



# DBU

DALLAS BAPTIST UNIVERSITY

## **2016 ANNUAL SECURITY AND FIRE SAFETY REPORT**

**Combined Campus  
Report**

**Dallas Baptist University**  
**October 2016**  
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## **ANNUAL SECURITY REPORT**

### **CAMPUS COMMUNITY**

Dallas Baptist University consists of three campuses. The main campus is located in Dallas at 3000 Mountain Creek Parkway in the southwestern part of the City of Dallas. Besides academic and athletic facilities, the main campus has residence halls, student apartments and townhomes and also subleases apartments for students in a complex in the city of Grand Prairie. The DBU North campus is located at 2805 Dallas Parkway Suite 450 in Plano, Texas, which is located in the northern part of the Dallas metroplex. The DBU Hurst-Colleyville campus is located at 110 Grapevine Highway in Hurst, Texas, in the western part of the metroplex.

### **SECURITY OF CAMPUS FACILITIES**

#### **MAIN CAMPUS**

Access to the main campus after 12:00 a.m. is controlled by perimeter fencing and gated access requiring identification to be presented to the Dallas Baptist University Police and/or Campus Security Department officer on duty. All residence halls remain secure 24 hours a day except for special use circumstances approved by the University. Residents returning to campus after stated campus curfew hours must present valid DBU student identification, indicating they live on campus, in order to be admitted to the campus. Unauthorized entrance to or exit from a secured residence hall is a violation of Residence Life policies. All other campus buildings not being used for educational or fitness/athletic purposes are secured at 11:00 p.m. each evening and remain secured until 6:00 a.m. Access to these buildings during non-business hours is available only to authorized DBU employees who provide valid DBU identification.

#### **DBU NORTH**

Access to DBU North after 8:15 p.m. is controlled by an automatic locking device on the front door of the office space. Located at Parkway Centre II in Plano, Texas, the facility is locked at 11:00 p.m. Parkway Centre II security staff control building access until 11:00 p.m.

There are no residential facilities at DBU North. Access to this building during non-business hours is available only to authorized DBU employees, working with Parkway Centre II security staff to obtain access.

#### **DBU HURST-COLLEYVILLE**

Access to DBU Hurst-Colleyville after 8:15 p.m. is controlled by an automatic locking device on the front door of the office space. Access after 8:15 p.m. requires a key. Staff assigned to DBU Hurst-Colleyville are issued a key to the exterior door.

There are no residential facilities at DBU Hurst-Colleyville. Access to this building during non-business hours is available only to authorized DBU employees.

## SERVICES PROVIDED BY UNIVERSITY POLICE AND CAMPUS SECURITY

1. Patrolling the campus to detect and deter crime
2. Upon request, escorting persons who are walking on campus, particularly during the hours of darkness
3. Providing shuttle service at designated times available for all the campus community for transportation to residential, sports, academic, and parking areas of campus for persons living or parking in the lower areas of campus
4. Providing crime prevention information including relationship violence, safety awareness, and personal safety
5. Reporting and investigating criminal offenses and incidents
6. Assisting motorists with battery boosts and tire changing
7. Providing early warning of inclement weather
8. Securing campus buildings and conducting regular assessments of campus facilities
9. Monitoring University entrances, particularly during the hours of darkness
10. Controlling traffic for University events at times of heavy pedestrian and vehicular traffic flow

## PREPARATION OF DISCLOSURE OF CRIME STATISTICS

The University Police Department annually prepares an official report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Campus Sexual Violence Act (SaVE Act) as part of the Violence Against Women Reauthorization Act (VAWA). The full text of the Annual Security Report (ASR) can be located on our website at [www.dbu.edu](http://www.dbu.edu). You can also directly link to the ASR site at [www.dbu.edu/security](http://www.dbu.edu/security). The ASR is prepared in cooperation with the local law enforcement agencies surrounding our main campus and regional academic centers in Plano and Hurst/Colleyville, Residence Life, Administrative Affairs, Dean of Students, Campus Security, and University Police. Each entity and University department provides updated information on their educational efforts and programs to comply with the Clery Act and the Campus SaVE Act.

Campus crime, arrest, and referral statistics include those reported to the University Police, Campus Security, Health Services, designated campus officials (including but not limited to directors, deans, department heads, Administrative Affairs, Student Affairs, Counseling Center, Resident Directors and Resident Assistants, student organization advisors, athletic coaches), and local law enforcement agencies. The Counseling Center staff informs their clients of the procedures to report crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a counseling session.

DBU encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the Annual Security Report. Strict confidentiality will be maintained for all criminal offenses reported. Reported crimes or alleged illegal activity will be promptly and thoroughly investigated.

Each year, an e-mail notification is made to all enrolled students that provides the website to access the Annual Security Report. Faculty and staff receive email notification regarding the ASR. Copies of the ASR may also be obtained at the University Police Department, located on the first floor of the John G. Mahler Student Center or by calling 214.333.5555. All prospective students and employees may access the ASR on the DBU website or obtain a copy from the University Police Department.

## DEFINITIONS OF CRIMES

The following definitions are provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for *Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations* are from the *Summary Reporting System (SRS) User Manual* from the FBI's UCR Program. The Definitions of *Fondling, Incest and Statutory Rape* are from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guideline* edition of the UCR. Hate Crimes are classified according to the FBI's *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual*.

For the categories of *Domestic Violence, Dating Violence and Stalking*, these definitions are provided by the Violence Against Women Act of 1994.

- **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.
- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes rape of both male and females.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.
- **Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse

- Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitated with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by another person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
- **Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** is the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.
- **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

## HATE CRIMES

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion of attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

Categories of bias included in the annual statistical disclosure are:

- Race. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).
- Gender. A preformed negative opinion or attitude toward a person or a group of persons based on their actual or perceived gender, e.g., male or female.
- Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- Sexual orientation. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:

- **Larceny-Theft.** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- **Simple Assault.** The 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.** Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property.** Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control over it.
- Other Crimes Involving Bodily Injury.
- There were no reported hate crimes for the years 2013, 2014, 2015.

**DBU Main Campus  
CRIME STATISTICS  
2013, 2014, 2015**

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Murder/Non-Negligent Manslaughter	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Rape	2013	0	0	0	0	0
	2014	1	1	0	0	0
	2015	1	0	0	0	0
Fondling	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Incest	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Domestic Violence	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Dating Violence	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Stalking	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	1	0	0	0	0
Robbery	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Burglary	2013	11	2	0	0	0
	2014	3	0	4	0	0
	2015	3	2	0	0	0
Motor Vehicle Theft	2013	0	0	0	0	0
	2014	0	0	0	1	0
	2015	0	0	0	0	0
Arson	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arrests: Weapons, Carrying, Possessing, etc.	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	2	2	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	1	1	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	9	4	0	0	0
	2014	3	3	0	0	0
	2015	6	6	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	11	10	0	0	0
	2014	13	13	0	0	0
	2015	14	14	0	0	0



**DBU North Campus  
CRIME STATISTICS  
2013, 2014, 2015**

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Murder/Non-Negligent Manslaughter	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Rape	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Fondling	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Incest	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Domestic Violence	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Dating Violence	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Stalking	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Robbery	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Burglary	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arson	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arrests: Weapons, Carrying, Possessing, etc.	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0

**DBU Hurst-Colleyville  
CRIME STATISTICS  
2013, 2014, 2015**

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Murder/Non-Negligent Manslaughter	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Rape	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Fondling	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Incest	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Domestic Violence	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Dating Violence	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Stalking	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Robbery	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Burglary	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arson	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arrests: Weapons, Carrying, Possessing, etc.	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arrests: Drug Abuse Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Arrests: Liquor Law Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2013	0	0	0	0	0
	2014	0	0	0	0	0
	2015	0	0	0	0	0

## EMERGENCY RESPONSE

The University's Crisis Management Plan includes information about the following: Crisis Management Teams, University operating status parameters, incident priorities and performance expectations, shelter-in-place and evacuation guidelines, and local contingency and continuity planning requirements. The various University Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts emergency response exercises each year, such as table top exercises, field exercises, evacuations and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

The Dallas Baptist University Police officers and Campus Security officers and supervisors have received regular training in responding to crises on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the DBU Chief of Police, University Police officers, Campus Security officers, Director of Campus Security, Health Services staff, Sports Medicine staff, Emergency Response Team, and Dallas Fire and Rescue. The Dallas Police Department and Dallas Fire and Rescue provide support to University Police on the main campus as needed. These individuals and organizations regularly respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal law enforcement agencies could also be involved in responding to the incident.

When a serious incident occurs that causes an immediate threat to the DBU North facility, the first responders to the scene are usually the Plano Fire Department (PFD) and the Plano Police Department (PPD). These individuals and organizations typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal agencies could also be involved in responding to the incident.

When a serious incident occurs that causes an immediate threat to the DBU Hurst-Colleyville facility, the first responders to the scene are usually the Hurst Fire Department (HFD) and the Hurst Police Department (HPD). These individuals and organizations typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for DBU are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the DBU website at <http://www.dbu.edu/security>.

All members of the DBU community are notified each semester that they are required to notify the University Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The University Police Department has the responsibility of

responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the University Police Department has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the campus community and/or surrounding community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

#### NOTIFICATION TO THE DBU COMMUNITY ABOUT AN IMMEDIATE THREAT

The Office of the Vice President for Administrative Affairs receives information regarding possible threats from law enforcement agencies and various offices/departments on campus, such as University Police, Campus Security, Student Affairs, Residence Life, Apartment Life, Health Services, and the Counseling Center. If University Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the DBU campus community, the Office of the Vice President for Administrative Affairs will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the DBU campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Office of the Vice President for Administrative Affairs will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: University Police, Campus Security, Dallas Fire and Rescue, and/or the Dallas Police Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the DBU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the DBU campus community. These methods of communication include network e-mails, text messages from the Emergency Mass Alert System (EMAS), emergency messages that can scroll across computer screens when logged into the University system, institutional social media, written notices, departmental safety officer phone call system, and audible siren and verbal command warnings that can be broadcast through the DBU Outdoor Warning Alert System (OWAS). Individuals who do not want to receive emergency text messages must opt out of the service. The University will post updates during a critical incident, emergency, or crisis situation on the DBU website. Individuals can call DBU's ICE (In Case of Emergency) line at 214.333.7ICE (214.333.7423) to access recorded information for updates.

University Police and Campus Security vehicles are equipped with public address (PA) systems and can be strategically placed and/or driven throughout the campus to facilitate communication through the PA system. Members of the campus community who are interested in receiving information about emergencies on campus should sign up for the emergency text message system (EMAS) at

<https://webreg.dbu.edu/emas/>. In addition, the DBU website and the 214.333.7ICE (214.333.7423) line can be used for obtaining updates in the event of an emergency on campus.

#### PROCEDURE FOR TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by University Police and Campus Security each semester for all residential facilities on campus and annually for all employees in campus buildings. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. University Police and Campus Security do not inform residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. However, the University has established written plans for continuation of University operations, housing, and course delivery, which will be communicated to the campus community when such situations arise. In all cases, University Police, Campus Security, Residence Life staff, and Apartment Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At DBU, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sounds of the notification alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm and emergency notification systems.

Evacuation drills are monitored by University Police, Campus Security, and appropriate residence departments to evaluate egress and behavioral patterns. Reports are prepared by participating departments, which identify deficient equipment, process, and/or procedures so that modifications can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first mandatory hall or apartment meetings of the semester and during other educational sessions that they can participate in throughout the year. The resident directors and resident assistants are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

University Police and Campus Security conduct announced and unannounced drills and exercises each year and conduct follow-through activities designed for assessment and evaluation of emergency plans and capabilities. University Police and Campus Security coordinate announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. University

Police and Campus Security will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

#### SHELTER-IN-PLACE PROCEDURES—WHAT IT MEANS TO "SHELTER-IN-PLACE"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

**Basic “Shelter-in-Place” Guidance.** If an incident occurs and the building you are in is not damaged, stay inside—seeking an interior room—until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, DBU ID card, etc.) and follow the evacuation procedures for your building (close your door, lock your room/unit, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police, fire department or emergency medical services personnel are on the scene, follow their directions.

**How You Will Know to “Shelter-in-Place.”** A shelter-in-place notification may come from several sources, including President, Vice President for Administrative Affairs, University Police, Campus Security, Student Affairs, Residence Life, Apartment Life, other University employees, the federal, state, or local government, Dallas Police Department, Dallas Fire and Rescue, or other authorities utilizing the University’s emergency notification system.

**How to “Shelter-in-Place.”** No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a mobile phone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - a. An interior room;
  - b. Above ground level; and
  - c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)

6. Make a list of the people with you and ask someone (Residence Life staff, Apartment Life staff, faculty, or other staff) to call the list in to University Police, so they know where you are sheltering. If only students are present, one of the students should be designated to call in the list.
7. Turn on a radio or TV, watch news or text alerts from smart phones, and listen for further instructions.
8. Make yourself comfortable. Pray for God's protection and peace.

#### TIMELY WARNINGS

In the event that a situation arises, either on or off campus that constitutes an ongoing or continuing threat of an emergency or crisis situation effecting the DBU Family, the President or the Vice President for Administrative Affairs will issue a campus-wide "timely warning". In the event that the timely warning pertains to a situation involving sexual assault, domestic violence, dating violence, and stalking, the confidentiality of the victim will be maintained. The timely warning will be issued through one or more of the following methods:

- Written notices
- University email system
- Emergency Message Alert System (EMAS)
- University departmental safety officer emergency contact system
- Outdoor warning siren system
- University social media

Depending on the particular circumstances of a campus emergency or crime, especially in all situations that could pose an immediate threat to the campus community and surrounding area, University administration may also post a notice on the DBU website homepage, [www.dbu.edu](http://www.dbu.edu).

Anyone with information about an emergency, crisis, or crime should report the information to one of the following offices and/or personnel:

University Police Department  
 First Floor, John G. Mahler Student Center  
 Chief John Shaw  
 214.333.5555 (office)  
 469.628.3924 (cell)  
[johns@dbu.edu](mailto:johns@dbu.edu)

Campus Security Department  
 Lower Level, Pilgrim Chapel  
 Don Kabetzke  
 214.333.5305 (office)  
 214.264.4693 (cell)  
[donk@dbu.edu](mailto:donk@dbu.edu)

Office of the President  
First Floor, North End, Nation Hall  
Dr. Adam Wright  
214.333.5930 (office)  
adam@dbu.edu

Vice President for Administrative Affairs  
First Floor, North Hall, Strickland Building  
Jonathan Teat  
214.333.5128 (office)  
214.516.5349 (cell)  
jonathan@dbu.edu

Vice President for Student Affairs  
Second Floor, Sadler Global Missions Center  
Jay Harley  
214.333.6812 (office)  
817.846.0019 (cell)  
jay@dbu.edu

Dean of Students  
First Floor, Mary C. Crowley Complex  
Dan Gibson  
214.333.5340 (office)  
214.587.7774 (cell)  
danielg@dbu.edu

#### HOW TO REPORT CRIMINAL OFFENSES

To report a crime, emergency, crisis situation, or potential threat to the DBU campus community contact University Police at 214-333-5555 (non-emergencies), dial 911 (emergencies only), or by using the Code Blue Emergency telephones located throughout campus in the following locations:

- John Clem Gatehouse
- Mountain Creek Gatehouse
- Parking Lot 24 (Intramural Field)
- Parking Lot 23 (North of Williamsburg Village Townhomes)
- Parking Lot 17 (Southeast Corner of Patriot Soccer Field)
- Mike Arnold Fitness Trail
- Colonial Village Apartments Gazebo
- Strickland Building (South Hall)

Any suspicious activity/person seen in the parking lots or loitering around vehicles, inside buildings or around the residence halls and apartments should be reported to University Police.

John Shaw, DBU Chief of Police  
Office: 214.333.5555  
Cell: 469.628.3924

Don Kabetzke, Director of Campus Security  
Office: 214.333.5305  
Cell: 214.264.4693

Dallas Police Department  
214.670.7448



In addition, you may report a crime or suspicious person/activity to the following personnel:

Jonathan Teat  
Vice President for Administrative Affairs  
Office: 214.333.5128  
Cell: 214.516.5349

Jay Harley  
Vice President for Student Affairs  
Office: 214.333.6812  
Cell: 817.846.0019

Dan Gibson  
Dean of Students  
Office: 214.333.5340  
Cell: 214.587.7774

Dr. Jordan Davis  
Director of Counseling Center  
Office: 214.333.6855

Linda Bannick & Donna Smith  
Health Services  
Office: 214.333.5151

**DBU North**  
Wendell Wright  
Director of DBU North  
Office: 214.333.5777  
Cell: 214.354.2071

**DBU Hurst-Colleyville**

Wendell Wright  
Director of DBU Hurst-Colleyville  
Office: 214.333.5888  
Cell: 214.354.2071

Plano Police Department  
972.424.5678  
  
Hurst Police Department  
817.788.7342

The DBU Police Department has mutual aid and working agreements with Dallas Police Department, Plano Police Department, and Hurst Police Department. Each police agency augments the other within their jurisdictions during mutual investigations, arrests, and prosecutions. University Police personnel participate in regular meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the University community.

DBU encourages victims or witnesses to report crimes on a voluntary, confidential basis. Strict confidentiality will be maintained for all criminal offenses reported. Reported crimes or alleged illegal activity will be promptly and thoroughly investigated.

**VOLUNTARY CONFIDENTIAL REPORTING**

If a member of the Dallas Baptist University campus community is the victim of a crime and does not want to pursue action with the University Police or through the University disciplinary process, he or she may still want to consider making a confidential report of the situation. With the victim's permission, University

Police Chief John Shaw, Don Kabetzke, Jonathan Teat, Jay Harley, Dan Gibson, or Kelly Anderson can file a report on the details of the incident without revealing his or her identity. Contact information for these University personnel members is provided below. Please note that crimes involving children under the age of 17 must be investigated and pursued to the full extent of local, state, and federal law.

The purpose of a confidential report is to comply with the individual's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of criminal incidents, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution's Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Campus Sexual Violence Elimination Act, as a part of the Violence Against Women Reauthorization Act.

John Shaw, DBU Chief of Police  
Office: 214.333.5555

Don Kabetzke, Director of Campus Security  
Office: 214.333.5305

Jonathan Teat  
Vice President for Administrative Affairs  
Office: 214.333.5128

Jay Harley  
Vice President for Student Affairs  
Office: 214.333.6812

Dan Gibson  
Dean of Students  
Office: 214.333.5101

Kelly Andersen  
Director of Residence Life  
Office: 214.333.5455

#### LIMITED VOLUNTARY CONFIDENTIAL REPORTING

University Police encourages anyone who is the victim or witness to any crime to report promptly the incident to University Police. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to University Police.

#### SECURITY AND ACCESS

During business hours, DBU (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key or electronic access card, if issued, or by admittance via the Campus Security Office or Residence Life staff. In the case of periods of extended closing, Campus Security will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year, such as

the Library, Patriot Café, The Union, and Fitness Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Director of Facilities Management, Housing, Residence Life, Campus Security, and Maintenance meet bi-weekly to discuss issues of pressing concern.

#### CAMPUS LAW ENFORCEMENT AUTHORITY

The Dallas Baptist University Police Department has complete authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, University Police may also refer the individual to Student Affairs for address through disciplinary action.

Major offenses such as robbery, auto theft, aggravated assault, sexual assault, and murder are to be reported to the University Police Department. University Police may contact local law enforcement agencies for joint investigative efforts to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted in the appropriate municipal, state, or federal court.

Per agreement with the Texas Commission on Law Enforcement, the DBU Police Department's jurisdiction extends west bounded by the eastern shore of Mountain Creek Lake, east to The Potter's House, south to Capella Park, and north to the Dallas-Fort Worth National Cemetery. University Police have jurisdiction to enforce laws along the roadways which bound the main campus, which include Kiest Boulevard, Mountain Creek Parkway, and Merrifield Road. University leased property at our regional academic centers is patrolled by the respective local law enforcement agency and the University Police have concurrent jurisdiction.

#### RELATIONSHIP OF DBU POLICE AND LOCAL LAW ENFORCEMENT AGENCIES

Dallas Baptist University recognizes that laws and institutional policies and rules are necessary to provide a healthy and safe learning community. The Dallas Baptist University Police Department functions and supports the enforcement of local, state, and federal law by governmental agencies and of institutional policies and rules by the University. All persons on the campus are subject to these laws, policies, and rules at all times. The University Police Department is recognized and licensed by the State of Texas through the Texas Commission on Law Enforcement as a state law enforcement agency. DBU employs a staff of licensed Peace Officers with arrest authority within the University Police Department.

While DBU is private property, and Constitutional protections apply, local law enforcement officers, as licensed Texas Peace Officers, through the Texas Commission on Law Enforcement, may enter the DBU main campus and regional academic centers for fulfillment of their duties. Additionally, the officers are invited to patrol the campus and centers to assist DBU in deterring crime. All law enforcement agencies are expected to check in with University Police when on institutional property.

The DBU Police Department maintains strategic relationships with the Dallas, Grand Prairie, Plano, and Hurst Police Departments, as well as the Dallas County Sheriff's Department. The relationship of the DBU Police Department's authority is described in a "memorandum of understanding" (MOU) between the University Police Department and each of the above local law enforcement agencies. These MOUs outline that DBU will work in partnership with these law enforcement agencies as necessary. The University Police Department will have jurisdiction over all offenses occurring on DBU property. DBU participates in the F.B.I. Campus Liaison program to keep abreast of emerging issues and threats to the University campuses.

The purpose of the DBU Police Department is to serve and to protect the campus community with professionalism and vigilance, thus enhancing the Christ-centered learning environment and vibrant campus life.

The DBU Campus Security Department serves to support the University Police Department and the campus community in providing campus safety, fire safety, shuttle services, escort services, building security, traffic control, parking enforcement, and motorist assistance. The Campus Security Officers do not have arrest authority. These Campus Security Officers may make an arrest in the event a felony is committed in his or her presence. However all crimes are the responsibility of the University Police.

In the event of an emergency or crisis situation where outside local law enforcement is needed, partner agencies are immediately notified. DBU relies on the City of Dallas Communications and Information Services 911 System for dispatch of Dallas Fire and Rescue for fire response and emergency medical services.

Annually, DBU requests crime statistics for the areas immediately surrounding the DBU main campus and regional academic centers from local law enforcement agencies. These statistics are included in the Annual Security Report along with all criminal activity occurring on campus and at centers. Crimes committed at off campus regional academic centers or facilities under the control of DBU will be disclosed in these statistics if they come to the attention of the University Police.

Frequent meetings or telephone conversations between the University Police Chief and local law enforcement agency leaders allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur. Instances where local law

enforcement resources are needed are determined jointly between the University Administration and the University Police Chief.

#### ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

DBU students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to University Police or Campus Security in a timely manner. To report a crime, emergency, non-emergency security or public safety related matter, call University Police at 214.333.5555.

Dispatchers are available to answer calls at these telephone numbers 24 hours a day, seven days a week. In response to a call, University Police and/or Campus Security will take the required action, dispatching an officer or asking the victim to report to the University Police Department or the Campus Security Department to file an incident report.

All University Police and Campus Security incident reports are forwarded to the Vice President for Administrative Affairs for disciplinary review and potential action by the Student Affairs office. University Police will investigate all crimes and may pursue to the full extent of the law.

If assistance is required from the Dallas Police Department or other agencies, University Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services (see the DBU sexual misconduct policy of this report for more details.)

Crimes should be reported to University Police or Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

#### COUNSELORS AND CONFIDENTIAL CRIME REPORTING

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

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

#### AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES

Students are informed of services offered by University Police and Campus Security during an orientation held at the beginning of each semester and through a foundations course for all new, incoming students. Verbal presentations outline ways to maintain personal safety and residence hall security. Students are

told about crime on campus and areas surrounding the campus and regional academic centers. Similar information is presented to new employees during orientation events held each year.

Information regarding personal safety is distributed periodically to all faculty, staff, and students. When time is of the essence, information is released to the campus community through security alerts sent via e-mail, text alert messages and/or written notices.

#### CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. University Police and Campus Security facilitate programs for students, faculty, and staff, in addition to bi-annual programs for resident assistants and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, domestic violence, dating violence, stalking, theft and other crimes.

#### MONITORING CRIMINAL ACTIVITY OFF CAMPUS

University Police and Campus Security do not provide law enforcement service to off-campus residences nor are activities off campus recognized by University authority. Criminal activity at off-campus residences is monitored and recorded by the appropriate local law enforcement agency. University Police and Campus Security enjoy a close working relationship with all surrounding law enforcement agencies when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise, as well as future concerns.

#### ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

The possession, sale or the furnishing of alcohol on the University campus is strictly forbidden. The enforcement of alcohol rules on campus is the responsibility of University Police, Campus Security, Student Affairs, Residence Life, and Apartment Life. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by University Police and Campus Security. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the DBU policy for anyone to consume or possess alcohol in any public or private area of campus. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

#### SUBSTANCE ABUSE EDUCATION

**Prevention Programs.** DBU has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. The Athletic Department annually instructs student-athletes about the dangers of the illicit use of drugs and the abuse of alcohol. Student-athletes found to be in violation of

alcohol policies are required to participate in an alcohol education program. The DBU Counseling Center offers confidential, individual counseling to students with any alcohol and/or drug related questions or concerns. To schedule a consultation with the DBU Counseling Center call 214.333.5288 or visit the first floor of the Collins Learning Center.

DBU's Student Affairs office, in partnership with Human Resources, ensures overall coordination of the drug and alcohol abuse education programs and initiatives. However, many services are the responsibility of other areas of the institution. These include:

**Alcohol and Drug Education:** Student Affairs and Human Resources

**Counseling Services:** Counseling Center

**Referral Services:** Student Affairs, Health Services, Counseling Center

**College Disciplinary Actions:** Student Affairs and Administrative Affairs

#### STATE OF TEXAS SANCTIONS -- CRIMINAL OFFENSE PROVISIONS

**General Penalty.** A person who violates a provision of this Code for which a specific penalty is not provided is guilty of a misdemeanor and on conviction is punishable by a fine of not less than \$100 nor more than \$1,000 or by confinement in the county jail for not more than one year or by both. The term *specific penalty*, as used in this section, means a penalty, which might be imposed as a result of a criminal prosecution. [Section 1.05 AB Code]

**Offenses Relating to Minors** [Chapter 106 AB Code]. A minor is a person under 21 years of age.

**Possession of Alcohol By a Minor** [Section 106.05 AB Code]. A minor may not possess an alcoholic beverage, except:

- while in the course and scope of the minor's employment and the employment is not prohibited by this Code;
- if the minor is in the visible presence of an adult parent, guardian, spouse, or other adult to whom he had been committed by court; or
- if the minor is under the immediate supervision of a commissioned peace officer engaged in enforcing the provisions of this Code.

#### ALCOHOLIC BEVERAGE CODE

The term "possession" has the same meaning as that found in Section 1.07(a)(39) of the Texas Penal Code. The minor-in-possession offense can be proven if the minor is in actual control of the alcoholic beverage(s) by physical contact or by establishing an "affirmative link" between the alcoholic beverage and the minor.

**Purchase of Alcohol By a Minor** [Section 106.02 AB Code]. A minor commits an offense if the minor purchases an alcoholic beverage. The minor may purchase an alcoholic beverage if under the immediate supervision of a commissioned peace officer engaged in enforcing the provisions of this Code.

**Attempt to Purchase Alcohol by a Minor** [Section 106.025 AB Code]. A minor commits an offense if, with specific intent to purchase alcoholic beverages, the minor does an act amounting to more than mere preparation but fails to purchase alcoholic beverages.

**Consumption of Alcohol By a Minor** [Section 106.04 AB Code]. A minor commits an offense if the minor consumes an alcoholic beverage. It is a defense to prosecution that the alcoholic beverage was consumed in the visible presence of the minor's adult parent, guardian, or spouse.

**Misrepresentation of Age by a Minor** [Section 106.07 AB Code]. A minor commits an offense if the minor falsely states that he or she is 21 years of age or older, or presents any document that indicates he or she is 21 years of age or older to a person engaged in selling or serving alcoholic beverages.

**Public Intoxication** [Section 49.02(e)]. A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.

**Punishment for Alcohol Related Offenses by a Minor** [Sections 106.071 and 106.115 AB Code]. The following punishment applies to the offenses of:

- minor in possession [Section 106.05 AB Code]
- consumption of alcohol by a minor [Section 106.04 AB Code]
- attempted purchase of alcoholic beverages by a minor [Section 106.025 AB Code]
- purchase of alcoholic beverages by a minor [Section 106.02 AB Code]
- misrepresentation of age [Section 106.07 AB Code]
- public intoxication by a minor [Texas Penal Code, Section 49.02(e)]

First Offense:

1. Class C misdemeanor
2. Alcohol awareness class
3. Community service: 8-12 hours relating to education about or prevention of misuse of alcohol
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 30 days

Second Offense:

1. Class C misdemeanor
2. Alcohol awareness class at the judge's discretion
3. Community service: 20-40 hours relating to education about or prevention of misuse of alcohol



4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 60 days

Third Offense:

If it is shown at the trial of the defendant that the defendant is a minor who is not a child, the offense is punishable by:

1. Fine of not less than \$250 or not more than \$2,000
2. Confinement in jail not to exceed 180 days, or
3. Both the fine and confinement
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 180 days

If the minor is a child (under 17 years of age as defined by Section 51.02, Family Code), the offense is punishable by the following: The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 180 days.

1. The child shall be remanded to juvenile court as a child in need of supervision; or remanded to criminal court to be adjudicated as an adult

For the purpose of determining whether a minor has been previously convicted of an offense (enhancement only) to which this section applies:

1. An adjudication under Title 3, Family Code, that the minor engaged in conduct described by this section is considered a conviction under this section; and
2. An order of deferred disposition for an offense alleged under this section is considered a conviction of an offense under this section.

**Fictitious License Or Certificate** [Transportation Code, Section 521.453]. A person under the age of 21 years commits an offense if the person possesses, with the intent to represent that the person is 21 years of age or older, a document that is deceptively similar to a driver's license or personal identification certificate unless the document displays the statement "NOT A GOVERNMENT DOCUMENT" diagonally printed clearly and indelibly on both the front and back of the document in solid red capital letters at least 1/4 inch in height. The document is deceptively similar if a reasonable person would assume the document was issued by the Department of Public Safety, another agency of this state, another state or the United States. An offense under this section is a class C misdemeanor.

**Delivery or Manufacture of Counterfeit Identification** [Section 521.456 Transportation Code]. A person who possesses with the intent to sell, distribute, or deliver a forged or counterfeit instrument that is not made or distributed by an authority authorized to do so under a state, federal, or Canadian law commits an offense. An offense under this section is a class A misdemeanor.

A person who manufactures or produces with the intent to sell, distribute, or deliver a forged or counterfeit instrument that the person knows is not made by the appropriate authority commits an offense. An offense under this section is a third degree felony.

**Driving a Motor Vehicle or Operating Watercraft Under Influence of Alcohol by a Minor** [Section 106.041AB Code / Section 524.022 Transportation Code]. This law is known as the zero tolerance law. A minor commits an offense if the minor operates a motor vehicle in a public place, or a watercraft, while having a detectable amount of alcohol in the minor's system.

First Offense:

1. Class C misdemeanor
2. Alcohol awareness course
3. Community service: 20-40 hours relating to education about or prevention of misuse of alcohol
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 60 days, 30 days of which the minor is not eligible for an occupational license
5. The charge cannot be a lesser included offense of DWI

Second Offense:

1. Class C misdemeanor
2. Alcohol awareness course at the judge's discretion
3. Community service: 40-60 hours relating to education about or prevention of misuse of alcohol
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 120 days, 90 days of which the minor is not eligible for an occupational license
5. The charge cannot be a lesser included offense of DWI

Third Offense:

If it is shown at the trial of the defendant that the defendant is a minor who is not a child, the offense is punishable by the following:

1. Class B misdemeanor
2. Fine of not less than \$500 or not more than \$2,000
3. Confinement in jail for a term not to exceed 180 days, or
4. Both the fine and confinement
5. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 180 days, during which the minor is not eligible for occupational license
6. Is not eligible for deferred disposition
7. Cannot be a lesser included offense of DWI

If the minor is a child (under 17 years of age as defined by Section 51.02, Family Code), the offense is punishable by the following:

1. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 180 days, and the minor is not eligible for an occupational license
2. Is not eligible for deferred disposition
3. Cannot be a lesser included offense of DWI
4. The child is remanded to juvenile court as delinquent conduct; or remanded to criminal court to be adjudicated as an adult

*A violation of any law regarding alcohol is also a violation of DBU's Student Code of Conduct and will be treated as a separate disciplinary matter by DBU.*

#### MISSING STUDENT NOTIFICATION POLICY & PROCEDURES

This policy is meant to comply with the requirements of the Higher Education Opportunity Act of 2008, which requires that universities establish a missing student notification policy for students residing in on-campus housing.

1. In order to facilitate timely notification of the proper individuals in the case of a missing student, all students living in DBU residence halls, apartments, townhomes, or University-owned off-campus housing will have the option to identify confidential contact information for an emergency contact person of their choice on their Housing Application. Each student is responsible for keeping the contact information updated during the course of the academic year, and will be asked to verify contact information each year thereafter upon renewal of their Housing Application. Contact information will be maintained by the Director of Housing and Director of Residence Life in accordance with all state and federal laws.
2. If any member of the University community has reason to believe that a student living in University-owned housing is missing, they should immediately contact the DBU Police Department and/or the Dean of Students. Upon receiving this report, the DBU Police Department and the Dean of Students will initiate an investigation in an attempt to determine the whereabouts and status of the student. This investigation may include, but is not be limited to: assessing the student's room, interviewing known associates, friends, and family; searching campus public locations (e.g. library, cafeteria, etc.), searching access card logs to determine the last use of the card and track the card for future uses, accessing vehicle registration information, accessing email logs to determine the last login and use of the University email system, and other measures deemed appropriate by DBU Police Department and/or the Dean of Students.
3. A student living in University-owned housing will conclusively be deemed "missing" if the student is absent from the University for more than 24 hours with no contact with friends, family, roommates, faculty, classmates, co-workers, or other known associates, unless the student has provided information about their intended whereabouts. Likewise, a student living in on-campus

housing will not be considered missing if they are gone during recognized University holidays and/or breaks.

4. If the DBU Police Department's investigation determines that a student for whom a report has been filed has been missing for more than twenty-four (24) hours, the DBU Chief of Police will notify the Director of Housing or the Director of Residence Life as appropriate. The Chief will notify the Dean of Students to determine how best to make contact in accordance with paragraph 5 of this policy statement.
5. A) If the missing student is under the age of eighteen (18) and not emancipated, the Dean of Students will contact the missing student's custodial parent[s] or guardian[s] within 24 hours after the time that the student is determined to be missing.  
  
B) If the missing student is emancipated or eighteen (18) years of age or older, the Dean of Students will contact the emergency contact person provided by the student pursuant to paragraph 1 above within 24 hours after the time that the student is determined to be missing.  
  
C) Likewise, in all cases involving a missing student, the DBU Chief of Police or the Dean of Students will be responsible for notifying the appropriate law enforcement agency or take the proper actions to report the student missing no later than 24 hours after the time that the student is determined to be missing.

#### DALLAS BAPTIST UNIVERSITY SEXUAL MISCONDUCT POLICY

The vision of Dallas Baptist University is to build a great Christian university that is pleasing to God by producing Christ-centered servant leaders who are transforming the world.

With that vision in mind, it is vitally important to DBU to promote righteous living in all areas of life, including in the area of human sexuality. DBU is guided by the understanding that human sexuality is a gift from God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love between one man and one woman.

DBU bases its understanding on human sexuality on biblical principles outlined throughout the Old and New Testament along with the history of Christian church thought, teaching, and practice. The Commentary on Human Sexuality and Sexual Misconduct written by Dr. Jim Denison, Senior Fellow for Global Studies and Executive Director of DBU's Institute for Global Engagement (Appendix A), explains in more detail DBU's scriptural beliefs about human sexuality and sexual misconduct.

Faculty, staff, and students at Dallas Baptist University are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Toward this end, the University may subject to disciplinary action any faculty, staff, or student who engages in the following:

1. Sexual activity with a person other than his/her spouse;
2. Sexual activity with a person of the same sex;

3. Touching, caressing, and other physical conduct of a sexual nature that is inappropriate to the time and place in which it occurs;
4. Participation in advocacy groups and/or activities that are contrary to DBU Scriptural beliefs about human sexuality;
5. The possession or viewing of pornographic material;

The actions listed above violate the University's commitment to sexual purity in line with its Scriptural beliefs about human sexuality. These types of violations are covered more fully in the Student Code of Conduct and Employee Handbook, which discuss the disciplinary procedures for such violations.

In addition to those violations, there are certain types of violations that are so serious that they require more robust investigation and hearing procedures. This would include the following prohibited conduct:

1. Sexual assault
2. Sexual violence
3. Sexual harassment
4. Sexual discrimination
5. Domestic or dating violence
6. Stalking
7. Sexual exploitation, or
8. Other sexual misconduct outlined in the Definitions section of this policy.

Because of the gravity of these allegations, the prohibited conduct outlined in the preceding sentence will be governed by the more robust procedures outlined in this Sexual Misconduct Policy.

DBU has a high moral commitment to the worth and dignity of all individuals. Members of the University community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This Sexual Misconduct Policy is meant to promote a safe living and learning environment for all members of the campus community in accordance with DBU's Scriptural beliefs about human sexuality and in compliance with state and federal laws including, but not limited to, Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act of 2014, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Campus Sexual Violence Elimination (SaVE) Act.

#### 1. SCOPE

This policy governs the conduct of Dallas Baptist University students, regardless of enrollment status; faculty; staff; and third parties (i.e., non-members of the DBU community, such as vendors, alumni, visitors, or local residents).

Third parties are both protected by and subject to this policy. A third party may report or file a complaint concerning a violation of this policy committed by a member of the DBU community. A third party may also be permanently barred from DBU or subject to other restrictions for failing to comply with this policy. This policy applies to conduct that occurs on University property, and in certain circumstances, off University property (i.e., off campus). This policy applies to conduct that occurs off campus when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs; when it utilizes University owned or provided technology resources; or when such conduct may have a nexus to campus, such as a continuing adverse effect or creation of a hostile environment on campus.

Maintaining a safe living and learning environment is the responsibility of the entire campus community. Therefore, all faculty, adjunct faculty, and full-time/part-time staff members who are not Confidential Resources (as defined in Section 5 of this policy) must promptly report suspected sexual misconduct to the Title IX Coordinator. Likewise, student workers who learn of violations of this policy in the scope of their employment, including Resident Assistants, must promptly report alleged violations of this policy to the Title IX Coordinator. DBU strongly urges all other members of the DBU community, including students and visitors, to promptly report any allegation of sexual misconduct to the Title IX Coordinator. This policy prohibits any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy.

## **2. Definitions**

For purposes of this policy, the following sexual misconduct is considered to be prohibited conduct: 1) Sexual Assault; 2) Sexual Violence; 3) Sexual Harassment; 4) Sexual Discrimination; 5) Domestic or Dating Violence; 6) Stalking; 7) Sexual Exploitation; 8) Sexually Inappropriate Conduct; 9) Retaliation; and 10) Inducing Incapacitation for sexual purposes.

These terms and other related terms applicable to this policy are more fully defined in Appendix B. If a person would like to press criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code and Family Code (found in Appendix C) would apply, not the internal definitions used in this policy.

## **3. Title IX Coordinator, Advocates for Campus Trust and Safety Committee, and Related Parties**

### Title IX Coordinator

The Title IX Coordinator directs compliance with DBU's Sexual Misconduct Policy and Title IX. The Title IX Coordinator will be informed of all complaints or reports of violations of this policy and shall oversee DBU's centralized response to ensure compliance with DBU's values, Title IX, and other applicable laws. The Title IX Coordinator's activities include, but are not limited to, the following:

- Communicating with all members of the DBU community regarding this Sexual Misconduct Policy and Title IX and providing information about how individuals may access their rights;

- Overseeing DBU's administration of its own applicable policies, including record keeping, timeframes, and other procedural requirements relating to this Sexual Misconduct Policy and Title IX;
- Conducting training regarding Sexual Misconduct issues, Title IX, the Violence Against Women Reauthorization Act of 2014 (VAWA), and prohibited conduct defined in this policy; and
- Responding in accordance with the procedures set forth in this policy to any complaint or report regarding conduct that may violate this policy.

On all matters relating to this Sexual Misconduct Policy, the Title IX Coordinator is supervised directly by the President of the University.

The Title IX Coordinator's contact information is:

**Tamy Rogers**

Title IX Coordinator  
 Dallas Baptist University  
 3000 Mountain Creek Parkway  
 Dallas, Texas 75211  
 TitleIX@dbu.edu  
 214-333-5158 (office)

**Kelly Anderson**

Deputy Title IX Coordinator for Students  
 Dallas Baptist University  
 3000 Mountain Creek Parkway  
 Dallas, Texas 75211  
 TitleIX@dbu.edu  
 214-333-5433 (office)

Reports of alleged sexual misconduct can be made by email, phone call, letter, or meeting with the Title IX Coordinator or Deputy Title IX Coordinator.

Advocates for Campus Trust and Safety (ACTS) Committee:

In addition to the Title IX Coordinator, the Advocates for Campus Trust and Safety (ACTS) Committee is an integral part of administering this Sexual Misconduct Policy. The role of this committee is to: a) help coordinate the overall education and prevention efforts for the campus community relating to sexual misconduct; and b) serve as an investigative and decision-making body when violations of this policy are alleged. Members of the ACTS Committee are appointed by the President of the University and represent a broad cross-section of the campus community, including, but not limited to, Academic Leadership, Student Affairs, Human Resources, Athletics, and the Legal Affairs Office of the University.

Title IX Special Investigators

In situations involving formal complaints, a team of two Title IX Special Investigators, who will be appointed by the President of the University and go through extensive training, will carry out all initial investigations and report their findings to the ACTS Committee (as outlined in Section 6 of this policy).

### Special Adjudicator

For situations involving formal complaints, a Title IX Special Adjudicator has been appointed by the President to handle all appeals of rulings by the ACTS Committee (as outlined more fully in Section 6). Victim Advocate, Respondent Advocate, and Director of Counseling and Spiritual Care

Because of the serious nature of sexual misconduct allegations, DBU is committed to providing both complainants and respondents with resources to know their rights and responsibilities under this policy. In order to help both parties understand their rights and responsibilities, the University has designated two members of the University community to serve as a Victim Advocate and a Respondent Advocate. Likewise, the University has also named a Director of Counseling and Spiritual Care to serve as a Confidential Resource in these cases.

In situations involving an alleged violation of this policy, the complainant will have the opportunity to utilize the Victim Advocate as a Confidential Resource, and the respondent will have the opportunity to utilize the Respondent Advocate as a Confidential Resource. Likewise, the Director of Counseling and Spiritual Care is available as a Confidential Resource in all cases. Information shared with Confidential Resources (including information about whether an individual has received services) will be disclosed to others only with the individual's written permission or if applicable ethical or legal obligations compel the professional to reveal such information (e.g., if there is suspected abuse or neglect of a minor or where the Confidential Resource is compelled by law to submit non-identifying statistical information about the number and type of violations of this policy for purposes of Clery Act reporting). Neither the complainant nor respondent is obligated to discuss the allegation with the Victim Advocate, Respondent Advocate, or Director of Counseling and Spiritual Care, but they will have the opportunity to confidentially discuss the allegation and their rights and responsibilities with these individuals. In all cases, the Victim Advocate and Respondent Advocate will, at a minimum, ensure that the respective complainant and respondent have a copy of this policy, understand the internal and external resources available to them, and make them aware of the appropriate dates for hearings or meetings associated with the allegation.

Likewise, if an individual is not prepared to make a report or is unsure how to label what happened, the University strongly encourages the individual to contact the Victim Advocate so that the individual can receive appropriate support and resources.

#### **4. Confidentiality, Reporting, and Filing a Claim**

All University employees (faculty, staff, administrators) are expected to immediately report actual or suspected sexual misconduct to appropriate officials, though there are some limited exceptions outlined below. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality—meaning they are not required to report actual or suspected sexual misconduct to appropriate university officials—thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources



exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them.

The following describes the two reporting options at the University:

### Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Dr. Jordan Davis, LPC (Director of Counseling and Spiritual Care) - 214-333-5288; jordan@dbu.edu
- On-campus licensed professional counselors and staff at the DBU Counseling Center
- On-campus Victim Advocate or Respondent Advocate (after an allegation has been made)
- Off-campus:
  - Licensed professional counselors
  - Local rape crisis counselors
  - Local or state assistance agencies
  - Clergy/Chaplains

All of the above DBU employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge as a service to all parties. These employees will annually submit anonymous, aggregate statistical information for Clery Act purposes.

### Formal Reporting Options

Formal reports of sexual misconduct may be made to the Title IX Coordinator or Deputy Title IX Coordinator via email, phone, or in person at the contact information below:

#### **Tamy Rogers**

Title IX Coordinator  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Mahler 2<sup>nd</sup> Floor  
TitleIX@dbu.edu  
214-333-5158 (office)

#### **Kelly Anderson**

Deputy Title IX Coordinator for Students  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Crowley Residence Life Office  
TitleIX@dbu.edu  
214-333-5433 (office)

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize DBU's ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who, in accordance with the procedure in Section 7 of this policy, will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal and state laws.

A complainant has the right, and can expect, to have reports taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the complainant, and only a small group of officials who need to know will be told, including but not limited to: the Title IX Coordinator, the Vice President for Student Affairs and Dean of Students (if the allegation involves students), the Provost (if the allegation involves faculty), the Vice President for Executive Affairs (if the allegation involves staff), the supervising Vice President (if the allegation involves an employee), the Office of Legal Affairs for the University, the Chief of Police, the Vice President for Administrative Affairs (if the University Police Department is involved), the members of the ACTS Committee, and the President of the University.

Information will be shared as necessary with investigators, witnesses, and the respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

At the complainant's request, DBU will assist the complainant in contacting local law enforcement.

All University employees have a duty to report, unless they fall under the "Confidential Reporting" section above. Complainants may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sexual misconduct of which they become aware is a violation of University policy and will be subject to disciplinary action for failure to comply with University policies.

### Amnesty

In order to encourage reports of conduct prohibited under this policy, DBU will offer amnesty to the complainant or reporting witness with respect to any alcohol, sexual conduct, and minor drug use violations of DBU's Student Code of Conduct. DBU may also offer amnesty or leniency to the complainant or reporting witness with respect to other violations of University policy which may be disclosed as a result

of such reports, depending on the circumstances involved. DBU may recommend alcohol or drug counseling/education services to students violating DBU's Student Code of Conduct.

### Good Faith

Allegations must be made in good faith and not made out of malice. It is a violation of DBU policy to knowingly make a false, malicious, or frivolous accusation of discrimination, harassment, sexual misconduct or retaliation. However, mere failure to prove a complaint is not equivalent to a false, malicious, or frivolous accusation.

## **5. Procedures for Formal Complaints of Sexual Assault, Sexual Violence, and Other Severe Allegations of Sexual Misconduct**

### In General

As outlined more fully in Section 5, any allegation of sexual misconduct may be made directly to the Title IX Coordinator or Deputy Title IX Coordinator via email, phone, or in person at the contact information below:

#### **Tamy Rogers**

Title IX Coordinator  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Mahler 2<sup>nd</sup> Floor  
TitleIX@dbu.edu  
214-333-5158 (office)

#### **Kelly Anderson**

Deputy Title IX Coordinator for Students  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Crowley Residence Life Office  
TitleIX@dbu.edu  
214-333-5433 (office)

The University is committed to providing a robust and sound procedure for investigating and ruling on serious allegations of violations of this policy. Thus, the weighty procedures outlined in this Section are specifically meant for cases involving serious issues of sexual assault, sexual violence, and other severe allegations of sexual misconduct.

The procedures outlined in this Section 6 will be used in: a) all cases where an allegation of sexual assault or sexual violence has been made and b) in other cases where the Title IX Coordinator, in consultation with the Vice President for Student Affairs (if the allegation is against a student) or the Vice President for Executive Affairs (if the allegation is against a faculty or staff member), deems the allegation to be severe and more than a minor incident.

Proceedings under this policy are separate and distinct from Texas' criminal process. These proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

#### Initial Actions

Upon receiving a formal complaint of sexual assault, sexual violence, or other severe allegations of sexual misconduct, the Title IX Coordinator will, within 48 hours: a) contact the complainant and respondent to alert them of the allegation and of the Victim Advocate and Advisor for Respondents that are available to them as Confidential Resources; b) alert the Victim Advocate and Advisor for Respondents and ask them to contact the complainant and respondent to offer their services; and c) alert the ACTS Committee, Legal Affairs Office, and the University President of the formal complaint.

Thereafter, the Title IX Coordinator will work with the Vice President for Student Affairs and Dean of Students (if the allegation involves students), the Provost (if the allegation involves faculty), or the Vice President for Executive Affairs (if the allegation involves staff) to take appropriate interim measures to help ensure the safety and security of all parties involved in the allegation. Such interim measures may include, but will not be limited to, a no-contact order, revision of academic schedule or accommodations regarding exams/assignments, change in housing arrangements, a change in work schedule/job assignment, removal from campus, or other interim measures that the Title IX Coordinator and Vice President for Student Affairs, Dean of Students, Provost, and/or Vice President for Executive Affairs believe will provide appropriate protection and support for the parties involved.

#### Investigation and Assessment

In all cases involving formal complaints, the Special Investigators will commence an investigation into the allegations. During this investigation process, the investigators will attempt to interview both the complainant and respondent and any witnesses who may have information about the incident(s) in question. Likewise, the investigators will review evidence submitted by either party, the Title IX Coordinator, or other persons involved in gathering evidence relating to the allegation. Each party may select an advisor of his/her choice who may accompany them to any meeting or related proceeding, but the advisor will not participate in such meeting or proceeding.

Typically no later than 30 days from the date on which a formal complaint is made, the investigators will complete their investigation and prepare a written report for the ACTS Committee. If additional time is needed, both parties will be notified. Although cooperation with law enforcement may require DBU to suspend the fact-finding portion of a Title IX investigation temporarily, the Special Investigators will promptly resume their investigation as soon as they are notified by the law enforcement agency that the agency has completed the evidence gathering process. The Special Investigators will not, however, wait for the conclusion of a criminal proceeding to begin their own investigation, and will proceed with diligence to investigate the matter within the original 30 day time period, if possible.

Upon the conclusion of the investigation and the drafting of the written report, the Special Investigators will provide a copy of the written report to: a) the complainant and respondent; b) the Title IX Coordinator; and c) the ACTS Committee members.

## Hearing

As soon as possible after the Special Investigators' Written Report is received, the ACTS Committee will schedule a formal hearing. Both the complainant and respondent will be given written notice at least three (3) business days before the hearing of the date, time, and location of the hearing.

In certain instances, it may be necessary for an ACTS Committee member to recuse themselves from the hearing if the committee member has oversight of or a strong personal or business relationship with either the complainant or respondent which would create a conflict of interest. For example, if either the complainant or respondent was a member of one of the University's athletic teams and the Director of Athletics was then serving on the ACTS Committee, it would be necessary for the Director of Athletics to recuse himself/herself from the hearing because of the potential for a conflict of interest.

At the hearing, both the complainant and respondent will have the opportunity to make a statement, provide additional evidence, or present additional witnesses. The committee will also consider the evidence and assessment of the Special Investigators as outlined in their written report. At the conclusion of the hearing, the ACTS Committee will deliberate and make a ruling as to whether, under a preponderance of the evidence standard, the respondent violated this policy. If a violation is deemed to have occurred, the ACTS Committee will also issue appropriate sanctions against the respondent.

Sanctions will be determined based on the seriousness of the misconduct and the responsible respondent's prior disciplinary history. Possible sanctions for students may include, but will not be limited to, a formal admonition, restrictions from extracurricular activities, dismissal from residence halls/apartments, move to online classes, removal or reduction of institutional scholarships, disciplinary probation, suspension, expulsion, or withholding of degree. Possible sanctions for faculty/staff may include, but will not be limited to, a verbal/written warning, demotion, reassignment, probation, suspension, or termination. Community service, mandatory counseling/training, or other measures may be added to these sanctions for students, faculty, or staff, as appropriate.

After making these rulings, the Title IX Coordinator will, within five (5) business days, prepare a written ruling containing findings of fact, findings of responsibility, and the rationale (if applicable) of any sanctions. This written ruling will be given to the complainant, respondent, President of the University, and Special Adjudicator.

The investigation and hearing procedures will be completed within 60 calendar days unless extenuating circumstances require additional time. If additional time is needed, both parties will be notified, and the ACTS Committee will endeavor to complete the investigation and hearing in as short a time as possible under the circumstances.

## Appeal

Within ten (10) days of the issuance of the written ruling, either party may request an appeal in writing to the Title IX Coordinator. Additionally, the President of the University, in consultation with the Special Adjudicator, will review the written ruling and the proceedings of the ACTS Committee. In the President's discretion, after consultation with the Special Adjudicator, the President may also institute an appeal.

The Special Adjudicator will handle all appellate proceedings utilizing the previous reports and evidence, but also allowing the parties to bring additional evidence, witnesses, and testimony. The Special Adjudicator may also, on his own motion, request any documents, witnesses, or additional evidence that he/she deems necessary for the fair adjudication of the matter.

Both the complainant and respondent will be given written notice at least three (3) business days before the hearing of the date, time, and location of the appeals hearing. Using a preponderance of the evidence standard, the Special Adjudicator will, after hearing all evidence, make a ruling as to whether a violation of this policy occurred and, if applicable, issue sanctions. In making this ruling and issuing sanctions, the Special Adjudicator may sustain the ruling and/or sanctions set forth by the ACTS Committee, but will also have the discretion to overturn such ruling and/or sanctions and issue his own ruling or sanctions. After making these rulings, the Special Adjudicator will, within five (5) business days, prepare a written ruling containing findings of fact, findings of responsibility, and the rationale (if applicable) of any sanctions. This written ruling will be given to the complainant, respondent, Title IX Coordinator, ACTS Committee Members, and the President of the University. This ruling and the accompanying sanctions, if applicable, will be final and will not be appealable.

#### Reporting

The President of the University will provide the DBU Board of Trustees with a report on any proceedings involving a formal complaint as outlined in this Section. This report will be kept strictly confidential by all Board members and is meant to give the Board broad oversight of the University's Title IX procedures so that the Board can ensure that this policy and the accompanying procedures are handled in a way that promotes a safe and Christ-like atmosphere within the University community.

Certain university administrators are informed of the outcome within the bounds of student/faculty/staff privacy (e.g., Vice President for Student Affairs, Dean of Students, Provost, Chief of Police, Vice President for Administrative Affairs, Legal Affairs Office, and other personnel that have a material need to know about the incident). In some instances, the President also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the parties. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an "Annual Security and Fire Safety Report" of campus crime statistics. This statistical report does not include personally identifiable information.

If the Dallas Baptist University Police Department (DBU-PD) or its administrative supervisor within the DBU administration becomes aware of a serious and continuing threat to the campus community, a timely notification to protect the health or safety of the community will be issued. DBU-PD may also be required to disclose a reported incident of sexual misconduct in the daily crime log, annual security and fire safety report, or as otherwise required under state or federal law. In addition, DBU may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will DBU release the name or other personally identifiable information of the complainant to the general public without the prior written consent of the complainant or as otherwise permitted or required by law.

## **6. Procedures in Sexual Assault or Sexual Violence cases where the Complainant does not File a Formal Complaint or Wishes to Remain Anonymous**

If the complainant alleges sexual assault or sexual violence but does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, Title IX nevertheless requires the University to investigate and take reasonable action in response to the complainant's request. The Title IX Coordinator will inform the complainant that the University's ability to respond may be limited if the complainant is not a participant in the investigation. In such cases, Title IX requires the University to evaluate the complainant's request that the complaint not be subject to a formal hearing or remain anonymous in the context of the University's commitment to provide a reasonably safe and non-discriminatory environment for all students.

In order to protect the safety of the campus community, the Title IX Coordinator may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. After reviewing the alleged incident(s), the Title IX Coordinator will set a meeting of the ACTS Committee to determine if the allegation involves such a significant risk to the safety of the overall community that the Committee feels it is necessary to initiate formal complaint procedures on its own motion to protect the community at large. This risk to the campus community will be especially present in cases indicating pattern, predation, threat, weapons, and/or violence.

If the Committee decides that the allegation involves such a significant risk to the safety of the overall community that the Committee feels it is necessary to initiate formal complaint procedures on its own motion, then it will institute the formal complaint procedures outlined in Section 6 of this policy. If the Committee decides that the allegation does not involve a significant risk to the safety of the overall community, it may choose to close the case. If the Committee chooses to close the case, the President of the University, in consultation with the Special Adjudicator, will still review this allegation and the Committee's decision. If the President, in consultation with the Special Adjudicator, believes a formal complaint procedure is necessary to protect the community at large, he may, on his own motion, institute the formal complaint procedures outlined in Section 6 of this policy.

## **7. Procedures for Allegations of Sexual Harassment, Sex Discrimination, and other Prohibited Sexual Misconduct that does not fall under the category of Sexual Assault or Sexual Violence**

As outlined more fully in Section 5, any allegation of sexual misconduct may be made directly to the Title IX Coordinator or Deputy Title IX Coordinator via email, phone, or in person at the contact information below:

**Tamy Rogers**

Title IX Coordinator  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Mahler 2<sup>nd</sup> Floor  
TitleIX@dbu.edu  
214-333-5158 (office)

**Kelly Anderson**

Deputy Title IX Coordinator for Students  
Dallas Baptist University  
3000 Mountain Creek Parkway  
Dallas, Texas 75211  
Office: Crowley Residence Life Office  
TitleIX@dbu.edu  
214-333-5433 (office)

All allegations of sexual misconduct will be taken seriously by the University. While not all cases involve potential criminal acts such as sexual assault, sexual violence, or other severe sexual misconduct, every allegation of any form of sexual misconduct will be treated with the utmost respect. This section highlights how allegations of prohibited conduct other than sexual assault, sexual violence, or other severe sexual misconduct will be handled.

In cases where the allegation does not involve sexual assault or sexual violence, but instead involves an allegation of sexual harassment, sex discrimination, or other prohibited conduct under this policy, the Title IX Coordinator will consult either the Vice President for Student Affairs (if the allegation is against a student) or the Vice President for Executive Affairs (if the allegation is against a faculty or staff member). They will assess the potential threat involved, whether the allegation is of a recurring or isolated nature, the harm involved, and other important factors to determine whether the allegation is so severe that it would best be handled using the high-level procedures outlined in Section 6, or whether the allegation would best be handled under the procedures outlined in this Section 8.

If the Title IX Coordinator, in consultation with the Vice President for Student Affairs or Vice President for Executive Affairs, as appropriate, believes the allegation would best be handled under the procedures in this Section, then the case would go to either the Vice President for Student Affairs (for student allegations) or the Vice President for Executive Affairs (for faculty/staff allegations) for investigation and adjudication.

The Vice President for Student Affairs or Vice President for Executive Affairs will first determine if interim measures are necessary to protect the parties. Such interim measures may include, but will not be limited to, a no-contact order, revision of academic schedule or accommodations regarding exams/assignments, change in housing arrangements, a change in work schedule/job assignment, removal from campus, or other interim measures. Likewise, campus personnel that need to know about these interim measures (e.g., the parties' supervisors and Vice President, Resident Assistants, or others who would need to enact the interim measures) will be notified so that they can help enact these protective measures.

After assessing the need for interim measures, the Vice President for Student Affairs or Vice President for Executive Affairs will then perform a thorough investigation into the matter. During this investigation process, the investigators will attempt to interview both the complainant and respondent and any



witnesses who may have information about the incident(s) in question. Likewise, the investigators will review evidence submitted by either party, the Title IX Coordinator, or other persons involved in gathering evidence relating to the allegation.

The Vice President for Student Affairs or Vice President for Executive Affairs will then, using a preponderance of the evidence standard, make a ruling that will include appropriate sanctions, if applicable. Sanctions will be determined based on the seriousness of the misconduct and the responsible respondent's prior disciplinary history. Possible sanctions for students may include, but will not be limited to, a formal admonition, restrictions from extracurricular activities, dismissal from residence halls/apartments, move to online classes, removal or reduction of institutional scholarships, disciplinary probation, suspension, expulsion, or withholding of degree. Possible sanctions for faculty/staff may include, but will not be limited to, a verbal/written warning, demotion, reassignment, probation, suspension, or termination. Community service, mandatory counseling/training, or other measures may be added to these sanctions for students, faculty, or staff, as appropriate.

The Vice President for Student Affairs or Vice President for Executive Affairs will then prepare a written ruling that will be given to the complainant, respondent, Title IX Coordinator, and the President of the University. Any of those parties may appeal this ruling in writing to the Title IX Coordinator within ten (10) days, and such appeal will be handled by the ACTS Committee using the procedures outlined in Section 6.

## **8. Prevention and Awareness Program**

One of the central roles of the Title IX Coordinator and the ACTS Committee is educating the campus community on how to prevent sexual misconduct. The following are some of the many activities that happen on campus in this continuing effort to educate faculty, staff, and students on this important issue:

- Presentation to all "Foundations for Excellence" classes (required of all traditional-age freshmen) on sexual assault reporting and prevention – Occurrence: Annually
- Presentation at Faculty Council and/or Faculty Workshops about Title IX, sexual assault, and the role of faculty in this process – Occurrence: Annually
- Providing a taped version of the presentation to faculty workshops on DBU's Blackboard portal for all faculty, staff, and students – Occurrence: Annually
- Presentation to all campus residents at the Residence Life and Apartment Life meetings about Title IX and sexual assault reporting and prevention – Occurrence: Annually
- Presentation to all Resident Assistants (RAs) about Title IX and sexual assault reporting and prevention – Occurrence: Annually
- Presentation to all members of fraternities and sororities about sexual assault reporting and prevention – Occurrence: Annually
- Presentation to all student athletes and coaches at the Student Athlete kickoff meeting about Title IX and sexual assault reporting and prevention – Occurrence: Annually

- Presentation to the Student Government about Title IX and sexual assault reporting and prevention – Occurrence: Annually
- Presentation to all DBU ROTC students about sexual assault reporting procedures and prevention at UTA at the request of the ROTC program at UTA – Occurrence: As requested by UTA ROTC
- Letter sent to all student-athletes informing them of campus contacts and resources relating to Title IX. All coaches and athletics staff members informed of the importance of reporting cases of sexual assault, violence, or misconduct if they become aware of such a situation – Occurrence: Annually
- Training at new faculty orientation and new staff orientation on Title IX and sexual assault reporting and prevention – Occurrence: Annually
- Memo regarding DBU's Sexual Misconduct Policy sent by the President to all Faculty and Staff (including Adjunct Faculty, Part-time Staff, and Student Workers) – Occurrence: Annually
- Presentation on sexual assault awareness and prevention information at graduate student orientation – Occurrence: Annually

Appendix A

**Commentary on Human Sexuality and Sexual Misconduct**

By: Dr. Jim Denison

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In Progress

## **Appendix B**

### **Definitions**

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

#### Complainant

The term complainant refers to the individual(s) who has been the subject of prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.

#### Respondent

The term respondent refers to the individual(s) who has been accused of prohibited conduct.

#### Consent

DBU upholds a biblical sexual ethic that promotes consenting intimate sexual expression only within a marriage between a man and a woman. Intimate sexual expression outside the Biblical boundary of marriage may increase the risk of miscommunication about consent.

Consent is voluntary, informed, and mutual. Consent is an affirmative and willing agreement to engage in specific forms of sexual contact with another person. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact.

Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. A prior sexual history between the Complainant and Respondent does not constitute consent.

It is the responsibility of the initiator of any sexual activity to ensure that he or she has the other person's consent before engaging in sexual activity. Consent may never be obtained through the use of force, coercion (manipulation), or intimidation. Sexual contact with anyone who is incapable of giving consent because he or she is incapacitated due to alcohol and/or drug consumption, because of a mental or physical impairment, or for some other reason is a violation of this policy. People who are unconscious, for any reason, or are physically unable to communicate, are assumed to be incapable of giving consent.

In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances, including, but not limited to, the extent to which a complainant affirmatively used words or actions indicating a willingness to engage in sexual contact, free from manipulation, intimidation, fear, or coercion; whether a reasonable person in the respondent's position would have understood such person's words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the respondent, demonstrating incapacitation or fear.

### Coercion or Force

Coercion is verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact.

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual contact.

### Incapacitation

Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. The relevant standard that will be applied is whether the respondent actually knew, or a sober reasonable person in the same position should have known, that the other party was incapacitated and therefore could not consent to the sexual activity. Likewise, inducing incapacitation for sexual purposes is a violation of this policy. Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this Policy) to sexual contact.

### Sexual Violence

The following behaviors constitute sexual violence and are prohibited under this policy. All forms of sexual violence are serious offenses and will result in University discipline. Sexual violence involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person's state of incapacitation, will be deemed especially egregious and may result in expulsion or termination of employment. The consumption of alcohol or use of illegal substances will not ordinarily constitute a mitigating factor or circumstance when it contributes to, or is involved in, an alleged act of sexual violence.

- Non-Consensual Sexual Penetration: Any act of vaginal or anal penetration by a person's penis, finger, other body part, or an object, or oral penetration by a penis, without consent.
- Non-Consensual Sexual Contact: Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including over clothing; removing the clothing of another person; and kissing.

### Sexual Harassment

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit;
- Submission to, or rejection of, these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; or
- These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.

### Sex Discrimination

Sex discrimination is adverse treatment of an individual based on biological sex, rather than individual merit. Examples of conduct that can constitute sex discrimination because of sex include, but are not limited to:

- Singling out or targeting an individual for different or adverse treatment (e.g., more severe discipline, lower salary increase);
- Failing or refusing to hire or allow participation by an individual in a University activity;
- Terminating or removing an individual from employment or an educational program; or
- Verbally harassing, abusing, or demeaning a targeted individual with conduct designed to impact that individual adversely.

### Domestic or Dating Violence

This policy prohibits acts of violence, threat, or intimidation that harm or injure a partner in a current or former social, dating, or marital relationship. These acts include, but are not limited to, sexual or physical abuse or the threat of such abuse. Dating or marital relationship violence can be a single act or pattern of behavior.

### Stalking

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

### Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not

otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Visual (e.g., video, photograph) or audio-recording of sexual activity;
- Producing, obtaining and/or distributing photos, videos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness;
- Exceeding the boundaries of consent;
- Engaging in non-consensual voyeurism;
- Knowingly transmitting a sexually transmitted infection (STI), such as HIV, to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
- Distributing or forcing others to view pornography.

### Sexually Inappropriate Conduct

Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature, is also prohibited under this policy. Examples include, but are not limited to, lewdness and obscene or sexually offensive gestures and comments.

### Retaliation

This policy prohibits any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including, but not limited to, adverse action or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic, or University-controlled living environment of an individual or if they hinder or prevent the individual from effectively carrying out his/her university responsibilities. All individuals and groups of individuals are prohibited from engaging in retaliation and will be held accountable under this policy.

### Preserving Evidence

An individual who experiences any form of sexual assault is strongly encouraged to seek immediate medical care. Individuals can undergo a medical exam to properly collect and preserve physical evidence of the sexual assault with or without the police's involvement. It is important to preserve forensic and other physical evidence that may assist in proving the alleged criminal offense occurred and such evidence may be helpful in obtaining a protection order against the respondent. Therefore, a medical exam should be performed immediately after the event, if possible. With the individual's consent, the physical evidence collected during this medical exam can be used as part of a criminal investigation.

## Appendix C

### Related Information & Statutes

[Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688 and its implementing regulations, 34 C.F.R. Part 106](#)

[Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§2000e-2000e-17 and its implementing regulations 29 C.F.R. §1604 11.](#)

[Clery Act, 20 U.S.C. 1092\(f\) and its implementing regulations 34 C.F.R. Part 668](#)

If a person would like to press criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code and Family Code would apply, not the internal definitions used in this policy.

**Dating Violence:** “an act, other than a defensive measure to protect oneself, by an individual that is committed against a victim with whom the actor has or has had a dating relationship; or because of the victim’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault. ‘Dating relationship’ means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of the length of the relationship; the nature of the relationship; and the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a ‘dating relationship.’” [Texas Family Code Section 71.0021.](#)

**Domestic (Family) Violence:** “an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself, or abuse by a member of a family or household toward a child of the family or household, or dating violence.” [Texas Family Code Section 71.004.](#)

**Sexual Assault:** “a person commits an offense if the person (1) intentionally or knowingly causes the penetration of the anus or sexual organ of another person by any means, without that person's consent; causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or (2) intentionally or knowingly causes the penetration of the anus or sexual organ of a child by any means; causes the penetration of the mouth of a child by the sexual organ of the actor; causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; causes the



anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

A sexual assault is without the consent of the other person if: the actor compels the other person to submit or participate by the use of physical force or violence; the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat; the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring; the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge; the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; the actor is a public servant who coerces the other person to submit or participate; or the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor. 'Child' means a person younger than 17 years of age. 'Spouse' means a person who is legally married to another." [Texas Penal Code Section 22.011](#).

**Stalking:** "a person who, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that: (1) the person knows or reasonably believes the other person will regard as threatening including bodily injury or death for the other person, bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship, or fear that an offense will be committed against the other person's property, and (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property, and (3) would cause a reasonable person to fear bodily injury or death for himself or herself, or bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship, or fear that an offense will be committed against the person's property. A fact finder may find that different types of conduct described above, if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct." [Texas Penal Code Section 42.072](#).

## FIRE SAFETY REPORT

This report is distributed annually to all current students, faculty, and staff members of Dallas Baptist University. The report is also available for prospective students and employees on the DBU website at <http://www.dbu.edu/security>.

The annual fire safety report, available on October 1 of each year, contains University Police, Campus Security, Residence Life, and Apartment Life policies, procedures, and statistics regarding fires, fire safety, and fire safety education in student housing for the previous calendar year. DBU monitors fire activity in the surrounding geographic area as recorded by the Dallas Fire Department.

### DBU MAIN CAMPUS STUDENT HOUSING

Student housing at DBU consists of six residence halls, 120 apartments, and 48 townhomes and 32 brownstones.

The residence halls are Spence Hall, Williams Hall, Lange Hall, Calabria Hall, Crowley Hall, and Sharp Hall. The residence halls currently house 794 students.

The Colonial Village Apartments consist of five buildings: Blackburn Hall, Byrd Hall, Cook Hall, Hurley Hall, and White Hall. Colonial Village currently houses 537 students.

The Williamsburg Village Townhomes and Brownstones consist of fifteen buildings and currently house 542 students.

Table 1 displays statistics and related information regarding fires in residential facilities on the DBU main campus. There is no student campus housing at DBU North and DBU Hurst-Colleyville.

### MAIN CAMPUS FIRE SAFETY SYSTEMS

Each residence hall is equipped with fire alarms, smoke detectors, fire extinguishers, and fire doors that reduce the spread of fire. Spence Hall is also equipped with a sprinkler system. Colonial Village Apartment breezeways are equipped with smoke alarms and fire extinguishers on each floor. Apartments are equipped with smoke alarms and sprinkler systems in each unit. Williamsburg Village townhomes and brownstones are equipped with smoke alarms and sprinkler systems in each unit. Table 1 displays statistics and other related information regarding fires in residential facilities. Table 2 exhibits fire safety systems with the DBU residential facilities.

TABLE 1.

<b>Statistics and Related Information Regarding Fires in Residential Facilities</b>					
Building	Total Fires in Building	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Calabria Hall	0	Not Applicable	0	0	\$0.00
Crowley Hall	0	Not Applicable	0	0	\$0.00
Lange Hall	0	Not Applicable	0	0	\$0.00
Sharp Hall	0	Not Applicable	0	0	\$0.00
Spence Hall	0	Not Applicable	0	0	\$0.00
Williams Hall	0	Not Applicable	0	0	\$0.00
Blackburn Hall	0	Not Applicable	0	0	\$0.00
Byrd Hall	0	Not Applicable	0	0	\$0.00
Cook Hall	0	Not Applicable	0	0	\$0.00
Hurley Hall	0	Not Applicable	0	0	\$0.00
White Hall	0	Not Applicable	0	0	\$0.00
Townhome 1	0	Not Applicable	0	0	\$0.00
Townhome 2	0	Not Applicable	0	0	\$0.00
Townhome 3	0	Not Applicable	0	0	\$0.00
Townhome 4	0	Not Applicable	0	0	\$0.00
Townhome 5	0	Not Applicable	0	0	\$0.00
Townhome 6	0	Not Applicable	0	0	\$0.00
Townhome 7	0	Not Applicable	0	0	\$0.00
Townhome 8	0	Not Applicable	0	0	\$0.00
Townhome 9	0	Not Applicable	0	0	\$0.00
Townhome 10	0	Not Applicable	0	0	\$0.00
Brownstone 11	0	Not Applicable	0	0	\$0.00
Brownstone 12	0	Not Applicable	0	0	\$0.00
Brownstone 13	0	Not Applicable	0	0	\$0.00
Townhome 14	0	Not Applicable	0	0	\$0.00
Townhome 15	0	Not Applicable	0	0	\$0.00

TABLE 2.

Additional Information Regarding Fires in Residential Facilities							
Building	Fire Alarm Monitoring on Site	Fire Alarm Monitoring off Site	Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans Posted	Number of Fire Drills per Year
Calabria Hall		X		X	X	X	2
Crowley Hall		X		X	X	X	2
Lange Hall		X		X	X	X	2
Sharp Hall		X		X	X	X	2
Spence Hall		X	X	X	X	X	2
Williams Hall		X		X	X	X	2
Blackburn Hall		X	X	X	X		1
Byrd Hall		X	X	X	X		1
Cook Hall		X	X	X	X		1
Hurley Hall		X	X	X	X		1
White Hall		X	X	X	X		1
Townhome 1		X	X	X			1
Townhome 2		X	X	X			1
Townhome 3		X	X	X			1
Townhome 4		X	X	X			1
Townhome 5		X	X	X			1
Townhome 6		X	X	X			1
Townhome 7		X	X	X			1
Townhome 8		X	X	X			1
Townhome 9		X	X	X			1
Townhome 10		X	X	X			1
Brownstone 11		X	X	X			1
Brownstone 12		X	X	X			1
Brownstone 13		X	X	X			1
Townhome 14		X	X	X			1
Townhome 15		X	X	X			1

## MAIN CAMPUS FIRE DRILLS

Two fire drills are conducted for each residence hall during the calendar year. A fire drill is conducted each semester at an unannounced date and time. A fire drill is conducted annually for residents in the Colonial Village Apartments and Williamsburg Village Townhomes and Brownstones.

## MAIN CAMPUS FIRE DRILL REPORTS

University Police and Campus Security conducted the fire drills with student residences on Monday, September 21, 2015 and Tuesday, September 22, 2015. University Police officer and Campus Security officers were dispatched to the drill as if it were an actual fire. Each officer reported to their assigned duties to assist Dallas Fire and Rescue and direct them to the incident site had there been an actual fire.

Residence Life and Apartment Life staff assisted with the evacuation of the buildings. University Police and Campus Security confirmed that the buildings were cleared. Table 3 displays the results of the fire drills.

TABLE 3.

<b>Fire Drill Results</b>				
Date	Location	Alarm Pulled	All Clear	Participants
9/21/15	Spence Hall	8:07 p.m.	8:16 p.m.	117
9/21/15	Williams Hall	8:08 p.m.	8:13 p.m.	59
9/21/15	Crowley Hall	8:26 p.m.	8:30 p.m.	130
9/21/15	Lange Hall	8:26 p.m.	8:30 p.m.	70
9/22/15	Williamsburg Village, Buildings 1-4	8:35p.m.	8:38 p.m.	51
9/22/15	Williamsburg Village, Buildings 5-8	8:44 p.m.	8:48 p.m.	48
9/22/15	Williamsburg Village, Buildings 9,10	8:51 p.m.	8:54 p.m.	18
9/22/15	Williamsburg Village, Buildings 14,15	8:58 p.m.	8:59 p.m.	26
9/22/15	Brownstone 11	9:15 p.m.	9:17 p.m.	41
9/22/15	Brownstone 12	9:12 p.m.	9:13 p.m.	14
9/22/15	Brownstone 13	9:05 p.m.	9:09 p.m.	33
9/22/15	Colonial Village, Building 1	8:25 p.m.	8:27 p.m.	27
9/22/15	Colonial Village, Building 2	8:25 p.m.	8:27 p.m.	30
9/22/15	Colonial Village, Building 3	8:17 p.m.	8:19 p.m.	37
9/22/15	Colonial Village, Building 4	8:08 p.m.	8:12p.m.	35
9/22/15	Colonial Village, Building 5	9:22 p.m.	9:27 p.m.	56

## DBU NORTH FIRE REPORT

There were no fires at the DBU North facility during 2014, 2015, or 2015.

## ON-CAMPUS STUDENT HOUSING

There are no on-campus student housing facilities at DBU North.

**Table 1.**

<b>Fire Drill Results</b>				
Date	Location	Alarm Pulled	All Clear	Participants
9/23/14	DBU North	5:00 p.m.	5:03 p.m.	8

## DBU HURST\_COLLEYVILLE FIRE REPORT

There were no fires at the DBU Hurst-Colleyville facility during 2014, 2015, or 2015.

## ON-CAMPUS STUDENT HOUSING

There are no on-campus student housing facilities at DBU Hurst-Colleyville.

## FIRE DRILLS

A fire drill is conducted annually at DBU Hurst-Colleyville. A drill was conducted on Monday, September 22, 2015. DBU Hurst-Colleyville staff assisted the Campus Security Director with the drill. Table 1 displays the results of the fire drill.

**Table 1.**

Fire Drill Results				
Date	Location	Alarm Pulled	All Clear	Participants
09/22/14	DBU Hurst-Colleyville	5:00 p.m.	5:02 p.m.	8

## PROCEDURES FOR EVACUATION OF STUDENT HOUSING IN CASE OF FIRE

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact University Police and 9-1-1. Students and/or staff are informed where to relocate if circumstance warrants at the time of the alarm. Written procedures are provided to all students, faculty, and staff indicating evacuation areas in case of fire. In the event fire alarms sound, DBU policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

## POLICIES ON PORTABLE ELECTRIC APPLIANCES, SMOKING AND OPEN FLAMES IN STUDENT HOUSING

Residence Life performs residence hall safety inspections weekly. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. Specific inspection of smoke detectors and fire extinguishers are conducted by University Police and Campus Security.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

Residence hall students are required to read and comply with the regulations stated in the Handbook. The handbook is available on the DBU website at <http://whydbu.dbu.edu/DBU-Life/FAQ.html>. Residence hall students sign a Residence Hall Agreement on move-in day every semester.

Apartment inspections are conducted four times per year by the Apartment Life staff. Inspections entail elements identical to those conducted in residence halls. Students are informed of the regulations in the apartment lease, in the Student Handbook, and during the Apartment Life mandatory meeting, which is held annually. All apartment residents are required to sign their lease, which indicates agreement to follow all apartment regulations.



## FIRE PREVENTION POLICIES

- The use of candles is prohibited in any building or residence area.
- Smoking is prohibited on the DBU campus.
- Portable electronic appliances, with an open heating element, are prohibited in residence hall rooms. Electronic appliances are permitted in designated areas of residence halls.
- Halogen bulb lamps are prohibited in campus residential housing.

## FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to familiarize students and staff with the fire safety system in each housing facility, train students and staff on the procedures to be followed in case there is a fire, and distribute information on the University's fire safety policies. Students and staff are provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them.

Fire safety education and training programs are coordinated by University Police and the Campus Security Department in partnership with DBU's Environmental Safety and Management Director, professionals, external organizations, and local Dallas Fire and Rescue personnel trained in fire safety education and instruction.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and move immediately to a predetermined location before calling 9-1-1 for help. Students are to remain in that location until cleared to return to the building by University Police, Campus Security, or the Emergency Response Team. Resident Assistants are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

The Campus Safety Guide is distributed to faculty, staff, and students annually in October. The guide provides detailed information on procedures to follow in the event of fire. Each building has a designated contact person to disseminate warnings and direct evacuation procedures in the event of fire, or other disaster. A phone tree listing is utilized to alert persons to emergency situations. Contact persons receive annual training regarding fire procedures and the use of the phone tree emergency contact plan.

## GENERAL GUIDELINES IN CASE OF FIRE

In case of fire, immediately contact University Police at 214.333.5555. The emergency phone tree will be initiated to notify building occupants of fire and the urgency of evacuation. The outdoor emergency warning system will be used to broadcast a warning of fire. The Emergency Message Alert System (EMAS) will be used to provide a timely warning regarding a fire.

The Campus Safety Guide provides detailed information regarding fire procedures. The following information is also found in the Campus Safety Guide.

Students, faculty, and staff should be familiar with the safety procedures and identifiable terms as they pertain to the threat of a fire on the campus of Dallas Baptist University.

In the event of fire:

1. Move to the exterior of the building immediately.
2. Stay clear of all glass doors, windows, and unsecured items that could become airborne.
3. Do not use elevators.
4. Avoid areas filled with heavy smoke.
5. If travel through smoke is unavoidable:
  - a. Keep your head low to the ground.
  - b. Cover your nose and mouth with a wet towel and crawl on the floor.

In the event of clothing catching fire:

1. Stop ... Decreased movement will slow the speed of the fire.
2. Drop ... A horizontal position will cause the fire's progress from moving up to your face.
3. Roll ... Smothering the fire helps to extinguish flames.

NOTE: All department areas are equipped with flashlights, emergency weather radios, and first-aid kits. Additional equipment for residential areas includes bullhorns and communication radios. All items that require batteries should be tested on a regular basis.

#### PROCEDURES IN THE EVENT OF A FIRE

The Emergency Response Team (ERT) will establish the Emergency Response Command Post in the Office of the Vice President for Administrative Affairs in North Hall, Strickland Building, First Floor.

#### EMERGENCY RESPONSE TEAM CONTACT INFORMATION:

Jonathan Teat, Vice President for Administrative Affairs

Office: 214.333.5128

Mobile: 214.516.5349

Jay Harley, Vice President for Student Affairs

Office: 214.333.6812

Cell: 817.846.0019

Dr. Matt Murrah, Vice President for Financial Affairs

Office: 214.333.5160

Mobile: 972.897.9614

John Shaw, DBU Chief of Police

Office: 214.333.5870

Mobile 469.628.3924

Buildings should be evacuated immediately upon hearing a fire alarm or fire announcement. Individuals are to remain in the designated safe areas until cleared by University Police, Campus Security, or the Emergency Response Team. Faculty members and Departmental Safety officers are responsible for ensuring that all students in their classrooms evacuate buildings immediately upon hearing a fire alarm or fire announcement.

The Emergency Response Team will communicate by mobile telephone and/or radio to the designated building contact personnel and Departmental Safety officers. Each individual will, in turn, call other designated contact persons located in their building. If mobile telephones are not functional, contact persons should attempt to physically locate all faculty and staff present in their assigned areas to provide emergency information and assistance.

Building contact persons will be responsible for guiding faculty, staff, and students to the designated safe areas. Building contact persons will be notified when the "all clear" message is given.

#### DEPARTMENTAL SAFE AREAS IN THE EVENT OF FIRE

Athletic Training Center	Move to Parking Lot 18
Blackaby Hall	Move to the grass area east of Blackaby Hall
Burg Center (Gymnasium)	Move to Parking Lot 5, 14, 19
Collins Learning Center	<b><i>Special Note: Emergency Response Vehicles must be able to park directly in front of the building.</i></b>
Basement	Move to North Parking area (Out rear doors)
First Floor	Move to Quad, Southeast area (Stay clear of roads)
Second Floor	Move to Quad, Northwest area (Stay clear of roads)
Third Floor	Move to Quad, Northeast area (Stay clear of roads)
Colonial Village Apartments	
Blackburn Hall	Move to Soccer Field
Byrd Hall	Move to Parking Lot 19
Cook Hall	Move to Bush Pond grassy area
Ebbly Halliday Center	Move to Marsha's Pool Area, away from building
Hurley Hall	Move to Parking Lot 19

White Hall	Move to Parking Lot 18
Dean Learning Center	Move to Parking Lot 4
Education Building	Move to Lemuel Haynes Drive (Burg Center Drive)
Horner Ballpark	Move to Parking Lot 15
Horner Hall	Move to Quad, Southeast area (Stay clear of roads)
Landry Welcome Center	Move to Bernardo de Galvez Road
Mahler Student Center	Move to Parking Lot 4
Moon International Center	Move to Mike Arnold Fitness Trail
Nation Hall	Move to Parking Lot 3
Physical Operations Buildings	Move to Physical Plant Parking Lot
Pilgrim Chapel	Move to Parking Lot 4
Residence Halls	
Crowley Complex	Move to Basketball Court on Turner Park (Stay clear of roads)
Lange Hall	Move to Volleyball Court on Turner Park (Stay clear of roads)
Spence Hall	Move to north Parking Lot 9 (Stay clear of roads)
Williams Hall	Move to Jesus Statue in front of Mahler (Stay clear of roads)
Roberts Building	Move to Parking Lot 5
Sadler Global Missions Center	Move to Parking Lot 20
Sadler Patriot Clubhouse	Move to the Parking Lot 22
Sedwick Soccer Fieldhouse	Move to Soccer Field
Strickland Building	
1 <sup>st</sup> Floor South	Move to Quad, Southwest area (Stay clear of roads)
1 <sup>st</sup> Floor North	Move to Quad, Northwest area (Stay clear of roads)
Tabor Athletic Guesthouse	Move to Parking Lot 16
Williamsburg Village Townhomes	Move to Village Green
Brownstones	Move to Intramural Sports Complex

#### REPORTING THAT A FIRE OCCURRED

Per federal law, DBU is required to disclose annually statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether University Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

University Police	214.333.5555
Campus Security	214.333.5305
Vice President for Administrative Affairs	214.333.5128
Director of Residence Life	214.333.5433
Director of Housing	214.623.2212

When calling, please provide as much information as possible about the location, date, time and cause of the fire.