Annual Security & Fire Safety Report 2020
2020 Annual Security and Fire Safety Report

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This report is also available on the LSCPA Website at

https://www.lamarpa.edu/Security/Report

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A MESSAGE FROM THE PRESIDENT

At Lamar State College Port Arthur, we are a community of students, faculty, and staff members dedicated to the mission of excellence in teaching and community service. To best accomplish this mission, we make safety a top priority by providing strong educational and prevention programs and services.

The 2020 Campus Security and Fire Safety Report includes information about the services the college provides and the resources available to the campus community. I encourage you to ask questions and share ideas with staff at LSCPA as we work together to protect all those who are on campus, helping maintain a safe, secure environment. Our goal is to serve everyone on campus, with a particular emphasis on student safety and security.

Safety is a shared responsibility at LSCPA and we work diligently to educate students, faculty, staff and visitors on how to work together to support one another, share information, and be active bystanders in ensuring a safe place.

In the coming year, we will continue to partner with student leaders and our professional colleagues in Student Services, including our Security staff, to educate and engage students in order to prevent crime, promote safe behaviors, and help one another to forge a safe campus environment. Areas of focus include getting student-commuters home safely, having an exceptionally trained on-campus security staff, and working diligently with Seahawk Landing Apartments as well as local businesses to prioritize student well-being.

We encourage our students, colleagues, families, community members and all other stakeholders to reach out to us with their needs, concerns, and ideas.

Betty Reynard, Ed.D., President
Lamar State College Port Arthur
ACCESSIBILITY TO INFORMATION AND NON-DISCRIMINATION STATEMENT

Lamar State College Port Arthur is committed to creating and maintaining an educational community in which each individual is respected, appreciated, and valued. Texas State University provides equal opportunity and access to all qualified persons. Texas State, to the extent not in conflict with federal or state law, prohibits discrimination on the basis of race, color, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity, or gender expression.

Lamar State College Port Arthur complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. All complaints related to sexual misconduct or sex discrimination should be reported to the Title IX Coordinator to make a report by emailing cooks@lamarpa.edu, calling 409-984-6146, or online via the LSCPA Title IX Website.

PREPARATION OF THE ANNUAL SECURITY AND FIRE SAFETY REPORT AND DISCLOSURE OF CRIME STATISTICS


LSCPA publishes this combined report at https://www.lamarpa.edu/Security/Report and notifies all employees and enrolled students of the location of the report via email.

Prospective employees and students are notified about the availability and location of the report on the LSCPA Human Resources Job Search website. Each applicant receives the link in an auto-reply email
message after submitting an employment application. Prospective students receive a link to the report via email on the application acknowledgment and welcome letter.

This report is prepared in cooperation with the Campus Security Office, Facilities, Office of the President, Risk Manager, Student Services, Title IX Coordinator, ITEX Property Manager, and Port Arthur Police Department. Each entity provides current information about its safety and security educational efforts and programs as well as statistical data. Beginning Spring 2021, LSCPA will send an annual written request to Campus Security Authorities (CSAs) requesting information about all Clery Act Crimes that occurred on LSCPA’s geography that were reported to them. LSCPA does allow individuals to report crimes on a confidential, voluntary basis for inclusion in the annual disclosure of crime statistics. Reports of criminal activity given to CSAs and reports of crimes made to local law enforcement agencies are requested and included in the Annual Security Report as required by the Clery Act.

REPORTING CRIMES AND OTHER EMERGENCIES

In emergency situations that may constitute an immediate threat to the health and/or safety of students and/or employees, or if the crime being reported is currently in progress, dial 911 or call the Campus Security Office at 409-984-6255 (extension 6255 from on-campus landlines). After hours and on weekends, the Campus Security Office can be reached at (409) 548-2048.

Pushing the call button on any Code Blue Emergency Call Station located around campus. The emergency call goes directly to the emergency cell phone carried by the security officer in charge for that shift.

The Campus Security Office will send a security officer immediately to the location reported and may contact Port Arthur Police Department via a shared radio channel if the situation or incident warrants, including requesting emergency medical services. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by the Port Arthur Police Department.

Members of the LSCPA community should report crimes and emergencies to Campus Security Office in order to be assessed for issuing timely warning notices and for inclusion in the annual crime statistics. LSCPA encourages its faculty and staff to inform persons seeking counseling or medical referrals of the opportunity to report crimes on a voluntary, confidential basis for inclusion in the college’s annual disclosure of crime statistics. This process is employed at the discretion of faculty and staff, as they deem appropriate.

LSCPA has adopted Guardian, a reporting platform that will help mitigate, deter, and control harmful and inappropriate behavior as well as help create a positive and safe learning environment for our campus community. Guardian allows the campus community to submit non-emergency incident reports at https://lscpa.guardianconduct.com/incident-reporting.
Reporting Emergencies in Campus Housing
In an emergency or threat to person or property, dial 911 and give a clear description of the problem, your location (including floor and room) and your name. Immediately following the call, please notify Resident Assistant, so that they may be of additional assistance.

Voluntary, Confidential Reporting
LSCPA does allow individuals to report crimes on a confidential, voluntary basis without including personally identifying information and encourages all victims or witnesses of a crime to file a report with the Campus Security. Individuals wishing to make a voluntary anonymous report to the Campus Security Office may do so by phone at 409-984-6255 or online via Guardian.

Anonymous reports may also be made to Campus Security Authorities (CSAs). CSAs who are submitting reports of Clery crimes to the Campus Security Office are not required to identify the victim by name if the victim wishes to remain anonymous.

Victims of sexual assault, dating violence, domestic violence, stalking, and other types of sexual misconduct that wish to remain anonymous will be directed to Confidential reporting resources.

Victims or witnesses who wish to remain anonymous and/or seek confidential support or resources, and who do not wish to pursue action with the college or police department are referred to local agencies that provide support to our students.

Anonymous reports of criminal activity will be included in the statistics presented in the Annual Security and Fire Safety Report if they meet Clery Act definitions.

Reporting to the LSCPA Campus Security Office
Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the LSCPA community when appropriate and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to the Campus Security Office and local law enforcement. Any alleged criminal actions (including sex offenses) or emergencies that occur on or off campus of the LSCPA can be reported in any of the following ways:

For Emergencies
In emergency situations that may constitute an immediate threat to the health and/or safety of students and/or employees dial 911 or call the Campus Security Office at 409-984-6255 (extension 6255 from on-campus landlines). After hours and on weekends, the Campus Security Office can be reached at (409) 548-2048.

Emergencies include any crime in progress, medical emergencies, a person being forced into a vehicle, a strange car repeatedly driving in the same area of campus, any intoxicated person, a safety hazard, or any situation that you believe is suspicious or dangerous.
For Non-Emergencies

- Call Campus Security Office at 409-984-6255 or personally visit the Campus Security Office located in the Student Center, Room 104 (first floor).
- Request that any campus employee assist with reporting any non-emergency incident.

Emergency Call Stations

LSCPA has installed Code Blue Emergency Call Stations around campus at the following high-traffic areas:

- In between Gates Memorial Library and the Ruby Fuller Building
- In front of the Performing Arts Center
- In the parking lot of the Sheila McCarthy Umphrey Industrial Technology Center

In the event of an emergency, these call stations can be used to contact the Campus Security Office.

Anonymous Reporting

Anyone with information on criminal activity can call 409-984-6255 to report a crime or fill out an online report via Guardian. You may remain anonymous when you report your crime tip. With such information, the college can keep an accurate record of incidents involving its students, determine if there is a crime pattern, help identify an assailant, and alert the campus community to potential danger.

See Voluntary, Confidential Reporting for more information.

Reporting to Other Campus Security Authorities

LSCPA expects that campus community members accurately and promptly report all crimes and other emergencies to the Campus Security Office at 409-984-6255 or online via Guardian. In some cases, when crime reports are not emergencies, we understand individuals may appropriately want to report to other campus offices as long as it is safe to do so.

Campus Security Authorities (CSAs) are individuals designated by LSCPA that have responsibility for campus safety and security or have significant responsibility for student and campus activities. These individuals receive special training. CSAs include campus security officers; individuals who are responsible for monitoring buildings or grounds, or with similar security responsibilities who are not part of the Campus Security Office; individuals or organizations specifically identified to receive reports of criminal offenses; and LSCPA officials with significant responsibility for student and campus activities, including but not limited to the President, VP of Academic Affairs, Dean of Student Services, student conduct, athletics, Title IX Coordinator and Deputy Coordinators, and advisors to student organizations.
Students are informed via the Student Handbook that they may report concerns to CSAs in addition to the Campus Security Office. CSAs must report immediately to the Campus Security Office all crimes or reports of criminal activity that are brought to their attention.

**Pastoral and Professional Counselors**

LSCPA supports professional and pastoral counselor’s professional obligations to not disclose or report certain incidents. Should a professional or pastoral counselor determine that Campus Security or police involvement and reporting is needed, Campus Security will work with the counselor to respond appropriately. LSCPA does not require pastoral and professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics unless the counselors would like to do so. Additionally, LSCPA is not required to provide a timely warning with respect to crimes reported to pastoral or professional counselors.

**ABOUT THE LSCPA CAMPUS SECURITY OFFICE**

The LSCPA Campus Security Office helps to provide a safe and pleasant environment for the students, faculty, staff, visitors and guests on campus. Through high visibility and the employment and help of off-duty police officers, the Campus Security Office works to deter occurrence of infractions and criminal activity. The officers patrol all LSCPA campus facilities on foot or in vehicles marked with LSCPA Security or Port Arthur Police vehicles. Campus security officers are available to provide escort service to anyone who may be concerned with their safety.

**Law Enforcement Authority**

Campus security officers have enforcement authority on property owned and controlled by the college. The streets contiguous to and running through the campus are under the authority of the Port Arthur Police Department. Campus security officers are authorized by state statute to enforce federal and state laws within their jurisdiction, in addition to rules and regulations issued by the Texas State University System Board of Regents. LSCPA campus security officers have no arrest powers.

The off-duty police officers employed by LSCPA are commissioned as peace officers under Texas Education Code 51.203 and are certified police officers under the requirements of the Texas Commission on Law Enforcement (TCOLE). Officers are sworn with the full powers of arrest and mandated to enforce all applicable federal and state laws, as well as local ordinances.
LSCPA will hire police officers from local agencies for relatively rare large events. These officers exercise full arrest authority while on campus at these events.

**Working Relationship with Local, State, and Federal Law Enforcement Agencies**

The LSCPA Campus Security Office enjoys a good working relationship with federal, state, local, city, and county law enforcement authorities and employs off-duty police officers. This working relationship with other area law enforcement agencies ensures that crimes and violations at nearby campus sites may be reported to LSCPA campus security officers and, if further assistance is needed, at on-campus locations. Additionally, the Campus Security Office has a shared radio channel with Port Arthur Police Department that makes communication easily accessible and timely.

**Crimes Involving Student Organizations at Off-Campus Locations**

LSCPA recognizes the right of college-affiliated groups and organizations to sponsor and hold off-campus events. The College assumes no responsibility for the conduct of participants nor for the financial and/or contractual obligations associated with off-campus events; however, the College does hold each group/organization and its officers responsible for abiding by all state and local laws and college policies.

Sponsoring groups or organizations and their officers are responsible for conducting off-campus events in a manner that reflects favorably upon themselves and the College, and for arrangements for adequate safeguards at these events.

Sponsoring groups or organizations and their officers are responsible for fulfilling all financial and contractual obligations entered into in conjunction with off-campus events.

Violations of law, unacceptable conduct, and/or failure to meet financial or contractual responsibilities may subject a group or organization to disciplinary action by the college. Monitoring and recording of criminal activity at off-campus locations of student organizations officially recognized by the College will be done through local police agencies. Regular contact between Campus Security and local law enforcement agencies is maintained to aid in the tracking of criminal activities. For purposes of reporting the data, the term “non-campus buildings” includes areas off campus owned or controlled by registered student organizations. However, the Campus Security Office has no responsibility for security policies, procedures, or safety at these locations.

**TIMELY WARNINGS – CRIME ALERTS**

The purpose of a timely warning notice is to notify the campus community of incidents that may pose a serious or ongoing threat to students or employees, to provide information that may enable college community members to protect themselves from similar incidents, and to aid in the prevention of similar crimes.
LSCPA provides timely warning notices to the campus community when the following Clery Act crimes are reported to have occurred on LSCPA’s Clery Act Geography and are considered to represent a serious or continuing threat to the safety of students or employees.

- Aggravated assault
- Arson
- Burglary
- Manslaughter by negligence
- Motor vehicle theft
- Murder/Nonnegligent manslaughter
- Robbery
- Sex offenses
- Domestic violence/dating violence/stalking
- Violations of liquor laws, drug law, or weapons possession law
- Any criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim (i.e.; hate crime). Bias categories include; race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin.

These warnings will be distributed if an incident is reported to an LSCPA Campus Security Authority (CSA) or if LSCPA is notified by local law enforcement. LSCPA has requested that local law enforcement agencies and CSAs notify the LSCPA Campus Security Office about crimes reported to them that may require a timely warning. Timely warnings may also be posted for other crime classifications and locations, as deemed necessary.

Timely warnings will be distributed without any personally identifying information of reporting parties or victims. All initial timely warning messages will begin with “LSCPA Timely Warning” to indicate the severity of the message and will provide, at a minimum, a brief description of the incident. The following information may also be included, if known and applicable to the incident:

- Type of crime
- Date, time and location of the crime
- Available suspect information
- Safety tips to help with the risk of being involved in a similar incident.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Danger and continuing danger to the campus
- Risk of compromising law enforcement efforts

Criminal reports are considered on a case-by-case basis, depending on the facts and the information known by LSCPA. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other LSCPA community members, and a timely warning may not
be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there may be no ability to distribute a “timely” warning notice to the community.

The following College administrators are involved in the timely warning process:

- The President or designee is responsible for coordinating the confirmation of a dangerous situation, creating notifications, and authorizing notifications to be sent. The President may delegate some or all of these responsibilities to, or collaborate with, other LSCPA personnel, including the Vice President of Academic Affairs, Physical Plant Director, the LSCPA Safety Committee, Title IX Coordinator, Dean of Student Services, the LSCPA Campus Security Office, and other staff related to the dangerous situation.
- The Office of Public Information is responsible for reviewing and coordinating the notifications sent out across all messaging platforms. Operational responsibility for sending notifications may be delegated.
- The LSCPA Campus Security Office receives notifications of crimes, emergencies, and other dangerous situations. The LSCPA Campus Security Office is responsible for notifying appropriate institution officials, who will then determine if a notification is necessary.
- Individuals designated as CSAs are required to notify the LSCPA Campus Security Office when they receive a report that a crime has been committed.

Timely warnings will contain information about the nature of the threat and allow members of the community to take protective action. They will be distributed through one or more of the following methods:

- Text message to a cell phone number registered in the College’s student information system or human resources system.
- E-mail notification to a MyLSCPA email account.
- Audio message to a cell phone or other telephone number registered in the College’s student information system or human resources system.
- Designated websites.
- Radio and TV alerts through local news media.
- Facebook.
- Other emerging communication platforms or messaging systems, to be determined per incident.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Lamar State College Port Arthur regularly reviews and annually updates plans and procedures for emergency response and evacuation for the campus community. Emergency plans and procedures as well as a variety of additional resources are available for viewing through the Emergency Operations Plan (EOP) & the Hazardous Communication Program (HCP).
The primary law enforcement response to emergencies occurring on LSCPA property are LSCPA Campus Security, Port Arthur Police Department, and Fire Department/EMS (Emergency Medical Services). Emergency response is provided by local EMS services. LSCPA Campus Security is usually first to respond to emergencies occurring on the LSCPA campus and works with the City of Port Arthur first responders when necessary to resolve the situation.

Types of Emergencies
Possible emergencies that may occur include, but are not limited to the following:

1. Active Shooter
2. Bomb Threat
3. Explosion
4. Fire
5. Flooding
6. Fumes and Vapors
7. Hazardous Substance Spills
8. Mechanical Failures
9. Utility Failures
10. Medical Emergencies and Community Health Issues
11. Public Relations Emergencies
12. Severe Weather (other than tropical weather)
13. Student Crisis (suicide, assault, etc.)
14. Technology, Telecommunications, and Information Services
15. Violent or Criminal Behavior (Campus shooting, rape, assault, etc.)
16. Hurricane and Tropical Weather Preparations

Given the potential day-to-day and large-scale hazards that may affect the LSCPA campus, a tiered approach has been established to define the appropriate response to any campus emergency. Each of the response levels is relative to the magnitude of the emergency. The approach is flexible enough to be used in an emergency response situation regardless of the size, type, or complexity of the emergency.

Levels of Emergency
Routine Response
Routine incidents occur on campus daily and are often handled by Campus Security or Physical Plant personnel. These incidents can be handled through normal response procedures and do not require additional resources from other campus units. The scope of the incident is well-defined and it can be resolved within a short time period. Policies and procedures relating to routine responses are developed and maintained by the responding units. A routine response does not require activation of the Emergency Operations Plan or the Crisis Management Team.
Limited Emergency

Limited emergencies are those incidents that significantly impact one or multiple campus units; are complex, or require interaction with outside response organizations; and/or require a longer or more intense response than the affected unit(s) can effectively manage. These incidents include extended power outages affecting single or multiple buildings, localized flooding, and hazardous material releases. Limited emergencies may be handled by the responding departments with support from local first responders such as Port Arthur Police and/or Fire Departments. The Director of Security will notify the President and/or Crisis Management Team members who will provide leadership and coordination support. The Emergency Operations Plan may be partially activated to support a limited emergency.

Major Emergency

Major emergencies include those incidents where many, if not all, campus units are impacted; normal campus operations are interrupted; response and recovery activities will continue for an extended period of time; and routine response procedures and resources are overwhelmed. Procedures for responding to a major emergency are contained within this plan. Major emergencies will likely require partial or full Emergency Operations Plan activation and full Crisis Management Team participation.

Roles and Responsibilities

President

- Pre-approve broad policy relative to emergency operations, risk management, and disaster response and recovery.
- Head the Crisis Management Team.
- Make the decision as to the appropriate level of response up to and including the evacuation of campus.
- Communicate decisions to the Vice Presidents, Executive Vice President, Director of Physical Plant (Campus Safety Officer), and Dean of Student Services (Director of Security).
- Maintain communications with Jefferson County Emergency Management Coordinator and Port Arthur Police Department.
- Decide when classes are to be canceled and campus closed or evacuated.
- Communicate with TSUS Chancellor and System Officers.

Executive Vice President for Finance and Operations

- Member of the Crisis Management, Assessment, and Disaster Response Teams
- Lead Crisis Management Team if President is unavailable.
- Communicate with President and advises on the College's state of readiness.
- Communicate with Disaster Response Team leaders.
- Communicate emergency instructions to Business Office supervisors.
- Communicate with TSUS Finance Officers.
- Communicate with Insurance Representatives.
Vice President for Academic Affairs
- Member of the Crisis Management, Assessment, and Disaster Response Teams
- Upon consultation with the President communicates when classes are to be canceled.
- Inform entire campus of the decision and timeline to limit services, close buildings or to evacuate campus.

Director of Physical Plant (Campus Safety Officer)
- Member of the Crisis Management, Assessment, and Disaster Response Teams
- Advise President, Crisis Management and Assessment Teams of campus conditions.
- Determine the structural safety and serviceability of any structure damaged during a disaster.
- Coordinate contractors and facilities staff in their response to a disaster.
- Coordinate damage repairs and reconstruction and advises the team on available resources and timelines.
- Procure, store, and maintain in an operable condition all supplies and equipment necessary to prepare the campus for a Tropical Weather event as outlined in this plan.

Director of Information Technology
- Member of the Disaster Response Team
- Coordinate with Vice President for Academic Affairs on initiation of Information Technology Services Department backup, recovery, and failover procedures.

Coordinator of Public Information
- Receives input from the President and Crisis Management Team regarding announcements to be made during and after an emergency event on campus.
- Develop and implement communication plan for campus evacuation, return to campus, and media response during assessment stage following an emergency event.

Dean of Student Services (Administrator Responsible for Security)
- Notify the President and/or Vice Presidents of all emergency situations, regardless of College wide impact, immediately upon occurrence of such an emergency.
- Supply the Crisis Management Team with timely updates to any emergency situation.

Athletics Director
- Member of the Disaster Response Team
- Implement evacuations of student athletes and dormitory residents during campus evacuations.

Crisis Management Team
The Crisis Management Team (CMT) will be convened should the President or any Crisis Management Team member determine the emergency event will have a wide-ranging or long-lasting effect. The Crisis Management Team will be the decision-making group throughout all phases of the emergency
event and campus response. The CMT will review all known information to decide on a course of action, proper response, public statement, and appropriate activities. As events develop or change, the team will communicate clearly before further action or further statements are issued.

Additional responsibilities of the CMT include:

- Assembling following each emergency event to evaluate how the situation was handled and make recommendations to better handle similar situations in the future.
- Conducting tabletop exercises and/or drills testing specific parts of the EOP on a yearly basis.
- Generating after-action reports after each emergency event, exercise, or drill and recommending updates to the EOP.

Training

The Risk Manager is responsible for the training of college employees annually in responding to an emergency. Mandatory drills will also be conducted annually to prepare students, faculty, and college employees to respond to an emergency. Measures will be taken to ensure coordination with the Department of State Health Services, local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.

Emergency Notification

The College uses the LSCPA Seahawk Emergency Communications System (eLERTS) to notify students, faculty and staff about any significant emergency or dangerous situation involving an immediate threat to health or safety, including school closures related to weather or other circumstances. Available phone numbers and email addresses in the college’s student registration and human resources systems are automatically enrolled in the eLERTS system. Additional contact points may be added through the MyLSCPA portal.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the life, safety, or security of the campus community occurring on campus, LSCPA will without delay, and taking into account the safety of the community, determine the content of emergency notification messages and initiate the notification system. The content of an emergency notification will contain information that will aid the campus community in responding to a particular situation or provide evacuation procedures when/if necessary.

Some emergency notifications are intended to be used by LSCPA community members when they become aware of a dangerous situation, such as fire alarms and/or certain severe weather. LSCPA community members are authorized to activate the appropriate alarm system when the corresponding emergency is occurring. The alarm systems in place are designed to notify others of the danger via audible and/or visual means.

The following campus officials have been designated to serve as authorized officials who are empowered to approve the content and issuance of written emergency notifications:
• President or designee
• Vice President for Finance and Support Services
• Director of Student Services

When an authorized official receives a report of an imminent or already occurring situation that poses an immediate threat to life, safety, or security on campus, they will confirm the report. Depending on the situation, confirmation may be achieved through one or more of the following sources:

• Investigation by LSCPA Campus Security Office
• Investigation by other LSCPA campus departments, including but not limited to, Dean of Students Services and/or Hazard & Safety Committee.
• Investigation by City of Port Arthur Fire Department and/or Police Department
• Jefferson County Emergency Services and/or Health Department
• Texas Department of State Health Services
• Media reports originating from the incident scene

The authorized official will determine, consulting with other campus officials as appropriate, how much information is appropriate to disseminate at different points in time. This determination will be based on the following:

• Nature of the incident or threat
• Segment to be notified
• Location of the incident or threat Depending on the circumstances

LSCPA may send emergency notification messages to the entire campus community or only a segment of the population. If a confirmed emergency-situation appears likely to affect a limited segment of the campus community, emergency notification messages may be limited to that group. If the potential exists for a very large segment of the campus community to be affected by a situation or when a situation threatens the operation of the campus as a whole, the entire campus will be notified. In any case, there will be a continuing assessment (including follow-up messages) of the situation and additional segments of the campus community may be notified if the situation warrants such action.

The authorized official will, considering the nature of the threat and the population to be notified, choose the appropriate communication tool(s) to utilize. LSCPA has at its disposal several tools that may be used to disseminate emergency notifications to the campus community. They will be distributed through one or more of the following methods:

• eLERTS system via Blackboard Connect
  o Text message to a cell phone number registered in the College’s student information system or human resources system.
  o E-mail notification to a MyLSCPA email account.
  o Audio message to a cell phone or other telephone number registered in the College’s student information system or human resources system.
• Designated websites.
• Radio and TV alerts through local news media.
• Facebook.
• Other emerging communication platforms or messaging systems, to be determined per incident.

Additional notification methods may include:

• Fire alarms
• Posted advisory messages
• Emergency responder announcements

The nature of the emergency will determine the types and extent of the notification. The authorized official will approve the issuance of notification and contact the Public Information Officer, who will issue the notification message as soon as possible if it is related to fire, or natural disasters. The authorized official will notify administration officials.

In case of an emergency, a message will be sent to registered email and phone numbers. All students and employees who have a @lamarpa.edu email address are automatically registered to receive email alerts in the eLERTS system; however, a student or employee may elect not to receive notifications from the College. This preference must be submitted electronically or in writing and must be renewed at the start of each academic year. The eLERTS system will be used to notify the campus community of any immediate threat to both life and safety.
General Evacuation Procedures
If you receive instructions to evacuate or a fire alarm is activated, immediately proceed to the nearest exit and leave the building. During an evacuation, the fire alarm will generally be the first notification system utilized. However, depending upon the circumstances of the emergency, you may receive a text message through the eLERTS system (Blackboard Connect). If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify the LSCPA Campus Security Office at 409-984-6255 or dial 911.

During an evacuation, please follow the following guidelines:

✓ Remain calm.
✓ Do not use elevators, use the stairs.
✓ If needed, assist persons with access or functional needs.
✓ If a person is unable to evacuate, attempt to move them to a safe location. Once you have evacuated the building, immediately inform first responders of the person’s location.
✓ Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
✓ Do not re-enter the building.

SECURITY OF AND ACCESS TO LAMAR STATE COLLEGE PORT ARTHUR FACILITIES

The President of Lamar State College Port Arthur is authorized by the Board of Regents of the Texas State University System to establish and administer regulations and procedures to provide for the security of campus buildings, equipment, and personnel.

Key System
The installation and maintenance of a key system and policies governing the use of that system is managed by the Physical Plant Department. In accordance with current policy, the President has delegated the administration of the Key Control System to the Director of Physical Plant in consultation with the Security Office.

The Director of Physical Plant will designate a key mechanic who will maintain all campus locks and manufacture keys as needed. No other person is authorized to install, alter, or remove locks without the approval of the President or the Director of the Security Office.

Cameras
An outdoor camera system covers the four main campus parking lots at the Carl A. Parker Multipurpose Center, the Performing Arts Center, Sheila McCarthy Umphrey Industrial Technology
Center, and Seahawk Landing (campus housing). The system currently includes 20 cameras and the College plans on expanding the system to be campus-wide in a phased approach.

The Campus Security Office oversees the camera system and has the ability to monitor the cameras both from within their office and within patrol vehicles.

**Emergency Call Stations**

Code Blue Emergency Call Stations are installed in the following high-traffic areas:

- In between Gates Memorial Library and the Ruby Fuller Building
- In front of the Performing Arts Center
- In the parking lot of the Sheila McCarthy Umphrey Industrial Technology Center

In the event of an emergency, these call stations can be used to contact the Campus Security Office.

View the LSCPA [Campus Map](#) online.

**Access to Facilities**

Exterior access to facilities is generally available to faculty, staff, and students from 7 a.m. to 10 p.m., Monday through Thursday, and from 7 a.m. to 5 p.m. on Fridays. Weekend hours vary according to class schedules. Employees may request building access keys for use after hours. Employees receiving building access keys must agree to follow entrance/exit procedures and sign a waiver of liability acknowledging the absence of campus security during after hour periods.

LSCPA has a public/private partnership with ITEX to provide a residential facility, Seahawk Landing. Residents are assigned key cards for their rooms and exterior doors require a passcode. A management office is on site and is open during normal business hours. LSCPA operates security cameras in the parking lot and ITEX operates security cameras in the entrances and common areas.

**Maintenance of Facilities**

The Physical Plant Department is responsible for the renovation, maintenance, repair, and operation of facilities at Lamar State College Port Arthur. These responsibilities encompass routine maintenance, extraordinary repairs/renovations, and service requests from campus personnel/departments. The Physical Plant Department is responsible for all preventative maintenance including:

- monitoring all buildings and mechanical systems to ensure their integrity and proper operation;
- scheduling and performing preventive maintenance on buildings and building-related equipment as necessary;
- maintaining the safety of all facilities and equipment; and
• coordinating the licensure and inspection of all building-related equipment/facilities as required by law.

**LSCPA RESPONSE TO SEXUAL AND GENDER VIOLENCE**

LSCPA does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts also can be forms of sex-based discrimination and are prohibited whether sexually based or not and include dating violence, domestic violence, and stalking.

As a result, LSCPA issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking whether the incident occurs on or off campus and when it is reported to a College official.

In this context, LSCPA prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

**Prohibited Conduct and Related College Policies**

The Texas State University System, its colleges and universities (collectively referred to as “System” and/or “Components” and used interchangeably herein) are committed to creating and maintaining educational communities in which everyone is respected, appreciated, and valued. The System diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels in academia. The System’s focus on tolerance, openness, and respect is key in providing every member of the TSUS community with basic human dignity free from harassment, exploitation, intimidation, or other sexual misconduct (to include domestic violence, dating violence, sexual assault and stalking as defined below). Any report of behavior that threatens our institutional values and breaches this policy shall be promptly investigated and remediated in accordance with principles of law, fairness, and equity to all parties involved.

The Texas State University System and its Components are firmly committed to maintaining an educational environment free from all forms of sex discrimination.

Sexual misconduct is a form of sex discrimination and will not be tolerated. The System and Components will maintain an environment that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. The Components will take prompt and appropriate action to eliminate sexual misconduct when such is committed, prevent its recurrence and remedy its effects.

College policies explain how LSCPA addresses these issues when they are reported to a College official. The following College policies address these issues:
• Texas State University System Sexual Misconduct Policy
  (NOTE: This policy applies to all members of the Texas State University System, including LSCPA.)
• Prohibition of Discrimination (Policy and Procedure Manual, Section 1.1 Equal Opportunity Policy)
• Code of Student Conduct

In addition to being defined in College polices, definitions of domestic violence, dating violence, sexual assault, and stalking, applicable to the State of Texas are provided in the Criminal Conduct section.

Protecting Minors on Campus
Texas state law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency. Any person who has reason to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect. This obligation applies to ALL members of the College community, including faculty, administrators, staff, and even students. In addition, there are special reporting obligations for certain employees defined as “professionals.” Licensed professionals including, “teachers, nurses, doctors, day care employees, and employees of a clinic or health care facility that provides reproductive services” have a specific duty to make a report not later than 48 hours after suspecting that a child has been or may be abused or neglected or that the child is the victim of the offense of indecency with a child.

A “child” is a person under 18 years of age. Neither Texas law nor any College policy allows individuals to delegate the duty to report child abuse or neglect.

Reporting suspicion to another individual or to a College official does not satisfy the reporting requirement. All employees are required to comply with College policy (Policy and Procedure Manual, 10.6 Campus Program for Minors & Child Abuse Training Requirements); however, an employee’s first obligation is to protect the child by reporting to law enforcement or the Department of Family and Protective Services. Any person who

SEXUAL MISCONDUCT

Sexual Misconduct is 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 Assault, Sexual Exploitation, Sexual Intimidation, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking as defined in the Texas State University System Sexual Misconduct Policy.

Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between or among people of the same or opposite sex.
knowingly fails to report suspected child abuse or neglect commits a Class A Misdemeanor, which is punishable by up to one year in jail and/or a fine of up to $4,000.

One can contact:

- 911 to report an emergency
- Local law enforcement in your area
- Texas Department of Family and Protective Services at its toll-free, 24-hour Family Violence Hotline at 1-800-252-5400

**Criminal Conduct**
The State of Texas criminalizes dating violence, family violence (including domestic violence), sexual assault, and stalking. Law enforcement can investigate a reported crime.

**Dating Violence**
Dating Violence, as defined by the Texas Family Code, Section 71.0021, means an act, other than a defensive measure to protect oneself, by an actor that:

1. is committed against a victim or applicant for a protective order:
   a. with whom the actor has or has had a dating relationship; or 
   b. because of the victim’s or applicant’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and 
2. is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault.

For purposes of Texas Family Code, Section 71.0021, “dating relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

- the length of the relationship;
- the nature of the relationship; and
- the frequency and type of interaction between the persons involved in the relationship.

A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a “dating relationship.”

**Family Violence (Domestic Violence included)**
Family Violence, as defined by the Texas Family Code, Section 71.004, states family violence means:

1. an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;
2. abuse, as that term is defined by Sections 261.001(1)(C), (E), (G), (H), (I), (J), and (K), by a member of a family or household toward a child of the family or household; or
3. dating violence, as that term is defined by Section 71.0021.

**Sexual Assault**

Sexual Assault, as defined by the Texas Penal Code, Section 22.011, states a person commits an offense if:

1. the person intentionally or knowingly:
   a. causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
   b. causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
   c. causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

2. regardless of whether the person knows the age of the child at the time of the offense, the person intentionally or knowingly:
   a. causes the penetration of the anus or sexual organ of a child by any means;
   b. causes the penetration of the mouth of a child by the sexual organ of the actor;
   c. causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
   d. causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
   e. causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

The law states a sexual assault is without the consent of the other person if:

1. the actor compels the other person to submit or participate by the use of physical force, violence, or coercion;
2. the actor compels the other person to submit or participate by threatening to use force or violence against the other person or to cause harm to the other person, and the other person believes that the actor has the present ability to execute the threat;
3. the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
4. the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
5. the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
6. the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
7. the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
8. the actor is a public servant who coerces the other person to submit or participate;
9. the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;
10. the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser;
11. the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code; or
12. the actor is a health care services provider who, in the course of performing an assisted reproduction procedure on the other person, uses human reproductive material from a donor knowing that the other person has not expressly consented to the use of material from that donor.

Stalking
Stalking, as defined by the Texas Penal Code, Section 42.072, states a person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

1. constitutes an offense under Section 42.07 (Harassment), or that the actor knows or reasonably should know the other person will regard as threatening:
   a. bodily injury or death for the other person;
   b. bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
   c. that an offense will be committed against the other person's property;
2. causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
3. would cause a reasonable person to:
   a. fear bodily injury or death for himself or herself;
   b. fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
   c. fear that an offense will be committed against the person's property; or
   d. feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

Consent
Consent is an informed and freely and affirmatively communicated willingness to participate in a particular sexual activity. Consent can be expressed either by words or by clear and unambiguous
actions, as long as those words or actions create mutually understandable permission regarding the conditions of each instance of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to ensure that s/he has the consent of the other to engage in each instance of sexual activity. (The definition of consent for the crime of sexual assault in Texas can be found in Texas Penal Code Section 22.11.)

LSCPA will consider the following factors in determining whether consent was provided:

- consent is a voluntary agreement or assent to engage in sexual activity;
- someone who is incapacitated cannot consent;
- consent can be withdrawn at any time;
- past consent does not imply future consent;
- silence or an absence of resistance does not imply consent;
- consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- coercion, force, or threat invalidates consent; and
- being intoxicated or under the influence of alcohol, drugs, or any other substance is never an excuse for engaging in sexual misconduct.

Related Texas Laws

Victims’ Bill of Rights

The Campus Sexual Assault Victims’ Bill of Rights is a federal law (part of the Clery Act) that requires all colleges and universities participating in federal student aid programs to give sexual assault Victims certain basic rights. The following rights are provided in writing to the Victim:

- Victims shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be simultaneously informed of the outcome of any disciplinary proceeding.
- Victims shall be notified of counseling services.
- Victims shall be notified of options for changing academic and living situations.

A victim of crime is defined by Chapter 56 of the Code of Criminal Procedure as:

1. someone who is the victim of sexual assault, kidnapping or aggravated robbery or who has suffered bodily injury or death because of the criminal conduct of another,
2. the close relative (spouse, parent, adult brother or sister, or child) of a deceased victim or
3. the guardian of a victim.

The law also applies to victims of juvenile crime, including victims who suffer property loss.

Assistance for Victims: Rights and Options

Regardless of whether a Victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist Victims of sexual assault, domestic violence,
dating violence, relationship violence, and stalking and will provide each Victim with a written
explanation of their rights and options, including right to notify law enforcement, option to attend
counseling and seek medical attention, right to know the outcome of disciplinary proceedings, option
to change academic and living situations and right to have an advisor/advocate assist the victim.

The College has procedures in place that are sensitive to those who report sexual assault, domestic
violence, dating violence, and stalking. See Procedures for Reporting a Complaint for more
information.

The State of Texas intends that victims of crime receive the following safeguards, assurances, and
considerations:

- The Texas Constitution (Article I, Section 30) provides victims of violent crime with the right,
  upon their request, to receive notice about court proceedings and the conviction, sentence,
  imprisonment and release of the accused.
- Texas Victim Information and Notification Everyday (VINE) is a system that notifies registered
  persons of suspect/offender status and court event changes. Notifications are sent when a
  suspect/offender is released or transferred, there is a change in custody status (e.g., death,
  escape), or a court event has been set or changed.
  - VINE 24-hour information on jail status and court events: 1-877-894-8463
  - Texas VINE website

LSCPA 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 on the
results of any disciplinary proceeding conducted by such institution against a student who is the
alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime
or offense, the next of kin of such victim shall be treated as the alleged victim.

Texas Crime Victims’ Rights
Under Texas law, a victim of domestic violence, dating violence, sexual assault, stalking, or other
violent crime is guaranteed rights and participation in the criminal justice system. These rights extend
to the guardian of the victim and to a close relative if the victim is deceased. The full text is available at
Article 56.02-56.021 of the Code of Criminal Procedure. Questions about these rights and how to
exercise them may be directed to the Texas Department of Criminal Justice Victim Services Division at
(800) 848-4284 or victim.svc@tdcj.texas.gov.

Victims may also be eligible for the Texas Crime Victims Compensation Program.

Sex Offender Registration/Campus Sex Crimes Prevention Act (Megan’s Law)
The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of
higher education to issue a statement advising the campus community where law enforcement agency
information provided by a State concerning registered sex offenders may be obtained. It also requires
sex offenders already required to register in a State to provide notice, as required under State law, of
each institution of higher education in that State at which the person is employed, carries on a
vocation, volunteers services or is a student. In Texas, convicted sex offenders must register with the Texas Department of Public Safety (TxDPS). This information can be found on the TxDPS website.

**Assistance and Support Available to Victims**

The College may issue an institutional no contact order if deemed appropriate. To the extent of the Victim’s cooperation and consent, College offices will work collaboratively to ensure that the Victim’s health, physical safety, work and academic status are protected. For example, if reasonably available, a Victim may be offered changes to academic, living or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

Personal identifiable information about the Victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the Victim.

- Publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim.
- LSCPA does not publish the name of crime victims or other personally identifiable information regarding victims or complainants in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Clery Act.
- If a Timely Warning Notice or an emergency notification is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, or any other Clery Act reportable crime, the name of the victim or complainant and other personally identifiable information will be withheld.
- LSCPA will maintain as confidential, any accommodations or protective measures provided to the Victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

**Who Could I Talk To?**

If a victim chooses to report sexual assault, relationship violence, sexual misconduct, or stalking to the police, the police officer will need to obtain a statement describing the details of the crime.

**On Campus Support Resources**

The following On Campus Resources are available to support victims of sexual assault, relationship violence, sexual misconduct, or stalking.

*Title IX Coordinator*

The Title IX Coordinator oversees the College’s response to reports and complaints of sex discrimination (including sexual assault, sexual misconduct, relationship violence, and stalking).
The Title IX Coordinator can receive a complaint, provide information or answer questions about the complainant’s rights or course of action available to them, and can answer questions about the College policies or procedures relating to sex discrimination.

For more information on how to report, see Procedures for Reporting a Complaint.

**Susan Cook, Title IX Coordinator**  
Madison Monroe Education Building, Room 208I  
409-984-6146  
cooks1@lamarpa.edu  
LSCPA Title IX Website

**Dean of Student Services**  
The Dean of Student Services is the chief student personnel officer. The Dean of Student Services reports directly to the President and is responsible for Financial Aid, Admissions and Records, Advising, Student Activities, and Campus Security. The Dean of Student Service is also a Title IX Deputy Coordinator and aids and provides support to students who experience prohibited conduct.

**Tessie Bradford, Ed.D., Dean of Student Services**  
Student Center, Room 301  
409-984-6156  
bradfordts@lamarpa.edu  
Dean of Student Services Website

**Human Resources**  
Human Resources works with Title IX and supervisors to address prohibited conduct by employees. HR also aids and provides support to employees who experience prohibited conduct.

**Tammy Riley, Director**  
Business Office Building, Office 122  
(409) 984-6237  
rileytl@lamarpa.edu  
Human Resources Website

**Confidential Reporting**  
Victims who would like to make a confidential report may contact:

**Laurie Marcantel, M.Ed., L.P.C., A.T.S.**  
Disability Services Coordinator  
Madison Monroe Education Building Rm 231B  
(409) 984-6241  
marcantella@lamarpa.edu.
Campus Security Office
The mission of the Campus Security Office is to help provide a safe and pleasant environment for the students, faculty, staff, visitors, and guests on campus. Through high visibility and the help of off-duty police officers, the Campus Security Office does its best to deter occurrence of infractions. The Office’s patrol system and campus escort service afford opportunities to see and be seen.

In emergency situations that may constitute an immediate threat to the health and/or safety of students and/or employees, or if the crime being reported is currently in progress, dial 911 or call the Campus Security Office at 409-984-6255 (extension 6255 from on-campus landlines). After hours and on weekends, the Campus Security Office can be reached at (409) 548-2048.

Victims of a crime who wish to make a report, should contact the Campus Security Office at 409-984-6255. Experienced security officers will help you make a report.

Campus Security Office Website

Community Resources
Local
- Family Services Women and Children's Shelter 24-Hour Crisis Intervention Line: 409-832-7575 or Toll-free 1-800-621-8882
- Rape and Suicide Crisis of Southeast Texas 24-Hour Crisis Line (Suicide, Sexual Assault, General Crisis): (409) 835-3355 or Toll-free 1-800-793-2273
- Family Services Counseling Program: 409-833-2668 ext. 100 to make a counseling appointment
- Samaritan Counseling Center: 409-721-5554
- Buckner Children and Family Services: 409-861-1123
- **Catholic Charities**: 409-924-4426
- **City of Port Arthur Health Department**: 409-983-8832
- **Southeast Council on Alcohol and Drug Abuse**: 409-842-2408 or 409-842-2456
- **Triangle Area Network**: 409-832-8338
- **Employee Assistance Program (Interface EAP, Inc.)**: 713-781-4463 or Toll-free 1-800-324-4327
- **Hope Women's Resource Clinic**: 409-898-4005

**Hospitals**
- **Christus St. Mary Hospital** (Port Arthur): 409-984-7431
- **The Medical Center of Southeast Texas** (Port Arthur): 409-724-7389
- **Baptist Hospital** (Beaumont): 409-212-5000
- **Christus St. Elizabeth** (Beaumont): 409-892-7171

**Emergency Centers**
- Golden Triangle Emergency Center: 409-237-5870
- Neighbors Emergency Center: 409-722-9554

**Police Departments**
- Emergency Dial 911
- **Port Arthur**: 409-983-8600
- **Beaumont**: 409-832-1234
- **Orange**: 409-883-1026

**Legal Services**
- **Jefferson County Bar Association Lawyer Referral Services** (All Services, including Immigration)
- **Texas Advocacy Project Legal Help Line** (Domestic Violence, Sexual Assault, and Stalking): 1-800-374-4673 (HOPE)
- **Legal Aid for Survivors of Sexual Assault**: 1-800-303-7233 (SAFE)

**County**
- **Jefferson County Victim’s Assistance Center** (District Attorney’s Office): 409-835-8550
- **Court Appointed Special Advocates-CASA**: 409-832-2272, Advocates for Children, Orange, TX-877-586-6548
- **Jefferson County Dispute Resolution Center**: (409) 983-8317

**State**
- Texas Department of Family and Protective Services **24-hour Family Violence Hotline**: 1-800-252-5400
- **Texas Health and Human Services Commission**: dial 2-1-1 or (977) 541-7905

**Other Resources**
- **National Domestic Violence Hotline**: 1-800-799-SAFE (7233)
- **Rape, Abuse, and Incest National Network**: 1-800-656-4673 (HOPE)
- **U.S. Department of Justice**
U.S. Department of Education, Office of Civil Rights

The Complaint Process
Policy and procedures for handling complaints of sexual assault, domestic violence, dating violence, stalking, and other sexual misconduct are detailed in the Texas State University System Sexual Misconduct Policy and Procedures. This section contains an overview of the process.

Confidentiality
The identity of the following individuals is confidential and not subject to disclosure under the Texas Public Information Act, unless such individual(s) waive nondisclosure in writing:

- an alleged victim of an incident of sexual misconduct;
- a person who reports an incident of sexual misconduct;
- a person who sought guidance from LSCPA concerning such an incident;
- a person who participated in LSCPA’s investigation of such an incident; or,
- a person who is alleged to have committed or assisted in the commission of sexual misconduct, provided that after completion of the investigation, the Component determines the Complaint or Report to be unsubstantiated or without merit.

The identity of these individual(s) may only be disclosed to the following:

- LSCPA, as necessary to conduct an investigation and resolution of the investigation;
- the person or persons alleged to have perpetrated the incident of sexual misconduct, to the extent required by other law;
- a law enforcement officer, as necessary to conduct a criminal investigation;
- potential witnesses to the incident, as necessary to conduct an investigation; or,
- a health care provider in an emergency situation, as determined necessary by the LSCPA.

If there is a direct conflict between the requirements of FERPA and the requirements of Title IX, such that enforcement of FERPA would interfere with the primary purpose of Title IX to eliminate sex-based discrimination in schools, the requirements of Title IX override any conflicting FERPA provisions.

Prohibition on Retaliation
LSCPA takes reports of sexual misconduct very seriously and will not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of sexual misconduct, or otherwise participating in any way in the process of investigating or adjudicating an incident of sexual misconduct. Any actual or threatened retaliation, or any act of intimidation to prevent or otherwise obstruct the reporting, investigating, or adjudicating of sexual misconduct may be considered a separate violation of policy and may result in disciplinary sanctions.
Procedures for Reporting a Complaint

If any member of the LSCPA community is a victim of any type of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, there are services available to assist.

First, however, the individual’s safety is of utmost importance. If you or a member of the community is in immediate danger or it is otherwise an emergency situation, LSCPA encourages you to contact local law enforcement by dialing 911. If on campus, you may contact Campus Security at 409-984-6255.

Please note that as per the Texas State University System Sexual Misconduct Policy, the College will not take any disciplinary action for prohibited conduct (e.g., underage drinking, illegal use of drugs) in relation to or concurrently with an incident of sexual misconduct, against a person who is enrolled with or employed by the College for any violation of the College’s applicable code of conduct, provided:

- the person acts in good faith;
- the violation of the code of conduct arises out of the same facts or circumstances as a Complaint or Report of sexual misconduct;
- the violation of the code of conduct is not punishable by suspension or expulsion; and
- the person is not reporting his or her own commission or assistance in the commission of sexual misconduct.

Reporting as a Victim

LSCPA has procedures in place to sensitively respond to those who report relationship violence, sexual assault, sexual misconduct, and stalking, including informing individuals about their right to file criminal charges as well as the availability of assistance in the form of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

LSCPA will make such accommodations, if the victim requests them and if they are reasonable, regardless of whether the victim chooses to report the crime to local law enforcement. A victim may decline to notify local law enforcement; however, LSCPA will assist victims who choose to make such reports. When making a report to a law enforcement agency, a victim may use a pseudonym so that their name will not appear in public files.

See Related Texas Laws: Victims’ Bill of Rights for important information.

Whether the incident occurred on or off campus, victims should contact the Title IX Coordinator to make a report by emailing cooksl@lamarpa.edu, calling 409-984-6146, or online via the LSCPA Title IX Website. The Title IX Coordinator will provide victims with information in writing about assistance and accommodations.

Victims may also notify the following individuals, who will assist with making a report to the Title IX Coordinator:
Preserving Evidence
Following an assault, find a safe place away from the attacker and out of danger. To preserve physical evidence, victims should not bathe, urinate, douche, shower, drink, or change clothes. This will preserve evidence that can be used later if a victim decides to file a police report or may be helpful in obtaining a protection order. Victims can undergo a medical (sexual assault) exam to preserve physical evidence with or without police involvement. This should be done immediately after or as soon after the incident as possible, although evidence may still be able to be collected even after several days.

If possible, victims should not clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours.

Victims should contact CHRISTUS Southeast Texas St. Elizabeth (2830 Calder Street, Beaumont, TX 77702, 409-892-7171) for a sexual assault examination by a Forensic Nurse Examiner and to receive prompt, thorough medical care. If the victim has been taken to a different medical facility, they may still be able to be seen by the Forensic Nurse Examiner. Victims may choose to have someone take them to the emergency room or a police officer can meet them at their location to provide transportation.

In circumstances of sexual assault, if Victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

For victims of dating violence, domestic violence, stalking, and other types of sexual misconduct, it is important to preserve other types of evidence, such as:

- pictures or audio or video recordings
- text messages or other instant message conversations
- social media posts and messages
- emails, notes and letters
- call logs or any other type of communication not already mentioned
- logs or other copies of documents
- other similar types of evidence

Reporting as a Student with Knowledge of Sexual Misconduct
A student who believes that any type of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, has occurred may inform the Title IX Coordinator by emailing cooksl@lamarpa.edu, calling 409-984-6146, or online via the LSCPA Title IX Website.
Reporting as an Employee with Knowledge of Sexual Misconduct
All employees, with few exceptions are Responsible Employees and have an obligation to report sexual misconduct. See What are Responsible Employees Required to Report? for more information about reporting obligations.

Reporting as a Visitor or Member of the General Public
Anyone with knowledge of sexual misconduct associated with the College may inform the Title IX Coordinator by emailing cooksl@lamarpa.edu, calling 409-984-6146, or online via the LSCPA Title IX Website. Anonymous reporting options are available. See Confidential and Anonymous Reporting for more information.

Confidential and Anonymous Reporting
Victims who would like to make a confidential report may contact:

Laurie Marcantel, M.Ed., L.P.C., A.T.S.
Disability Services Coordinator
Madison Monroe Education Building Rm 231B
(409) 984-6241
marcantella@lamarpa.edu.

LSCPA provides an avenue for anonymous reporting of sexual misconduct online via the LSCPA Title IX Website. Individuals wishing to remain anonymous also may report suspected assault or retaliation to the TSUS Compliance and Ethics Line.

Reporting Sexual Interpersonal or Stalking Crimes to Responsible Employees
Before a victim or reporting party reveals any information to a Responsible Employee, the employee should ensure that the victim or reporting party understands the employee’s reporting obligations. If the victim or reporting party requests anonymity and confidentiality, the Responsible Employee should refer the victim to a Confidential Employee. See Confidential and Anonymous Reporting for more information.

If the victim or reporting party reports an incident to the Responsible Employee but also requests confidentiality or requests that the matter not be investigated, the employee should tell the victim that the College will consider the request but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will inform the Title IX Coordinator of the victim or reporting party’s request for confidentiality.

Who are Responsible Employees?
Responsible Employees are employees of LSCPA that are engaged in the course and scope of their employment, including Campus Security. All LSCPA employees are responsible employees, except for Confidential Employees. Confidential Employees have been designated as being able to take confidential reports of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, without
having to report the victim’s identity or other confidential information to the Title IX Coordinator. See 
Confidential and Anonymous Reporting for more information.

What are Responsible Employees Required to Report?
Responsible Employees must comply with their obligation to promptly report sexual misconduct, 
including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, 
dating violence, relationship violence, or stalking, to the Title IX Coordinator by email at 
cooks1@lamarpa.edu, by phone at 409-984-6146, or online via the LSCPA Title IX Website. They must report all relevant details about the alleged sexual misconduct shared by the victim or reporting party.

A Responsible Employee shall share all information relevant to the investigation, and if applicable, redress of the incident, including whether an alleged victim or other necessary parties have expressed a desire for confidentiality in reporting the incident. A Responsible Employee should not share information with law enforcement without the victim or reporting party’s consent unless the victim or reporting party has also reported the incident to law enforcement.

A Responsible Employee is required to report under the following conditions:

- the employee is in the course and scope of employment, at the time the employee witnesses or receives information regarding the occurrence of sexual harassment, sexual assault, dating violence, or stalking, or any other sexual misconduct defined in this Policy; and,
- the employee reasonably believes the incident constitutes sexual harassment, sexual assault, dating violence, or stalking, or any other sexual misconduct defined in this policy; and,
- the incident of sexual harassment, sexual assault, dating violence or stalking or any other sexual misconduct defined in this policy, was either committed by or against an enrolled student or an employee of the component at the time of the incident.

A Responsible Employee is not required to report under the following conditions:

- the person was the victim of such conduct; or,
- the person received information due to a disclosure made at a public awareness event sponsored by LSCPA or another TSUS member institution or by a student organization affiliated with LSCPA.

Procedures for Investigating and Resolving a Complaint
In this section, the term Complainant refers to the victim, Respondent refers to the person accused of misconduct, and the term Party refers to either the Complainant or Respondent.

Allegations Received
Upon receipt of an allegation of sexual misconduct, the Title IX Coordinator will:

- promptly contact the Complainant to discuss the availability of supportive measures, Complainant’s wishes with respect to Supportive measures, and the availability of supportive measures with or without the filing of a formal complaint or report;
- explain to the Complainant the process for filing a formal complaint or report;
• provide an electronic and/or hard copy of the Texas State University System Sexual Misconduct Policy, which explains the process and rights of all Parties;
• request additional information regarding the reported incident;
• explain the investigatory process;
• explain the options for reporting to law enforcement authorities, whether on campus or local police;
• discuss Complainant’s request for anonymity and confidentiality, if such has been requested, and explain that confidentiality may impact LSCP’s ability to investigate fully;
• discuss the Parties’ consent to release and share documents and/or the need for non-disclosure agreements;
• determine whether the Complainant wishes to pursue informal resolution; and,
• refer the Complainant, as appropriate, to the counseling center or other resources, including but are not limited to, law enforcement, medical assistance, psychological counseling, victim advocacy resources, legal resources, student financial aid, alternative disciplinary processes, and visa and immigration assistance.

Supportive Measures
Supportive measures are available to both Parties, as applicable and appropriate. Supportive measures may include, but are not limited to:

• counseling provided by a counselor who does not provide counseling to any other person involved in the incident;
• extensions of deadlines or other course-related adjustments;
• without any academic penalty, modifications of work or class schedules or assignments, including the option of dropping a course in which both Parties are enrolled;
• campus escort;
• mutual restrictions on contact between the Parties;
• changes in work or housing locations;
• leaves of absence;
• restrictions from specific activities or facilities; and,
• increased security and monitoring of certain areas of the campus.

The College will honor any order of protection, no contact order, restraining order or similar lawful order issued by any criminal, civil, or tribal court.

Supportive measures are confidential to the extent allowed by law and to the extent that maintaining such confidentiality will not impair the ability to provide the measures. LSCP’s inability to take disciplinary action against an alleged Respondent because of a Complainant’s insistence on anonymity will not restrict the College’s ability to provide appropriate measures for the reasonable safety of the LSCP community.

Emergency removal of an employee or student prior to a final decision in the grievance process must comply with Texas State University System Rules and Regulations.
Request for No Investigation
If the Complainant does not wish to have an incident of sexual misconduct investigated, the Title IX Coordinator shall discuss this request with Complainant before the Title IX Coordinator makes a decision on whether to proceed with the investigation. In deciding whether to proceed with such an investigation, the Title IX Coordinator will make an individualized assessment, taking into account the Complainant’s wishes not to proceed as well as other relevant factors including, but not limited to:

- the seriousness of the alleged conduct;
- whether violence or weapons were involved;
- the age of the victim;
- whether other complaints or reports have been made against the alleged Respondent; and,
- whether the alleged incident poses a risk of harm to others.

LSCPA may investigate the alleged incident of sexual misconduct in a manner that complies with the applicable confidentiality provisions in this Policy. If LSCPA decides not to investigate, the College will take any steps it determines necessary to protect the health and safety of its community in relation to the alleged incident. LSCPA will inform the Complainant of its decision to either investigate or not investigate the allegations.

Notification of Allegations
LSCPA will give written notice of the allegations to the parties, which also includes, but is not limited to, information on the College’s grievance process, certain details of the allegations and alleged incident, certain rights of the parties, and the availability of supportive measures to the parties.

Advisors
The Parties are permitted to have an Advisor of their choice. The Advisor may be, but need not be, an attorney who may provide support, guidance, or advice to the Party. The Advisor may not otherwise directly participate in any meeting, interview, or proceeding except for the limited purpose of conducting cross-examination at a live hearing, if any. In addition to cross-examination, the Advisor may provide support, guidance, or advice to Complainant or Respondent, but may not otherwise directly participate in the hearing.

Investigation
The College will assign an investigator, who will gather and review information from the parties and witnesses. The investigator may gather other information, or conduct site inspections, as appropriate. The investigator will provide written notice to persons whose participation is invited or expected of the date, time, location, and purpose of all hearings, investigative interviews, or other meetings.

All Parties will have equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence during the course of the investigation. LSCPA may not restrict the ability of either Party to discuss the allegations under investigation, or to gather and present relevant evidence.
Once the assigned Investigator concludes all fact finding and evidence gathering activities, each Party and their respective Advisors have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint, including the evidence upon which the Component does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation.

The Investigator will complete a written Investigative Report that includes summaries of interviews conducted; photographs, if any; documents and materials received; descriptions of relevant evidence; summaries of relevant electronic records; and a detailed report of the events related to the incident.

**Decision-Making**

Any person accused of sexual misconduct at LSCPA is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The Decision Maker will weigh the admissible evidence using the preponderance of the evidence standard (i.e., is it more likely than not that a policy violation occurred).

Depending on the nature of the allegations, the complaint may proceed to a hearing or the Title IX Coordinator may review the report and issue a finding.

**Hearing**

If a hearing is required, a Notice of Hearing is sent to the Parties and their Advisors. If a Party does not have an Advisor to conduct cross-examination at the live hearing, the College will provide the Party with an Advisor, who need not be an attorney, for the limited purpose of conducting cross-examination at the live hearing.

The Investigative Report is provided to all Parties, their Advisors, and the Decision Maker. At the hearing, each Party may give a statement, answer questions, present evidence, and witnesses, and cross-examine the other Party and witnesses through their Advisor.

LSCPA is required to make all evidence subject to the Parties’ inspection and review available at any hearing to give each Party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination. Only relevant questions may be asked of a Party or witness during the hearing.

The hearing may be conducted with all Parties and witnesses physically present in the same geographic location or, at the College’s discretion, any or all Parties, witnesses, or other participants may appear at the hearing virtually. At the request of either Party, the College shall provide for the entire hearing, including cross-examination, to occur with the Parties in separate rooms with technology that enables the Parties to see and hear each other or the witness answering questions, at all times while the hearing is in session.
LSCPA is required to create an audio or audiovisual recording, or transcript, of any live hearing and make such recording or transcript available to the Parties for inspection and review.

Once the live hearing has concluded, the Decision Maker will issue a written determination, which shall be sent simultaneously to the Parties, along with information about how to appeal the determination.

**Appeals**
Both Parties must be offered an appeal from a determination regarding responsibility, and from a dismissal of a Formal Complaint or any allegations therein. Grounds for appeal are limited and include procedure irregularities that affected the outcome, new evidence that was not reasonably available at the relevant time, potential conflict of interest or bias, and a substantially disproportionate sanction.

Either Party may appeal a dismissal or Decision Maker’s determination by filing a written request to appeal, with supporting information, with the appropriate Appellate Authority within the allowed time frame. If a party appeals, the college will notify the other party and implement appeal procedures equally for both parties. The decision of the Appellate Authority is final.

**Finding Issued by Title IX Coordinator**
The Title IX Coordinator will review the Investigative Report and determine whether it is more likely than not that the [Texas State University System Sexual Misconduct Policy](#) was violated.

When there is a Finding of no violation of this Policy, the Title IX Coordinator will communicate the Finding in writing simultaneously to the Parties.

When there is a Finding that it is more likely than not there was a policy violation, written notifications of the finding, including the basis for the decision and recommended sanctions, will be sent to the appropriate LSCPA administrator (e.g., Dean of Student Services, employee supervisor, faculty Department Chair) with the authority to determine and issue appropriate sanctions.

Either Party may dispute the findings or the sanctions. Procedures for disputes and appeals are documented in the [Texas State University System Sexual Misconduct Policy](#).

**Informal Resolution**
Informal resolution is a process in which a facilitator works with the Parties to come to a solution as an alternative to investigation and adjudication (e.g., mediation). Informal resolution is only available under certain circumstances and either party has the right to withdraw from the informal resolution process at any time prior to reaching an agreement and resume the grievance process. If it is determined that informal resolution is an appropriate mechanism for resolving the complaint:

- Both parties must be willing to engage in the informal resolution process and consent to do so in writing.
- Both parties must be LSCPA students or both parties must be LSCPA employees.

If no agreement can be reached, if one or more Parties withdraws from the process, or it is determined that informal resolution is no longer appropriate, the grievance process will be resumed.
Dismissal
The College is permitted to dismiss a complaint under certain circumstances. For example, if the Victim submits written notification to the Title IX Coordinator requesting that complaint be withdrawn, or specific circumstances prevent the College may be unable to gather evidence sufficient to reach a determination. Complaints dismissed for these reasons may be transferred to an alternative disciplinary process. Upon dismissal, the College will send written notification to both parties which includes the reason(s) for dismissal and instructions for appealing the dismissal.

Sanctions
Sanctions will depend on the nature and gravity of the misconduct and/or any record of prior discipline for sexual misconduct. Sanctions include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>Student Sanctions</th>
<th>Employee Sanctions</th>
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<tbody>
<tr>
<td>• no-contact orders;</td>
<td>• withholding a promotion or pay increase;</td>
</tr>
<tr>
<td>• probation (including disciplinary and academic probation);</td>
<td>• reassigning employment, including, but not limited to demotion in rank;</td>
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<tr>
<td>• expulsion from campus housing;</td>
<td>• terminating employment;</td>
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<tr>
<td>• restricted access to activities or facilities;</td>
<td>• barring future employment from System or LSCPA;</td>
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<tr>
<td>• mandated counseling (this may include, but not be limited to education programs and batterer intervention);</td>
<td>• temporary suspension without pay;</td>
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<tr>
<td>• disqualification from student employment positions;</td>
<td>• compensation adjustments;</td>
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<tr>
<td>• revocation of admission and/or degree;</td>
<td>• no-contact orders;</td>
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<tr>
<td>• withholding of official transcript or degree;</td>
<td>• relevant training; or,</td>
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<td>• bar against readmission;</td>
<td>• recommendation to revoke tenure.</td>
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<td>• monetary restitution;</td>
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<td>• withdrawing from a course with a grade of W, F, or WF; or,</td>
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<tr>
<td>• relevant training.</td>
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Sanctions will not be implemented until appeal, if requested, has been concluded or until the time for the Parties to submit an appeal has elapsed.

Disclosure of Disciplinary Proceeding Outcome to Victims (or Next of Kin) of Sex Crimes or of Violence
LSCPA 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 on the results of any disciplinary proceeding conducted by such institution against a student who is the
alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

Victims’ Frequently Asked Questions About Reporting Relationship Violence, Sexual Assault, Sexual Misconduct, and Stalking

Do I have to report?
This is an individual decision. However, you have the option to make a report with the police or Title IX Coordinator. Whether you make a report or not, you are eligible to receive relevant services listed on the LSCPA Title IX Resources website.

If you are not sure about reporting the assault, these resources can give you more information about the reporting process to help you make that decision. If you do not want to make a report, you may tell the responding officer at that time and still receive any medical treatment you need and a forensic exam if requested.

Why should I report?
You may be embarrassed or scared; feeling this way is completely normal. These feelings may prevent you from wanting to report what happened right away. However, there are benefits to reporting as soon as you can, such as being eligible for the Texas Crime Victims Compensation Program, assisting you with supportive measures for assistance and getting you connected to resources that can help.

What happens if I choose to make a police report?
A law enforcement officer will take your statement and ask you questions about what happened. This starts the criminal investigation process.

Will my name be in the report?
When reporting to the police, a victim and other necessary parties may choose a pseudonym (fictitious name) and address to maintain confidentiality or a pseudonym will be assigned by local law enforcement at the request of the victim or reporting party. There is a possibility that courtroom testimony may be required if the case goes to trial.

LSCPA provides an avenue for anonymous reporting of sexual misconduct online via the LSCPA Title IX Website. Individuals wishing to remain anonymous also may report suspected assault or retaliation to the TSUS Compliance and Ethics Line.

If I make a police report, what will happen next?
The Jefferson County District Attorney’s Office has a Victim’s Assistance Center that can provide you with appropriate services and help you navigate the criminal justice process.

Do I need medical attention?
It is very important to seek immediate medical care following a sexual assault or other physical assault to get treatment for any injuries you may have. Not all injuries from the sexual assault will be
immediately apparent. You also can ask the nurse or doctor about the possibility of pregnancy or contracting sexually transmitted diseases as a result of the sexual assault and receive appropriate care.

**Is a sexual assault exam the same as medical treatment?**

A sexual assault examination is not medical treatment. A sexual assault exam is performed by medical personnel to collect and preserve evidence following a sexual assault. This is important because certain types of evidence that may be present immediately after the attack will disappear as time passes. Getting a sexual assault exam as soon as you are able will increase the chances of collecting this evidence. Your immediate medical needs and referrals for follow-up care will also be addressed at the time of your visit to the hospital.

It is important that a Victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours. The purpose of this is to preserve evidence that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if Victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of relationship violence, sexual assault, sexual misconduct, and stalking can save other types of evidence such as:

- text message conversations
- instant message conversations
- social networking pages
- call logs or any other types of communications
- photographs or audio or video recordings
- logs or other copies of documents

All the above are useful to the police and the Title IX Office. Although the College strongly encourages all members of its community to report criminal conduct to law enforcement, it is the victim’s choice whether to make such a report and Victims have the right to decline involvement with the police. The College will assist Victims with notifying local police if they so desire. Victims will receive information in writing about accommodations and assistance.

**What do I do if I observe relationship violence, sexual assault, stalking, or other sexual misconduct?**

Bystanders have an opportunity to play a critical role in the prevention of relationship violence. They are individuals who directly or indirectly observe violence or the conditions that perpetuate violence. Bystanders have the choice to intervene, speak up, and do something about the situation. At LSCPA, we want a culture of community accountability where bystanders actively engage in the prevention of violence without causing further harm. We may not always know what to do, even if we want to help.
Following is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at, or being physically abusive towards, another and it is not safe for you to interrupt.

**BE AN ACTIVE BYSTANDER**

- Watch out for your friends and fellow students/employees. If you see someone who looks like he or she could be in trouble or needs help, ask if he or she is ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

**How do I reduce my risk of being a victim?**

The following are strategies to reduce one’s risk of sexual assault or harassment.

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act as if you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
8. Avoid putting headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
10. Knowing where you are and who is around you may help you to find a way out of a bad situation. If you see something suspicious, contact law enforcement immediately. Local authorities can be reached by calling 911 in most areas of the US.
11. Don’t leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you’ve left your drink alone, just get a new one.

12. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had or is acting out of character, get him or her to a safe place immediately.

14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Local authorities can be reached by calling 911 in most areas of the US. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
   a. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
   b. Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. Lie. If you don’t want to hurt the person’s feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Weapons

It is a violation of the Texas State University System Rules and Regulations to possess, carry or otherwise cause a firearm, handgun or other prohibited weapons to be brought on the premises of a System component, in this case Lamar State College Port Arthur. Under some circumstances an individual with a concealed handgun license may bring a handgun on the campus. See the LSCPA Campus Carry Policy (Policy and Procedure Manual, Section 11.1) for more details.

Premises includes buildings, parking lots, and other structures as well as the property itself that is owned by or under control of the College. This includes leased, borrowed or other facilities where a College function, event, or activity is taking place, but does not apply to certain presidentially approved academic or other programs, or to law enforcement personnel acting in performance of their duties.

Prohibited weapons include clubs, explosive weapons, firearms, illegal knives, knuckles, hoax bombs, and chemical dispensing devices as defined by Texas Penal Code §46.01.

Related Policies:
- LSCPA “Campus Carry” or Concealed Handgun Policy
- 11.2 Prohibition of Weapons (Policy and Procedure Manual)

Alcohol and Drugs

Based on its commitment to assure the safety and health of its students and employees, Lamar State College Port Arthur seeks to maintain a work and learning environments free of the unlawful manufacture, distribution, possession or use of a controlled substance or the abuse of alcohol. As such, LSCPA has implemented polices with the following objectives:

- To maintain a safe and healthy environment for all students and employees.
- To maintain the good reputation of the College and its employees.
- To minimize accidental injuries to a person or property.
- To keep absenteeism and tardiness at a minimum and to improve the effective performance of job duties and productivity of all employees and the educational performance of all students.
- In appropriate circumstances, to assist students and employees in securing substance abuse rehabilitation.
- To comply with the federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and other applicable legislation.
- To adopt and implement a program to prevent use of illicit drugs and abuse of alcohol by students and employees.
Every student should read and become familiar with the policies on alcohol and other drugs that are discussed in the LSCPA Student Handbook. The LSCPA Student Handbook outlines the College’s policies for students relating to drugs and the process used to resolve alleged violations of those policies.

The College’s policies for employees can be found in the Policy and Procedure Manual, Section 11.3 Drug Free Workplace.

**Local Substance Abuse Resources**
- Recovery Council of Southeast Texas - Beaumont, TX
- Alcoholics Anonymous
- Spindletop Center - Beaumont, Port Arthur, Silsbee and Orange
- Land Manor - Beaumont, TX
- Texas Treatment Services - Beaumont, TX
- Baptist Behavioral Health Center - Beaumont, TX

**Missing Student Notification**
When campus residents are determined to be missing for 24 hours (i.e., no one can identify where they are), LSCPA reports this to both the Campus Security Office and Port Arthur Police Department. If a member of the LSCPA community has reason to believe that a student who resides in campus housing is missing, that information should be reported immediately to the Campus Security Office at 409-984-6255 or the Dean of Student Services at 409-984-6156.

Any member or department of the LSCPA community receiving a missing student report should immediately notify the Campus Security Office. Students residing in campus housing provide an emergency contact for the college to contact in the event the student is determined to be missing for more than 24 hours. LSCPA will notify that individual no later than 24 hours after the student is determined to be missing. A student’s emergency contact information will be accessible only by authorized campus officials, and it will only be disclosed to the Campus Security Office and local law enforcement personnel in furtherance of a missing student investigation.

If the missing student is under the age of 18 and is not emancipated, LSCPA will also notify that student’s custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Time is of the essence when a person is missing. The National Child Search Assistance Act now allows police to report missing persons under 21 years of age to the National Crime Information Center and begin an investigation as soon as a missing person report is received. If you receive reliable information that a student cannot be located, please contact the Campus Security Office immediately at 409-984-6255.
Missing Student Procedures
All concerns regarding a resident student’s unexplained absence or lack of contact that is contrary to the student’s normal behavior and/or is unusual based on existing circumstances will be immediately investigated in an attempt to locate the student and confirm their safety.

An official Missing Person Report will be prepared any time a resident student is determined to have been missing for more than 24 hours.

If the student has not been located and their safety confirmed, the following procedures will be followed:

1. Notify the contact person within 24 hours.
2. If the student is under 18 years of age and is not emancipated, notify the student’s custodial parent or guardian and any other designated contact person within 24 hours.
3. Contact the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Education Programs
Personal Safety and Crime Prevention Programs
LSCPA provides new student, student housing residents and employee orientation sessions throughout the year. During these sessions, individuals are made aware of Campus Security Office procedures and services, awareness programs, crime prevention efforts, and practices, including safety and prevention tips on the College’s website at https://www.lamarpa.edu/Security.

The Campus Security Office partners with other areas of campus to run drills, trainings, and follow-up education (generally by email) on Active Shooter scenarios, building evacuation preparation, and fire concerns for college employees, students, and campus guests. These events happen throughout the year.

Sexual Assault Prevention Education Programs
LSCPA believes that awareness and education on topics related to sexual assault prevention can help create a culture of respect both on campus and in our community. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention activities that:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
- Define using definitions provided by state law about what behavior constitutes domestic violence, dating violence, sexual assault, and stalking.
- Define what behavior and actions constitute consent to sexual activity in the State of Texas.
- Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic
violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

- Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Students (incoming freshman, transfer, early college high school, and dual credit) are required to complete EVERFI’s Sexual Assault Prevention training online. This is a comprehensive education and training solution that:

- Fosters healthy relationships behaviors
- Prepares students to recognize and respond to sexual assault and harassment
- The course content includes:
  - Importance of Values
  - Aspects of (Un)healthy Relationships
  - Gender Socialization
  - Sexual Assault
  - Consent
  - Bystander Intervention
  - Victim Support
  - Responding to Student Disclosure

Faculty and staff are required to take EVERFI’s Title IX/Clery Act training at hire.

LSCPA schedules awareness activities during October for National Dating/Domestic Violence Awareness Month and in April for Sexual Assault Awareness Month. The LSCPA Title IX Website provides faculty, staff, and student with information related to Title IX, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. The Title IX Coordinator facilitates requests for specific training related to Title IX, sexual harassment, sexual assault, domestic violence, dating violence, or stalking.

**AlcoholEDU**

Designed for students entering college, this interactive online program uses the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to make healthier decisions related to alcohol and other drugs. Course content includes:

- Overview of Key Definitions
- Myths and Misperceptions
- Alcohol and Motivation
- Standard Drink
- Blood Alcohol Concentration
- Key Strategies for Drinkers
- Key Strategies for Non-Drinkers
- Bystander Intervention Skills
Definitions Used in Classification of Crime Statistics
The following definitions are used for crimes subject to Clery Act reporting.

- The definitions for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the “Summary Reporting System (SRS) User Manual” from the FBI’s UCR Program.
- The definitions of sex offense, fondling, incest, and statutory rape are excerpted from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI’s UCR Program.
- The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI’s UCR Program.
- The definitions of dating violence, domestic violence, and stalking are from the Violence Against Women Act amendments to the Clery Act.

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

**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.

**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.

**Criminal Homicide—Manslaughter by Negligence**
The killing of another person through gross negligence.
Criminal Homicide—Murder and Nonnegligent Manslaughter
The willful (nonnegligent) killing of one human being by another.

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

(i) The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

Destruction/Damage/Vandalism of Property
To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence
(i) A felony or misdemeanor crime of violence committed—

(A) By a current or former spouse or intimate partner of the victim;

(B) By a person with whom the victim shares a child in common;

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Abuse Violations
The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
**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/her age or because of his/her temporary or permanent mental incapacity.

**Hate Crime**
A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this section, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

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

**Intimidation**
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny-Theft (Except Motor Vehicle Theft)**
The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

**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.)

**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.

**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.
Sex Offense
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Simple Assault
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking
(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(A) Fear for the person’s safety or the safety of others; or

(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—

(A) 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.

(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

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

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

Weapons: Carrying, Possessing, Etc.
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
### CLERY ACT CRIME STATISTICS

#### Criminal Offenses, Violence Against Women Act Offenses

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Student Housing (Subset of On Campus)</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
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Unfounded Crimes
The total number of unfounded crimes include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded as per law enforcement investigation. This table includes unfounded crimes reported as occurring in the following locations: on campus, student housing, noncampus building or property, and public property.

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Student Housing (Subset of On Campus)</th>
<th>Noncampus Building or Property</th>
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Arrests and Disciplinary Referrals

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</table>

Hate Crimes
- 2017: No hate crimes were reported as having occurred within LSCPA’s Clery Geography.
- 2018: No hate crimes were reported as having occurred within LSCPA’s Clery Geography.
- 2019: No hate crimes were reported as having occurred within LSCPA’s Clery Geography.
FIRE SAFETY INFORMATION AND FIRE STATISTICS

Firefighting services are provided 24 hours a day by the Port Arthur Fire Department. ITEX, the owner of the campus housing facility (Seahawk Landing), is responsible for the management, plan review, contractor supervision, service, inspection, and testing of the fire sprinkler systems, fire alarm systems, special hazard systems, kitchen suppression systems and fire extinguishers. ITEX conducts life safety inspections of facilities and enforces state fire safety regulations in campus housing.

Fire Log
LSCPA maintains a daily fire log, which details any fires that occurred in campus housing. The fire log is available to the public and can be viewed at Campus Security Office.

Fire Safety Education
Each resident in campus housing receives a move-in orientation which includes House Rules on fire safety, designed to prevent or reduce property loss and injury from fire and explosions arising from storage, handling, and use of flammable and combustible substances, materials, and devices. Each resident signs an acknowledgement statement that they have received the information.

Fire Drills
Beginning in Spring 2021 and thereafter on an annual basis, at least one fire drill will be performed in campus housing to prepare and instruct residents on correct evacuation procedures. Campus housing fire drills are planned and executed by ITEX and LSCPA’s Risk Manager.

Fire-Related Policies, Procedures, and Programs
Each resident in campus housing receives a move-in orientation which includes House Rules on fire safety, designed to prevent or reduce property loss and injury from fire and explosions arising from storage, handling, and use of flammable and combustible substances, materials, and devices. Each resident signs an acknowledgement statement that they have received the information.

The House Rules states, “Room Entry and Inspection- Seahawk Landing reserves the right to enter and inspect residents' rooms and the contents thereof once the resident has been issued a 24-hour notice of entry. The reasons for such entry and inspection may include, but are not limited to, conducting health and safety inspections, insuring compliance with the Seahawk Landing housing policies or other rules, investigating suspected violations of these policies or rules, or acting in the Interests of the safety or well-being of all occupants.”

LSCPA is in the process of preparing a new housing handbook that provides general information about the policies, procedures, and community standards established for campus housing. All residents are expected to be familiar with and abide by the policies, procedures, and standards established in the handbook as well as the terms and conditions of the Housing Contract. In addition to other life safety concerns, the handbook will address fire safety and include the following information:
FIRE SAFETY: GENERAL FIRE SAFETY STANDARDS IN RESIDENCE ROOMS

- Fire Hazards and Safety- The following constitutes a list of violations that could result in prosecution and/or fines:
  - Tampering or damaging fire equipment or intentionally misusing fire alarms, smoke detectors, fire sprinklers, fire extinguishers, emergency exit signs or pulling the fire alarm when the cause is unrelated to notification of a fire.
  - Intentionally or negligently causing and/or creating a fire, explosion, or release of a poisonous gas or fumes.
  - Failure to evacuate a building Immediately following the sounding of an alarm, unless otherwise instructed by the Seahawk Landing office staff, fire-safety or other emergency response personnel.
  - Possessing or storing gasoline, fireworks, and/or combustible decorations and chemicals inside your unit.
  - Open flames (Including candles and incense), deep fat fryers, electric frying pans, space heaters, halogen/kerosene lamps are prohibited.
  - Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation).

- It is required to have a smoke alarm in working condition in your residence. You should check before move-in to see that it is in working order. If for any reason the smoke alarm is dismantled, you will be responsible for all replacement/labor cost due to your negligence. Violation could result in termination of your lease.

- Smoking is not permitted in any room in our community building. Smoking is prohibited throughout LSCPA campus. This includes the use of smoking devices such as vapor cigarettes and hookah pipes.

- Sprinkler Heads: Warning! Do not hang anything from the sprinkler heads that are located throughout the apartment. Breakage of sprinkler heads will cause flooding and the resident will be held responsible for any damage caused by breakage of the sprinkler head.

- Do not use the over for storage. Pots, pans, food, Tupperware, empty pizza boxes, etc. are not to be stored in the oven as this is a fire hazard.

- Do not leave pots and pans on your stove top when you are not cooking as this is a fire hazard.

- Do not block doors and windows with furniture, etc. This is a health and safety issue and a fire hazard. Violation could be grounds for termination of your housing lease.

- The breaker box in your suite is not to be covered with pictures, etc., The breaker box is to be clearly visible at all times.

**Fire Equipment**

Campus housing is equipped with a fire alarm system monitored by Vector Security. There are fire extinguishers and sprinklers in the hallways and common areas. Each apartment also has sprinklers and a fire extinguisher. Each apartment has multiple smoke detectors that are synchronized so all detectors will sound an alarm if one goes off. Fire extinguishers and smoke detectors are checked on a quarterly basis by ITEK.
Fire Evacuation
The following fire evacuation procedures are under review and are expected to be implemented in Spring 2021:

<table>
<thead>
<tr>
<th>When the fire alarm sounds, everyone must exit the building immediately. Follow the instructions below.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Escape Route:</strong> Emergency exit doors at the end of each hallway.</td>
</tr>
<tr>
<td><strong>Secondary Escape Route:</strong> Inner common use stairwells.</td>
</tr>
</tbody>
</table>

Prior to Evacuating the Residence Hall Room:

1. If your door is hot to the touch, do not open it!
   a. Roll up a wet towel and place it at the base of the door to prevent smoke from coming into your room.
   b. Use a secondary means to exit the room (window, if you’re not too high up, or another door).
2. If your door is cool to the touch, open it slowly.
   a. If the hallway is clear and/or you encounter heat and/or pressure in the hallway, leave your room carefully, closing the door behind you, and proceed to the nearest exit/stairwell to the designated area so that housing staff can count you and know you are safe.
   b. If possible, alert other students on your way to the exit.
3. Always use stairs, NOT ELEVATORS, to evacuate the building.
4. If you encounter smoke, take short breaths through your nose and stay close to the floor. Crawl if possible.
5. Do not attempt to remove personal items.
6. If your clothing catches fire, stop, drop, and roll.
7. Once outside the building, move far away from the building, and wait until recalled by an authorized LSCPA or ITEX official.
8. Disabled persons who require assistance in evacuating should alert the Property Manager and Resident Assistant in advance.
9. Always remember: do not attempt to fight a fire yourself.

Smoking
LSCPA is a tobacco-free campus. Smoking, e-cigarettes and tobacco use are not allowed inside or outside of any residence hall or apartment as per [LSCPA’s Tobacco-Free Campus Policy](https://www.lamar.edu/security-and-fire-safety).

Explosives/Flammable Fluids
Lighter fluids, charcoal, or other types of flammable liquids and materials are also not permitted to be stored in any Campus housing area or apartment; students may purchase small amounts for onetime usage.
Safety Education and Training Programs for Residence Halls

Beginning Spring 2021, ITEX will provide annual fire safety training to Property Manager and resident assistants (RAs). RAs will provide fire safety training to students living in campus housing during semester floor meetings and drills. RAs conduct safety checks of every resident room once a month. RAs test smoke detectors, ensure the safe use of extension cords, and look for potential fire hazards such as candles, incense, or appliances with exposed heating elements, or other items not approved by House Rules. Items that pose a safety hazard will be confiscated.

Campus Fire Reporting

In case of fire, call 911. Fires are reported through 911 or through LSCPA Security dispatch. In accordance with the Clery Act, LSCPA is required to annually disclose statistical data on all fires that occur in campus housing. LSCPA also is required to keep a log of those fires, which can be found in Campus Security Office 60-Day Crime and Fire Log.

Listed below are the non-emergency numbers to call to report fires that have already been extinguished in campus housing. If you are unsure whether Campus Security or the Risk Manager has been notified of a fire, you find evidence of a fire, or if you hear about a fire in campus housing, please contact one of the following:

- ITEX Property Manager: (409) 852-0006
- Campus Security: (409) 984-6255
- Risk Manager: (409) 984-6117

When calling, please provide as much information as possible about the location, date, time, and cause of the fire, as well as any property damage that occurred and any injuries that may have resulted from the fire. All fires that occur must be reported as soon as possible, including minor fires not requiring emergency response.

Plans for future Improvement

On an annual basis, ITEX’s Property Manager, LSCPA’s Dean of Student Services and LSCPA’s Risk Manager will evaluate the campus housing fire safety systems and recommend changes as required. The following improvements are planned for 2021, pending budget availability.

- Add additional fire evacuation routes and plans to each floor
- Add additional fire alarm sirens to increase volume of alarm

FIRE STATISTICS

2017 Seahawk Landing Fire Statistics

No fires in campus housing facilities were reported in 2017.
# 2018 Seahawk Landing Fire Statistics

<table>
<thead>
<tr>
<th>Total Fires</th>
<th>Date</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7/30/2018</td>
<td>1</td>
<td>Cigarette</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

# 2019 Seahawk Landing Fire Statistics

No fires in campus housing facilities were reported in 2019.
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