigation is not a process intended to “prove” a student did something wrong or to find a student responsible for a student rule violation.

The designated institutional official reviews the investigation report and makes a determination as to whether further investigation or conducting a hearing is warranted. The student conduct process provides that:

- Timely access to any information that will be used after the investigation or during formal and informal disciplinary meetings/hearings will be provided to the complainant, responding party, and appropriate officials.
- During the student conduct process the responding party and complainant have timely notice of meetings at which the complainant or responding party, or both, may be present. However, the conduct hearing panel may accommodate concerns for personal safety, well-being, or fears of confrontation of the complainant, responding party, or other witnesses during the conference at the discretion of the Title IX Coordinator.
- The complainant and responding party have the right to be assisted by an advisor that they choose at their own expense. However, the complainant and the responding party are responsible for presenting their own information.

After the conduct hearing, a decision is provided by the hearing officer panel, consisting of three members, who determines whether a violation of student rules occurred. Additionally, sanctions are determined by the hearing officer panel and imposed by the Student Conduct Administrator, if applicable. One or any combination of the following sanctions may be imposed for a student conduct code violation: expulsion, suspension, conduct probation, conduct review, restrictions, restitution, community or institutional service, educational requirements, letter of enrollment block, letter of reprimand, and interim suspension.

The goal of the disciplinary process is to resolve complaints within 60 days excluding any appeal period; however, this time period may vary depending on the complexity of the investigation, severity and nature of the alleged conduct, availability of individuals participating in the process, availability of evidence, severity and nature of the alleged conduct, availability of individuals participating in the process, availability of the evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays. Decisions, including any sanctions, are provided simultaneously and in writing to both the complainant and responding party. Sanctions imposed as a result of an individual being found responsible for charges may be appealed by the complainant or the responding party. Procedures for the complainant or the responding party to appeal the sanctions are provided with the decision documentation. Changes to results occurring based on appeal are provided to both the responding party and complainant simultaneously and in writing.

***If the responding party is a faculty employee (including graduate students or postdoctoral students working in their capacity as instructors)...***

The investigator will review the complaint, interview witnesses, if applicable, determine what occurred, and provide a report on the merits of the complaint to the designated official. The extent of the investigation and its procedures will be determined by and at the discretion of the respective Title IX Coordinator or the Office of EO. The designated official reviews the report and forwards a recommendation to the appropriate academic official who then renders a final decision, including any sanctions (if applicable). Disciplinary actions may include suspension without pay, transfer, demotion, reduction in pay, extended suspension with pay, dismissal, and restitution.

The goal is to resolve complaints within 60 days excluding any appeal period; however, this time period may vary depending on the complexity of the investigation, severity and nature of the alleged conduct, availability of individuals participating in the process, availability of evidence, severity and nature of the alleged conduct, availability of individuals participating in the process, availability of the evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays. Decisions, including any sanctions, are provided simultaneously and in writing to both the complainant and responding party. Decisions are also provided to the investigator, the supervisor and department head of the complainant and responding party, if applicable. Sanctions imposed as a result of an individual being found responsible for charges may be appealed by the complainant or the responding party. The finding of the respective Title IX Coordinator or Office of EO is final and not appealable by either party. However, 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, he or she may appeal within 5 business days to the respective Title IX Coordinator. Additionally, if the disciplinary action recommended is tenure revocation, proceedings will be pursuant to HSCEP OP: 60.01: Tenure and Promotion Policy. After an appeal, changes will be provided to both the responding party and complainant simultaneously and in writing.

***If the responding party is a non-faculty employee (including graduate students or postdoctoral students working in other areas) or an unrelated third party...***

The investigator will review the complaint, interview witnesses, if applicable, determine what occurred, and provide a report on the merits of the complaint to the designated official. The extent of the investigation and its procedures will be determined by and at the discretion of the respective Title IX Coordinator or the Office of EO. The designated official reviews the report and forwards a recommendation to the appropriate Vice President or designee who renders a final decision, including any sanctions (if applicable). Disciplinary actions may include suspension without pay, transfer, demotion, reduction in pay, extended suspension with pay, dismissal, and restitution.

The goal is to resolve complaints within 60 days excluding any appeal period; however, this time period may vary depending on the complexity of the investigation, severity and nature of the alleged conduct, availability of individuals participating in the process, availability of evidence, severity and nature of the alleged conduct, availability of individuals participating in the process, availability of the evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays. Decisions, including any sanctions, are provided in writing to the responding party. Decisions may also be provided to the investigative authority and the supervisor and department head of the responding party, if applicable. Sanctions imposed as a result of an individual being found responsible for charges may be appealed by the responding party. The finding of the respective appropriate Vice President or designee will be rendered to the Title IX Coordinator or Office of EO and is final and not appealable by either party. However, 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, he or she may appeal within 5 business days to the respective Title IX Coordinator. Changes to results occurring based on appeal are provided to the responding party in writing.

***Sex Offense Prevention***

Sex offense prevention and education programs for students, faculty, and staff are offered through the Crime Prevention Division of TTPD and/or other programs provided through the Office of Student Services or the Department of Human Resources. These programs are provided during new student, faculty, and staff orientation programs. This training promotes the awareness of sexual assault, dating violence, domestic violence, stalking, and other forms of harassment or sexual misconduct; encourages students, faculty, and staff to report sex offenses; educates students about the detrimental effects of victim-blaming attitudes; and strives to ensure that campus personnel do not discourage victims from reporting harassment or sexual misconduct.

***On-Campus Sex Offenses***

Student victims of on-campus harassment or sexual misconduct are encouraged to report the incident to the TTPD or local law enforcement. Crisis counseling is also available through the TTUHSCEP Program of Assistance for Students (PAS) at 915-544-1200 or 915- 532-2202 (24-hour).

Faculty and staff victims of on-campus sex offenses are encouraged to report the incident to the TTPD or local law enforcement. Crisis counseling is also available through the TTUHSCEP Employee Assistance Program (EAP) at 915-215-5865 or 915-215-5861 (24-hour).



### ***Off-Campus Sex Offenses***

Student, faculty, and staff victims of off-campus sex offenses are encouraged to report the incident to local law enforcement at 911.

The TTUHSCEP Office of Student Services, upon request, will assist students who are victims of harassment or sexual misconduct in notifying local law enforcement agencies and will assist victims in facilitating alternative housing arrangements in the community.

The TTUHSCEP Office of Human Resources, upon request, will assist faculty and staff who are victims of sex offenses in notifying local law enforcement agencies and will assist victims of sex offenses in facilitating alternative housing arrangements in the community.

### ***Sex Offender Information***

Campus affiliated registered sex offender information is available (by appointment) at TTPD during normal business hours. Please call (915) 215-7120 for more information.

Relevant websites where public registered sex offender data may be found are:

- <http://www.depts.ttu.edu/ttpd/links.php>
- <https://records.txdps.state.tx.us/SexOffenderRegistry>
- <http://www.nsopw.gov>

## ***Crime Prevention***

### ***Active Shooter Education***

During new student orientation and new employee orientation, guidance on how to recognize and survive active shooter incidents is presented. Educational video presentations are available at the following links:

- TTUHSCEP
  - Run. Hide. Fight. (English and Spanish) – <http://elpaso.ttuhsc.edu/emergency-preparedness/default.aspx>
  - TTPD Active Shooter Presentation – [http://www.depts.ttu.edu/ttpd/Active\\_Shooter.php](http://www.depts.ttu.edu/ttpd/Active_Shooter.php)
  - Shots Fired (Student Version) – <http://elpaso.ttuhsc.edu/emergency-preparedness/default.aspx>
  - Shots Fired (Faculty & Staff Version) – <http://elpaso.ttuhsc.edu/emergency-preparedness/default.aspx>
  - FEMA Emergency Management Institute – IS-907 “Active Shooter: What You Can Do” online training program – <https://training.fema.gov/is/courseoverview.aspx?code=IS-907>



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### ***Program of Assistance for Students (PAS)***

TTUHSCEP provides the Program of Assistance for Students (PAS) as a resource to promote health and wellness in personal and academic life. PAS counselors are trained in addressing all types of problems including family and relationship problems, depression, excessive stress or anxiety, alcohol and drug abuse and other problems in living.

- TTUHSCEP PAS
  - 915-544-1200
  - 915-532-2202 (24-hour)
  - <http://el Paso.ttuhsc.edu/studentservices/PAS.aspx>

### ***Employee Assistance Program (EAP)***

TTUHSCEP provides the Employee Assistance Program (EAP) as a resource to provide quality counseling and assistance for individuals, couples, families, and work groups in an environment that enhances and encourages the positive self-image of the client and family, and preserves human dignity. Counselors are trained in addressing all types of problems including family and relationship problems, depression, excessive stress or anxiety, alcohol and drug abuse and other problems in living.

- TTUHSCEP EAP
  - 915-215-5865 or
  - 915-215-5861 (24-hour)

### ***Crime Line***

Anyone having information about unsolved crimes can report the information via Crime Line. The information will be forwarded to the applicable agency having jurisdiction. Callers can remain anonymous. The “Crime Stoppers” number is 915-566-8447. It is also included in the Important Contact Numbers section of this report..

### ***Criminal Activity Notices***

Students and employees may be regularly provided with information regarding non-violent crimes that occur on campus through TTUHSCEP Announcements or other appropriate means. Information is also available through the TTPD Daily Crime Logs at <http://www.depts.ttu.edu/ttpd/daily/>.

### ***Student Counseling Center***

The Student Counseling Center (<https://el Paso.ttuhsc.edu/studentservices/pas.aspx>) can assist individuals who are victims of crime. Additionally, students may use this resource as a place to turn to for counseling services, mental health issues, depression and other issues that may affect their ability to cope within the campus community. For additional information contact Student Services and Student Affairs at 915-215-4370.

### ***Safety Lighting***

Safety lighting has been placed in strategic locations on campuses. When individuals notice exterior lights are not working, they should report the location to TTUHSCEP Building Maintenance and Operations. This report can also be made online directly to Safety Services who will follow up on the concern. That reporting tool can be found at- <https://elpaso.ttuhsce.edu/safety/reporting.aspx>.

### ***Student Concerns***

The TTUHSCEP Office of Student Services serves as a liaison and listening ear for all Students. Contact information is provided in Important Contact Numbers. TTUHSCEP Student Services information can be found at- <http://elpaso.ttuhsce.edu/student-services/>.

### ***Faculty and Staff Concerns***

The TTUHSCEP Office of Human Resources serves as a liaison and listening ear for faculty and staff. Contact information is provided in the Important Contact Numbers section. TTUHSCEP Human Resources information can be found at- <http://elpaso.ttuhsce.edu/hr/>.

## ***TTUHSCEP Operating Policies***

### ***TTUHSCEP Security Operating Policies (HSCEP OP 76)***

- HSCEP OP: 76.01, Emergency Management Plan  
[http://elpaso.ttuhsce.edu/opp/\\_documents/76/op7601.pdf](http://elpaso.ttuhsce.edu/opp/_documents/76/op7601.pdf)
- HSCEP OP: 76.02, Identification/Access Badges  
[http://elpaso.ttuhsce.edu/opp/\\_documents/76/op7602.pdf](http://elpaso.ttuhsce.edu/opp/_documents/76/op7602.pdf)
- HSCEP OP: 76.08, Violence and Workplace Threats  
[http://elpaso.ttuhsce.edu/opp/\\_documents/76/op7608.pdf](http://elpaso.ttuhsce.edu/opp/_documents/76/op7608.pdf)
- HSCEP OP: 76.15, Severe Weather Warning and Alert Systems  
[http://elpaso.ttuhsce.edu/opp/\\_documents/76/op7615.pdf](http://elpaso.ttuhsce.edu/opp/_documents/76/op7615.pdf)
- HSCEP OP: 76.17, Bomb Threat Procedures  
[http://elpaso.ttuhsce.edu/opp/\\_documents/76/op7617.pdf](http://elpaso.ttuhsce.edu/opp/_documents/76/op7617.pdf)
- HSCEP OP 76.23 Employee Training and Procedures for Handling Armed Robbery Incidents  
[http://elpaso.ttuhsce.edu/opp/\\_documents/76/op7623.pdf](http://elpaso.ttuhsce.edu/opp/_documents/76/op7623.pdf)
- HSCEP OP 76.40 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act  
[http://elpaso.ttuhsce.edu/opp/\\_documents/76/op7640.pdf](http://elpaso.ttuhsce.edu/opp/_documents/76/op7640.pdf)
- HSCEP OP 76.41 Texas Tech Police  
[http://elpaso.ttuhsce.edu/opp/\\_documents/76/op7641.pdf](http://elpaso.ttuhsce.edu/opp/_documents/76/op7641.pdf)

***TTUHSCEP Human Resources Operating Policies (HSCEP OP 70)***

- HSCEP OP: 70.10, Non-Faculty Employee Complaint Procedures  
[http://el Paso.ttuhsc.edu/opp/\\_documents/70/op7010.pdf](http://el Paso.ttuhsc.edu/opp/_documents/70/op7010.pdf)
- HSCEP OP: 70.20, Employment Background Screening Policy  
[http://el Paso.ttuhsc.edu/opp/\\_documents/70/op7020.pdf](http://el Paso.ttuhsc.edu/opp/_documents/70/op7020.pdf)
- HSCEP OP: 70.31, Employee Conduct, Coaching, Corrective Action and Separation from employment  
[http://el Paso.ttuhsc.edu/opp/\\_documents/70/op7031.pdf](http://el Paso.ttuhsc.edu/opp/_documents/70/op7031.pdf)
- HSCEP OP: 70.38, Employee Assistance Program  
[http://el Paso.ttuhsc.edu/opp/\\_documents/70/op7038.pdf](http://el Paso.ttuhsc.edu/opp/_documents/70/op7038.pdf)

***TTUHSCEP Equal Opportunity Policies (HSCEP OP 51)***

- HSCEP OP: 51.01, Equal Employment Opportunity Policy and Affirmative Action Program  
[http://el Paso.ttuhsc.edu/opp/\\_documents/51/op5101.pdf](http://el Paso.ttuhsc.edu/opp/_documents/51/op5101.pdf)
- HSCEP OP: 51.02, Non-Discrimination and Anti-Harassment Policy and Complaint Procedure for Violations of Employment and Other Laws  
[http://el Paso.ttuhsc.edu/opp/\\_documents/51/op5102.pdf](http://el Paso.ttuhsc.edu/opp/_documents/51/op5102.pdf)
- HSCEP OP: 51.03, Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure  
[http://el Paso.ttuhsc.edu/opp/\\_documents/51/OP5103.pdf](http://el Paso.ttuhsc.edu/opp/_documents/51/OP5103.pdf)

***TTUHSCEP Campus Carry Policy (HSCEP OP 10)***

- HSCEP OP: 10.30, Regulations for the Carrying of Concealed Handguns by License Holders  
[http://el Paso.ttuhsc.edu/opp/\\_documents/10/op1030.pdf](http://el Paso.ttuhsc.edu/opp/_documents/10/op1030.pdf)

## ***Crime Statistics***

TTPD, in collaboration with TTUHSCEP has the responsibility to identify reportable crimes, collect and report crime statistics to the U.S. Department of Education, Texas Department of Public Safety, FBI and the general public. Statistical reporting requirements (types of crimes, definitions, and geographic locations) vary depending upon the governmental recipient. FBI mandated reporting is different from the U.S. Department of Education's Clery reporting. For example, The Clery Act requires reporting of student disciplinary referrals that are not required by either state or federal law enforcement. The Clery Act also mandates the collection of crime data from non-law enforcement personnel, identified as "Campus Security Authorities" (CSAs).

This report contains crime statistics that have been compiled from the 2018 calendar year and a reprint of the previous two years. The reported crime statistics have been compiled from data collected from a number of sources including the TTPD, state, county, and local law enforcement agencies, and non-commissioned CSAs.

Crime statistics gathered by TTPD are collected and reported on an annual calendar year basis. CSAs submit "reportable crimes" using the Clery Incident Report Guidelines. Any reportable crime made to a CSA can be transmitted to the TTPD via website, email, fax, or campus mail.

## ***Reporting Locations***

### ***On Campus***

Statistics are gathered for any building or property owned or controlled by TTUHSCEP within the same reasonable contiguous geographic area and used by the institution in direct support of the institution's educational purpose, including buildings or property owned by the institution but controlled by another person which is frequently used by students.

### ***Non-Campus Property***

Any non-campus property or building owned or controlled by the institution that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any property owned or controlled by a student organization that is officially recognized by the institution and is directly under the control of institutional officials.

### ***Public Property***

Public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, public lands, parks and recreation areas.

### ***Statistical Reports***

The most commonly reported crimes at each campus of TTUHSCEP include theft of unattended books, backpacks, purses, wallets, electronics and bicycles. The burglary of open, unlocked, or unattended offices and motor vehicles is also common. It should be noted that a number of these types of crimes do not meet the definition of report requirements of the Clery Act, and may not be included in statistics.

Referrals for violation of the Code of Student Conduct, as described in the Student Handbooks, are included in these statistics.

Not every crime is reportable under the Clery Act, therefore, the statistics contained in this report are Clery Act specific and are divided into general categories of crime: criminal offenses, sexual assault, hate crimes, violence against women, and certain arrests and referrals for disciplinary actions.

## ***Clery Act Crimes***

### ***Criminal Offenses***

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft

### ***Sexual Misconduct & Relationship Violence***

- Rape
- Fondling
- Incest
- Statutory Rape
- Domestic Violence
- Dating Violence
- Stalking

### ***Hate Crimes\****

- Larceny – Theft
- Simple Assault
- Intimidation
- Destruction / Damage / Vandalism of property

*(\*Only when the commission of the offense was motivated by bias.)*

### ***Alcoholic Beverages***

Use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages is prohibited at TTUHSCEP, except as expressly permitted by institutional policy. Being under the influence of alcohol and/or intoxication is also prohibited.

By Clery Act definition, “drunkenness” and “driving under the influence” are not applicable violations and are not included in this report. (i.e., Public Intoxication; Driving While Intoxicated)

### ***Narcotics or Drugs***

Use, possession, sale, delivery or distribution of any narcotic, drug or medicine prescribed to someone else, controlled chemical compound, controlled chemical precursor, or other controlled substance or drug-related paraphernalia is prohibited at TTUHSCEP, except as expressly permitted by law. Being under the influence of narcotics or drugs, except as permitted by law, is also prohibited.

### ***Firearms, Weapons, & Explosives***

Firearms, ammunition, explosive weapons, illegal knives and other deadly weapons are prohibited on TTUHSCEP property except as specifically authorized by federal, state or local laws.

### ***Violence Against Women Act***

In addition to the above-mentioned criminal offenses, and under the Violence Against Women Reauthorization Act, TTUHCSEP also reports the following sexual assault, relationship violence, and hate crimes.

- **Domestic Violence** – Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or had 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence** – The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Stalking** – Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress.
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### ***Hate Crimes***

Hate crimes include all primary crimes defined in the Clery Act, as well as the following crimes if the commission of the offense was motivated by bias:

- **Larceny-Theft** – Larceny-Theft includes the crimes of Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny.

- **Simple Assault** – Simple Assault is 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.
- **Intimidation** – Intimidation means 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 a physical attack.
- **Destruction/Damage/Vandalism of Property** – Destruction/Damage/Vandalism of Property means 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.

### ***Crime Statistics Table***

*The next page of this report contains crime statistics specific to the TTUHSCEP campus.*

***Important Note: TTUHSCEP does not own, operate, maintain, or lease student residential housing or facilities. Therefore, Clery Act requirements to provide missing student or fire prevention policies do not apply.***

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TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO																				
2016						2017					2018					Unfounded Crimes				
Total	On- Campus Property		Other Property			Total	On- Campus Property		Other Property			Total	On- Campus Property		Other Property					
	Residence Halls	Campus Other	Public Property	Non Campus			Residence Halls	Campus Other	Public Property	Non Campus			Residence Halls	Campus Other	Public Property			Non Campus		
CLERY CRIMES																				
Murder / Non-Negligent Manslaughter	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Negligent Manslaughter	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Sex Offense (Rape)	1	N/A	1	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Sex Offense (Forcible Fondling)	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Sex Offense (Incest)	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Sex Offense (Statutory)	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Robbery	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Aggravated Assault	1	N/A	0	1	0	0	N/A	0	0	0	2	N/A	0	2	0	0	0			
Burglary	0	N/A	0	0	0	0	N/A	0	0	0	1	N/A	1	0	0	0	0			
Motor Vehicle Theft	1	N/A	0	1	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Arson	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
ARRESTS																				
Weapons	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Drugs	4	N/A	1	3	0	4	N/A	2	2	0	6	N/A	0	6	0	0	0			
Alcohol	0	N/A	0	0	0	1	N/A	0	1	0	0	N/A	0	0	0	0	0			
REFERRALS																				
Weapons	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Drugs	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Alcohol	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
	2016					2017					2018					Unfounded Crimes				
	Total	On- Campus Property		Other Property			Total	On- Campus Property		Other Property			Total	On- Campus Property				Other Property		
		Residence Halls	Campus Other	Public Property	Non Campus			Residence Halls	Campus Other	Public Property	Non Campus			Residence Halls	Campus Other			Public Property	Non Campus	
VAWA OFFENSES																				
Domestic Violence	1	N/A	0	1	0	1	N/A	1	0	0	0	N/A	0	0	0	0	0			
Dating Violence	0	N/A	0	0	0	0	N/A	0	0	0	1	N/A	1	0	0	0	0			
Stalking	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
HATE CRIMES																				
Murder / Non-Negligent Manslaughter	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Negligent Manslaughter	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Sex Offense (Rape)	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Sex Offense (Forcible Fondling)	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Sex Offense (Incest)	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Sex Offense (Statutory)	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Robbery	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Aggravated Assault	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Burglary	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Motor Vehicle Theft	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Arson	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Larceny - Theft	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Simple Assault	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Intimidation	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			
Vandalism	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	0			

## CLERY INCIDENT REPORT FORM

### FOR NON-POLICE CAMPUS SECURITY AUTHORITIES TEXAS TECH UNIVERSITY SYSTEM

The purpose of **CLERY** is to encourage 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 Authorities (CSA) other than the Texas Tech Police Department. **Data collected on this form is to be 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 Texas Tech Police Department or the law enforcement agency having jurisdiction where the crime occurred.

It is the policy of Texas Tech University and Texas Tech University Health Sciences Center to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority. (A complete list of Campus Security Authorities (CSA's) can be found in the Annual Clery Report which is available at [www.depts.ttu.edu/ttpd/](http://www.depts.ttu.edu/ttpd/). For the purposes of CLERY, CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:

1) **On-campus property:** Offense statistics for any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purpose, including buildings or property the location described herein that is owned by the University but controlled by another person and which is frequently used by students.

2) **On-campus residential life buildings**

3) **Non-campus property:** Offense statistics for non-campus property or building owned or controlled by the University that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.

4) **Public property:** Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands, parks and beaches.

For CLERY purposes, the student status (yes/no) of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 14 listed offenses occurs, documentation is required.

CLERY documentation is not satisfied by simply directing/referring the reporting party to the police department. In order for the University to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when certain any of the specified offenses list below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to the Texas Tech Police Department.

<input type="checkbox"/> Murder / Non-Negligent Manslaughter	<input type="checkbox"/> Arson	<input type="checkbox"/> Weapons Violations	<input type="checkbox"/> Motor Vehicle Theft	<input type="checkbox"/> Rape	<input type="checkbox"/> Dating Violence
<input type="checkbox"/> Negligent Manslaughter	<input type="checkbox"/> Robbery	<input type="checkbox"/> Drug Abuse Violations	<input type="checkbox"/> Aggravated Assault	<input type="checkbox"/> Incest	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Burglary	<input type="checkbox"/> Liquor Law Violations	<input type="checkbox"/> Statutory Rape	<input type="checkbox"/> Fondling	<input type="checkbox"/> Stalking	

<input type="checkbox"/> Hate Crime (Please Select Sub-Type) <input type="checkbox"/> Theft <input type="checkbox"/> Intimidation <input type="checkbox"/> Simple Assault <input type="checkbox"/> Destruction/Damage/Vandalism of Property <input type="checkbox"/> Hate Incident (any non-criminal incident)	<b>Category of Prejudice</b> <input type="checkbox"/> Ethnicity <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> National Origin <input type="checkbox"/> Race <input type="checkbox"/> Gender <input type="checkbox"/> Disability <input type="checkbox"/> Religion <input type="checkbox"/> Gender Identity
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<input type="checkbox"/> On-campus (academic buildings) <input type="checkbox"/> On-campus (housing / dormitories) <input type="checkbox"/> On-campus (public property / streets / parking lots) <input type="checkbox"/> Non-Campus Property (off-campus property belonging to TTU) <input type="checkbox"/> Off-campus <input type="checkbox"/> Unknown	Date of Incident: <input type="text"/> Time of Incident: <input type="text"/> CSA Tracking # <input type="text"/>
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Name of CSA receiving report:	CSA's Department	Dept. Address or Mail Stop
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reporting Party: <input type="checkbox"/> Victim <input type="checkbox"/> Witness <input type="checkbox"/> Suspect <input type="checkbox"/> Other: <input type="text"/>	Was a Police Report Filed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Specify Department: <input type="text"/>
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Date of Police Report:	Case Number:	Officer Name:

**Sex Offenses:** Sex offenses are of special concern to the campus community because they have been historically under reported. The victim of a sex offense typically desires confidentiality and anonymity; as a result he/she will often seek a reporting source other than law enforcement such as a designated Campus Security Authority. Because the sex offender may continue to pose a threat to the community, the threat potential needs to be evaluated and the campus community alerted/warned as necessary. In this regard, the following additional information is requested.

<input type="checkbox"/> Known offender (friend, classmate, acquaintance, date, etc.) <input type="checkbox"/> University affiliated offender ( <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty ) <input type="checkbox"/> University affiliated victim ( <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty ) <input type="checkbox"/> Unknown offender (stranger)	Alcohol involved: <input type="checkbox"/> Offender <input type="checkbox"/> Victim <input checked="" type="checkbox"/> Dating Drugs involved: <input type="checkbox"/> Offender <input type="checkbox"/> Victim <input type="checkbox"/> Married Narcotics involved: <input type="checkbox"/> Offender <input type="checkbox"/> Victim <input type="checkbox"/> Co-Habiting Weapon involved: <input type="checkbox"/> Yes <input type="checkbox"/> No
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☐ Victim was injured ... please describe injury:

Describe weapon:

Brief Description of Crime or Incident:

**Please return completed forms to:**  
**Texas Tech Police Department, Attn: Crime Prevention, MS 3041, Campus.**

## Important Contact Numbers

### Texas Tech University Health Sciences Center El Paso

Emergency Services	Number
Police (Emergencies Only)	911
Emergency Medical Services	911
Fire	911 / pull station alarm
Poison Control Center	1-800-222-1222

Other Services	Number
Texas Tech Police Department (non-emergency)	915-215-7111
El Paso Police Department (non-emergency)	915-832-4400
El Paso County Sheriff's Office (non-emergency)	915-832-4408
Texas Department of Public Safety (non-emergency)	915-598-3487
El Paso Crime Stoppers	915-566-8477
El Paso Fire Department/EMS (non-emergency)	915-832-4432
El Paso STARS Rape Crisis Center	915-535-7700 / 1-800-656-4673
Crisis Line (Suicide Prevention 24/7)	915-779-1800 / 1-877-562-6467
TTUHSCEP Program of Assistance for Students (PAS)	915-544-1200 or 915-532-2202 (24-hour)
TTUHSCEP Employee Assistance Program (EAP)	915-215-5865 or 915-215-5861 (24-hour)
TTUHSCEP Office of Institutional Advancement	915-215-4850
TTUHSCEP Office of General Counsel	915-215-4435
TTUHSCEP Building Maintenance & Operations	915-215-4500
TTUHSCEP Department of Safety Services	915-215-4820
TTUHSCEP Office of Student Services	915-215-4363
TTUHSCEP Office of Human Resources	915-215-4151
National Drug Hotline	1-800-521-7128
Higher Education Center for Alcohol, Drug Abuse and Violence Prevention	1-212-269-7797
Child Abuse Hotline	800-252-5400
Mental Health Crisis Line	915-779-1800
Office of Civil Rights	800-421-3481
Clery Center for Security of Campus	484-580-8754
National Drug Abuse Hotline	800-241-9746
National Clearinghouse Alcohol & Drug Abuse	800-655-2255
National Sexual Assault Hotline	800-656-4673
National Domestic Violence Hotline	800-799-7233

Emergency Codes
TTUHSCEP no longer uses color emergency notification codes. All emergency notifications will be made in “plain language” to better align emergency notification procedures with NIMS and ICS “plain language” communications recommendations and the recommendations of the Texas Hospital Association (THA). THA recommendations can be found at <a href="https://www.tha.org/plainlanguagecodes">https://www.tha.org/plainlanguagecodes</a> .

Other General Services	Number
Child Abuse Hotline	800-252-5400
Mental Health Crisis Line	915-779-1800
U.S. Department of Education Office of Civil Rights	800-421-3481
Clery Center	484-580-8754
National Drug Hotline	800-521-7182
National Drug Abuse Hotline	800-241-9746
National Clearinghouse Alcohol & Drug Abuse	800-655-2255
National Sexual Assault Hotline	800-656-4673
National Domestic Violence Hotline	800-799-7233

