The University of Texas
Southwestern Medical Center
Annual Security Report and Annual Fire Safety Report
2012-2014 Crime Statistics

UNIVERSITY POLICE DEPARTMENT

Police Phone Numbers

Emergency: 911
Cell Phone: 214-648-8911

Non-Emergency: 311
Cell Phone: 214-648-8311

Website: www.utsouthwestern.edu/police

Address: Bass Center (BLC.200)
09/05/2015

From the Chief of Police:

On behalf of all the members of the UT Southwestern University Police Department I want to say, “Welcome!” Our department’s priority is to provide professional law-enforcement services and to provide a safe work and study environment. We are committed to assisting all members of the UT Southwestern community in providing for their safety and security.

The Annual Security Report contains information regarding law enforcement, public safety, security, and personal safety topics including, but not limited to: crime prevention, our department’s law enforcement authority, crime-reporting policies, campus disciplinary procedures and other matters of importance related to campus security.

This report contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, certain off-campus buildings, property owned or controlled by UT Southwestern or the University of Texas System, or on public property immediately adjacent to and accessible from the campus.

This information is required by law and is provided by UT Southwestern. The Annual Security Report is available on the UT Southwestern Police Department website at http://www.utsouthwestern.edu/edumedia/edufiles/about_us/admin_offices/police/annual-security-report.pdf. If you would like a copy of this report, you may stop by the UT Southwestern Police Department or you can request that a copy be mailed to you by calling 214-633-1636.

Thomas Bickers Jr.
Chief of Police
WELCOME TO THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER

The UT Southwestern community offers numerous advantages to the greater Dallas community, as well as to our students, staff, and faculty. The UT Southwestern community is a great place to work, study, and receive world-class medical care. Like any community, however, our community is not immune to the kinds of problems that beset the rest of the nation. One of these problems is crime.

UT Southwestern attempts to provide a safe and secure environment for its students, staff, faculty, and visitors. However, it is only possible to maintain safety and security when every member of the community takes an active part in the effort.

The purpose of this publication is threefold:

- To inform members of the UT Southwestern community of some of the policies and programs that promote safety and security.
- To increase safety awareness by summarizing recent crime data.
- To suggest ways that the UT Southwestern community can deter criminal behavior and promote the safety of persons and possessions.

The UT Southwestern Police Department (or “University Police”) prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law-enforcement agencies surrounding our campus and with the Office of Student and Alumni Affairs.

This report was prepared to help you learn more about the activities that involve our community and the University Police, and to familiarize you with the reported incidents of crime that occur on campus.

The primary functions of the University Police are the preservation of the public peace and order, the prevention and detection of crime, apprehension of offenders, the protection of persons and property, and the enforcement of the laws of the State of Texas. The University Police maintains a good working relationship with local, county, and federal law-enforcement agencies.

UT SOUTHWESTERN POLICE DEPARTMENT

UT Southwestern maintains its own police department. The University Police Department is one of the 14 component police departments of The University of Texas System Police, and is the law enforcement agency of record for UT Southwestern. The department consists of approximately 46 state-commissioned and armed Police Officers, 74 non-sworn Public Safety Officers, 13 state-certified Police Communications Officers, 5 Technical and Access Control personnel, and 7 civilian support staff. State law allows that Police Officers licensed through The University of Texas System have full police authority—including making arrests and issuing citations—in any county in which the UT System owns, operates, leases, or controls property (see Texas Education Code sec. 51.203). Public Safety Officers have the same arrest authority as any civilian, which is for felonies or a breach of the peace. Under University Police policy, however, a Public Safety Officer may not make an arrest without first being directed to do so by a University Police supervisor or Police Officer.
Besides direct efforts in crime prevention and detection, the University Police Department utilizes several operational strategies to foster safety and security in addition to normal vehicle and walking patrols:

**Kawasaki Mules:** Police Officers and Public Safety Officers patrol parking lots and sidewalks with these alternative patrol vehicles. These vehicles allow the officers a unique opportunity to interact with the public while being easily visible and able to respond quickly to calls for assistance.

University Police Department Police Officers are trained at the UT System Police Academy, Regional Police Academy, or a combination of both where they receive over 800 hours of law-enforcement training. The University Police Department works closely with the Dallas Sheriff’s Department, the Dallas Police Department, Dallas Area Rapid Transit Police, and Dallas County Constable’s Offices, as well as other state and federal law enforcement agencies. University Police and Dallas Police have a Memorandum of Understanding (MOU) in place.

**REPORTING CRIMINAL ACTIVITY OR OTHER EMERGENCIES**

Faculty, staff, students, visitors, and patients are encouraged to report all crimes and public safety related incidents to the University Police in a timely manner. Individuals who wish to report alleged criminal actions or emergencies that occur on our campus or property owned, operated, leased, or otherwise controlled by UT Southwestern or The University of Texas System may do so by:

- **Calling (Emergencies):**
  
  From any campus phone – 911 or 8-8911
  From non-campus or cell – 214-648-8911

- **Calling (Non Emergencies):**
  
  From any campus phone – 8-8311
  From non-campus phone or cell – 214-648-8311
• Visiting the University Police Department at the Bass Center (BLC.200) on the North Campus, 6333 Forest Park Rd, Dallas, TX 75390;

• Using emergency, blue-light call boxes from any parking lot or elevator emergency phones; or

• Requesting help or assistance from any uniformed officers on patrol or assigned to one of the Entry Control Booths.

Offenses occurring off campus should be reported directly to your local law-enforcement agency or the agency of record for that jurisdiction.

Offenses occurring on campus, the University Police will dispatch one or more officers to investigate suspected criminal activity. Responses include, but are not limited to:

• Investigation of the reported activity;

• Arrest and filing of criminal charges, depending upon the circumstances; or

• Referring alleged offenders to appropriate campus departments, such as deans’ offices in the UT Southwestern Medical School, the Graduate School of Biomedical Sciences, the School of Health Professions, or the Office of Human Resources.
CRIME REPORTING

Numerous efforts are made to inform the UT Southwestern community about campus crimes and crime-related problems. These efforts include use of Public Notice e-mail broadcasts and the campus-wide notification system.

What to do if you are a victim of any crime:

• Contact the University Police when possible. Inform the Police Communications Officer (PCO) of the description and direction of travel taken by the suspect.

• Remember all you can about the suspect and relay that information to the PCO, such as: race/sex, clothing description, height/weight, color of hair and eyes, any unusual features or jewelry, and the description of any vehicle involved.

• Stay on the phone with the PCO until the PCO tells you to hang up.

• Do not confer with other individuals who may have been involved in the incident or allow anyone in or near the area where the incident took place.

If a person does not want to give a name, he or she may report possible crimes or suspicious activity to the University Police by visiting the University Police home web page and clicking on “Reporting a Crime.” This link allows a person to anonymously notify the University Police of suspicious activity.

CAMPUS SECURITY AUTHORITIES

In addition to the Police Officers and Public Safety Officers of UTSW Police Department, some of the primary Campus Security Authorities (CSA) are listed. The list does not include all CSA’s.

Vice President for Student and Alumni Affairs – Mr. Wes Norred
wes.norred@utsouthwestern.edu, 214-648-3599
Associate Dean for Student Affairs – Southwestern Medical School – Dr. Angela Mihalic
angela.mihalic@utsouthwestern.edu, 214-648-2168
Associate Dean for Academic and Student Affairs – School of Health Professions – Dr. Jon Williamson
jon.williamson@utsouthwestern.edu, 214-648-1515
Dean – Graduate School of Biomedical Sciences – Dr. Andrew Zinn
andrew.zinn@utsouthwestern.edu, 214-648-0724
Southwestern Medical Park Apartments – Campus Housing – Mr. Gary Corkill, Manager
aptmanager@utsouthwestern.edu, 214-956-9300
Office of Equal Opportunity and Minority Affairs – Kimel Hodges
kimel.hodges@utsouthwestern.edu, 214-648-4344
Student Health Services – Dr. Vini Bapna
vini.bapna@utsouthwestern.edu, 214-648-2993
UTSW Police Department
214-648-8311; 214-648-8911

“Campus Security Authority” is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution.
1) A campus police department of an institution. This function is performed by University Police.

2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). Includes individuals who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, or escort students around campus after dark. This function is performed by University Police.

3) If you direct the campus community to report criminal incidents to anyone or any organization in addition to police or security-related personnel, that individual or organization is a Campus Security Authority.

4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

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

5) In certain instances, a crime victim or a witness to a crime may be reluctant to file a report for fear of the process of going to a law enforcement agency and the potential loss of his or her anonymity. In such circumstances, crime victims and/or crime witnesses are still encouraged to make a confidential report to one of the above designated Campus Security Authorities. At minimum, crime victims will receive important counseling and referral information. The statements made to Campus Security Authorities will be kept confidential unless the circumstances pose a continued threat to the safety of the UT Southwestern campus community.

When no threat is posed, the only information that will be disclosed will be for the purpose of collecting data to be included in the annual crime statistics. Confidential reports are important because they provide valuable information that can enhance the safety of the community-at-large and such reports will, at a minimum, provide a more accurate portrait of actual campus crime.

TIMELY WARNING NOTICES

To help prevent crimes or serious incidents, a Public Notice may be issued on the judgment of the Chief of Police, in consultation with the Office of the Executive Vice President of Business Affairs. The Public Notice will be sent out to the campus community via e-mail. Notice may also be issued by the UT Southwestern Medical Center Alert System through campus wide text messaging and/or phone system. Anyone with information related to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff, or visitors should report the information immediately to the University Police.


DAILY CRIME LOGS

The University Police maintains a Daily Crime Log that records, by date when an incident occurred or was reported, all crimes and other serious incidents that occur on campus and within the department’s patrol jurisdiction. The Daily Crime Log is available 24 hours a day at the Police Communications Center, located at the department’s offices at the Bass Center (BLC.200) and the University Police website.
SECURITY AND ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business (Monday-Friday). After normal business hours, on weekends, and on holidays, outside doors are locked to protect personnel and state property. Card access may open those doors so equipped.

Certain doors have been identified as primary-entry doors and have been equipped with cameras, intercoms, security card-readers, or a combination of these devices. By swiping your card through the card reader you will be allowed access, if you have the appropriate clearances.

UT Southwestern has strategically placed emergency call boxes (intercoms) in the parking lots and parking garages on campus, which automatically annunciate at the Police Communications Center. The call boxes are mounted on poles or walls and are equipped with signs and blue lights for ease in locating. Should an emergency or any situation requiring police services arise, go to the emergency intercom, push the button and the Police Communications Officer will answer. Campus elevators also are equipped with emergency intercoms. Open the compartment near the control panel and push the button, and the Police Communications Officer will answer.

At the student housing complex, residents may enter by using their gate opener provided by the housing management. Visitors must wait at the gate to be let in by the primary occupant of the apartment they are visiting. The Public Safety Officer assigned to the complex is located at the Entry Control Booth at the main gate and is on duty 24 hours per day. In addition, Police Officers make patrols through the complex. The entire housing complex is fenced and gated for both privacy and security of the residents. All apartments within the student housing complex are individually locked and keyed with mechanical locks.

UT Southwestern has instituted security services and procedures; however, the personal safety of each individual who enters the campus is his or her responsibility. Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased risk. University Police will continue to develop and implement security measures, but these measures cannot succeed without the personal support of faculty, staff, students, and visitors.
SECURITY CONSIDERATON USED IN THE MAINTENANCE OF CAMPUS FACILITIES

UT Southwestern is committed to campus safety and security. The University Police Department’s Access Control Division works with the Department of Physical Plant to identify inoperative doors, alarms, cameras, and locking mechanisms. We encourage the community to report any locking deficiencies promptly to 214-648-8311 or Physical Plant’s CDAS at 214-648-3190.

Exterior lighting and landscaping is an important part of campus safety and security. The University Police conducts routine checks of lighting on campus during regularly assigned patrol duties. If lights are out, officers will initiate an immediate work order to the Physical Plant CDAS. All alarms and intercoms are checked on a regular basis for proper working order. Any community member who has a concern about physical security should contact the Crime Prevention Office by calling 214-648-8311.

SMOKING ON CAMPUS

As a reminder, UT Southwestern is a NON-SMOKING campus. Smoking is not allowed in any buildings or on the grounds of UT Southwestern, and never inside the hospitals (Texas Penal Code 48.01). The University Police assists in monitoring compliance with UT Southwestern’s smoking prohibition in accordance with the current institutional policy SEC-205 Tobacco-Free Environment.

WEAPONS

State law prohibits the possession, carrying or use of weapons or firearms on most property owned and controlled by UT Southwestern (see institutional policy SEC 155 Prohibition of Weapons on Campus).
OFF-CAMPUS ACTIVITIES

The University Police does not monitor off-campus activities. UT Southwestern has no on-campus or off-campus fraternities or sororities.

CRIME PREVENTION PROGRAMS

The programs and services listed below are designed to inform members of the UT Southwestern community about campus law enforcement and security procedures, and are based on the dual concept of eliminating or minimizing criminal opportunities. We encourage faculty, staff, students, visitors, and patients to share the responsibility of their own security and the security of others. Crime prevention programs and services offered by the University Police include but are not limited to the following:

- **Public Information:** The department works closely with the University News Bureau (http://www.utsouthwestern.edu/newsroom/index.html) and the UT Southwestern administration to publicize crimes and related investigations. Annual reports of all reported crimes are available on-line at the following web address: http://www.utsouthwestern.edu/edumedia/edufiles/about_us/admin_offices/police/annual-security-report.pdf

- **Group Presentations:** University Police Officers present safety and security talks to campus and community groups upon request.

- **Personal Escort Service:** The University Police provides escort services for students and staff who are uncomfortable walking alone. The escorts can be walking escorts or vehicle escorts in one of the department’s vehicles or its 7-passenger van. Anyone who needs an escort can request one by calling 214-648-8311.

CRIME PREVENTION AND SECURITY AWARENESS PRESENTATIONS

All of the presentations described below are available upon request to any UT Southwestern department or any interested group of staff, faculty, or students.

Call the University Police crime prevention number, 214-648-2220, between 8 a.m. and 5 p.m. (Monday through Friday), to obtain additional information or to schedule a presentation.

**Campus and Personal Safety**

This presentation will focus on personal safety issues that will affect you whether you are on campus, shopping at the mall, or at your home. We will provide some crime prevention tips that can help you to reduce your chances of becoming a victim of crime. We will discuss the different types of personal attacks that could be made on you by an assailant, and how you might best respond to them. No "hands on" physical training will be given at this presentation. Instead, we will discuss various methods of self-defense, including the use of aerosol sprays, stun guns, sirens, martial arts, etc., so that you can select the method best suited to your personal needs and abilities.

**Theft Reduction in the Workplace**

Workplace theft accounts for the vast majority of crime that occurs on the UT Southwestern campus. We need your help in eliminating the opportunities for this type of crime to occur. Emphasis in this presentation is placed on recognizing and reporting suspicious activities or persons in your work areas. We recommend some simple measures you can take to secure your property, and hopefully keep you
Auto Theft Prevention and Anti-Carjacking
Unfortunately, vehicle theft remains a problem, and carjackings do happen from time to time in the greater Dallas area. This presentation will teach you some things you can do to help make your vehicle more difficult to steal, as well as how to make your car appear to be a less attractive target for auto thieves. You will also learn some important tips on how you can reduce your chances of becoming a victim of carjacking, and what to do if you find yourself in such a predicament. Topics discussed in this presentation include types of vehicle alarm/anti-theft systems, Operation Identification, and what actions to take if your vehicle is stolen.

Sexual Assault Prevention
This important presentation provides advice on things you can do to help prevent yourself from becoming a victim of this serious crime. You will learn measures you can take to deter a potential assailant from choosing you as a victim, as well as what to do if you are attacked. Other topics discussed include profiles of types of offenders, acquaintance rape, other forcible and non-forcible sex offenses, and the stages of recovery that victims commonly experience.

Home Security/Burglary Prevention
We at the University Police Department care about our UT Southwestern population, whether they are here on campus or at their homes. This presentation will discuss measures that can be taken to reduce the likelihood of your home being burglarized, whether you live in a house, an apartment, or a mobile home. We will talk about the importance of recognizing and reporting suspicious persons or activity, and you will learn common tactics used by professional burglars. You will also learn what you can do to make your home appear less attractive to a burglar. Other topics discussed include types of locks for doors and windows, marking your property, home security systems, and psychological deterrents.

Identity Theft
This rapidly growing crime involves the acquisition and use of a person's identifying information to obtain some benefit, usually at the expense of the victim. This presentation shows some methods commonly used by criminals to obtain personal information, and gives some tips on how to keep your private information from falling into the wrong hands. You will also learn what steps you need to take if you become a victim of this crime.

Personal Escorts
Officers are available 24 hours a day, including weekends and holidays, for a personal escort. Officers will walk with anyone to any location on or near campus. To request an escort, dial extension 8-8311. Give the dispatcher your name, phone extension you are calling from, and the location where you'd like the officer to contact you. Typically, officers walk with persons to their destinations. Occasionally, a patrol vehicle may be used for escort purposes.

R.A.D. (Rape Aggression Defense)
The University Police Department began offering a women's self-defense program called "R.A.D." in 2002. R.A.D. is a practical course designed to teach the average woman how to reduce risk by:

- Recognizing and avoiding dangerous situations
- Becoming more assertive and forcefully saying "No" when appropriate
- Learning and practicing basic, easy-to-use physical self-defense techniques
Each course consists of four three-hour sessions. Specific class locations and scheduling may vary. Please call Ricky Bostic at 214-648-2220, or send an email to ricky.bostic@utsouthwestern.edu for more information or to enroll for a course.

**ACTIVE SHOOTER PRESENTATION**

Upon request, and in addition to the videos on the UT Southwestern intranet, the Police Department provides a presentation on Active Shooter situations.

**NEW STUDENT ORIENTATION**

Each year members of the University Police Department, including members of the command staff, meet with incoming students to discuss the roles and responsibilities of the Police Department. In addition, discussions are held on crime prevention topics and safety topics that will help the new students have a successful education experience at UT Southwestern.

**CRIME PREVENTION TIPS**

**Protect Yourself**

Stay in well-lighted, public areas, whether driving or walking. When walking in public (or even just to your parked car), walk with a friend or coworker (the University Police provide personal escorts as well). Walk confidently; your body language tells criminals whether you look like a victim.

While driving, always lock your car doors and roll up your windows. If your car breaks down, do the following:

- Raise the hood, turn on your hazard lights, and tie a red or white cloth to your antenna or side view mirror.
- Stay in the car, lock the doors, and roll up the windows.
- If you have a cellular phone, call the police or emergency roadside service.
- If someone stops to help, ask them to call the police.
- Always keep blankets, a good pair of walking shoes, a first-aid kit, and a flashlight (with fresh batteries) in your car, just in case.
When returning to your parked car, check in, under, and around your car before getting in (remember to look in the back seat floorboard or rear storage area). Be extra aware of your surroundings when using a drive-through service, such as a fast-food restaurant or an ATM; drive away if you become uncomfortable.

Beware of the "bump and rob." If a car with multiple occupants (especially young males) bumps your car under suspicious circumstances, you should motion to the driver to follow you, then drive to the nearest well-lighted public area to exchange information.

Keep your doors locked while at home, and require proper identification before admitting anyone unfamiliar to your home (such as delivery persons, utilities employees, or service personnel).

If someone on an elevator makes you uncomfortable, do not enter the elevator (or exit the elevator immediately if already on), and wait for the next elevator. You should always report suspicious people or activities to the University Police immediately. Above all, pay attention to your surroundings.

**Protect your Property**

Lock your door every time you leave your workplace, even for just a couple of minutes (many thefts occur in a 3- to 5-minute time period).

Secure valuables in a locked drawer or cabinet (Key Control can install or repair locks, if necessary); do not leave the keys in a nearby unlocked drawer.

**Operation ID:** mark or engrave your driver's license number on all valuable personal property; engravers are available for check-out from the University Police from 8 a.m. to 5 p.m. (Mondays through Fridays). You should keep a list containing pertinent information about your personal property (such as serial number, brand, color, model, etc.) in a convenient location.

Properly secure your bicycle to a bicycle rack, and register it with the University Police. Carry a wallet in a front or inside pocket; if you carry a purse, hold it close to your body.

**Protect your Car**

A vehicle is stolen every 5 minutes somewhere in Texas. Always lock your car doors and roll the windows all the way up. You should park in well-lighted, public areas. Never leave your car's motor running while unattended. It is against the law.

Do not leave valuables in your car. If you must do so, keep them out of sight (preferably in the trunk). Never attach a tag with your name or address on it to your key chain; if the keys are lost, they could be used to steal your car.

Engrave the VIN on numerous parts of your car, such as the windows, doorframes, and bumpers; marked parts are more difficult to sell, and thieves prefer to avoid them.

Register your car with the H.E.A.T. (Help End Auto Theft) Program; peace officers are allowed to stop vehicles bearing H.E.A.T. decals between 1 a.m. and 5 a.m. if they are being operated on a public roadway. Install a theft deterrent device or system on your car, such as:

- kill switches (electricity or fuel cutoff);
• steering wheel locks/bars;
• tapered interior door locks;
• steering column collars;
• security systems (with audible alarms); or
• tracking systems

When parallel parking, turn your wheels toward the curb. This makes it more difficult for thieves to tow your car.

**Protect your Home**

Keep lights on during the nighttime, both at the front and back of your home. Ensure all exterior doors are constructed of solid-core wood or metal. Install high-quality dead bolt locks, and use them.

Install secondary locking mechanisms (such as pins) on windows and sliding glass doors. If you have an interior thumb-turn lock within 40 inches of a window, consider replacing it with a double cylinder lock (check local zoning laws first, and ensure a key is always kept near to each door, so people living in your home can escape quickly in case of a fire).

Install peepholes with a minimum of a 190-degree field of view in all exterior doors.

When away from your home for an extended time, take the following precautions:

• Place cars in the garage (if you have one), and unplug garage door openers.
• Have a trusted neighbor or friend check on your home daily, and maintain a lived-in appearance (collect newspapers/mail, mow the lawn, etc.).
• Use a timer to turn lights and/or radios on and off.
• Notify your security company if you have a monitored security system.
• If you live in an apartment, notify the management.
• Keep trees and bushes neatly trimmed; overgrown vegetation provides a perfect hiding place for burglars.

Remove the small knob or handle attached to the end of the cord that detaches your garage door opener from the garage door; burglars have tools that can grab the knob and allow them to access your garage.

Mark all valuable personal property in your home and keep a list containing pertinent information about the property (serial numbers, brand, model, etc.). Such property is more difficult to sell and is unattractive to burglars. Do not keep large amounts of cash at home – the bank is safer (and insured).
SEXUAL ASSAULT

If you are the victim of a rape or sexual assault, get to a safe place as soon as you can. Then you should:

• Try to preserve all physical evidence of the attack. Do not bathe, douche, use the toilet, or change clothing. This is important should you wish to press criminal charges. Preservation of evidence can help identify the suspect.

• Notify the University Police or Dallas County Rape Crisis Center (located at 5201 Harry Hines Blvd, Dallas, 214-590-0430), even if you are unsure about filing charges. If the assault occurs off-campus, the University Police will help facilitate the contact with or filing of charges with the appropriate agency. If victims do not wish to report an offense to the Police or the Dallas County Rape Crisis Center, they can also report it to one of the Campus Security Authorities.

• Get medical attention as soon as possible. The University Police can assist you with this.

• Call a close friend, residence counselor, or other trusted person who can be with you during your interview with the police.

• Use the victim-assistance services offered by UT Southwestern or community agencies. If unsure of what community agency should be contacted, the University Police or Student Health Services can assist in obtaining that information.

• UT Southwestern will try to work with a victim’s academic and living situation after an alleged sex offense if those changes are requested and are reasonably available.

• If a victim is a student and chooses not to report the assault to the University Police, UT Southwestern encourages reporting the assault to Student Health Services at 214-645-8690. In addition, the UT Southwestern Medical School, School of Health Professions, and the Graduate School of Biomedical Sciences each have a dean responsible for student affairs. A victim also may choose to report an incident to one of these officials.

• Student Health Services, located in the James W. Aston Ambulatory Care Center, can assist a student in determining the best course of action following a sexual assault. Some of their services are free of charge; in other cases, especially if referred outside of the Student Health Services, the student may be responsible for the cost.

• The Rape Aggression Defense (RAD) program and other Sexual Assault Prevention programs are listed in the Crime Prevention and Security Awareness Presentation portion of this document.

In Dallas County, The Victim Intervention Center at Parkland Memorial Hospital (Parkland) can assist you in strictest confidence to ensure your privacy, safety, and well-being. The Crisis Support Center at Parkland provides services to people who have experienced family violence, intimate partner violence, or sexual assault, either recently or in the past. Because the whole family can be impacted by this kind of trauma, services are also available to a victim's friends and family.

Services are available for women, men, teens, and children aged 4 years and older who live in Dallas County. Counselors can provide the following: counseling and emotional support; information on the effects or abuse or violence; help with traumatic responses to abuse or sexual assault; assistance in
examining the effects of childhood abuse; or documentation and reports to support legal or civil actions. Center advocates can provide assistance with: 24-hour response to victims of violence who are seen through the Parkland Healthcare system; information and referrals for protective orders; emergency shelter information; referrals to resources to help victims of abuse or violence; documenting abuse; or referrals to legal services.

- Contact information is provided below:
  Hours:
  Monday – Thursday 8 a.m. – 8 p.m.
  Friday & Saturday 8 a.m. – 4:30 p.m.

  Phone: 214-590-2926
  24 Hour Hotline: 214-590-0430

DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, SEXUAL ASSAULT

The policy and procedure UT Southwestern follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, are EDU-116 Sex Discrimination – Sexual Misconduct, Harassment and Violence and EDU-116-P-01 Sex Discrimination Complaint and Resolution.

The standard of evidence used in any institutional proceeding arising from such a report is a “preponderance of the evidence” standard, which is expressly stated in the procedure.

Pursuant to EDU-116P-01, the Title IX Coordinator and Deputy Coordinators have wide discretion to “take steps to prevent recurrence of any sex discrimination and to correct its effects on the complainant and others.” Such steps could include assisting a victim of domestic or dating violence, sexual assault, or stalking, with changing his or her academic, living, transportation, and working situations if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Options may include providing temporary or permanent on-campus housing, personal police escort services, or changes to course schedules.

DISCIPLINARY PROCEDURE DISCLOSURE

Any student who engages in conduct that violates the Rules and Regulations of the Board of Regents of The University of Texas System, UT Southwestern rules or policies, or federal, state, or local laws is subject to discipline, regardless of whether the conduct takes place on or off campus or whether civil or criminal penalties are imposed for such conduct by another authority. In any such disciplinary action, UT Southwestern will follow the Series EDU-150 Student Conduct and Discipline in the UT Southwestern Handbook of Institutional Operating Policies and Procedures.

In cases of alleged sexual misconduct, including sexual harassment and violence, involving students, trainees, or applicants, UT Southwestern will follow EDU-116 Sex Discrimination – Sexual Misconduct, Harassment, and Violence and EDU-116P-01 Sex Discrimination Complaint and Resolution Procedure. If there is a determination that EDU-116 was violated, the matter will be handled in accordance with the applicable disciplinary procedures.

Any student, trainee, or applicant with concerns about sexual misconduct, harassment or violence should seek assistance from the UT Southwestern Title IX Coordinator or a Deputy Title IX Coordinator. Any student, trainee, or applicant who believes that he or she has been subjected to sex discrimination is urged
to immediately submit a request to invoke the informal resolution process or submit a formal complaint to
the Title IX Coordinator or a Deputy Title IX Coordinator in accordance with EDU-116P-01.

UT Southwestern will, upon written request, disclose to the alleged victim of a crime of violence (as that
term is defined in section 16 of title 18, United States code), or a non-forcible sex offense, the report or
results of any disciplinary proceeding conducted by such institution against a student who is the alleged
perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or
offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

All policies and procedures governing student conduct and discipline contained in the UT Southwestern
Handbook of Institutional Operating Policies and Procedures are available on the UT Southwestern
intranet, from the dean’s office, or from the University Police Department. Students found to have
committed acts constituting misconduct under these policies, including sexual misconduct, harassment or
violence, may be subject to disciplinary action, up to and including dismissal. Criminal or civil
proceedings may continue concurrently with the UT Southwestern disciplinary proceedings. Criminal or
civil justice investigations, proceedings, findings, or outcomes are not determinative of any
UT Southwestern disciplinary proceeding. UT Southwestern will not wait for police investigations or
criminal or civil justice proceedings to be completed before taking action under UT Southwestern
misconduct and disciplinary policies.

SEX OFFENDER REGISTRATION

Pursuant to Texas Code of Criminal Procedure Art. 62.005, the Texas Department of Public Safety (DPS)
has established this web site as the official internet public access to the DPS sex offender registration
computerized central database. The information can be located at:
https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx.
PHOTOGRAPHIC IDENTIFICATION SYSTEM

All faculty, staff, students, and non-employees affiliated with UT Southwestern must wear their issued UT Southwestern photo ID badge in a visible place, either on a pocket, a lapel, or around the neck, at all times while on campus. Upon request by an officer of University Police Department or an administrator of UT Southwestern, persons are required to present their photo ID. Photo ID cards for faculty, staff, students, and other non-employees housed on campus are available at Professional Office Building 1 (HP2.201), “A” Building, located on south campus or the Police Department located on north campus at the “BP” Building. Replacement costs for a photo ID badge is $40.00.

DRUG AND ALCOHOL POLICIES

Drug-Free Campus

UT Southwestern is required by federal law to notify all employees and students that the unlawful manufacture, sale, distribution, dispensing, possession, or use of a controlled substance in or on any property owned or controlled by UT Southwestern is prohibited. A controlled substance is any substance so defined by federal or state statute or regulation. UT Southwestern policy is found in SEC-201 Drug-Free Campus in the Handbook of Institutional Policies and Operating Procedures.

Any employee found guilty – including a plea of no contest – or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance that occurred in or on any property owned or controlled by UT Southwestern, or while conducting UT Southwestern business off-campus, must report such action to his or her supervisor within five (5) days.

Any employee who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on any property owned or controlled by UT Southwestern or while conducting UT Southwestern business off-campus will be subject to disciplinary action, up to and including termination of employment, regardless of whether such activity results in the imposition of a penalty under a criminal statute.

Any student who is found responsible for the illegal manufacture, sale, distribution, possession, or use of a controlled substance on campus is subject to discipline under Series 50101 of the Regents’ Rules and Regulations and SEC-201 Drug-Free Campus.

In addition to sanctions imposed by UT Southwestern on students, faculty and staff, any person who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on any property owned or controlled by UT Southwestern or while conducting UT Southwestern business off-campus can be arrested and prosecuted under appropriate state or federal criminal laws.

Possession or Use of Alcohol

The possession or use of alcoholic beverages on UT Southwestern property is prohibited without the prior written consent of the UT Southwestern president. Except as otherwise provided by state law, no state funds shall be used for the purchase of alcoholic beverages. The complete policy is found in SEC-204 Serving Alcohol on Campus.

Any alcohol use or possession by anyone under the age of 21 is against the law and will subject the violator to criminal prosecution or referral to the dean’s office of the school in which enrolled.
Assistance for Students, Faculty, and Staff

Conscientious efforts by any student to seek help for alcohol or drug problems will not jeopardize a student’s continued enrollment in school.

Medical Students

The Student Assistance Committee has been established to encourage and facilitate recognition, treatment, and rehabilitation of impaired medical students. The committee will play an advocacy role while giving the student an opportunity to move toward recovery and will support and monitor a student’s progress through a recovery program. The committee is dedicated to assisting the impaired student in obtaining confidential help while continuing their medical education without stigma upon recovery. A student may also contact Student Health Services in the James W. Aston Ambulatory Care Center for assistance with these problems. /education/student-services/student-health-service/

Graduate Students – Graduate students may use Student Health Services and/or their own insurance programs, as they think appropriate. Graduate students holding staff appointments also are eligible for services of the UT Southwestern Employee Assistance Program.

School of Health Professions Students – Health Profession students may seek treatment and rehabilitation through Student Health Services or their own insurance programs, as appropriate. /education/student-services/student-health-service/

Faculty and Staff – An Employee Assistance Program (EAP) is provided by UT Southwestern as a part of its benefits package. The program is designed to assist employees who may be dealing with personal problems that affect their relationships at home and at work. /about-us/administrative-offices/human-resources/benefits-and-retirement/special-programs/eap/

POLICY ON PERSONS REPORTED AS MISSING

Persons concerned about the well-being of a Southwestern Medical Park Apartment resident are urged to contact the UT Southwestern Police immediately by dialing 8-8311 from a University phone or 214-648-8311 from a cell phone or off campus phone. Southwestern Medical Park Apartments – Campus Housing – Mr. Gary Corkill, Manager, aptmanager@utsouthwestern.edu, 214-956-9300

When a caller reports that a resident or student is missing or is suspected of being missing, Police Communications will make a record of the call with the name and number of the caller. The record shall indicate the relationship between the caller and the resident, as well as the last time and place the caller saw or heard from the resident or student. Concerned callers are encouraged to share any relevant information about the student’s relationships, health, history, or overall well-being that the caller feels may be relevant to locating the absent resident. A similar procedure will be followed for walk-up contacts and e-mail reports.

With the information known at the time, UT Southwestern Police will take appropriate action to investigate the report and determine whether the situation rises to the level of an emergency, including (but not necessarily limited to) visiting the room where the resident lives. Depending on the circumstances, additional appropriate steps may include attempts to contact the potentially missing resident’s roommate or friends to ascertain the resident’s whereabouts, contacting the student’s workplace, checking access card or meal plan usage if possible, or attempting to contact the missing
student via electronic mail, cellular phone, and/or room phone. In addition, the appropriate Deans or their
designees will be notified.

Contact information will be accessible only to authorized campus officials and law enforcement and will
not be disclosed outside of a missing person investigation. If a student has identified such an individual,
UT Southwestern will notify that individual no later than 24 hours after the student is determined to be
missing.

When a potentially missing resident is located, callers who reported the resident missing will be notified
in a timely manner. If the resident in question has not been located within 24 hours of UT Southwestern’s
receipt of notice that the resident may be missing, University Police will enter a missing person report on
the National Crime Information Center and Texas Crime Information Center databases and notify the
Dallas Police.

In cases where the missing resident is 18 years or older, University Police shall determine within a 24-
hour period after receiving the call whether the report rises to the level of a police emergency. A decision
to initiate emergency contact procedures will be made by University Police based upon the information
known at the time. Persons contacted by University Police as part of the emergency notification process
will include the individual(s) listed on the confidentiality card filled out earlier by the resident during the
move-in process, but others may also be contacted as permitted by state and federal law. In those cases
where the resident is not yet 18 years of age, University Police will contact the minor resident’s parent or
guardian no later than 24 hours after the time the student is determined to be missing.

Definitions:

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act mandates the reporting
of the following statistics concerning the occurrences on campus, during the most recent school year and
during the two preceding school years of the following criminal offenses reported to campus police or
local police agencies.

Please read and understand the definitions below to best understand the reported statistics.

HATE CRIMES

For the categories of crime listed above and for crimes of larceny-theft, simple assault, intimidation,
destruction/damage/vandalism of property and any crime perpetrated on the basis of prejudice that results
in bodily injury, UT Southwestern is required to report hate crimes by category of prejudice, geographic
location, year the incident was reported, and category of crime. However, for the years covered by this
report (2012, 2013, and 2014), UT Southwestern has received no reports of crimes that fit these criteria.

DEFINITION OF GEOGRAPHICAL CATEGORIES

A. On-campus means:

1) any building or property owned or controlled by an institution of higher education within the
   same reasonably contiguous geographic area of the institution and used by the institution in direct
   support of, or in a manner related to, the institution’s educational purposes, including residential
   halls, and

2) property within the same reasonably contiguous geographic area of the institution that is owned
   by the institution, but controlled by another person, or is used by students and supports
   institutional purposes (such as a food or other retail vendor).
B. Non-campus (building or property) means:
   1) any building or property owned or controlled by a student organization recognized by the institution, and
   2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students and is not within the same reasonably contiguous geographic area of the institution.

C. Public property means all property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution’s educational purposes.

Clery Act Definitions
Crime Class Definitions

Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.

Sex Offenses – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent (e.g., rape, sodomy, sexual assault with an object, forcible fondling, fondling, and attempted rape).

Sex Offense Non-Forcible (N) – Unlawful, non-forcible sexual intercourse: incest; statutory rape.

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

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Arson – 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

Disciplinary Referrals – Incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession. Do not
include disciplinary referrals for violation of university policy if there was no violation of the law. For example, if a student of legal drinking age violates a “dry campus” policy and is referred for disciplinary action, this statistic should not be included in the crime statistics.

*Liquor Law Violation* – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; any attempts to commit any of the foregoing violations. This list does not include public drunkenness and driving under the influence.

*Drug Law Violation* – Violations of State and local laws related to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

*Weapon Law Violation* – The violation of laws or ordinances regulating weapons.

*Domestic violence* means a “felony or misdemeanor crime of violence committed by:
- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]; or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

*Dating violence* means “violence committed by a person—
- who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.”

*Stalking means* “engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

*Hate Crimes* – Any crime that manifests evidence that the victim was intentionally selected because of the victim’s actual or perceived race; religion; gender; sexual orientation; ethnicity or physical/mental disabilities.

(The following crimes only apply to hate crime reporting).

*Simple Assault* – Assaults and attempted assaults where no weapon was used and which did not result in serious or aggravated injury to the victim. (This only applies in hate crime reporting).
**Larceny-Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism** – To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation** – To intentionally say or do something which would cause a person of ordinary sensibilities to be fearful of bodily harm.

### The University of Texas Southwestern Medical Center
#### Crime on Campus Report 2012-2014

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<tr>
<th>Offense Type</th>
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The University of Texas Southwestern Medical Center
Arrests for Liquor Law, Drug and Weapons Violations

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### Judicial Referrals for Liquor Law, Drug and Weapons Violations

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</tbody>
</table>

2012
* No information received from Dallas Police Department.
** Data received from DART and PMH Police.

2012
' By Texas Penal Code these offenses are Simple Assault; by Clery definitions they have to be shown as **Forcible Fondling**. They came out of one incident with a contractor.

2013
' VAWA - misdemeanor domestic violence; domestic violence ended in homicide
Fondling - Texas Penal Code these offenses were Simple Assault; by Clery definitions they have to be shown under Sex Offences (Fondling)

No data received from Dallas PD. No reports from PMH Police meeting Clery reporting requirements.

 Reported by DART Police.

(Four of five were misdemeanor Domestic Violence; one was the homicide in January of 2013).

***Arrests made by DART Police

2014

Under Texas Penal Code these offenses were Simple Assault; by Clery definitions they have to be shown under Sex Offences (Fondling)

Eight of the cases were misdemeanor Domestic Violence cases not required to be reported under Clery Definitions.

Two Aggravated Assault cases which are also included under VAWA reporting procedures.

All were domestic violence; no stalking, no dating violence.

There were no Hate Crimes reported during this reporting period.

No offenses were reported by Campus Security Authorities.

Emergency Management and Evacuation Procedures

The Office of Emergency Management is a division of UT Southwestern’s Office of Environmental Health and Safety. All policy and procedures are promulgated by that Office.

The UT Southwestern Emergency Operations Plan is a guide that provides UT Southwestern executive management with an emergency and crisis management system when responding to major disasters or disturbances to the campus. All personnel designated to carry out specific responsibilities are trained to know and understand the UT Southwestern policies and procedures. UT Southwestern will operate an Incident Command System (ICS) in the event of an emergency. The Emergency Operations Plan is designed to effectively coordinate the use of University and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near UT Southwestern. It shall be placed into operation whenever an emergency affecting the University cannot be controlled using daily operating procedures.

The Emergency Response Guide
http://www.utsouthwestern.net/intranet/administration/emergency/

The purpose of the Emergency Response Guide is to provide an understandable and accessible reference for use in emergency situations in order to promote the safety of the UT Southwestern community. This guide addresses the most common and most likely emergencies that employees and visitors may face on the UT Southwestern campus on any given day, shows emergency equipment locations, and provides action steps for the campus to follow.

Emergency Test and Evacuation Drills

UT Southwestern shall participate in emergency tests or evacuation drills at least once per year to assess and evaluate emergency procedures and capabilities. The emergency drills, tabletop exercises, and emergency preparedness trainings are done in partnership with various internal departments to UT Southwestern as well as affiliated institutions in the Southwestern Medical District. External agencies may include the Dallas Police Department, Dallas Fire and Rescue, Dallas Emergency Operations Center, Dallas Area Rapid Transit, as well as state agencies. The Office of Environmental Health and Safety will document each test, including the date and time.
The University of Texas Southwestern Medical Center Police Dept

UTSW Building Evacuation Procedures and Assembly Points

The evacuation of individuals from locations of likely or imminent danger may result from a wide variety of natural and technological disasters or national security emergencies. The scale of an evacuation may range from a single business unit, to an entire department. Furthermore, the length of time an evacuation is in effect may last from a less than an hour to an indefinite period of time.

There are several types of evacuations that might take place and include:

**Partial Evacuation**- Partial evacuation may be considered for small chemical, biological, or radiation spills or other small event that only affects an isolated area and can be easily contained.

**Full Evacuation**- Full evacuation of a facility may be conducted for a fire or other internal hazard.

**Shelter in Place**- Shelter in place is considered for severe weather events or other external events like a hazardous materials incident. If asked to shelter in place, secure yourself from the hazard and stay in place until an “all clear” signal is given.

University officials have numerous tools that will be used to inform the building occupants on what to do. These include:

Building Fire Alarm System
UTSW Alert Mass Notification System
Door-to-door announcements

**How to Evacuate a Building**

There are two types of evacuation routes available on the UT Southwestern Medical Center campus:

1. Vertical (enclosed emergency exit stairwells)
2. Horizontal (exits into adjacent building or fire rated area on the same level)

In the event of an emergency requiring evacuation, all building occupants should evacuate using the emergency exit stairwells. Once in the stairwell, proceed to the ground level floor and exit the building. Once outside, move to at least 100 feet away from the building to a departmental pre-determined, designated meeting place. If unable to use the stairwell due to physical or health reasons, use horizontal exits or take refuge in the stairwell and alert first responders.

No matter which type of exit is used, all employees should report to their department’s pre-designated assembly point.

**Evacuation Assembly Points**

Departments should designate a meeting location called an "assembly point". These locations are at least 100 feet from the building involved. The assembly point should be pre-designated and its location should be communicated with all staff members prior to an emergency. Because the University has pre-selected some assembly points that may be used by multiple departments and groups, it is important that staff be instructed with specific location information or know whom they should be looking for when arriving at the assembly point. Once at your assembly point, evacuees should not leave this point unless they have consent of a supervisor, instructions from Police or First Responders, or the location becomes a threat to life and safety.

For extended evacuations, evacuees may be moved to an “Alternate Safe Zone”. These locations are pre-identified
public areas on campus that can house large numbers of people for easier dissemination of information until the “All clear” is given. Alternate Safe Zones will only be utilized when authorized by University Officials and is determined to be safe from any threat.

Evacuation Accountability

On arrival at the department’s assembly area, all evacuees should check-in with their supervisor. Departments should have a method to account for all individuals evacuating the facility. Example accountability methods and forms are available on Environmental Health and Safety’s Emergency Management webpage. Department leaders will document personnel’s arrival and determine if any individuals are unaccounted for and report that information to UT Police or First Responders.

Mass Notification System – UTSW Alert

The emergency mass notification system used at UT Southwestern broadcasts text, voicemail, and email messages to faculty, staff and students. UT Southwestern will, without delay, immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. Taking into account the safety of the community, the University will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information may be disseminated to the community via the messaging system or by e-mail, as needed. Minimally, the system is tested twice per year.

Policy Statement for Mass Notification

Mass Notification System for Emergency Alerts

Reason for Policy — Establish guidelines by which the mass notification system will be used for distribution of emergency alerts to students, faculty, and staff that would be affected directly by a critical incident which poses an imminent threat to their health or safety given their presence on UT Southwestern grounds and/or its surrounding areas.

Policy Statement— UTSW Mass Notification System is a commercial product that will send emergency communications (via phone, mobile, text or e-mail) to members of the campus community. This service will be utilized in campus emergencies or situations where information must be disseminated to all members of the campus quickly. The service is designed for those conducting regular UT Southwestern related business in the immediate area.

Definition of Terms in Statement:

Emergency Alerts — Notifications regarding critical incidents that pose an imminent threat to the health or safety of UT Southwestern’s community. Examples of such emergency incidents include, but are not limited to severe weather, hazardous materials incidents, and acts of criminal violence that threaten the safety of the UT Southwestern community.

Voice Messages and E-mail—Brief, direct voice notifications received on a cellular phone and office phone; emails sent to individual’s UTSW account.

Annunciator System—Most buildings are equipped with fire panel systems that have a public address capability. Emergency personnel are trained to use these systems in emergencies in order to make announcements to the entire building regarding evacuation, shelter in place, or other direction during an emergency.
Creation and Distribution of Emergency Messages

Designees from the following UT Southwestern offices have the authority to approve dissemination of emergency messages.

1. Office of the President
2. Office of the Executive Vice President for Business Affairs
3. UT Southwestern Police Department
4. Office of Environmental Health and Safety

Once approved, emergency messages will be distributed by a trained system administrator to the campus community.

Follow-Up after a Mass Notification Message is sent:

Notifications — Immediately after sending an emergency alert message, the designee who created the message shall notify the other designated offices via the Incident Command conference call and shall describe the purpose for activating the mass notification system if not immediately apparent. Generally, the UT Southwestern Police and/or the Office of Environmental Health and Safety will confirm whether a threat is viable by engaging with other departments.

HIGHER EDUCATION OPPORTUNITY ACT
CAMPUSES FIRE SAFETY ANNUAL COMPLIANCE REPORT

Overview
The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. The Act requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to the UT Southwestern.

The Office of Fire Safety is a division of UT Southwestern’s Office of Environmental Health and Safety. All policy and procedures are promulgated by that Office.

General Statement of UT Southwestern Student Housing

All student housing (Southwestern Medical Park Apartments) is protected by automatic fire sprinkler systems and fire alarm monitoring systems that are monitored 24 hours/day, seven days/week by an off-premise monitoring company. The automatic fire sprinkler systems and fire alarm systems are tested annually by a licensed fire protection contractor.

Fire Safety Improvements and Upgrades

UT Southwestern’s Office of Environmental Health and Safety (EHS) conducts building inspections and reviews the fire protection systems annually. Modifications or repairs to the systems are made promptly following the identification of any deficiencies.

Residence Hall Fire Drills

In accordance with the definitions of the 2012 edition of the National Fire Protection Association (NFPA) Life Safety Code (NFPA 101), the Southwestern Medical Park Apartments are occupied as apartment buildings, not dormitories. In accordance with the code, fire drills are not required.
Texas House Bill 1284
It is unlawful for a student to report or make a false alarm. The penalty for doing so is a State Jail Felony punishable by not less than 180 days nor more than two years in a state jail and/or a $10,000 fine.

Fire Life Safety Education

All of the tenants that move into Southwestern Medical Park Apartments are given a copy of the student handbook that contains information on fire safety and are required to sign an acknowledgement sheet confirming that they have received a copy. This handbook contains regulations, tips and procedures to follow in case of a fire emergency. Below are extracts of pertinent Housing Policies.

- Candles - The use of candles, oil lamps, incense, or halogen “torchiere” lamps are prohibited in the interest of fire safety. In the event of a power outage, flashlights or other battery-operated lights should be used.

- Fireworks and Explosives Prohibited - No person may possess fireworks, explosives, ammunition, gunpowder or any other related materials while in the apartment or anywhere on the University campus. The presence of fireworks and such materials is dangerous and constitutes a serious fire and safety hazard.

- Space Heaters – Space Heaters shall be a maximum of 1500 watt, listed by Underwriters Laboratories (UL), have a tip-over switch, and plugged directly into a wall outlet. Combustible materials shall not be stored on top of space heaters or located within three (3) feet of the space heater, even when they are not in use.

Southwestern Medical Park Apartments

Emergency Fire Route and Alarm Instructions
(Revised July 2014)

The following information is provided to assist you in the event of a fire. Please read over the following instructions.

FIRE RESPONSES:

If there is a fire in your apartment:

Evacuate the apartment immediately and close the door behind you! Use the back of your hand on any closed door prior to opening it. If the door is HOT, find another way out.

Upon exiting the apartment, activate the red FIRE ALARM PULL STATION at the end of the each breezeway on your way out of the building. The pull station will activate the fire alarm, alerting all of the occupants in the building.

Dial 911 and report the location of the fire immediately.

Once outside of the building, report to the clubhouse and check-in with the office personnel. In the event the office is closed, stay in front of the office until management arrives if safe to do so. For accountability purposes, you will need to report to management.

ALARM RESPONSE:

Evacuate the apartment immediately and close the door behind you! Use the back of your hand on any closed door prior to opening it. If the door is HOT, find another way out**.
Again, once outside the building, report to the clubhouse and check-in with the office personnel. In the event the office is closed, stay in front of the office until management arrives. For accountability purposes, you will need to report to management.

**FIRE SAFETY TIPS TO REMEMBER:**

If you unable to exit your apartment, **REMAIN CALM**. Dial 911 and provide your location to the dispatcher. Place wet clothing or a towel underneath the door to slow smoke movement into the room.

If there is smoke in your apartment, remember to **STAY LOW AND CRAWL** to the exit door.

If your clothes catch fire, **STOP, DROP, AND ROLL** while covering your face.

**Reporting a Fire**

Students reporting any fire should contact UT Southwestern Police Communications by dialing 911.

The responsible party for all fire reports is:

Matthew Schumacher  
Assistant Director, Fire and Life Safety and Occupational Safety Programs  
Environmental Health and Safety  
(p) 214- 645-8326  
Email: matthew.schumacher@utsouthwestern.edu.

**FIRE STATISTICS**

2012 – There were NO fires reported at the Southwestern Medical Park Apartments.  
2013 – There were NO fires reported at the Southwestern Medical Park Apartments.  
2014 - There were NO fires reported at the Southwestern Medical Park Apartments.

Copies of the Southwestern Medical Park Apartments Emergency Fire and Alarm Instruction Policy can also be obtained from the Leasing Office.

Year Built:  
2001 (Phase #1 - 6 Buildings)  
2003 (Phase #2 - 5 Buildings)

Capacity:  
11 Buildings (3 Floors/Building)  
282 Units (162 - 1 Bedroom; 120 - 2 Bedroom Units)  
226,740 Square Feet (Apartment Space)

Construction:  
Wood frame with brick exterior. All units with direct access to the outside (no inside corridors).

Fire Alarm:  
Honeywell Fire-Lite MS-10UD  
4 pull-stations per floor (at both ends of each breezeway).  
Fire sprinkler waterfall devices and tamper switches (each building).  
Fire alarm speaker/strobes inside each unit and in the breezeways.

Each unit has multiple single station smoke alarms that all sound simultaneously within each unit. The smoke alarms
The University of Texas Southwestern Medical Center Police Dept will only sound within the apartment, and are not wired in to the building fire alarm system.

The fire alarm system is monitored by Matrix Security & Fire Services.

Fire Sprinkler: All units fully sprinkled with reliable quick response residential sprinkler heads.

SOUTHWESTERN MEDICAL PARK APARTMENTS

Emergency Fire Route and Alarm Instructions
(Revised July 2014)

The following information is provided to assist you in the event of a fire. Please read over the following instructions.

FIRE RESPONSES:

If there is a fire in your apartment:
Evacuate the apartment immediately and close the door behind you! Use the back of your hand on any closed door prior to opening it. If the door is HOT, find another way out.

Upon exiting the apartment, activate the red FIRE ALARM PULL STATION at the end of the each breezeway on your way out of the building. The pull station will activate the fire alarm, alerting all of the occupants in the building.

Dial 911 and report the location of the fire immediately.

Once outside of the building, report to the clubhouse and check-in with the office personnel. In the event the office is closed, stay in front of the office until management arrives. For accountability purposes, you will need to report to management.

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If you are unable to exit your apartment, REMAIN CALM. Dial 911 and provide your location to the dispatcher. Place wet clothing or a towel underneath the door to slow smoke movement into the room.

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The responsible party for all fire reports is:
Matthew Schumacher
Assistant Director of Fire and Life Safety/ Fire Marshal
Environmental Health and Safety
(p) (214) 645-8326
Email: matthew.schumacher@utsouthwestern.edu.

COMMONLY ASKED QUESTIONS

1.) What type of police officers are University Police Department police officers?

*UT Southwestern University Police Department Police Officers are commissioned peace officers through The University of Texas System Police, as such are state law enforcement officers with jurisdiction and authority in any county where the UT System owns, operates, leases, or otherwise controls property. They have full arrest authority within their jurisdiction. (Texas Education Code 51.203)*

2.) Can University Police Department Police Officers make arrests off campus?

*University Police Department Police Officers can arrest offenders both on and off campus, within their jurisdiction.*

3.) Can a University Police Department Police Officer issue me a traffic citation?

*University Police Department Police Officers are authorized by law to issue citations on or off campus. For certain offenses, citations are filed in the appropriate Justice of the Peace Court.*
ATTACHMENTS

Below are some of the pertinent policies. The complete policy library is located at:
http://www.utsouthwestern.net/intranet/administration/policy-library/handbook/
3.3.2.1 Sources of Standards of Conduct for Students
All students are expected and required to observe and obey the following:
1. federal laws;
2. state laws;
3. local laws;
4. the UT System Board of Regents’ Rules and Regulations;
5. UT Southwestern’s Handbook of Institutional Policies and Operating Procedures;
6. other UT System and UT Southwestern policies, rules, and regulations;
7. directives issued by the UT Southwestern President or the UT System Chancellor that are issued in the course of their authorized duties; and
8. standards of conduct appropriate for an academic institution.

3.3.2.2 Violations of Standards of Conduct
1. Any student who engages in conduct that violates the required standards of conduct listed in this chapter is subject to discipline, whether the conduct takes place on or off campus or whether civil or criminal penalties are also imposed on the student for such conduct.
2. Such discipline shall be imposed by UT Southwestern in accordance with the Regents’ Rules and this Handbook.

3.3.2.3 Other Specific Policies
1. Drugs or Narcotics
   a. Any student who is guilty of the illegal use, possession, and/or sale of a drug or narcotic is subject to discipline by UT Southwestern.
   b. The minimum penalty for any student who is guilty of the illegal use, possession, and/or sale of a drug or narcotic on the UT Southwestern campus, shall be suspension from school for a specified period of time and/or suspension of rights and privileges.
2. Endangering Others
a. Any student who engages in conduct that endangers the health or safety of any person on the UT Southwestern campus, or on any property owned or controlled by UT Southwestern (or UT System) is subject to discipline by UT Southwestern.

3. Disruption of UT Southwestern Operations or Activities
a. Any student who, either alone or with others, obstructs, disrupts, or interferes with any teaching, educational, research, administrative, disciplinary, public service, or other activity or public performance authorized to be conducted on campus or on property owned or controlled by UT Southwestern (or UT System) is subject to discipline by UT Southwestern.

b. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, computers, computer programs, computer records, or computer networks accessible through UT Southwestern's computer resources.

4. Prohibited Speech
a. Any student who engages in oral or written speech directed to inciting or producing imminent lawless action, and which is likely to incite or produce such action, is subject to discipline.

5. Unauthorized Use of Property
a. Any student who engages in the unauthorized use of property, equipment, supplies, buildings, or facilities owned or controlled by UT Southwestern (or the UT System) is subject to discipline.

6. Conduct Regarding Official Records
a. Any student is subject to discipline if the student alters or assists another in altering any official record of UT Southwestern.

b. Any student is subject to discipline if the student submits false information or omits requested information that is required for or related to
   1) an application for admission;
   2) the award of a degree; or
   3) any official records of UT Southwestern.

7. Defacing Property
Any student who defaces, mutilates, destroys, or takes unauthorized possession of any property, equipment, supplies, buildings, or facilities owned or controlled by UT Southwestern is subject to discipline.

8. Use of Weapons
Unless authorized by federal, state, or local laws, a student who possesses or uses any type of explosive, firearm, imitation firearm, ammunition, hazardous chemical, or weapon (as defined by state or federal law) while on campus or any property owned or controlled by UT Southwestern, is subject to discipline.

9. Conduct During Suspension or After Expulsion
a. Any student who has received a period of suspension as a disciplinary penalty under this chapter is subject to additional disciplinary action if he or she commits any prohibited conduct on campus or property owned or controlled by UT Southwestern during the period of suspension.
b. Any student who has received a period of suspension as a disciplinary penalty under this chapter is prohibited from being on the UT Southwestern campus during the period of the suspension without prior written approval of the Dean.

10. Scholastic Dishonesty
   a. Any student who commits an act of scholastic dishonesty, as defined below, is subject to discipline by UT Southwestern.
   b. Scholastic dishonesty includes, but is not limited to
      1) cheating;
      2) plagiarism;
      3) collusion;
      4) the submission for credit of any work or materials that are attributable in whole or in part to another person;
      5) any act designed to give unfair advantage to a student; or
      6) the attempt to commit any such acts.

11. Hazing
   a. Any student who, acting alone or with others, engages in hazing is subject to discipline, regardless of whether the student is charged with a criminal offense.
   b. Hazing in a state educational institution, such as UT Southwestern, is prohibited by Section 51.936 of the Texas Education Code as well as by the Regents' Rules and this Handbook.
   c. Hazing includes, but is not limited to, any type of physical brutality; any type of physical activity, such as sleep deprivation, exposure to the elements, calisthenics, or other activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student; any activity involving the consumption of food, liquid, alcoholic beverage, drug, or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health of a student.
   d. "Engaging in hazing," as used in this section, includes soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; allowing (whether intentionally, knowingly, or recklessly) hazing to occur; or failing to report first-hand knowledge, in writing, to the associate dean for student affairs in the student’s school that a hazing incident is planned or has occurred.
   e. Immunity from civil or criminal liability is granted by the law to any person who reports a specific hazing event to the associate dean of student affairs for the student’s school. Under Texas law, failure to report hazing may bring about a penalty of $500 - $10,000 fine and up to two years' confinement in prison.
   f. Consent of the person being hazed does not prevent the hazing from violating the law and UT Southwestern policies. Both the person inflicting the hazing and the person submitting to the hazing are subject to discipline.
   g. Hazing is prohibited both on and off campus.
h. Activities of an organization, including initiations, may include no feature which is dangerous, harmful, or degrading to a student, and a violation of this prohibition renders both the organization and the participating individuals subject to discipline.
3.3.2.4 Procedures for Student Discipline

1. Administrative Responsibility
   The associate dean for student affairs has primary authority and responsibility at UT Southwestern for the administration of student discipline. One or more individuals in each of UT Southwestern’s three schools will be designated to carry out the functions of the associate dean for student affairs whether or not that individual(s) job title is associate dean for student affairs.

2. Duty to Investigate
   It is the duty of the associate dean for student affairs to investigate allegations that a student has engaged in conduct that violates the Regents’ Rules, the policies or procedures of UT Southwestern; other rules and regulations of UT System or UT Southwestern; or specific instructions issued by an administrative official of UT System or UT Southwestern acting in the course of the official's duties; or any provisions of federal, state, and/or local laws.

3. Effect of Action by Other Authority
   The associate dean for student affairs may proceed with the investigation and with the disciplinary process, notwithstanding any action taken by other authorities, such as civil or criminal authorities.

3.3.2.7 Penalties
   The following penalties may be assessed by (1) the hearing officer if the student disputed the facts and was found guilty at the hearing; or (2) the associate dean for student affairs if the student did not dispute the facts:
   1. disciplinary probation;
   2. withholding of grades, official UT Southwestern transcript, and/or a degree;
   3. prohibition from readmission;
   4. reimbursement for damage to UT Southwestern property or for misappropriation of UT Southwestern property;
   5. suspension of rights and privileges including, but not limited to, extracurricular activities;
   6. failing grade for an examination, assignment, or course;
   7. cancellation of all or a portion of a prior course credit;
   8. denial of degree;
   9. suspension from UT Southwestern for a specified period of time;
   10. expulsion (meaning permanent separation from UT Southwestern);
   11. revocation of degree and withdrawal of diploma; and/or
   12. any other penalty deemed appropriate under the circumstances by the hearing officer or associate dean for student affairs, as the case may be.
1. A student against whom allegations have been made may be summoned by written request of the associate dean of student affairs for a meeting to discuss the allegations.

2. The written request shall specify a place and time for the meeting which shall be no less than three weekdays after the date of the written request.

3. The written request may be mailed to the address appearing in the records of the registrar or may be hand-delivered to the student.

4. If the summoned student fails to appear without good cause, as determined by the associate dean for student affairs, the associate dean may bar or cancel the student's enrollment or otherwise alter the status of the student until the student complies with the summons; the associate dean may proceed to implement the disciplinary procedures provided for in the Regents' Rules and this Handbook. The refusal of a student to accept delivery of the notice or the failure to maintain a current address with the registrar shall not be considered good cause for the student's failure to respond to a summons.

5. Pending disposition of the allegations against the student, the associate dean for student affairs may take any immediate interim disciplinary action as he or she determines to be appropriate to the circumstances, including

   a. suspension and exclusion from the campus if it reasonably appears to the associate dean for student affairs, from the circumstances, that the continuing presence of the student poses a potential danger to persons or property, or a potential threat of disrupting any UT Southwestern activity; or

   b. withholding the student's grades, degree, or official transcript when, in the judgment of the associate dean, such action is in the best interest of UT Southwestern.

   c. If interim disciplinary action has been taken by the associate dean for student affairs, a hearing on the charges against the student will be held under the procedures specified in EDU-151P-02 Procedures if Student Disputes Facts in a Disciplinary Matter, but the hearing will be held within ten days after the interim disciplinary action was taken unless: (1) the student agrees in writing to a hearing at a later time; or (2) the student waives a hearing and accepts the decision of the associate dean for student affairs in accordance with EDU-151P-03 Procedure if Student Does Not Dispute the Facts in a Disciplinary Matter.
1. **Right to Hearing**
   If a student against whom allegations have been made disputes the fact upon which the charges are based, the charges will be heard and determined by a fair and impartial hearing officer named by the President of UT Southwestern.

2. **Pertinent Definitions**
   a. Hearing officer is defined as an individual selected in accordance with procedures adopted by UT Southwestern to hear disciplinary charges, make findings of fact, and if guilt is found, impose an appropriate sanction.
   b. Day is defined as a calendar day.
   c. Weekday is defined as Monday through Friday, excluding any day that is an official holiday of UT Southwestern.

3. **Notice (except in cases of immediate disciplinary action)**
   a. The accused student will be given at least ten days’ written notice of the date, time, and place for the disciplinary hearing, and the name of the hearing officer.
   b. The notice will include a statement of the charges and a summary statement of the evidence supporting the charges.
   c. The notice will be delivered in person to the student or mailed to the student at the address appearing in the registrar’s records. A notice sent by mail will be considered to have been received on the third day after the date of mailing, excluding any intervening Sunday.

4. **Postponement of Disciplinary Hearing**
   a. The date for the disciplinary hearing may be postponed by the hearing officer for good cause or by agreement of the student and associate dean for student affairs.

5. **Selection and Impartiality of Hearing Officer**
   a. The President of UT Southwestern will select the hearing officer. At the President’s discretion, it may be a faculty member at UT Southwestern or an individual outside of UT Southwestern. The President will notify the associate dean of student affairs of the name of the hearing officer and the associate dean will notify the accused student.
b. The student against whom the charges have been made may challenge the impartiality of the hearing officer. The challenge of the impartiality of the hearing officer must be in writing, state the reasons for the challenge, and be submitted to the hearing officer through the Office of the Associate Dean for Student Affairs at least three days prior to the hearing. The hearing officer shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the hearing officer disqualifies himself or herself, a substitute hearing officer will be chosen by the President.

6. Hearing Room Preparation
   a. The room selected by the associate dean of student affairs for the hearing shall assure privacy and adequate quiet for effective recordings of the proceedings. UT Southwestern audio-visual services personnel may be asked to assist with effective microphone placement and equipment adjustment.

7. Order of Evidence Presentation and Burden of Proof
   a. At the hearing, the associate dean of student affairs (or other institutional representative designated by the dean of the school) presents UT Southwestern's evidence first.
   b. UT Southwestern has the burden of proving the charges against the student by the greater weight of the credible evidence.

8. Responsibilities of the Hearing Officer
   a. The hearing officer is responsible for conducting the hearing in an orderly manner, including controlling the conduct of the witnesses and other participants in the hearing.
   b. The hearing officer will rule on all procedural matters and on objections of the parties regarding exhibits and testimony of witnesses.
   c. The hearing officer may question witnesses.
   d. The hearing officer is entitled to have the advice and assistance of legal counsel from the Office of Vice President for Legal Affairs and/or the UT System Office of General Counsel.
   e. The hearing officer will render a decision by sending to the associate dean for student affairs and the accused student a written decision that contains findings of fact and a conclusion as to the guilt or innocence of the accused student.
   f. If the decision is that the student is guilty, the hearing officer will assess a penalty or penalties from the list below. The hearing officer will use his or her discretion in determining an appropriate penalty, except in the case of guilt of illegal use, possession, or sale of a drug or narcotic on campus, in which case the minimum penalty will be suspension from UT Southwestern for a specified period of time and the suspension of rights and privileges.

9. Rights of Both Parties During the Hearing
   a. The procedures in the hearing will assure that UT Southwestern's associate dean for student affairs (or other UT Southwestern representative) and the accused student are provided with certain rights:
      (1) At least five days prior to the hearing, each party will provide the other party with:
         (a) a list of the party's witnesses;
         (b) a brief summary of the testimony anticipated to be given by each witness;
         (c) a copy of each document to be introduced as evidence at the hearing.
(2) At the hearing, each party will have the right to:

(a) appear;

(b) present testimony of witnesses and documentary evidence;

(c) cross-examine witnesses of the other party;

(d) the assistance of an advisor of the party's choice; the advisor may be an attorney.

(e) If the accused student's advisor is an attorney, the associate dean for student affairs may have as an advisor an attorney from the UT System Office of General Counsel or the UT Southwestern Office of the Vice President for Legal Affairs.

(f) The advisors may confer with and advise their respective parties, but are not permitted to question witnesses, introduce evidence, make objections, or present arguments to the hearing officer.

10. The associate dean for student affairs may recommend a penalty to be assessed by the hearing officer. The recommendation should be based upon

   a. penalties for violations of a similar nature in the past
   b. the past disciplinary record of the accused student; or
   c. other factors deemed relevant by the associate dean for student affairs.

11. The accused student shall be entitled to respond to the recommendation of the associate dean for student affairs.

12. The hearing will be recorded by a representative of UT Southwestern, or a certified court reporter will be retained.

13. If either party appeals, the President may request that a transcript of the hearing be prepared. If prepared, each party will receive a copy at UT Southwestern’s expense.

14. The official records of the hearing will consist of

   a. the recording of the hearing (and transcript, if any);
   b. the documents and other items, if any, received in evidence; and
   c. the written decision of the hearing officer.
EDU-151P-03 Procedure if Student Does Not Dispute the Facts in a Disciplinary Matter

Handbook of Institutional Policies and Operating Procedures

Chapter 10: Students, Postdoctoral Scholars, Residents, and Fellows

Former Policy Number: 3.3.2.6
Last Reviewed: 1998
2014: Updated as appropriate to be consistent with current information regarding Regents’ Rules, names of institutional offices, and position titles.

1. Waiver
   If the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures specified in EDU-151P-02 Procedures if Student Disputes Facts in a Disciplinary Matter, the associate dean for student affairs will assess one or more of the penalties, specified below, that in his or her judgment is appropriate to the charges. The associate dean for student affairs will inform the student of such action in writing within five days of the student’s execution of the waiver.

2. Minimum Penalty for Drug Offense
   The minimum penalty that the associate dean for student affairs may assess when a student admits illegal use, possession, and/or sale of a drug or narcotic on campus, is suspension from UT Southwestern for a specified period of time and/or suspension of rights and privileges.

3. Appeal
   An appeal by the student to the President is limited to an appeal of the penalty.
1. Who May Appeal
   a. If the student did not dispute the facts and signed a waiver, the student may appeal the penalty imposed by the associate dean for student affairs to the President.
   b. If the student disputed the facts and a hearing was conducted, either the student or the associate dean for student affairs, may appeal the decision and/or penalty of the hearing officer.

2. Appeal Procedures
   a. Written notice of an appeal must be delivered to the President within 14 days after the appealing party has been notified of the penalty assessed by the associate dean for student affairs or the decision of the hearing officer. If the notice of appeal is sent by mail, the date the notice of penalty or decision is mailed initiates the 14-day period for giving notice of appeal.
   b. In a case in which the student does not dispute the facts, an appeal by the student of a penalty assessed by the associate dean for student affairs will be reviewed by the President solely on the basis of the written argument of the student and the associate dean.
   c. An appeal of the decision of the hearing officer by either party will be reviewed by the President solely on the basis of the record from the hearing, and written arguments of the parties. In addition, at the discretion of the President, both parties may make an oral presentation of their positions on appeal.
   d. In order for the appeal to be considered by the President, all the necessary documentation to be filed by the appealing party, including written argument, must be filed with the President within 14 days after the written notice of appeal is given.

3. Decision of the President
   a. If the appeal is from a decision of a hearing officer, the President may (with the exception noted in subsection b below)
      (1) approve the decision;
      (2) reject the decision;
      (3) modify the decision; or
      (4) require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision.
   b. Notwithstanding the provisions of subsection a above, if the accused student has been found guilty, and the President has upheld the decision in a case that involved the illegal use,
possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced by the President below a minimum penalty of suspension from UT Southwestern for a specified period of time and/or suspension of rights and privileges.

c. If the appeal is from a penalty assessed by the associate dean for student affairs in a case where the student did not dispute the facts and signed a waiver, the President may (with the exception noted in subsection d below): approve the penalty; reject the penalty; modify the penalty; or require that the associate dean for student affairs reconsider the penalty.

d. Notwithstanding the provisions above, if the associate dean for student affairs assesses a penalty in a case where the student has not disputed the facts and signed a waiver that involved the illegal use, possession, and/or sale of a drug or narcotic on campus, the penalty may not be reduced by the President below the minimum penalty of suspension from UT Southwestern for a specified period of time and/or suspension of rights and privileges.
PURPOSE OF PROCEDURE

The purpose of this procedure is to set forth a timely and equitable process for resolving complaints brought by students, residents, and applicants to any UT Southwestern school or training program involving sex discrimination, including sexual misconduct, sexual harassment, sexual violence, sexual assault, stalking, domestic violence, and dating violence, in violation of EDU-116 Sex Discrimination – Sexual Misconduct, Harassment, and Violence. This procedure constitutes the grievance procedure for alleging unlawful sex discrimination as required under Title IX of the Education Amendments of 1972; as used herein, “complaint” is synonymous with “grievance.”

This procedure is not applicable to complaints of sex discrimination brought by full-time, part-time, and temporary employees; individuals holding a faculty appointment; applicants for employment; and any individual participating in UT Southwestern services, programs, or activities, including but not limited to patients, visitors, volunteers, contractors, and vendors. All complaints about sex discrimination or sexual misconduct brought by individuals other than students, residents, or applicants to any UT Southwestern school or training program will be referred to the Office of Diversity & Inclusion and Equal Opportunity in accordance with the applicable UT Southwestern policy and procedure (see ETH-151 Equal Opportunity, ETH-154 Sexual Harassment and Sexual Misconduct, and ETH-151P Equal Opportunity Complaint, Investigation, and Resolution Procedure).

STEPS OF PROCEDURE

How to Submit a Complaint

1. Any student, resident, or applicant who believes that he or she has been subjected to conduct prohibited by EDU-116 is urged to immediately contact the Title IX Coordinator or a Deputy Title IX Coordinator for assistance with submitting a request to invoke the informal resolution process or to submit a formal complaint in accordance with this procedure.

2. Individuals wishing to remain anonymous can report incidents of known or suspected sex discrimination and file a
complaint. However, electing to remain anonymous may greatly limit UT Southwestern's ability to conduct a thorough investigation, collect evidence, stop the complained-of conduct, or take effective action against individuals accused of violating EDU-116.

3. Complaints should be submitted to the Title IX Coordinator or a Deputy Title IX Coordinator, preferably in writing, as soon as possible after the conduct giving rise to the complaint. Delay in making a complaint or report can greatly limit UT Southwestern's ability to conduct an investigation, implement appropriate interim measures, or take effective action against the alleged offender. In no case will a complainant be required to make a complaint or report of sex discrimination to the person accused of the conduct giving rise to the complaint.

4. Upon receipt of an informal or formal complaint, the Title IX Coordinator or Deputy Title IX Coordinator will attempt to inform the complainant of available campus and off-campus resources for further information and assistance. In the appropriate case, the Title IX Coordinator or a Deputy Title IX Coordinator will also evaluate whether interim measures are appropriate (see EDU-116).

Resolution Options

1. Any student, resident, or applicant who believes that he or she has been subjected to sex discrimination in violation of EDU-116 may invoke the informal resolution process and, if not satisfied with that process, may proceed directly to initiating a formal complaint.

2. The informal resolution process is not a pre-condition for making a formal complaint. However, both processes cannot be used at the same time, and once an individual has made a formal complaint, the informal resolution process is no longer available.

Informal Resolution Process

This process may be used to seek resolution of possible sex discrimination when the complainant does not wish to bring a formal complaint or as a prelude to bringing a formal complaint. Individuals are not required to use this option and may elect to end the informal resolution process at any time and begin the formal complaint process. The informal resolution process is not available to individuals alleging complaints involving sexual violence.

1. A complainant wishing to utilize the informal resolution process should submit a written request to the Title IX Coordinator or a Deputy Title IX Coordinator. The written request to invoke the informal resolution process should describe in detail the nature of the conduct complained of and the desired outcome. A request to invoke the informal resolution process can be made verbally, but a written request is preferred.

2. The Title IX Coordinator or a Deputy Title IX Coordinator will work with the complainant to seek a resolution informally. Strategies for informal resolution may include providing the complainant with guidance on communicating to the respondent that his or her behavior is unwelcome, directing a UT Southwestern official to notify the respondent that his or her behavior is unwelcome and should cease, other action by an appropriate UT Southwestern official to address the conduct, or mediation. However, UT Southwestern may take more formal action, including disciplinary action, to ensure an environment free from sexual misconduct or harassment.

3. The informal resolution process should be completed within fourteen (14) working days from receipt of a request for informal resolution. The Title IX Coordinator or Deputy Title IX Coordinator shall appropriately document the informal resolution process and the outcome.

4. If the complainant is not satisfied with the outcome of the informal resolution process, the complainant can bring a
formal complaint in the manner outlined below.

**Formal Complaint Process**

This process may be used to seek resolution of possible sex discrimination when the complainant wishes to file a formal complaint.

1. To initiate a formal complaint, the complainant should submit to the Title IX Coordinator or a Deputy Title IX Coordinator a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the complainant’s name, signature, and contact information; the name of the person(s) directly responsible for the alleged conduct; a detailed description of the conduct or event that is the basis of the complaint; all date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought; and any documents or other information relevant to the complaint.

2. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to submit a written complaint. If the complaint is not in writing, the Title IX Coordinator or a Deputy Title IX Coordinator should prepare a written statement of what he or she understands the complaint to be and seek to obtain verification from the complainant.

3. The Title IX Coordinator or a Deputy Title IX Coordinator will conduct an initial assessment of all formal complaints received. Based on the initial assessment, the Title IX Coordinator or a Deputy Title IX Coordinator may recommend an informal resolution. The complainant may accept the recommended informal resolution or elect to proceed with the formal complaint process.

4. After completion of the initial assessment, the Title IX Coordinator or a Deputy Title IX Coordinator may either dismiss the complaint or initiate an investigation. A complaint may be dismissed without investigation if: the facts alleged in the complaint, even if taken as true, do not constitute sex discrimination; the complaint fails to allege any facts that suggest sex discrimination occurred; or the appropriate resolution or remedy has already been achieved, or has been offered and rejected.

5. If it is determined that a complaint will not be investigated, the Title IX Coordinator or a Deputy Title IX Coordinator will send the complainant a notification letter within ten (10) working days explaining the decision. The complainant may, within ten (10) working days of the notification, appeal the decision not to proceed with an investigation to the Associate Dean. The written appeal must explain why the decision not to investigate the complaint was in error. The Associate Dean will respond within twenty (20) working days of receipt of the appeal. If the decision is overturned, the complaint will be sent back to the Title IX Coordinator or a Deputy Title IX Coordinator for investigation in accordance with the procedures outlined below. The Associate Dean’s decision is final.

6. If it is determined that a complaint will be investigated, the respondent shall be provided with a copy of the complaint and allowed the opportunity to respond verbally and/or in writing within a reasonable time. If the response is not in writing, the Title IX Coordinator or a Deputy Title IX Coordinator should prepare a written statement of what he or she understands the response to be and seek to obtain verification from the respondent.

7. The complainant and the respondent will have an equal opportunity to present any documents or other information that is believed to be relevant to the investigation of the complaint.

8. Persons reasonably thought to have relevant information will be interviewed and such interviews will be appropriately documented. Both the complainant and the respondent may recommend witnesses for interview and suggest questions that should be asked. However, neither the complainant nor the respondent may participate in
9. The investigation should be concluded as soon as possible after receipt of the written complaint. In investigations exceeding sixty (60) calendar days, an explanation for the delay will be provided to the complainant and the respondent. The complainant and respondent should be provided with regular updates on the progress of the investigation.

10. Within five (5) working days after completion of the investigation, the Title IX Coordinator or a Deputy Title IX Coordinator will send a written report to the Associate Dean. The report shall include a recommendation as to whether a violation of EDU-116 occurred, an analysis of the facts discovered during the investigation, recommended disciplinary action if any, and any other recommended remedial action. Factual conclusions shall be based upon a “preponderance of the evidence” standard, i.e., it is more likely than not that a fact the complainant or respondent seeks to prove is true.

11. Written notification of the outcome of the investigation and a summary of the findings will be sent to the complainant and the respondent within ten (10) working days of the Associate Dean’s receipt of the report. The complainant and the respondent have seven (7) working days from the date of the notification letter to submit written comments to the Associate Dean regarding the investigation and outcome. However, if the complaint is against a student, the contents of the notification letter will be in accordance with the Family Education Rights and Privacy Act’s (FERPA) and Texas Education Code § 51.971 restrictions on disclosure of educational records, and neither the complainant nor the respondent will be permitted to provide comments to the Associate Dean.

12. Within twenty (20) working days after the deadline for receipt of comments from the complainant or respondent, the Associate Dean will take one of the following actions: (1) request that the Title IX Coordinator or a Deputy Title IX Coordinator conduct further investigation into the complaint; (2) dismiss the complaint if the results of the completed investigation are inconclusive or there is not a preponderance of the evidence to support the complaint; or (3) find that EDU-116 was violated. A decision that EDU-116 was violated shall be made upon the record provided by the investigation, any comments submitted by the complainant or respondent, and the totality of the evidence and circumstances surrounding the conduct complained of, including but not limited to the context of the conduct, its severity, its frequency, and whether it was physically threatening, humiliating, or simply offensive in nature. Factual conclusions shall be based upon a “preponderance of the evidence” standard, i.e., it is more likely than not that a fact the complainant or respondent seeks to prove is true.

13. The complainant and the respondent will be informed concurrently in writing of the Associate Dean’s decision. However, if the complaint is against a student, then the contents of the decision letter will be in accordance with the Family Educational Rights and Privacy Act (FERPA) and Texas Education Code § 51.971. The Associate Dean’s decision is final.

14. If the Associate Dean determines that EDU-116 was violated, he or she will refer the matter for further disciplinary action in accordance with the applicable disciplinary policy and procedures based on the status of the respondent (e.g., student, resident, or employee). Possible disciplinary sanctions for employees may include, but are not limited to, a verbal warning, a documented counseling, a written warning, suspension, demotion, reassignment, dismissal, or nonrenewal of appointment. Possible disciplinary sanctions for students or residents may include, but are not limited to, probation, suspension, or dismissal.

**Provisions Applicable to the Informal Resolution and Formal Complaint Processes**

1. The complainant and respondent may be assisted by a person of his or her choice, who may be an attorney;
however, the assistant may not examine witnesses or otherwise actively participate in the investigation, including any meeting or interview. The Title IX Coordinator, Deputy Title IX Coordinator, and Associate Dean may be assisted by an attorney from the UT Southwestern Office of the Vice President for Legal Affairs, who also will not examine witnesses or otherwise actively participate in the investigation, including any meeting or interview.

2. Time limitations in these procedures may be modified at the discretion of the Title IX Coordinator, Deputy Title IX Coordinator, or the Associate Dean for good cause shown by the complainant, the respondent, or UT Southwestern.

3. Criminal or civil proceedings may continue concurrently with the informal resolution and formal complaint processes outlined herein. Criminal or civil justice investigations, proceedings, findings, or outcomes are not determinative of either the procedures described herein or any UT Southwestern disciplinary procedures. UT Southwestern will not wait for police investigations or criminal or civil justice proceedings to be completed before taking action under this procedure, as UT Southwestern has an independent duty to respond to complaints of sex discrimination. At the request of law enforcement, UT Southwestern may delay its investigation until after the initial stages of a criminal investigation are completed. In that event, UT Southwestern will keep the complainant informed regarding the status and implementation of appropriate interim measures.

4. In both the informal resolution and formal complaint processes, UT Southwestern will take steps to prevent recurrence of any sex discrimination and to correct its effects on the complainant and others, as appropriate.

5. UT Southwestern shall document the informal resolution and formal complaint processes and their outcomes and retain copies of all materials in accord with federal and state law and UT Southwestern policy. The Title IX Coordinator shall retain such documentation separately from complainants’ and respondents’ official UT Southwestern files and will release such documentation only as permitted by law.

6. Any person who knowingly and intentionally files a false complaint or interferes with or provides false information in the course of an investigation under this procedure will be subject to disciplinary action, up to and including dismissal or non-renewal of appointment.

7. The filing of a complaint under this procedure will not stop or delay any action unrelated to the complaint, including actions related to an individual’s failure to meet academic performance standards or standards of behavior or conduct.

Confidentiality

UT Southwestern has an obligation to maintain an environment free from sex discrimination. Thus, Responsible Employees, as defined herein, are required to report known or suspected incidents of sex discrimination that come to their attention and may not be able to honor an individual’s request for complete confidentiality.

UT Southwestern will attempt to find the right balance between the complainant’s desire for privacy and confidentiality and the responsibility to provide an environment free from sex discrimination. If the complainant requests that his or her name or other identifiable information not be revealed, UT Southwestern will evaluate that request in the context of UT Southwestern’s responsibility to provide a safe and nondiscriminatory environment. UT Southwestern may weigh the complainant’s request for confidentiality against multiple factors, including but not limited to: the seriousness of the alleged misconduct; whether there have been other complaints about the same individual; and the respondent’s right to receive information about the allegations, in accordance with federal and state law. Individuals who wish to remain entirely anonymous may report sex discrimination using the Compliance Hotline. In the course of investigating a complaint, UT Southwestern will share information only as necessary with authorized people who need to know in order to fulfill the
purpose of EDU-116 and this procedure, such as investigators, witnesses, and the respondent. UT Southwestern will take reasonable steps to ensure that there is no retaliation against a complainant or an individual who participates in an investigation or complaint proceeding. UT Southwestern will comply with the Family Education Rights and Privacy Act (FERPA), Texas Education Code § 51.971, and all other applicable confidentiality laws in the course of investigating and resolving complaints.

Non-disciplinary Remedial Actions

In addition to sanctions that may be imposed pursuant to the appropriate disciplinary policy, UT Southwestern will take appropriate remedial action(s), including but not limited to those below, to resolve complaints of sexual misconduct, prevent any recurrence, and, as appropriate, remedy any effects:

1. Imposing non-disciplinary sanctions against the respondent, including attending additional training, assignment of a mentor, a period of monitoring, etc.;
2. Ensuring that the complainant and respondent do not share classes, training environments, or extracurricular activities;
3. Making modifications to the on-campus living arrangements of the respondent or complainant (if the complainant requests to be moved);
4. Providing comprehensive victim services including medical, counseling, and academic support services, such as tutoring;
5. Providing other appropriate academic support, such as extra time to complete assignments or withdraw from a class without penalty;
6. Designating an individual trained in providing comprehensive services to assist victims of sexual violence;
7. Conducting an assessment of the overall learning and training environment to identify potential systemic misconduct;
8. Providing targeted training for a group of students if, for example, the sexual misconduct created a hostile environment in a particular course, rotation, training program, academic college, clinical environment, laboratory, etc. Bystander intervention and sexual misconduct prevention programs may be appropriate.

These potential remedies are separate from, and in addition to, any interim measures that may have been provided during the pendency of an investigation. If the complainant did not take advantage of a specific service (e.g., counseling) when offered as an interim measure, the complainant should still be offered, and is still entitled to, appropriate final remedies that may include services the complainant declined as an interim measure.

REFERENCES

- Title VII of the Civil Rights Act of 1972, and its implementing regulations, 29 C.F.R. §1604
- Clery Act, 20 U.S. C. 1092(f) and its implementing regulations, 34 C.F.R. Part 668
- ETH-151 Equal Opportunity
- ETH-151P-01 Equal Opportunity Complaint Investigation and Resolution Procedure
- EDU-116 Sex Discrimination – Sexual Misconduct, Harassment, and Violence
DEFINITIONS

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the victim with consideration of the following factors: (a) the length of the relationship; (b) the type of relationship; and (c) 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. It does not include domestic violence.

Domestic (Family) Violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Texas, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state of Texas.

Hostile Environment – sex-based harassment that is sufficiently severe or pervasive to deny educational opportunities or limit an individual’s ability to participate in UT Southwestern programs or activities. A hostile environment can be created by anyone involved in a UT Southwestern program or activity (e.g., administrators, faculty members, employees, students, vendors, patients, and visitors).

In determining whether a hostile environment exists, UT Southwestern considers the conduct in question from both a subjective and objective perspective. To conclude that conduct created or contributed to a hostile environment, the conduct must be unwelcome to the complainant and a reasonable person in the individual’s position would have perceived the conduct as undesirable or offensive.

To ultimately determine whether a hostile environment exists, UT Southwestern considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of the persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and (5) the degree to which the conduct affected an individual’s education. A single instance, if sufficiently severe, may be sufficient to create a hostile environment (e.g., sexual assault). Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Resident – for the purposes of this policy, any physician in any Graduate Medical Education program at UT Southwestern, including interns, residents, fellows, and subspecialty residents.

Responsible Employees – UT Southwestern employees who must report known or suspected incidents of sexual misconduct involving students, residents, or applicants to the Title IX Coordinator or Deputy Coordinators, including officials, administrators, faculty, supervisors, mentors, and academic advisors. Responsible Employees do not include individuals who are prohibited by confidentiality laws from reporting or identifying a victim without consent, including physical or mental health care professionals (Student Wellness and Counseling or other physician or counselor), pastoral or religious counselors,
rape crisis centers, etc.

**Retaliation** – any action adversely impacting the education or institutional status of an individual, or in any other manner harassing or discriminating against an individual, because he or she opposed sex discrimination; filed a complaint of sex discrimination; or testified for, assisted with, or participated in an investigation or other proceeding relating to sex discrimination.

**Sexual Assault** – a form of sexual violence that includes any offense that meets the definition of rape, fondling, incest, or statutory rape:

1. **Rape:** the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

2. **Fondling:** The touching of the private 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 or her age or because of his or her temporary or permanent mental incapacity.

3. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

4. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Sexual Harassment** – unwelcome conduct of a sexual nature including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's education or participation in UT Southwestern activities; (2) such conduct is sufficiently severe or pervasive that it interferes with an individual's education or participation in UT Southwestern activities, or creates an objectively hostile environment; or (3) such conduct is intentionally directed towards a specific individual and has the effect of unreasonably interfering with that individual's education or participation in UT Southwestern activities, or creating a hostile environment. Sexual harassment is a form of prohibited sex discrimination that includes:

1. Physical conduct, depending on the totality of the circumstances present, including frequency and severity, including but not limited to:
   a. unwelcome intentional touching; or
   b. deliberate physical interference with or restriction of movement;

2. Verbal conduct including but not limited to:
   a. explicit or implicit propositions to engage in sexual activity;
   b. gratuitous comments, jokes, questions, anecdotes, or remarks of a sexual nature about clothing or bodies;
   c. gratuitous remarks about sexual activities or speculation about sexual experiences;
   d. persistent, unwanted sexual or romantic attention;
   e. subtle or overt pressure for sexual favors;
3. Exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials; or deliberate, repeated humiliation or intimidation based upon sex.

Sexual Misconduct – a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes, but is not limited to, sexual harassment, sexual violence, sexual assault, sexual exploitation, sexual intimidation, domestic violence, dating violence, and stalking. The term also includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that does not rise to the level of sexual harassment but is unprofessional and inappropriate for the education and training environment. Sexual misconduct is a form of prohibited sex discrimination. Sexual misconduct can be committed by men or women, strangers or acquaintances. Sexual misconduct can occur between or among people of the same or opposite sex, and even between or among consenting individuals if conduct is of a sexual nature and is unprofessional or inappropriate for the education and training environment.

Sexual Violence – physical sexual acts perpetrated against a person’s will or where a person is incapacitated or otherwise incapable of giving consent. The term includes, but is not limited to, rape, sexual assault, sexual battery, sexual coercion, sexual abuse, indecency with a child, and/or aggravated sexual assault.

Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. For the purposes of this definition:

1. **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

2. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

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

Student – for the purposes of this policy, an individual who is enrolled and in attendance at the UT Southwestern Medical School, School of Health Professions, or Graduate School of Biomedical Sciences, including postdoctoral scholars appointed to academic training positions.
SEC-201: DRUG-FREE CAMPUS

CHAPTER 4: CAMPUS SECURITY AND PREPAREDNESS

POLICY RATIONALE AND TEXT

In compliance with the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act, and UT System policies, UT Southwestern is committed to providing a drug-free campus and workplace. Individuals who violate this policy will be subject to appropriate disciplinary action in accordance with UT Southwestern and UT System policies and may be referred for prosecution under State or Federal criminal laws.

Standards of Conduct

Possession and Use of Controlled Substances

UT Southwestern prohibits the unlawful purchase, manufacture, distribution, possession, sale, storage, dispensation, or use of a Controlled Substance while in or on premises or property owned or controlled by UT Southwestern, in vehicles used for UT Southwestern business, or while participating in UT Southwestern-related activities. This prohibition includes the distribution of a drug or Controlled Substance obtained pursuant to a prescription, except by a duly licensed and certified person. Controlled Substances may be used as prescribed for an individual by a duly certified medical practitioner or used for research in accordance with EHS-206 Controlled Substances for Non-Human Research.

An employee, faculty member, resident, or student who is found guilty (including a plea of “no contest”) or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a Controlled Substance that occurred in or on premises or property owned or controlled by UT Southwestern, in vehicles used for UT Southwestern business, or while participating in UT Southwestern-related activities shall report such action to UT Southwestern in writing within five (5) business days. Employees must report to the Director of University Employee Relations (University employees) or to the Manager of Human Resources Operations for University Hospitals (Hospital
employees). Faculty members must report to the Dean’s Office. Residents must report to the Office of Graduate Medical Education. Students must report to the associate dean of the applicable UT Southwestern school. Failure to timely report in the manner required by this policy could result in disciplinary action.

**Possession and Use of Alcohol**

UT Southwestern prohibits the unauthorized use or possession of alcohol while in or on premises or property owned or controlled by UT Southwestern, in vehicles used for UT Southwestern business, or while participating in UT Southwestern-related activities. Alcoholic beverages are allowed on UT Southwestern premises only with prior written approval of the President for specific events or as permitted in the A. W. Harris Faculty and Alumni Center, in accordance with SEC-204 Serving Alcohol on Campus. However, the use of alcohol in or on property owned or controlled by UT Southwestern or at UT Southwestern-related activities in any manner that adversely affects job performance or the safety of any other person is prohibited.

**Violations**

Individuals who violate this policy will be subject to disciplinary action in accordance with the UT Southwestern disciplinary policy and procedure applicable to the individual (e.g., student, resident, employee), up to and including termination or non-renewal of appointment.

In addition to the above-mentioned sanctions, any person who violates this policy can be referred for arrest and prosecution under appropriate State or Federal criminal laws.

**Resources, Assistance, and Education**

UT Southwestern recognizes drug, alcohol, and chemical abuse as treatable conditions that affect the lives and productivity of many individuals and offers the following education and resources for individuals in need of information and assistance:

- Each year, the University Police will distribute to all employees and students the Annual Security Report containing a copy of this policy and Appendix A, which includes a description of legal sanctions under State and Federal law for drug- and alcohol-related offenses and a description of the health risks of drug and alcohol abuse. Students and employees may obtain the most recent Annual Security Report from the University Police and on the UT Southwestern website.

- Employees in need of assistance with drug or alcohol abuse, dependence, or other related problems may contact Employee Assistance Program (EAP) for confidential counseling at 214-648-5330 or eap@utsouthwestern.edu.

- Students in need of assistance with drug or alcohol abuse, dependence, or other related problems may contact the Student Assistance Committee, Student Health Services (214-645-8690), or Student Wellness and Counseling (214-645-8680) for confidential counseling. (See EDU-117 Fitness for Participation.)

- Residents in need of assistance with drug or alcohol abuse, dependence, or other related problems are encouraged to voluntarily self-report to their program director, to seek guidance from the Committee on Physician Peer Review and Assistance (COPPRA), or to seek treatment from the Employment Assistance Program, or from another appropriate medical professional. (See Graduate Medical Education Policies and Procedures, Impaired Resident Physicians.)

**Biennial Review**

The Office of Business Affairs will review UT Southwestern’s drug and alcohol abuse program every two years in accordance
with applicable laws and regulations.

**SCOPE**

This policy applies to all UT Southwestern students including postdoctoral scholars appointed to academic training positions; to all employees, including faculty and staff members, clinical residents and fellows; and to volunteers, vendors, contractors, and other individuals involved in UT Southwestern-related activities.

**DEFINITIONS**

**Alcoholic beverage** – alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted. Under this policy, jello shots and powdered alcohol are included in the definition of alcoholic beverage.


**Prescribed drug** – any substance prescribed specifically for an individual by a licensed medical practitioner or used in an Institutional Review Board-approved protocol for human subjects research.

**UT Southwestern-related activities** – work, educational, research, training, or clinical activities or events sponsored or supported by UT Southwestern, regardless of whether the activities or events take place in or on premises or property owned or controlled by UT Southwestern.

**PREVIOUS HANDBOOK POLICY CHAPTER AND NUMBER**

- 2.8 Alcohol, Drugs, and Chemical Abuse
- HR Policy Memorandum 9.040 Possession of Use of Illegal Drugs

**RELATED STATUTES, OTHER POLICIES, REQUIREMENTS, OR STANDARDS**

- UT System Systemwide Policy UTS102 Drugs and Alcohol Policy
- UT System Systemwide Policy UTS164 Drug-Free University Community and Workplace Policy
- EDU-117 Fitness for Participation
- EDU-118 Drug Test Requirement
- EDU-151 Violations of Standards of Conduct
- EHS-206 Controlled Substances (for Non-Human Research)
- EMP-152 Security Sensitive Positions and Background Checks
- EMP-160 Drug Testing Requirement
- EMP-255 Fitness for Duty
• EMP-255P-01 Determining Fitness for Duty
• SEC-204 Serving Alcohol on Campus
• UHHR 4-300 Substance and Alcohol Abuse
• Annual Security Report

**APPENDIX**

Appendix A: Information for Students and Employees Regarding Illicit Drugs and Alcohol Abuse

**CONTACTS/FOR FURTHER INFORMATION**

• Office of Human Resources 214-648-9810
• Employee Assistance Program 214-648-5330
• University Police 214-648-8311
• Student Health Services 214-645-8690
• Student Counseling and Wellness 214-645-8680
• Student Assistance Committee
Health Risks of Alcohol and Drugs

Alcohol. Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking, resulting in a higher incidence of accidents and accidental death than for non-users. Prolonged alcohol abuse causes bleeding from the intestinal tract, vitamin and mineral deficiencies, psychotic behavior, loss of memory and coordination, impotence, inflammation of the pancreas, and usually irreversible damage to the liver, bone marrow, heart, testes, ovaries, muscles, nerves, and brain. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

Cocaine. Cocaine is a stimulant that is most commonly inhaled as a powder, though it can be dissolved in water and used intravenously or extracted as crack and smoked. Infrequent users can progress to dependence within a few weeks, experiencing psychological and behavioral changes such as over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Stopping use of cocaine requires considerable assistance, close supervision, and treatment.

Amphetamines. Patterns of use and effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations, and irreversible brain damage. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

MDA and MDMA (XTC, ecstasy). These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. As with other amphetamines, tolerance can develop quickly and overdose can happen. Heavy use and high doses can cause exhaustion, liver damage, anxiety, paranoia, delusions, and in rare cases with deaths in users known or previously undiagnosed heart conditions.

Rho hypnol (rophies, roofies, rope). This drug is in the same category of drugs as Valium, a benzodiazepine, but is more potent. Initially, it causes relaxation and reduction of anxiety; at higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. In higher doses or if mixed with other drugs or alcohol, it can cause amnesia, so that it is sometimes given intentionally to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, increases all effects and can cause respiratory arrest and death. Dependency can occur.

Heroin and other opiates. These drugs are usually taken intravenously. "Designer" drugs similar to opiates include fentanyl, Demerol, and "china white." Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

Hallucinogens or psychedelics. These include LSD, mescaline, peyote, and phencyclidine (PCP or "angel dust"). Use impairs and distorts perceptions, causes bizarre mood changes, and results in visual hallucinations involving geometric forms, colors, and persons or objects. Users may experience "flashbacks" consisting of distortions of virtually any sensation. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.
Solvent inhalants, e.g., glue, lacquers, plastic cement. Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

Marijuana (cannabis). Marijuana is usually smoked. Use of marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment and coordination. Prolonged use can lead to psychological dependence.

Intravenous drug use. In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV disease, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent damage may also result.

### PENALTIES UNDER TEXAS LAW

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacture or delivery of controlled substances (drugs)</td>
<td>Confinement in jail for a term of not more than 2 years or less than 180 days, and a fine not to exceed $10,000</td>
<td>Imprisonment for life or for a term of not more than 99 years nor less than 15 years, and a fine not to exceed $250,000</td>
</tr>
<tr>
<td>Possession of controlled substances (drugs)</td>
<td>Confinement in jail for a term not more than 180 days, a fine not to exceed $2,000, or both</td>
<td>Imprisonment for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed $250,000</td>
</tr>
<tr>
<td>Delivery of marijuana</td>
<td>Confinement in jail for a term not more than 180 days, a fine not to exceed $2,000, or both</td>
<td>Imprisonment for life or for a term of not more than 99 years nor less than 10 years, and a fine not to exceed $100,000</td>
</tr>
<tr>
<td>Possession of marijuana</td>
<td>Confinement in jail for a term not more than 180 days, a fine not to exceed $2,000, or both</td>
<td>Imprisonment for life or for a term of not more than 99 years nor less than 5 years, and a fine not to exceed $50,000</td>
</tr>
<tr>
<td>Driving while intoxicated (includes intoxication from alcohol, drugs, or both)</td>
<td>Confinement in jail for a term of not more than 180 days nor less than 72 hours, and a fine of not more than $2,000</td>
<td>Imprisonment for a term of not more than 10 years nor less than 2 years, and a fine not to exceed $10,000</td>
</tr>
<tr>
<td>Public intoxication</td>
<td>A fine not to exceed $500</td>
<td>Varies with age and number of offenses</td>
</tr>
<tr>
<td>Purchase of alcohol by a minor</td>
<td>A fine not to exceed $500</td>
<td>Varies with number of offenses</td>
</tr>
<tr>
<td>Consumption or possession of alcohol by a minor</td>
<td>A fine not to exceed $500</td>
<td>Varies with number of offenses</td>
</tr>
<tr>
<td>Sale of alcohol to a minor</td>
<td>A fine not to exceed $4000 or confinement in jail for not more than one year, or both</td>
<td>A fine not to exceed $4000 or confinement in jail for not more than one year, or both</td>
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### PENALTIES UNDER FEDERAL LAW

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
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<tbody>
<tr>
<td>Manufacture, distribution, or dispensing</td>
<td>A term of imprisonment for up to 5 years</td>
<td>A term of life imprisonment without</td>
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<td>drugs (includes marijuana)</td>
<td>and a fine of $250,000</td>
<td>release (no eligibility for parole) and a fine not to exceed $8,000,000 (for an individual) or $20,000,000 (if other than an individual)</td>
</tr>
<tr>
<td>Possession of drugs (including marijuana)</td>
<td>Imprisonment for up to one year and a fine of not less than $1,000</td>
<td>Imprisonment for not more than 20 years or less than 5 years and a fine of not less than $5,000 plus costs of investigation &amp; prosecution</td>
</tr>
<tr>
<td>Operation of a Common Carrier under the influence of alcohol or drugs</td>
<td></td>
<td>Impisonment for up to 15 years and a fine not to exceed $250,000</td>
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