



PARKER™

UNIVERSITY

Igniting Passion. Transforming Lives.

2019 ANNUAL SECURITY REPORT

Published October 1, 2019

PARKER UNIVERSITY SECURITY DEPARTMENT

2619 Electronic Ln Suite 102
Dallas TX, 75220
Tele: 214-902-2405 Ext: 7165

Campus Emergency: 7-9-1-1

Dallas Emergency Services: 9-1-1

Table of Contents

Annual Campus Security Policy & Crime Statistics Report	3, 4
Annual Security Report Distributing	4
Security Department	4
Security Enforcement Policy	4, 5
Report a Criminal Incident	5
Safety Tips	5
Report Emergencies	5, 6
Reporting Off-Campus and Non-Emergencies	6
Anonymous / Confidential Reporting	6
Campus Security Authorities (CSA)	6 - 9
Clery Crime Definitions	9 - 12
Collecting Crime Data	12
Definition of Clery Act Location	12, 13
Main Campus Reporting Area	14
Irving Clinic Reporting Area	15
Code Blue Phone Locations	15, 16
Daily Crime Log	17
Crime Statistics	17 - 22
Timely Warnings	23
Emergency Warnings	23
Emergency Notification Thresholds	24
Method of Delivery (Blackboard Connect)	24
Update Emergency Notification	24
Fire Protection	25
Fire Safety Procedures	25, 26
Evacuation Drills	26
Assembly Points	27
Active Shooter Response	28, 29
Active Shooter Training	30
Campus Fire Arms & Weapons Policy	30, 31
Inclement Weather (Class Cancelations)	31, 32
Tornado Watch / Tornado Warnings	32
Tornado Protocol	32
Hazardous Material	33
Alcohol and Illegal Drug Policy	33

Possession of Alcohol.....	33 - 35
Campus Counseling Services	35, 36
ComPysch Guidance Resource.....	36
University Referrals.....	37
Sexual Assault, Stalking, Dating Violence, Domestic Violence	37, 38
What to do after a sexual assault, stalking, Dating Violence, Domestic Violence.....	38, 39
Texas Coalition against sexual Assault (You have a right to).....	39
Sexual Harassment Policy	39, 40
Isolate inadvertent offences	41
General Procedures.....	41, 42
Filing a complaint.....	42
Title 9 Coordinator (Roles and Responsibilities).....	42 - 46
Confidentiality	46, 47
Retaliation Prohibited	47
Frivolous Complaints.....	47
Local Health Organization Resources	47
Nation Health Organization Resources.....	48
Sex Offender Registration	48
Jeanne Clery Disclosure.....	48

Annual Campus Security Policy & Crime Statistic Reports

Originally known as the Campus Security Act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics and Campus Crime Statistics Act (20 USC 1092 (f) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution’s participation in federal student financial aid programs and applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendment also added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, “whistleblowers” and other from retaliation.

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

Annual Security Report Distribution

In accordance with the federal law identified as the “Jeanne Clery Disclosure of Campus and Security Policy and Campus Crime Statistics Act” all students enrolled at Parker University including prospective students, and employees are entitled to request and receive a copy of the Annual Security Policy and Campus Crime Report.

The (ASR) Annual Security Report is published by October 1st of each year and contains information on campus statistics and selected crimes that were reported to the Security Department and/or Campus Security Authorities during a 3 year period. The report will contain information about the Security Department, crime statistics, safety policies, crime prevention, notification policies, and reporting areas surrounding Parker University properties.

All students will receive notification through electronic mail and on MyParker website for campus crime report information. Copies of the report can also be picked up in person at the Security Department.

Security Department

Parker University has contracted an armed security company to provide a full line of security services. The mission is to maintain a safe learning environment and reduce the risk of crime. This mission is enforced with armed Security officers, surveillance cameras and constant patrols. While there is no guarantee to an individual’s safety, the participation of students, staff and faculty to report unusual or threatening conditions is critical for the success of crime awareness and prevention.

Security Enforcement Policy

In addition, security officers patrol, monitor, and enforce parking regulations and handle crimes such as simple assaults, burglary, theft, and destruction of property committed within the campus. Security Officers have no arrest authority beyond an ordinary citizen but officers may make an arrest for certain crimes if the criminal activity is committed in the officer’s view.

In the event of a serious crime security relies on the Dallas Police Department (DPD) to handle serious offenses such as assaults, sexual assaults, robberies, rape, homicides, and individuals possessing drugs, alcohol, firearms, and other related offenses. Depending on the victim’s willingness to prosecute an offender of a misdemeanor crime, the (DPD) may or may not be called.

In all cases of felony offenses, (DPD) will be summoned to the campus regardless of the victims intent to pursue charges.

The university does not have a written Memorandum of Understanding with the (DPD) but strongly advocates to our Parker Community to report all crimes so the Security Department or law enforcement can respond appropriately.

Reporting a Criminal Incident

All faculty, staff and students must be aware that criminal acts of all kinds can and do happen on college campuses. Do not allow doubt to prohibit you from reporting your fears or concerns to campus security or local law enforcement. Our diligence for a culture of safety and awareness can prevent crimes before they can happen or become serious.

Safety Tips

- Know your surrounding at all times.
- Keep your eyes and ears open.
- If you see suspicious activity call campus security
- Trust your instincts
- Park and walk in well-lit areas.
- Carry a phone in the event you are being followed or bothered.

Reporting Emergencies

Local law enforcement and medical emergencies can be contacted by the following means:

- Dialing 911 will be answered by local police department dispatcher.

Security officers can be contacted by the following means:

- Dial cell phone 214-902-3440
- Dialing 7-911 from any campus telephone
- Code Blue Phones
- Walk or run to a Security Officer in uniform.

Provide the following information:

- Name, Telephone Number, and location.
- Clear and accurate description of the incident.
- Do not hang-up! Allow the dispatcher to end the call.

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

Report off-Campus and Non – Emergencies

For a comprehensive list of non-emergency and administrative contact numbers for the Parker University campus. Campus security does not track, monitor, or routinely receive notices of law enforcement proceedings against student for offenses that occur off campus other than by collecting the required statistics on crimes as required by the Clery Act. Students visiting off-campus student organizations should promptly report all crimes to the local police department. In the event that reports of off campus criminal offenses committed by students, faculty or staff are received by the Security department or from an outside law enforcement agency, the report will be referred to the appropriate authorities for disciplinary action and will be included into applicable statistics as required.

Anonymous / Confidential Reporting

If you are a victim of a crime and wish to keep your name confidential, the university will comply with your request. The report will not reveal your identity; however, the report may be used with your cooperation to determine a correlation, location, method or description of an assailant. Such information will be used to alert the campus of potential dangers that may affect the safety and concerns of the institution.

An email option will be at the bottom of the Confidential Reporting form if you wish for a security officer or detective to contact you.

Campus Security Authority (CSAs)

Campus Security Authorities are designated to work with the campus security to report crime in accordance with the guideline's set forth by the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998". The criterion is determined by their significant relationship and responsibility to student and the University.

CSA's will collect allegations of Clery Act reported crimes and send the information immediately to the appropriate designated office or individual.

CSA must meet one of the following criteria's:

- A campus police department or a campus security department of an institution.

- Any individual or individuals who have responsibility for campus security but do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceeding.

Exemptions

- Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

Pastoral Counselors: A person who is associated with a religious order or denomination recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

Note: Even though professional counselors are not obligated to the Clery Act reporting requirements, they will make recommendation to the person to report the crime confidentially and on a voluntary basis.

Continue

List of designated Campus Security Authorities

Parker University Campus Security Authority

Dean of Student Affairs

South Building

Suite # S206, Ext: 7152

Title 9 Coordinator HR Department

South Building

Suite # S215, Ext: 7052

Director of Compliance and Operations, ICA

Dallas Clinic

Suite # H130, Ext: 7521

Director of Athletics & Recreation

Activity Center

Suite # A102, Ext: 7159

Dean of the College of Health Sciences

Massage School

Suite # G105, Ext: 7737

Program Director Radiologic Technology

Health Sciences

Suite # A102, A108, Ext: 7736, 7434

CSAs are to report the following crimes / hate crimes:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses

- Non-forcible sex offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor vehicle theft
- Arson
- Dating violence
- Domestic violence
- Stalking

CSAs are to report the following hate crimes results in bodily injury.

- Simple Assault
- Larceny/theft
- Intimidation,
- And damage vandalism of property
- All liquor, drug or weapons law violation resulting in an arrest or referral.

Clery Act Crime Definitions

(Based on the Federal Bureau of Investigations (FBI) Uniform Crime Reporting Handbook)

Murder – Non negligent Manslaughter - The willful killing of a person by another person.

Negligent Manslaughter – The killing of one human by another through gross negligence.

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

Sex Offenses (Non Forcible) – Unlawful, non-forcible sexual intercourse. (incest, statutory rape)

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault 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.)

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

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

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.

Dating Violence - The term “dating violence” means violence committed by a person

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1. The length of the relationship
 - 2. The type of relationship
 - 3. The frequency of interaction between the persons involved in the relationship

Domestic Violence - The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who has cohabitated with the victim as a spouse, or by a person similarly situated to a spouse of the victim or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking - The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- a. Fear for his or her safety or the safety of others; or
- b. Suffer substantial emotional distress

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

Weapon Law Violation – is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase transportation possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature

Drug Abuse Violations – are defined as 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.

Liquor Law Violation – are defined as 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.

Continue

For Clery purposes hate crime offenses include any offense in the following two groups that is motivated by bias.

Group A

- Murder and non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Group B

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

Collecting Crime Data

The Security Department will collect crime data from a number of sources to ensure Clery requirements are met. The information that is obtained will be part of the statistics in the ASR and posted on the university website.

- Dallas Open Records
- Irving Open Records
- Student Affairs
- Security Department
- Campus Security Authority

Definition of Clery Act Locations

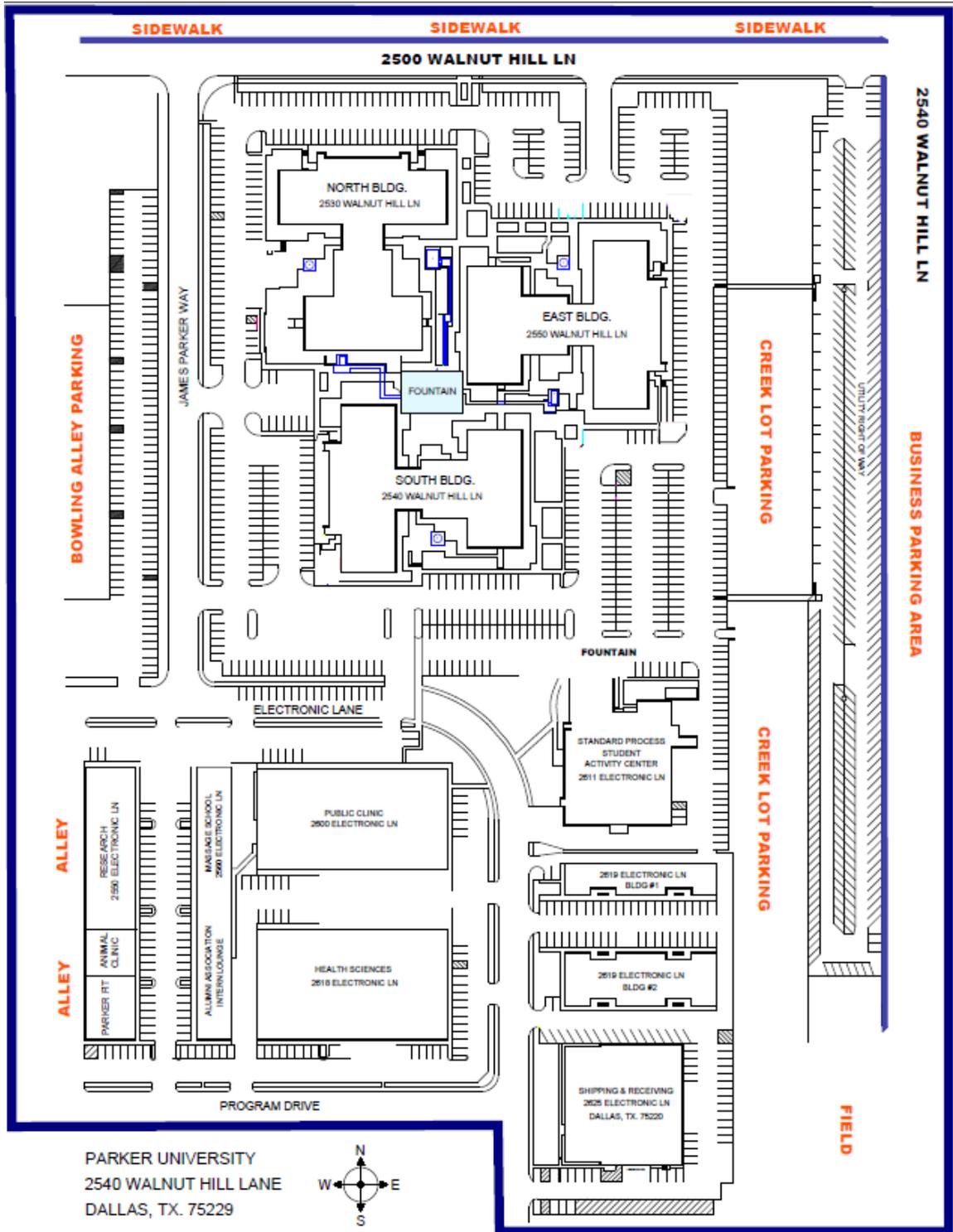
On Campus – Any building or property owned or controlled by the university within the same reasonable contiguous geographic area and used by the institution in direct support of or in a manner related to its educational purposes, including residence halls; and any building or property that is within or reasonably contiguous that is owned by the university but controlled by another person, is frequently used by and supports institutional purposes.

Non-Campus Buildings or Property – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institutions educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

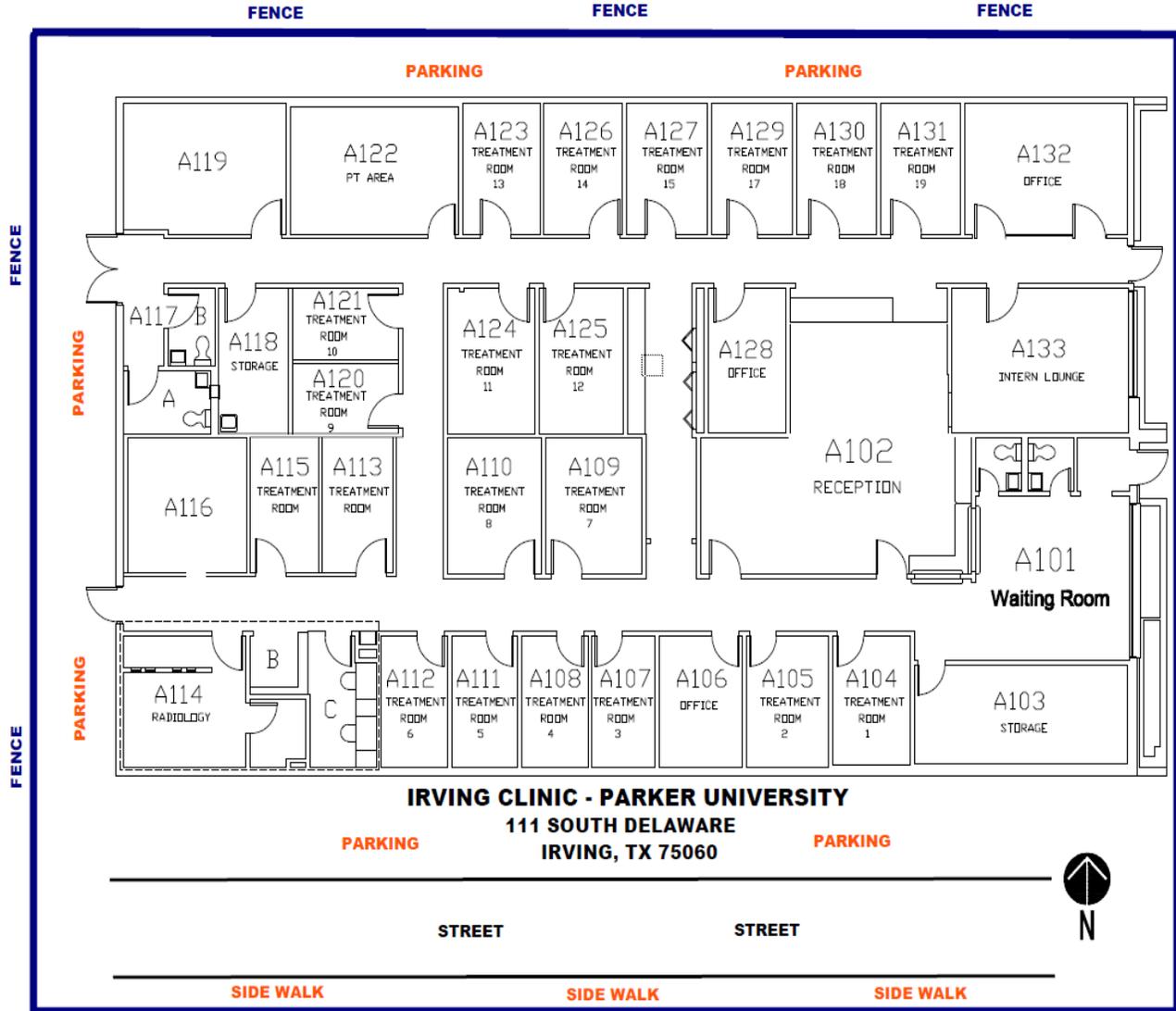
Public Property – Includes thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus, but not extending beyond the second sidewalk on the opposing side of the public property. For instance, a city street bordering campus property and extending to the sidewalk on the opposite side of the street are included. Any property beyond the opposing sidewalk is not applicable.

Continue

Main Campus Reporting Area



Irving Clinic Reporting Area



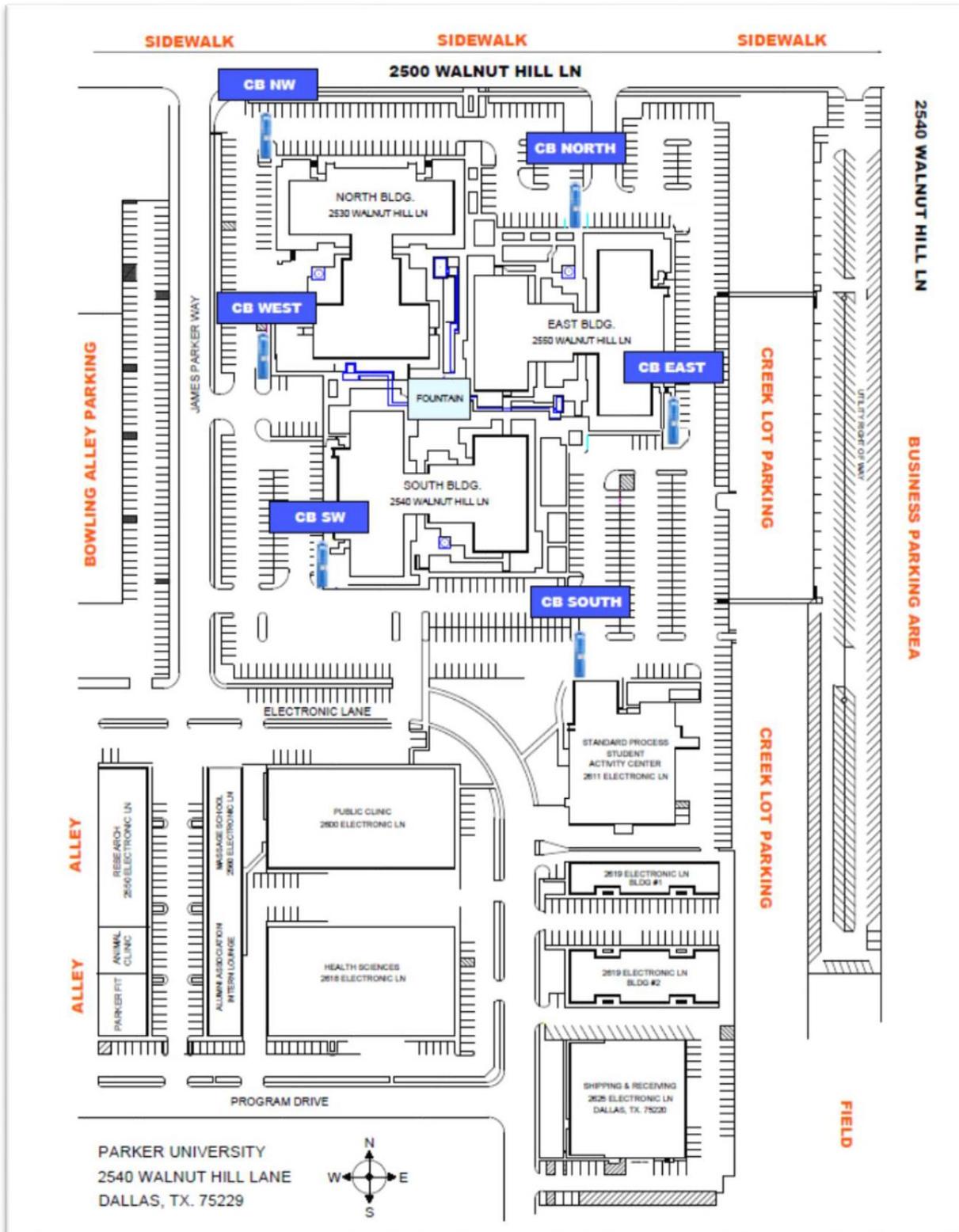
Code Blue Phones Locations

Code Blue Emergency Phones are blue towers marked “Emergency” the blue flashing strobe lights are activated when pushing the large red button. This notifies the Security Officers to the caller’s location.

Reason to initiate the Code Blue Phone:

- If emergency assistance is needed;
- If you are being harassed or feel threatened; or
- If you need medical attention.

Code Blue Phone Locations



Daily Crime Log

The Security Department maintains a Daily Crime Log for all reported incidents. The log identifies the date, time, location, and type of crime, case numbers, and disposition of the complaint and a brief summary of the incident. These reports are updated daily to ensure that current information is available in a timely manner.

Federal law requires these reports to be open for public inspection within two business days. The exception to the rule is if the report is prohibited by law, causes the suspect to flee, put others in danger, compromise an investigation or causes evidence to be tampered with or destroyed.

Daily Crime Logs are made available for review at the Security Building, located at 2619 Electronic Ln Suite # 102, Monday through Friday, from 8 a.m. – 4 p.m.

Crime Statistics

In compliance with the Jeanne Clery disclosure and Annual Security Report, the Security Department is responsible to collect crime data, prepare and distribute an accurate and complete report. The crime stats show the prior 3 years of reported crimes committed on campus and buildings controlled by the university.

PARKER UNIVERSITY SECURITY DEPARTMENT					2015-2017 Crime Statistics		2018 Crime Statistics	
CLERY CRIMES								
TYPE OF OFFENSES	LOCATIONS	2015	2016	2017	TYPE OF OFFENSES	2018		
Murder / non negligent Manslaughter	On Campus	0	0	0	Murder / non negligent Manslaughter	0		
	Non - Campus	0	0	0		0		
	Public Property	0	0	0		0		
Negligent Manslaughter	On Campus	0	0	0	Negligent Manslaughter	0		
	Non - Campus	0	0	0		0		
	Public Property	0	0	0		0		

Sexual Assault (Rape)	On Campus	0	0	0	Sexual Assault (Rape)	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Sexual Assault (Forcible Fondling)	On Campus	0	0	0	Sexual Assault (Forcible Fondling)	0
	Non - Campus	0	0	0		1
	Public Property	0	0	0		0
Sexual Assault (Incest)	On Campus	0	0	0	Sexual Assault (Incest)	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Sexual Assault (Statutory Rape)	On Campus	0	0	0	Sexual Assault (Statutory Rape)	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Robbery	On Campus	0	0	0	Robbery	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Aggravated Assault	On Campus	0	0	0	Aggravated Assault	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Burglary	On Campus	0	2	1	Burglary	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Motor Vehicle Theft	On Campus	1	0	0	Motor Vehicle Theft	0
	Non - Campus	1	0	0		0
	Public Property	0	0	0		0

Arson	On Campus	0	0	0	Arson	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Larceny Theft	On Campus	1	1	2	Larceny Theft	2
	Non - Campus	0	0	0		1
	Public Property	0	0	0		0
Simple Assault	On Campus	0	1	0	Simple Assault	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Intimidation	On Campus	0	0	0	Intimidation	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Destruction / Damage Vandalism of Property	On Campus	1	3	6	Destruction / Damage Vandalism of Property	4
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
HATE CRIMES						
TYPE OF OFFENSES	LOCATIONS	2015	2016	2017	TYPE OF OFFENSES	2018
Murder / non negligent Manslaughter	On Campus	0	0	0	Murder / non negligent Manslaughter	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Negligent Manslaughter	On Campus	0	0	0	Negligent Manslaughter	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Sexual Assault (Rape)	On Campus	0	0	0	Sexual Assault (Rape)	0
	Non - Campus	0	0	0		0

	Public Property	0	0	0		0
Sexual Assault (Forcible Fondling)	On Campus	0	0		Sexual Assault (Forcible Fondling)	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Sexual Assault (Incest)	On Campus	0	0	0	Sexual Assault (Incest)	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Sexual Assault (Statutory Rape)	On Campus	0	0	0	Sexual Assault (Statutory Rape)	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Robbery	On Campus	0	0	0	Robbery	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Aggravated Assault	On Campus	0	0	0	Aggravated Assault	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Burglary	On Campus	0	0	0	Burglary	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Motor Vehicle Theft	On Campus	0	0	0	Motor Vehicle Theft	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Arson	On Campus	0	0	0	Arson	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0

Larceny Theft	On Campus	0	0	0	Larceny Theft	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Simple Assault	On Campus	0	0	0	Simple Assault	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Intimidation	On Campus	0	0	0	Intimidation	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Destruction / Damage Vandalism of Property	On Campus	0	0	0	Destruction / Damage Vandalism of Property	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0

ARREST

TYPE OF OFFENSES	LOCATIONS	2015	2016	2017	TYPE OF OFFENSES	2018
Illegal Weapons	On Campus	0	0	0	Illegal Weapons	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Drug Abuse	On Campus	0	0	0	Drug Abuse	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Liquor Law	On Campus	0	0	0	Liquor Law	1
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0

REFERRALS

Illegal Weapons	On Campus	0	0	0	Illegal Weapons	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Drug Abuse	On Campus	0	0	0	Drug Abuse	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Liquor Law	On Campus	0	1	0	Liquor Law	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
VAWA						
TYPE OF OFFENSES	LOCATIONS	2015	2016	2017	TYPE OF OFFENSES	2018
Domestic Violence	On Campus	0	0	0	Domestic Violence	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Dating Violence	On Campus	0	0	0	Dating Violence	0
	Non - Campus	0	0	0		0
	Public Property	0	0	0		0
Stalking	On Campus	0	0	0	Stalking	0
	Non - Campus	0	0	0		1
	Public Property	0	0	0		0

Timely Warning

A “Timely Warning” depends on the circumstances of the crime or emergency that constitutes an ongoing or continuing threat to the campus community, i.e. murder, rape, aggravated assaults, arson and robbery. The warning can also be utilized for events that do not necessarily meet the element of an emergency but still proposes a threat such as string of burglary of motor vehicles. The Security Department has the responsibility to provide “Timely Warnings” to the campus.

The notification are conducted upon receiving confirmation from security or another appropriate entity: unless it is determined that such information will adversely impact the outcome of the event, victim, or compromise law enforcement efforts.

Notifications of a significant warning will be sent to the entire campus due to the close proximity of the building and the regular interaction of all members of the campus community

Emergency Warnings

Parker University understands each emergency situation carries different threats levels that may require an immediate warning to the campus community. Any person who learns of unusual conditions that may require an emergency warning should promptly alert the campus security.

The justification for campus notification creating an “emergency high alert notification” and potentially the need for an incident command post include, but are not limited to:

- Active Shooter
- Hostage Situation
- Fire
- Weather Emergency
- Civil Unrest / Riot
- Chemical Spill
- Mass Casualties
- Bomb Threat
- Intruder on Campus
- Assault
- Gas Leak
- Structural Failure
- Hazardous Material
- Death on Campus
- Pandemic / Influenza

In the event an incident does warrant a higher level of authority, the Security Director must alert the Chief Information Officer (CIO). In the absence of the (CIO), the provost and/or the President are then designated to serve this function. Upon any decision to activate the notification system, the (CIO), President, or Provost will receive information and will give the directive to activate the “Emergency Warning” to the campus.

Note: An active shooter report will warrant an “Emergency Warning” even if the fact cannot be completely verified. Updates will not be sent out until the threat is controlled, neutralized, and/or determined to be false.

Emergency Notification Threshold

The general notification threshold is when an event may or does exceed Parker University capabilities or will affect the operation of the university or impacts a general location requiring an evacuation or emergency response.

Method of Delivery (Blackboard Connect)

The emergency Management Notification System is a messaging alert system called Blackboard Connect. It updates and disseminates disaster or emergency information to the campus. It also enables managers to contact staff and assign them to appropriate activities to an emergency event.

There are three methods used to achieve the notification objective:

- Phone Messages
- E-mails
- Texting

As additional method of communication and guidance for Parker leadership, faculty, staff, and students may be notified by:

- Assemblies
- Recorded message on designated phone number
- Messaging on the Parker University website (Internet / Intranet)
- Announcements through local radio and TV stations

*Anyone with information warranting an “Emergency Notification” or “Timely Warning” should contact one of the following numbers:

Department	Location	Suite #	Phone Number	Ext #
Security Department	2619 Electronic Ln	# 102	214-902-3440	7165
Provost Office	South Building	S-211	214-353-6515	7404
VP College of Chiropractic	Academic Office	E-200	214-902-3447	7525
VP of Human Resources	Human Resources	S-218	214-902-2450	7060
Dean of Student Affairs	South Building	S-206	214-902-2422	7150
Irving Clinic Director	Irving Clinic	Office	972-438-9355	7544

Update Emergency Notification

In order to receive an emergency notification all students must update their e-mail account on MyParker website, under the Student Services Tab. The facilities are safeguarded with a fire protection system comprised of smoke detectors, audible and visual alarm devices and manual pull stations, all located on the lower and upper levels of each building exit. All activations are reports

to a monitoring company that immediately alerts the local fire department. In addition, fire extinguishers are visibly mounted throughout the buildings.

Fire Safety Procedures

The minute the fire alarm is activated you must always assume the alarm activation is real. This means all students, staff and faculty must stop working, stand and evacuate the building. Move to assembly point that provide a safe distance from the building and out of the path of emergency vehicles and personnel.

The 911 dispatcher will solicit information to determine timeliness of the response and send the appropriate response team.

Be prepared to give the 911 operator the following information:

- Nature of the emergency
- Location of the fire.
- Are people known to be trapped or injured?
- Give your phone number in case the call is disconnected. The reason for this is emergency personnel may have problems finding the location.

Procedures

- Activate the nearest manual pull station.
- Alert everyone in your immediate vicinity to evacuate the building.
- Assist anyone who needs help evacuating.
- Do not use elevators. Elevators may fall, stop, or fail to work.
- Walk and do not run to the nearest exit
- Proceed to the appropriate Assembly Point
- Do not re-enter a burning or smoked filled structure.
- Call 911 once you are safe.

When evacuating a room or office.

- Feel the door or door handle and if warm do not open the door.
- Close all doors behind you but do not lock the doors. This will delay rescue operations and further prohibit fire fighters from moving quickly through the building.
- Stay low to the floor to escape smoke and minimize inhalation.
- If you cannot see and are confused about your location, place your hand against the wall to help direct you to the nearest exit.

- If smoke is entering the room through cracks and around the door, stuff towels, blankets or articles of clothing in the cracks to slow the flow of smoke.
- If you are trapped in a building, (SHOUT) at regular intervals to alert emergency crew.
- Remain calm. Fire fighters will get to you as soon as possible.

Evacuation Drills

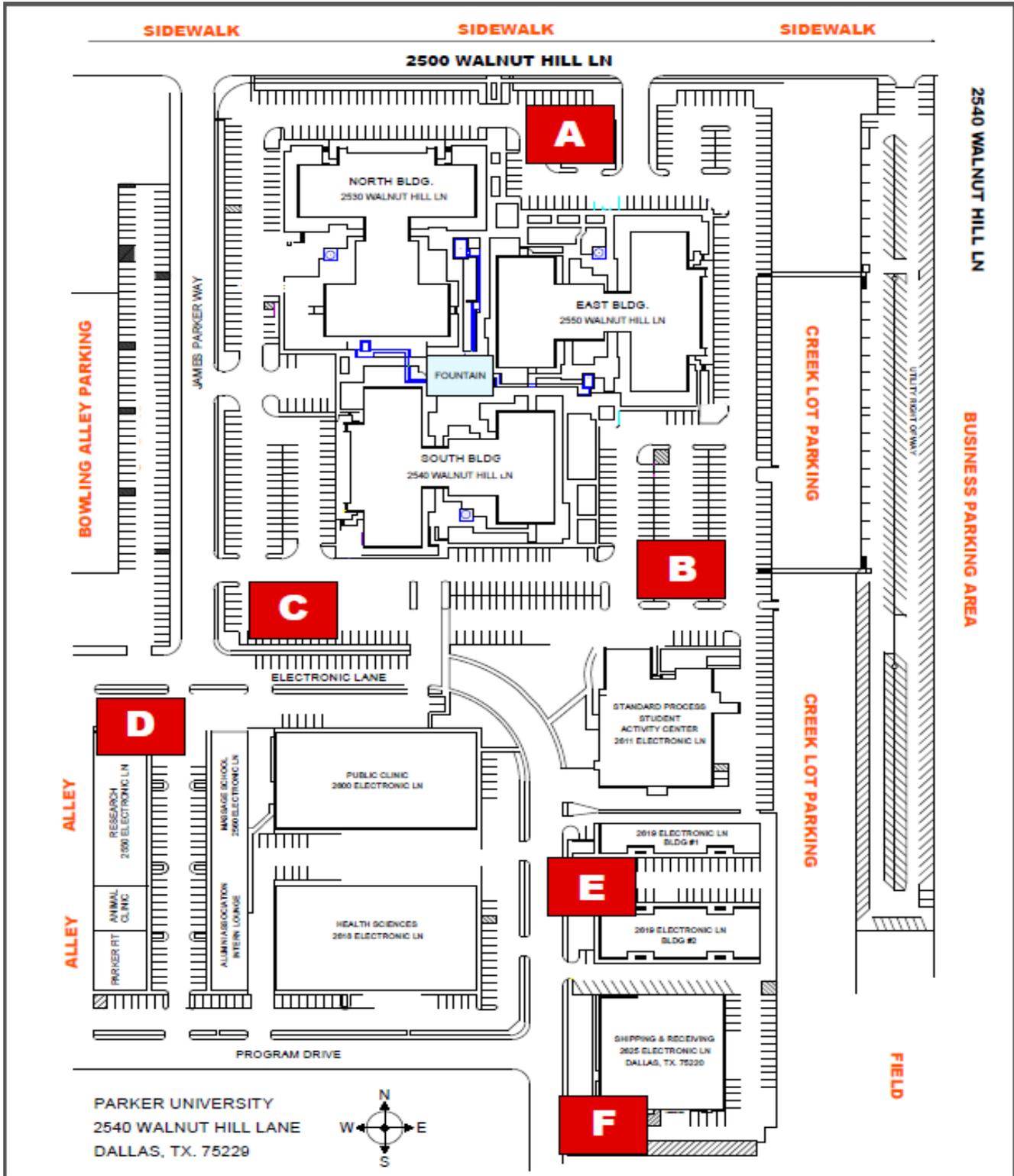
An evacuation drill is designed to prepare the campus community for an unexpected emergency evacuation. Evacuation exercises will familiarize each member with the building exits, locations, as well as identify weaknesses in the evacuation strategy and communication procedures. Although, it is important to keep in mind that each incident has its own action. It may require students, staff, and faculty to take alternate paths to the designated assembly points on and off campus. An evacuation will be performed at least one drill annually and formally recorded in the Security Department.

Assembly Point

Assembly Points are predetermine locations in an area that provides enough space for large crowds to gather at a safe distance in emergency situations. The university has 6 assembly points available to the campus community. All occupants should go to the nearest exit out of harm's way and report to the predetermined location. However, there may be times during an emergency such as an "active shooter" where the designated assembly point may not be safe enough from the event that is taking place. In those situation put as much distance between you and the threat that is necessary even if this means going off campus.

Continue

ASSEMBLY POINTS



Active Shooter Response

Campus shooting are unpredictable and each person's immediate response will depend on the ultimate overall outcome of the situation. With this in mind it is important to understand that an Active Shooter is there to take life no matter the cost.

The area is usually populated and confined with the shooter in most cases carrying a firearm (s). This person (s) will normally have no method or pattern in choosing his victims. Law Enforcement will typically arrive on the scene within 10 to 15 minutes and end the threat.

The following steps are general recommendations to assist in determining the most appropriate course of action.

Provide information to law enforcement or dispatcher

- Location of the victims and the active shooter
- Number of shooters involved
- Physical description of the shooter(s)
- Type and number of weapons
- Number of victims

Evacuate

- Evacuate the premises by an accessible escape path/route.
- Notify the people you come upon and leave the building immediately.
- Evacuate regardless if others choose not to.
- Leave your belongings behind.
- Do not try to move the wounded.
- Warn and prevent individuals from entering the area.
- When you are safe call 911

Hide

- Move to the nearest room or office which can be locked
- Close and lock the doors
- Close blinds, shades and avoid from being seen.
- Create barriers with heavy object such as desk, file cabinets, and bookshelves.
- Turn off the light and hide behind large objects.
- Get to a place you can hide where the active shooter is less likely to find you.
- Turn off your cell phone and or pager
- Stay quiet and act if no one is in the room

- Wait for law enforcement to give the verbal command that the building is safe to exit.

Fight

If you cannot avoid the active shooter be prepared to defend your right to protect yourself. Individuals who choose to take action and fight must be aggressive, decisive and without hesitation.

- Have an attitude that today I will live.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression and do not fight fairly.
- If there is more than one person spread out and ambush the aggressor.
- Use any items to defend yourself such as fire extinguishers or chairs.
- Call 911 when it is safe to do so.

How To Respond When Law Enforcement Arrives on the Scene

- Remain calm and be ready to follow officers instructions
- Raise your hands and spread fingers so officers can determine you are not the shooter.
- Be sure that hands are free from objects such as cell phone, car keys, and/or wallets. To ensure law enforcement does not mistake the items in your hands for a weapon.
- Avoid screaming, yelling, pointing and / or grabbing the officer.
- Do not stop the officer(s) to ask questions, directions, or help, just continue in the direction the officer entered the premises.

Take the following action if you are not impacted by the incident:

- Stay a safe distance away from the building or buildings that are in the proximate area;
- Tell other to stay away from the affected location.

Please Note: Incidents involving an active shooter will most likely initiate a number of agencies. The police will first isolate and stop the shooter and then proceed to do everything they can to evacuate the wounded and provide safe path for medical personnel. Always obey law enforcement directives and do not interfere the police objective. The objective is to stop the shooter as this will help ensure that they do not consider you a suspect or a potential threat. Your immediate cooperation will prevent delay and may save your life and the life of others.

Active Shooter Training

Parker University has teamed up with law enforcement in an effort to educate our campus community with guidelines regarding an active shooter. The seminar is held in the activity center on an annual basis with two members of the Dallas Swat Team. The members verbally communicate survival skills and show film of scripted scenarios illustrating evacuations and decision making. The concept is to think in terms of hide, fight, evacuate and how to respond when law enforcement arrives on the scene.

Campus Firearms & Weapon Policy

All faculty, staff, students and visitors to the university are strictly prohibited from possessing firearms, ammunition for any caliber of firearm, explosives or weapons (hereafter referred to as “weapons”) on the premises of the university without the explicit advance authorization of the university, regardless of whether a federal or state license to possess the same has been issued to the possessor. Appropriate signage shall be located at entrances of the property. The only exceptions to this policy are as follows:

- Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the jurisdiction in which the university premises are located may do so on the premises of the university in such jurisdiction. For instance, Dallas Police Department officers who are legally permitted to possess weapons in the State of Texas may possess such weapons on Parker University campus.
- Commissioned Security Officers contracted for security services by and for Parker University who are legally permitted to possess weapons as authorized by the Texas Department of Public Safety.
- Persons authorized by their employer, and duly licensed and legally permitted under the laws of the jurisdiction in which they are located to possess weapons, (such as employees of armored car services that collect or transport cash, checks, valuables, etc.) may do so on the premises of the university in such jurisdiction.
- Persons in the military in performance of their official duties to the extent they are legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of the university in such jurisdiction.

- A person who holds a license to carry a concealed handgun can lawfully possess the firearm or ammunition in a locked, privately owned or leased motor vehicle pursuant to Texas Government Code Subchapter H, Section 411.2032 which states, in part:

411.2032(b)- An institution of higher education or private or independent institution of higher education in this state may not adopt or enforce any rule, regulation, or other provision or take any other action, including posting notice under Section 30.06 or 30.07, Penal Code, prohibiting or placing restrictions on the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by a person, including a student enrolled at that institution, who holds a license to carry a handgun under this subchapter and lawfully possesses the firearm or ammunition: (1) On a street or driveway located on the campus of the institution; or (2) In a parking lot, parking garage, or other parking area located on the campus of the institution.

Anyone possessing a weapon other what is stated in the exception categories, will be instructed to comply with the law immediately. Failure to comply is a violation of this policy and may also subject the violator to arrest pursuant to Texas Penal Code 46.03(a). The applicable codes state, in part:

46.03(a) - A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a):

- On the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless:
- (A) Pursuant to written regulations or written authorization of the institution; 46.03(f) - It is not a defense to prosecution under this section that the actor possessed a handgun and was licensed to carry a handgun under Subchapter H, Chapter 411, Government Code.

Inclement Weather / Class Cancellations

The campus community will be notified of the cancellation of classes due to inclement weather. The Blackboard Connect notification system will send an e-mail, voice mail, or text messages with details regarding class cancellation. The university main phone line will also have a pre-recorded message to inform students with school opening, class cancellation and delays.

If the university closes for inclement weather it will be broadcast on major 4 television stations:

- FOX – Channel 4 (KDFW)
- ABC – Channel 8 (WFAA)
- NBC – Channel 5 (KXAS)
- CBS – Channel 11 (KTVT)

Students may also visit www.parker.edu or social media (Facebook) where additional information will be posted.

Tornado Watch / Tornado Warning

Tornado Watch – When a tornado watch is issued by the National Weather Service, the Security Department will notify the university community through Blackboard Connect and state that everyone should continue normal activities but be ready to move to a safe area.

- Defined – A tornado watch means that conditions are favorable for the development of severe thunderstorms and multiple tornadoes in the watch area.

Tornado Warning – When a tornado warning is issued by the National Weather Service, the Public Safety Department will notify the university community of the situation through Blackboard Connect and state that everyone takes cover.

- Defined – A tornado warning means that a tornado has been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

Tornado Protocol

If you receive a Tornado Warning take the following actions:

- Seek shelter in the lowest level of the building you are in.
- Go to an interior hallway
- Use your arms to protect head, eyes and kneel in a “Drop and tuck” position.
- Move away from outside walls staying away from glass doors and windows.
- Do not attempt to leave the building.
- If outdoor and no shelter available, lie flat in a nearby ditch and shield your head with your arms.
- Remain in the safe area until notified by security to reemerge.

Hazardous Material

Hazardous material is any item or agent which can be biological, chemical, or physical and can cause harm to humans, animals, or the environment. It can occur on a small or large scale and require an evacuation depending on the type and location.

- Pull the nearest fire alarm
- Do not use the elevator.
- Walk to the nearest exit and evacuate the building
- Go to one of the predetermined Assembly Point that's a safe distance from the spill area.
- Notify campus security.

If safe to do so, collect your essential items in the event the building is closed for an extended amount of time. You may not be able to retrieve your items such as your purse, keys, wallet and / or medications.

Once security is notified outside emergency personnel will arrive on the scene. The City of Dallas Fire Department will coordinate with Risk Management service to clean-up-spills.

Alcohol & Illegal Drug Policy

All Parker University full-time, part-time and temporary faculty, staff, and students are hereby notified that this policy will apply to all activities conducted on University-owned property and to all other University-sponsored events. Parker University permits the purchase and use of alcoholic beverages with University funds under certain conditions but expects individuals and organizations to take measures to prevent alcohol for complying with the Policy as outlined.

Possession of Alcohol

The sale, delivery, possession, and consumption of alcoholic beverages in or on any property owned by Parker University is strictly prohibited, except as otherwise provided in this policy. University property includes University vehicles or personal vehicles while being used for University business.

The sale, delivery, possession, and consumption of illegal drugs in or on any property owned by Parker University is strictly prohibited Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.

The sale of alcoholic beverages without a license is prohibited. Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Texas.

All organizers of events that provide alcohol are required to abide by state laws and university policies concerning alcoholic beverages. The group or department organizing the event is responsible for assuring that alcohol consumption does not detrimentally affect the health and well-being of those attending the event and is responsible for ensuring that no person under the age of 21 possesses or consumes alcoholic beverages at the event.

Standards of Conduct

All Parker University faculty, staff and students are prohibited by the University from unlawfully using, possessing, manufacturing, dispensing or distributing alcohol, controlled substances or illegal drugs on University-owned property or at University-sponsored activities. Faculty and staff are representatives of the University and as such, they are expected to use professional judgment when consuming alcohol before or during work hours or at other times when they are representing the University.

Parker University is committed to maintaining a workplace free of the effects of the misuse and abuse of alcohol or illegal drugs.

Sanctions and Penalties

Any member of the Parker University faculty, staff or student body who violates any of the Alcohol and Illegal Drug Policy shall be subject to corrective disciplinary actions and penalties up to and including expulsion from University academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Alleged violations of this policy by an individual shall also be referred to the appropriate entity on campus: the Office of Student Affairs for students, the appropriate manager and/or the Office of Human Resources for faculty and staff. These Offices shall have the authority to make appropriate referrals and to impose on students, student organizations, faculty, staff or other university-sponsored organizations such sanctions for violations of the Policy, including but not limited to participating in educational programs, and/or loss of privileges.

OFFENSE	CLASS	PENALTY
49.04, 49.09 – Driving Intoxicated (Includes both drugs and alcohol).	Class B Misdemeanor	Fine no more than \$2000 and jail term of 72 hours up to 180 days.
	State Jail Felony	Maximum fine of \$10,000 and imprisonment of up to 2 years.
	Felony of the Third Degree	Maximum fine of \$10,000 and imprisonment from 2 to 10 years.
49.02 – Public Intoxication	Class C Misdemeanor	Fine no more than \$500
		Maximum fine varies with age and the number of offenses.
106.05, 106.71 and 106.155 minor in possession of alcohol.	Class C Misdemeanor	Attend an alcohol awareness program.
	Class C Misdemeanor	Fines for previously conviction may result in fines to \$2000 and jail term not to exceed 180 days or both.
106.03 – Contributing to the delinquency of a minor.	Class A Misdemeanor	Fine no more than \$4000 confinement in jail for term of no more than 1 year.

Campus Counseling Services

Student Affairs is the primary stakeholder in providing counseling services to students. Counseling services are available to all students, and their spouses. The service is provided by a full-time counselor who can assist the student in the following areas:

Academic (e.g., study skills; test-taking anxiety; managing stress) Personal (e.g., self-confidence; social skills; anxiety; depression; self-esteem) Marital/Couple (e.g.,

communication skills; conflict resolution; lack of intimacy) Interpersonal difficulties (e.g., parent/family problems; peer conflicts).

The counseling office is located in the Student Affairs Office (South 201) and is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Dr. Jacquelyn Elbel, Ph.D. is a licensed psychologist who has been at Parker University since the fall of 1988 and her email and telephone are as follows: jelbel@parker.edu; (972) 438-6932 x7155.

Any student may schedule an appointment by completing the *Counseling Request Form* available under documents or in the Student Affairs Office

ComPsych Guidance Resources

Parker students are offered three types of services:

Counseling Services - ComPsych offers counseling and guidance available 24 hours a day seven days a week via a toll-free phone number, e-mail, or internet. ComPsych employees work with students in crisis, assess behavioral and emotional health, and make referrals to providers for a limited number of free telephonic or in-person counseling sessions.

Legal Support - Talk to an attorney by phone about a variety of concerns including landlord/tenant issues, debt, divorce and family law, and contracts. If you require representation you will be referred to an attorney in your area for a free 30-minute consultation with a 25% reduction in customary legal fees thereafter.

Financial Information and Resources - Speak by phone with a Certified Public Accountant and Certified Financial Planner on a wide range of financial issues including tax questions, credit card or loan problems, or getting out of debt.

www.guidanceresources.com

The below information are those who can be contacted for personal consultations on counseling services:

Name	Department	Phone Number	Ext
Sierra Jones	Student Affairs		7151
Dr. Jacquelyn Elbel	Student Affairs	214-902-2422	7155

University Referrals

Organizations	City	Phone Numbers
Health & Human Services Information	Dallas	214-379-4357
Catholic Counseling Services	Dallas	866-223-7500
Jewish Family Services	Dallas	972-437-9950
Youth & Family Center	Flower Mound	972-502-4020
Family Life Center	Dallas	214-428-8807
Galaxy Counseling Center	Garland	214-682-7842
Child & Family Guidance Center	Dallas	214-351-3490
UNT Psychology Clinic	Denton	940-565-2631
Dallas Psychological Association Referral Services	Dallas	888-923-2256
Parkland Outpatient Clinic	Dallas	214-266-0955
Fort Worth Psychological Association	Fort Worth	817-383-2786

Sexual Assault, Stalking, Dating Violence and Domestic Violence

Victims of sexual assault, stalking, Dating Violence and Domestic Violence or a person who has knowledge of these crimes are encouraged to report the incident immediately to campus security or local law enforcement where the assault took place.

It is the right of the survivor of these crimes to choose and not be pressured to make a formal report to authorities. If the victim wishes to pursue a report but does not want to be identified, a victim may use a **pseudonym** in accordance with the Texas Code of Criminal Procedures, Art. 57.01. The definition of pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all files and reports to protect one's identity.

The university will assist victims of these crimes in notifying the proper authorities and give additional assistance through counseling, mental health, and student services. The resources

are made available whether or not the crime is a formal report or pursued through the criminal justice system.

If you are a victim of these crimes you are strongly encouraged to report the crime immediately to preserve evidence resulting from the criminal offense. In the event you decide not to immediately make a report, it is important to write down all details for a later time. Include the date, time, place, names of people involved and of witnesses, and who said what to whom. Keep all document and recordings such as text messages, emails, answering machine tapes and telephone records.

It's also important to know the university has a responsibility for providing the safest environment for all its members and may disclose pertinent information to the public if conditions deemed there is an imminent threat to the institution. These crimes are required by the Student Right-to-Know and Campus Security Act of 1990 to be disclosed on the annual crime report; however the name of the survivor will not be released in any statistical reporting. The University prohibits the crimes of Dating Violence, Domestic Violence, Sexual Assault and Stalking.

The University has to include written explanation of their rights and options, regardless of whether the offence occurred on campus, including written notification of counseling, health, mental health, victim advocacy, legal assistance, visa an immigration assistance, student financial aid and other services available for victims.

The University will provide for a prompt, fair, and impartial proceedings in cases of alleged dating violence, Domestic Violence, Sexual Assault or Stalking.

What to do after a Sexual Assault, Stalking, Dating Violence or Domestic Violence

- Your first priority is to get to a place of safety and immediately notify Campus Security.
- Security or the local law enforcement authorities where the assault took place.
- Seek medical attention before you shower, bathe, douche, brush teeth, drink, smoke, comb hair, change cloths, or go to the bathroom. This is essential to the preservation of any evidence which would be needed to conduct an investigation.
- The evidence containing vital information will aid the university decision to take disciplinary action against the perpetrator.
- Report the assault to local and school authorities if it happened on campus.
- Seek counseling or support from friends and family.

- Security will assist you in notifying the appropriate law enforcement agency.

Texas Coalition against Sexual Assault you have the right to:

- Determine whether to report the crime to law enforcement.
- Choose a male or female Police Officer
- You may decline the collection of evidence.
- Request someone to accompany you in the examination room.
- Prevent pregnancy by requesting emergency contraception's
- Sue the defendant for money.

Sexual Harassment Policy

It is the policy of Parker University to provide and maintain an environment in which students, faculty and staff may pursue their studies and career with a maximum of productivity and enjoyment. Harassment in any form will not be condoned or tolerated. One of the objectives of the University is to develop individuals capable of applying enlightened judgment in their professional, personal and social lives, for the benefit of their patients, the public and the professional.

Parker University does not condone racial or sexual harassment, in any form, at any time and will take appropriate action to educate, train or discipline any student who engages in any form of harassment against any member of the University community. In addition, Federal law prohibits harassment and the consequences may include individual liability damages, the intentional infliction of emotional distress, assault and battery or negligence.

Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of race, color, national origin, religion, sex, age, disability, sexual orientation, or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

In addition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course program or activity.
- Submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions affecting that employee or student.

Examples of Sexual Harassment - Some examples of sexual harassment include:

- Pressure for dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to body parts of the body
- Sexual innuendos, jokes, humor or gestures
- Sending sexually explicit emails or text messages

Scope of Policy

Parker University does not condone or tolerate harassment, in any form, at any time. Parker University will take reasonable actions to protect its administrators, faculty, staff and students, from harassment:

- By any member of the university community (i.e., students, faculty, staff or administrators) at any time or place and
- By any other person while on university property or at any activity or function sponsored by the University.

Parker University will also take appropriate action to educate, train or discipline any student currently enrolled in Parker University who engages in harassment against any person, regardless of whether that complaining party is a member of the University community and regardless of when or where the harassment occurred.

Reports of harassment are taken seriously. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, the frequency of such conduct, any repetition of such conduct, and the credibility of the witnesses. The action may include intervention, mediation, investigation and the initiation of grievance and disciplinary processes as discussed more fully below. Where harassment is found to have occurred, Parker University will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

In determining whether alleged conduct constitutes harassment, the University will consider the totality of the circumstances, such as the context in which the alleged incidents occurred. In assessing whether a particular act constitutes harassment, the standard will be the perspective of a reasonable man/woman. The rules of common sense and reason will prevail. The determination of whether particular conduct is prohibited harassment will be made from the facts, on a case by case basis.

Isolated and Inadvertent Offenses

Even an isolated or inadvertent event is a serious offense and is prohibited harassment. A single incident of such conduct is grounds for severe disciplinary action, including suspension or dismissal.

Occasionally, members of the University community, through their ignorance, may unknowingly or unintentionally engage in isolated events without establishing a pattern of engaging in such conduct. In addition, members of the University community may exhibit a pattern of engaging in such conduct by failing to realize that their actions discomfort or humiliate other persons. Such isolated or inadvertent conduct may not constitute harassment; however, the University may privately reprimand such persons, may instruct them to refrain from such conduct, or require that they undertake an educational program designed to help them understand the damage caused by their conduct.

If a person continues to engage in such conduct after receiving a reprimand, instruction or educational program, their continuation of such conduct may be deemed to be an intentional pattern of conduct intended to discomfort or humiliate other persons. Thus, the continuation of such conduct may be prohibited harassment and may subject that person to severe disciplinary action.

General Procedures

Persons who believe they are being harassed are encouraged to react to the harassment by taking direct action. Direct action may include any of the following:

- Saying "No" to the harasser. Ignoring the situation will not make it go away. An unequivocal response will help prevent any misunderstanding about whether the behavior is welcome. Be direct. If you know of others who have had similar experiences, you may approach the offender together. You may also approach the offender with a friend or advisor to provide you with moral support.
- Writing a letter to the harasser. Describe the offensive behavior and why you object to it. State clearly that you want the harassment to stop. Keep a copy.
- Keeping a record of what happened. Include the date, time, place, names of the people involved and of witnesses and who said what to whom. Keep all documents and recordings such as text messages, emails, telephone and answering machines.
- While direct action is encouraged and can in some cases stop the harassment, no one is obligated to pursue direct action before filing a complaint or pursuing any of the other actions.

Filing a Complaint

Any administrator, faculty member, staff employee or student who believes she/he has been victimized by harassment is encouraged to promptly confer with and report any harassment to any of the following persons:

- Michael Johnson, Student Affairs / Title 9 Coordinator
- Adrian Walton, Title 9 Coordinator
- Dr. Doug Sanford, Director of Clinics
- Kelly Patrick, Director of Security
- Sandra McLean, VP of H.R. / Director of Employee Relations
- Dr. Patrick Bodnar, Vice President – College of Chiropractic

Title 9 Coordinator (Roles and Responsibilities)

Title IX Coordinator (Dean of Student Affairs) It is the responsibility of the Title IX Coordinator (Dean of Student Affairs) to:

- Receive complaints under this policy;
- Coordinate dissemination of information and education and training programs;
- Assist members of the University Community in understanding that sexual misconduct is prohibited by this policy;
- Answer questions about this policy;
- Ensure that students are aware of the procedures for reporting and addressing complaints of sexual misconduct;
- To implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures; and
- Identify and address any patterns or systemic problems regarding sexual misconduct at the University.

Administrators, Deans, Department Chairs, and Other Managers It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of the policy
- Work with the Title 9 Coordinator (Dean of Student Affairs) and / or Director of employee relations to implement education and training programs for employees and students
- Implement any corrective action that are imposed as a result of finding of violation of this policy.

The University When the University is aware that a member of the University Community may have been subjected to or affected by conduct that violates this policy, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The University will act in accordance with its Complaint Resolution Procedures.

Making a complaint

All University employees have a duty to report sexual misconduct to the Director of Employee Relations when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role. An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and including termination.

Students

Students who wish to report sexual misconduct should file a complaint with the Title IX Coordinator (Dean of Student Affairs) or a Deputy Title IX Coordinator (from the Department of Student Affairs). Students should be aware that all employees at the University have an obligation to report sexual misconduct that they become aware of or witness.

Other Persons

Any other persons who are involved in the University's programs and activities, including visitors on campus, who wish to report sexual misconduct should file a complaint with the Title IX Coordinator (Dean of Student Affairs) or Director of Employee Relations. They may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

Confidential Discussions

If a victim desires to talk confidentially about his or her situation, there are resources available. The following resources are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor):

Department of Student Affairs
Counselor and/or Retention Coordinator:
2540 Walnut Hill Lane
South Building 201
Dallas, TX 75229 214-902-2422

ComPsych Phone: 800-272-7255
TDD: 800-697-0353
Online: www.guidanceresources.com, WebID: PARKU.

Content of the Complaint

So that the University has sufficient information to investigate a complaint, the complaint should include:

- (1) The date(s) and time(s) of the alleged conduct;
- (2) The names of all person(s) involved in the alleged conduct, including possible witnesses;
- (3) All details outlining what happened; and
- (4) contact information for the complainant so that the University may follow up appropriately.

Information Provided to Complainant and Respondent

A complainant who makes a claim of sexual misconduct to the University will be given a copy of the document titled “Explanation of Rights and Options after Filing a Complaint under the Sexual Misconduct Policy.” This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim’s fault. When physical violence of a sexual nature has been perpetrated against you, the University recommends that you immediately go to the

emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy. If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, or work situation, to the extent that the University has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. Requests to change an academic, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator (Dean of Student Affairs).

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator (Dean of Student Affairs). The University will take all reasonable and legal action to implement the order.

Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community. The Title IX Coordinator (Dean of Student Affairs) is the person responsible for evaluating requests for confidentiality.

Resolution

If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, or work accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

Confidentiality

All individuals who are involved in the complaint reporting, mediation and/or investigation process are obligated to maintain confidentiality of the proceedings. Breaches of confidentiality may lead to disciplinary action. However, the University cannot and does not guarantee that confidentiality will be maintained by the various parties and witnesses. The investigator may need to disclose some details of the complaint in connection with the investigation and interviews of the parties and witnesses. In addition, the University may disclose or publish the outcome of the procedures in appropriate circumstances, such as:

- To rehabilitate the reputation of the charged party
- To respond to public statements or rumors made by the parties; or
- To respond to a lawsuit or subpoena

Retaliation Prohibited

The University (and federal law) prohibits any form of retaliation against a person who files a discrimination complaint, including a charge of harassment, or against any person who participates as a witness. Examples of retaliation include discriminatory grading or testing; unequal treatment with respect to class participation or student’s response to any class participation; bias in making assignments or selecting test questions; or staring, glaring or otherwise attempting to intimidate or harass such a person.

Regardless of the outcome of the harassment complaint, any retaliation will be treated as a separate violation of University policies and will result in serious disciplinary action.

Frivolous Complaints

If a complaint is 1) filed maliciously, 2) groundless and brought in bad faith, or 3) groundless and brought solely for the purpose of harassment, the complaint will be dismissed and the investigation will be promptly terminated. In addition, the person who filed the complaint may be subject to disciplinary action, and the University may take action to rehabilitate the reputation of the charged party and to protect the charged party from any further frivolous complaints.

For more information concerning the investigation of complaints, mediation, and the procedures for resolution of complaints, you should obtain a complete copy of the Sexual Harassment Policy from the Dean of Student Affairs.

Local Resources

Health Organizations	Phone Number
Dallas County Rape Crisis Center	214-590-0430
The Women Center of Tarrant County	817-927-4040
Dallas Area Rape Crisis Center	972-641-7273

National Resources

National Sexual Assault Hotline – 1(800) 656-4673
RAINN (Rape, Abuse & Incest National Network) – www.rainn.org

Sex Offender Registration

The University is in compliance with the “Campus Sex Crime Prevention Act” of 2000 requires colleges and universities to provide students, employees and visitors a means to access information on sex offenders. The Texas Department of Public Safety website, http://www.txdps.state.tx.us/administration/crime_records/pages/sexoffender.htm provides a computerized central database to search the sex offender registry.

Jeanne Clery Disclosure

In order for Parker University to be in compliance with Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, it is required for the following information to be available to current and potential students and employees. The information is also available under Campus Life on www.MyParker.com.