



PARKERTM
UNIVERSITY

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2014 ANNUAL SECURITY REPORT

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PARKER UNIVERSITY SECURITY DEPARTMENT

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Campus Emergency: 7-9-1-1

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Annual Campus Security Policy & Crime Statistics Reporting

Originally known as the Campus Security Act, the *Jeanne Clery Disclosure of Campus Security Policy 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 it 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 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

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, employees, prospective and employees are entitled to request and receive a copy of the Annual Security Policy and Campus Crime Statistics Reports. The federal law was enacted in 1990 in memory of a 19 year-old that was sexually assaulted and murdered in her dorm room while she was asleep on April 5, 1986.

Each annual report contains information on campus statistics and specified crimes which have been reported to the Parker Security Department and Campus Security Authority during a 3 year period. The information is derived from on campus, surrounding area, adjoining property and/or buildings controlled by Parker University.

The report will contain information pertaining to campus security, crime reporting, discipline policies, crime prevention and access to Parker University Properties, notification policies and safety tips.

All students will receive notification through electronic mail and may go through the My Parker website for Campus Crime Report information. Copies of the report can also be picked up in person at the Security Department.

Security

Parker University has contracted with Allied Barton Security Services to provide the university with a full line of security services within the Security Department. The Security

Department is responsible for providing the safest educational environment possible to our students, staff, and faculty. The Security Department operates both an armed and unarmed Security Department that operates 24 hours, seven days a week. The mission is to maintain a safe learning environment and reduce the risk of crime to the best of our ability. This is enforced with the security officers, surveillance cameras, and constant patrols. While there is no guarantee to an individual's safety, the participation of students, faculty and staff participation to report unusual or threatening conditions is critical for the success of crime awareness and prevention.

Security Enforcement Policy

Allied Barton Security Services' Security Officers are registered with the Department of Public Safety's Private Security Board and work under either a private non-commission or commission (armed) license. The Director of Security and two shift supervisors (day and evening) are armed and all have the authority to request I.D. to substantiate a person(s) purpose on campus. If an individual cannot or refuses to provide adequate information he/she may be asked to leave the property.

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. Parker University 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 victim's 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. The Crime Statistics, Daily Log, and Crime Classifications are all made available on the website under MyParker.edu Campus Life Tab to increase awareness among our students, staff and faculty.

Access to Campus Facilities

Parker University facilities are open to students, employees, visitors and contractors. There are four gated entrances to the main campus. The accessibility to the property will vary due to safety and security measures regarding each individual building available for study, activities, seminars, and scheduled classes.

Many of our staff and faculty are assigned keys to enter their area of need with limited access during non-business hours requiring prior notification, or by admittance of the Security Department. Security Officers use the traditional lock and key to secure buildings and gates. The majority of our campus entrances are equipped with CCTV, in addition to intrusion and fire protection systems. There are additional properties adjacent to the main campus. These properties are also gated, protected, and patrolled by campus security.

https://my.parker.edu/ics/Campus_Life/Security/Parking_Maps/

BUILDING HOURS

NORTH BUILDING				SOUTH BUILDING			
Monday	6:00 am	To	10:00 pm	Monday	4:30 am	To	12:00 pm
Tuesday	6:00 am	To	10:00 pm	Tuesday	4:30 am	To	12:00 pm
Wednesday	6:00 am	To	9:00 pm	Wednesday	4:30 am	To	12:00 pm
Thursday	6:00 am	To	10:00 pm	Thursday	4:30 am	To	12:00 pm
Friday	6:00 am	To	6:00 pm	Friday	4:30 am	To	12:00 pm
Saturday	9:00 am	To	4:30 pm	Saturday	6:00 am	To	6:00 pm
Sunday	12:00 pm	To	6:00 pm	Sunday	6:00 am	To	6:00 pm

EAST BUILDING				ACTIVITY CENTER			
Monday	6:00 am	To	8:00 pm	Monday	5:00 am	To	9:00 pm
Tuesday	6:00 am	To	8:00 pm	Tuesday	5:00 am	To	9:00 pm
Wednesday	6:00 am	To	8:00 pm	Wednesday	5:00 am	To	9:00 pm
Thursday	6:00 am	To	8:00 pm	Thursday	5:00 am	To	9:00 pm
Friday	6:00 am	To	8:00 pm	Friday	5:00 am	To	9:00 pm
Saturday	9:00 am	To	5:00 pm	Saturday	10:00 am	To	5:00 pm
Sunday	9:00 am	To	5:00 pm	Sunday	12:00 noon	To	5:00 pm

East Building hours are determined by seminars, classes and special events.

GATE HOURS

MAIN GATE HOURS					
North	Walnut Hill Lane	6:30 am	To	6:00 pm	Monday-Friday
Northwest	James Parker Way	6:30 am	To	6:00 pm	Monday-Friday
Southwest	James Parker Way	6:30 am	To	6:00 pm	Monday-Friday
South	Electronic Lane	4:30 am 6:00 am	To	12:00 am 8:00 pm	Monday - Friday Saturday - Sunday

PEDESTRIAN BRIDGE GATES

PEDESTRIAN BRIDGE GATES					
North Bridge	Walnut Hill Lane	5:00 am 5:00 am	To	6:00 pm 3:00 pm	Monday-Thursday Friday
South Bridge	Walnut Hill Lane	5:00 am 5:00 am	To	6:00 pm 3:00 pm	Monday-Thursday Friday

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. Reporting suspicious activity will cause an action for the crime and most likely, deter future crime before it can happen. Do not allow doubt to prohibit you from reporting your fears or concerns. For the safety of all we strongly encourage our students, staff, and faculty to immediately report suspicious and criminal activity. As an alternative you may also report criminal activity to deans, directors and local law enforcement. If you are a victim of a crime and choose to file a police report, Security will assist you in notifying the appropriate law enforcement agency.

OFFICE NUMBERS	
Security Department 2619 Electronic Ln Suite #102	O) 972-438-6932 X-7165 D) 214-902-2405
Student Affairs Office 2540 Walnut Hill Ln Suite #S201	O) 972-438-6932 X-7160 D) 214-902-2422

Reporting Emergencies

Police, fire or medical emergencies can be reported by:

1. Dialing 7-911 from any campus telephone.
2. Dialing 911 from any off-campus phone or cell phone. Calls will be answered by the local police department or county sheriff's office.

Callers should immediately advise the dispatcher that they are calling from the Parker University campus for on-campus emergencies. Off-campus calls for emergency assistance will be transferred to the nearest local law enforcement agency having jurisdiction. Remember to always be ready to provide:

1. Name, telephone number, and location.
2. Clear and accurate description of the incident.
3. Do not hang-up! Allow the dispatcher to end the call.

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

Reporting Off-Campus and Non-Emergencies

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

Any crime report made to a Parker University Security Officer should be transmitted to the Dallas Police Department via email, fax machine, or campus mail as soon as possible.

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.

Confidential Reports are counted and disclosed in the crime statistics and the Annual Crime Report “unless” such information will adversely impact the victim or compromise Law Enforcement efforts.

Please contact the Security Department, Student Affairs, or anyone of the campus security authorities.

Campus Security Authorities

Campus security authorities are designated to work with the Security Department to report crime in accordance with the guidelines 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. If you are a victim or a witness to a crime and wish to report and convey information pertaining to an incident, please call or see one of the following individuals.

DEPARTMENTS	BUILDING	LOCATIONS	PHONE	EXT
Dean of Student Affairs	South Building	2540 Walnut Hill Ln	214-902-2422	7150
Director of Massage School	Massage School	2560 Electronic Ln	214-902-3485	7730
Director of Compliance	Dallas Clinic	2600 Electronic Ln	972-438-9355	7513
Irving Clinic Director	Irving Clinic	111 S. Delaware	972-438-9355	7600

Exemption to Security Reporting

There are two types of individual who, although they have significant responsibilities for student and campus activities, are not campus security authorities under Clery:

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 whose 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.

Reporting Locations

The crime data is collected from a number of sources such as campus security, Dallas Open Record Unit, Irving Open Records and from crimes that are within the geographical area of the Dallas Campus and Irving Clinic.

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.

Crime Statistics

In compliance with the Jeanne Clery disclosure and Annual Security Report, the university security department is responsible to collect, prepare and distribute an accurate and complete report electronically or upon request.

- 2012-2014 Crime Statistics
- 2014 Monthly Crime Statistics
- 2014 Crime Classification
- 2014 Crime Summaries for each report

In addition the Security Department maintains a daily crime log (summaries) made available within two business days of the initial report. The exception to the reports being disclosed is if prohibited by law, put others in danger, compromise an

Investigation, or cause tampering and destroying of evidence.

- *The Security Department is responsible for reporting all incidents to the appropriate university administrators. The reports are compiled and maintained by the Security Department for public view.*

Daily Crime Statistics

PARKER UNIVERSITY SECURITY DEPARTMENT

2014 Crime Stats

Classification	Case #	Reported Date	Incident Date	Reported	Occurred	Location	Resolution
Larceny Theft	P-001-14	2/06/2014	2/05/2014		Unknown	East 106	Closed
Indecency w/Child	1-032014C	3/29/2014	3/29/2014	7:30 pm	7:25 pm	Courtyard	Unfounded
Larceny Theft	2-042014C	4/03/2014	4/01/2014	8:30 pm	Unknown	D. Clinic	Unfounded
Larceny Theft	1-042014C	4/03/2014	4/01/2014	8:30 pm	Unknown	D. Clinic	Closed
Larceny Theft	1-052-14C	5/19/2014	5/16/2014	10:30 am	Unknown	Cafeteria	Closed
Larceny Theft	2-102014C	10/09/2014	10/08/2014	9:04 am	Café	Kitchen	Closed
Larceny Theft	5-102014C	10/30/2014	10/28/2014	11:00-5pm	Parking	SE Main Campus	Closed

Please Continue

Three Year Statistics

PARKER UNIVERSITY Security Department 2012-2014 Crime Statistics				
OFFENCE TYPE	Location	2012	2013	2014
Murder/Non-Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Forcible Sex Offence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Non-Forcible Sex Offense	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Domestic Violence Sexual Assault, Stalking and Dating Violence	On Campus	N/A	N/A	0
	Non-Campus	N/A	N/A	0
	Public Property	N/A	N/A	0
Hate Crimes	On Campus	N/A	N/A	0
	Non-Campus	N/A	N/A	0
	Public Property	N/A	N/A	0

OFFENCE TYPE	Location	2012	2013	2014
Burglary	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Larceny Theft	On Campus	0	0	2
	Non-Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Property Destruction / Vandalism	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Abuse	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	1	0	0
Liquor Law	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	1	0	0

Disciplinary Referrals: Illegal Weapons Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Drug Abuse Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Liquor Law Violations	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Note: The crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, will only be included in Parker University's Clery statistics if they are hate crimes.

CLERY ACT CRIME DEFINITIONS

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

Murder

Is defined as the wilful (non-negligent) killing of one human by another.

Negligent Manslaughter

Is defined as the killing of another person through gross negligence.

Forcible Sex Offense

Is defined as any sexual act directed against another person, forcibly and/or against that person(s) will; or not forcibly or against the persons will where the victim is incapable of giving consent.

Rape

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.

Forcible Sodomy

Is oral or anal sexual intercourse with another person, forcibly and/or against that person will; or not forcibly or against the person; s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object

Is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his /her temporary or permanent mental or physical incapacity.

Non Forcible Sex Offense

Is defined as unlawful non-forcible sexual intercourse.

Incest

Is non-forcible sexual intercourse between person's who are related to each other within the degree wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery

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

Aggravated Assault

Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary

Burglary is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Arson

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

Hate Crime

When 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 orientation or ethnicity/national origin.

Race

A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., Asian, Blacks, Whites).

Gender

A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jew, Protestants, Atheists).

Sexual Orientation

A preformed negative opinion or attitude toward a group of persons based on; their sexual attraction toward and responsiveness to members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/National Origin

A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and tradition (e.g., Arabs, Hispanics).

Disability

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Larceny-Theft

It is the unlawful taking, carrying leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR). Constructive Possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault

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

Intimidation

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

Destruction/Damage/Vandalism of Property, Etc.

Is 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.

Weapons: Carrying, Possessing, Etc.

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 Violation

Are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment

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.

Safety Tips

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

Remember to provide the following information when reporting an incident.

- ❑ Name
- ❑ Phone Number/Extension
- ❑ Location and description of the incident you are reporting.
- ❑ Accurately describe the person: age, race, sex, clothing, height, weight, tattoos, etc.
- ❑ is anyone injured?
- ❑ Accurately describe the vehicle: license plate number, color, or any unusual marking such as stickers or dents on the vehicle.
- ❑ Permit the Security Officer to end the call.

Security Escort

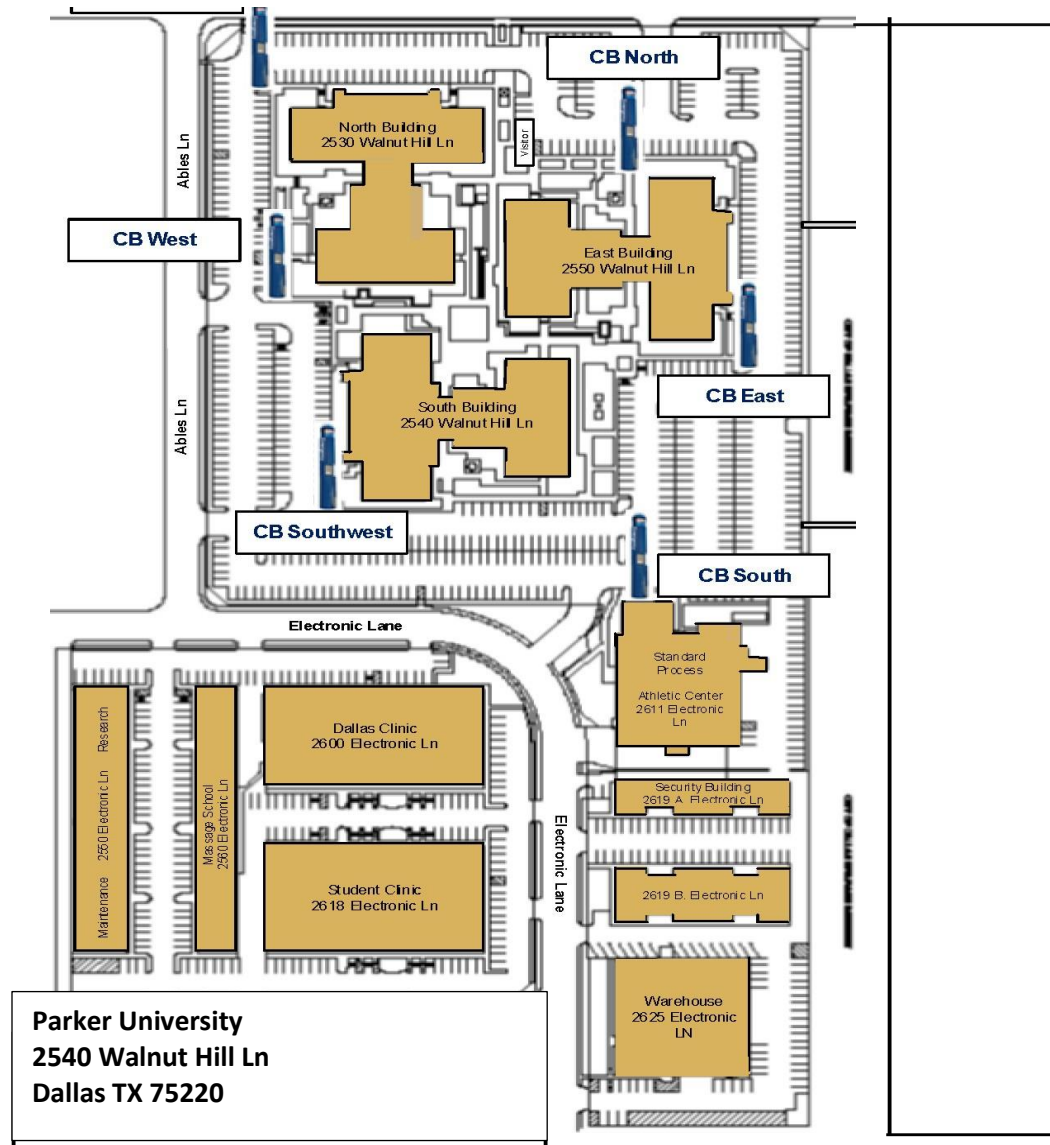
Security will provide an escort to those who have a safety concerns with walking to a building or vehicle. Please allow at least 10 minutes for an officer to arrive at your location. Security is available during 6 pm – 12 midnight and all times for safety concerns.

Department	Phone Number	Extension
Security	O) 972-438-6932 D) 214-902-2405	Ext: 7165 Ext: 7911

Code Blue Phones

Code Blue Emergency Phones are blue towers marked “Emergency” with blue flashing strobe lights, when activated it notifies the security officers to the caller’s location. If a crime is in progress or witnessed; if emergency assistance is needed; if you are being harassed or feel threatened; or if you need medical attention. The Code Blue Phones can be activated by pressing the red button that will directly call the security phone.

Code Blue Emergency Phone Locations



Emergency Warning Notification

Parker University understands each emergency situation carries different threat levels that may require an immediate emergency notification to the campus community. Emergency notifications such as bomb threats, explosions, utility failures, violent crimes, fires, medical emergencies and hazardous material release are reported to the Security Department.

In the case of imminent danger within the community, the Security Department will act first to protect both people and property. In those instances whereby the campus notification system allows for communication for a decision and appropriate response, the Director of Security will take the necessary action and emergency notification proceeds to a higher level of authority.

In the event an incident does warrant a higher level of authority, the Security Director must alert the VP of Business Affairs. In their absence, the Provost and/or the President are then designated to serve this function. Upon any decision to activate the campus notification system, the VP for Business Affairs, President, or Provost will receive information and will have the authority to direct the activation of the campus notification.

In an immediate threat involving an active shooter, an immediately warning may be activated with few facts. Updates will be sent out until the threat is controlled or neutralized.

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, Sexual 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 a string of burglary of motor vehicles on campus in a certain area. The Security Department has the responsibility to provide “Timely Warnings” to the campus.

The notifications 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 buildings and the regular interaction of all members of the campus

Notification Threshold

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

Methods of Delivery

- 1) The primary method for communicating alerts, information, and guidance to Parker leadership, faculty, staff, and students will be the *Blackboard Connect* alert system.

There are three methods used to achieve the notification objective:

- Phone Messages;
 - E-mails;
 - Texting
- 2) As additional method of communication and guidance for Parker leadership, faculty, staff, and students may be notified by:
 - Campus P.A. System;
 - Assemblies;
 - Recorded message on a designated phone number, if approved;
 - Messaging on the Parker University website (Internet/Intranet);
 - Announcements through local radio and TV stations if approved and developed.
 - “Alertus” emergency notification system which notifies faculty, staff and students through all Parker campus computer systems. This system works in coordination with Blackboard Connect to provide uniform messages with the correct information.

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

Departments	Location	Suite	Phone Number
Security Department	2619 Electronic Ln	102	214-837-8509
Provost Office	South Building	S211	214-902-3486
VP College of Chiropractic	Academic Office	E200	214-902-3447
VP of Human Resources	Human Resources	S218	214-902-2450
Dean Student Affairs	South Building	S201	214-902-2422
Irving Clinic Director	Irving Clinic	Office	972-438-9355

The decision to issue a campus wide notification is delegated to one of the following: President, Security Department, Provost, and VP of Business Affairs.

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. Please highlight + Ctrl and click on the link to enter current information. [Student Contact Information Update](#)

Fire Protection

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 also mounted throughout the buildings.

Fire Safety Procedures

The DO's to a Fire Response.

- ❑ Immediately pull the nearest fire alarm (pull station).
- ❑ As you exit warn other to evacuate the building.
- ❑ Assist anyone who needs help evacuating.
- ❑ Once you are safe from danger, call campus security at **7911** for the following reasons:
 - 1) Location of fire – trash, electrical, etc.
 - 2) Are people known to be trapped or injured in the fire area?
- ❑ Feel the door handles and if warm do not open the door.
- ❑ When evacuating a room or office, close all doors behind you, if the 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.
- ❑ Stay low to the floor to escape smoke and minimize inhalation.
- ❑ 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.
- ❑ Move quickly to the assigned assembly points unless the assembly point is near the area affected by the fire. In that case move to an assembly point that assures your safety.

The DONTS to a Fire Response

- ❑ Don't assume the fire alarm is a drill or test. Exit the building immediately.
- ❑ Don't lock the doors behind you as it will delay emergency personnel.
- ❑ Don't use the elevators.
- ❑ Don't re-enter a burning or smoked filled structure.

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 actions and 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.

The designated place to wait after evacuating a building in the event of a fire or other emergency? The assembly point locations can found under the Campus Life Tab or the link provided below. [Parker University Assembly Points](#)

Response to an Active Shooter

Campus shootings are unpredictable and each person's immediate response will depend on the ultimate overall outcome of the situation. The question "is it safe to do so" in the event of a campus shooting incident should be considered before taking quick action. The following steps are general recommendations to assist in determining the most appropriate course of action.

If you become aware of an incident exit the building immediately and move away from the immediate area of danger. If possible attempt the following.

- 1) Notify the people you come upon and leave the building immediately.
- 2) Call 911 / Security Department 7911 and provide the following information:
- 3) Give exact location of the incident and which building the shooter is in;
- 4) The number of shooters and a detailed description, if known;
- 5) The number and type of weapon(s) the shooter(s) has on his person;
- 6) Victims/ Hostages involved;

- 7) Injuries, if know;
- 8) Your name and number from where you are calling;
- 9) In the event you cannot talk leave the lines open so the police/security dispatcher can listen to what is happening.

If you are in the path of the shooter and it is impossible to exit the building, consider the following:

- 1) Move to the nearest room or office which can be locked;
- 2) Close and lock the doors;
- 3) Turn off the light;
- 4) Get to a place you can hide where the active shooter is less likely to find you.
- 5) Turn off your cell phone and/or pager or put it on vibrate;
- 6) Stay quiet and act if no one is in the room;
- 7) Wait for law enforcement to give the verbal command that the building is safe to exit.

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

- 1) Stay a safe distance away from the building or buildings that are in the proximate area;
- 2) Tell others to stay away from the area.

Take the following actions when law enforcement arrives:

- 1) Stay calm, follow officers' instructions;
- 2) Put down any items you may have in your hands;
- 3) Raise your hands and spread your fingers;
- 4) Keep your hands visible and avoid making quick movements;
- 5) Do not stop the officer(s) asking question, direction, or help, just continue in the direction the officer entered the premises.

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 with the police objective 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.

Inclement Weather

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, call, and text message with details regarding class cancellation. The Parker 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 the major four television stations, ABC - Channel 8 (WFAA), Fox - Channel 4 (KDFW), NBC - Channel 5 (KXAS) and CBS - Channel 11 (KTVT) by 5:00 AM. 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 action:

- 1) Seek shelter in the lowest level of the building you are in.
- 2) Go to an interior hallway; and use your arms to protect head, eyes and neck in a “Drop and tuck” position.
- 3) Move away from outside walls staying from glass doors and windows.
- 4) Do not attempt to leave the building.

- 5) If outdoors and no shelter available, lie flat in a nearby ditch and shield your head with your arms.
- 6) 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 human, animals, or the environment. It can occur on a small or large scale and require an evacuation depending on the type and location.

If a hazardous material spill occurs inside your building, take the following action:

- 1) If you can safely do so barricade the area and prevent others from entering the area.
- 2) If instructed by campus security or outside emergency personnel, evacuate the building immediately.
- 3) Call campus security after you evacuated the building.
- 4) Go to the designated assembly area.
- 5) If you are outside “go indoors” and remain inside to avoid inhaling toxic fumes.

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 the spill.

Alcohol and Drug Policy

It is the policy of Parker University to promote a safe, healthy and productive learning and working environment free from the influences of alcohol and drugs. Alcohol and drugs are a danger to everyone. They impair safety, health, promote crime, lower productivity and quality, and undermine public confidence in the institution.

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, an alcohol and drug-free school and workplace is established at Parker University.

All students are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using controlled substances (narcotics, cannabis, stimulants, depressants, hallucinogens) or consuming alcoholic beverages in any campus facility or property of Parker University.

Students found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code,

Subtitle C, Substance Abuse Regulations and Crimes) may receive the full legal penalty in addition to any appropriate disciplinary action by the University (information about disciplinary actions is listed under the Student Conduct section). The most common legal violations and their consequences are:

Texas Penal Code / Texas Alcohol Beverage Code

Offenses	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.

Student Handbook

Penalties for drug possession are governed by the Texas Health and Safety Code, Subtitle C. Specified penalties vary depending on the type of drug and amount. Any student violating the alcohol and drug policy of this College is subject to disciplinary action. (Student Handbook pg. 29)

Several types of counseling and rehabilitation resources are available on a voluntary basis.

The Student Affairs Office can provide information about community resources for assessment, treatment and counseling.

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.

Students can access ComPsych by the flyers titled "Simplify Your Life" on classroom bulletin boards or click on the word ([link](#)). For more information, contact the Student Affairs Office.

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

Name	Department	Phone Number	Ext
Alicia Allbaugh	Student Affairs	214-902-2322	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	214-5262772
Jewish Family Services	Dallas	972-437-9950
Youth & Family Center	Flower Mound	972-724-2005
Family Life Center	Dallas	214-521-0928
Galaxy Counseling Center	Garland	972-272-4429
Child & Family Guidance Center	Dallas	214-351-3490
UNT Psychology Clinic	Denton	940-565-2631
Dallas Psychological Association Referral Services	Dallas	214-252-9096
Parkland Outpatient Clinic	Dallas	214-590-5536
Fort Worth Psychological Association	Fort Worth	817-228-3419

Drug/Alcohol Information

Drug and alcohol use, misuse, and abuse are complex behaviors with many determinants at both the cultural and individual level. Awareness of the deleterious effects of any alcohol/drug is imperative for an individual's well-being or survival.

Negative consequences may be exhibited through 1) physical dependence - abuse of alcohol or any drug whether licit or illicit may result in marginal to marked and temporary to permanent physical and/or psychological damage, even death and 2) psychological dependence - the experiencing of persistent craving for alcohol or the drug and/or a feeling that the alcohol or drug is a requirement for functioning.

Regardless of the type of drug used, a perceived need for the continued use of the drug will very likely result in dependence.

Dependence on alcohol or drugs alters psychological functioning. The acquisition of alcohol and drugs becomes the primary focus of the drug dependent individual and often results in reduced performance and jeopardizes family and other personal relationships. Criminal behavior is frequently the means for financing a drug habit. Behavior patterns often include violence and assault as the individual becomes increasingly alcohol/drug dependent. Social and psychological alienation and medical problems increase as the abuser becomes entrapped in alcohol/drug dependence.

Several types of help are available on a voluntary basis. The Student Affairs Office can provide information about community resources for assessment and treatment and counseling. These resources can be best used voluntarily before problems occur on campus. However, if a student fails to avail himself/herself of such help and problems do occur, the University will have little choice but to take action against the individual(s) in the interest of protecting other students.

Any student who is convicted of violating a criminal drug statute must notify the University within five days of the conviction (including pleas of guilty or nolo contendere). Failure to notify the University can result in disciplinary action, up to and including permanent dismissal.

On notice of such conviction, the University must either discipline the student or offer participation in an approved rehabilitation or alcohol or drug abuse assistance program. If such help is offered and accepted, the student must satisfactorily take part in the program, at their own expense, to continue their education at this institution.

This policy is established as part of the University's commitment to the health, safety and well-being of students, their families and the University family.

Alcohol and Drug Testing

The procedure for alcohol and drug testing is established to ensure a healthy and safe environment and is not intended to be used for criminal prosecution. However, this intent

does not preclude criminal action if violation of state/federal law occurs.

Parker University may require students to submit to alcohol and/or drug testing based upon reasonable suspicion or the unauthorized use of alcohol on University property or the use or possession of illicit alcohol and drugs at any time. Reasonable suspicion may be based on, but not limited to:

1. Direct observation of alcohol or drug use or possession;
2. Direct observation of physical symptoms;
3. A pattern of abnormal or erratic behavior consistent with alcohol or drug use.
4. Arrest or conviction for an alcohol or drug related offense;
5. Possession of drug paraphernalia.

Anyone who suspects that a student has violated a University alcohol and/or drug policy should submit a written report to the Dean of Student Affairs. The report should include specific facts about the person's behavior indicating whether that person is using or in the possession of illicit drugs or unauthorized alcohol. The emphasis should be placed on how the behavior is affecting his/her performance.

If in the opinion of the Dean of Student Affairs, there is a reasonable suspicion, the student will be escorted to the Chiropractic Wellness Clinics for collection of a urine specimen and/or a blood sample to test for alcohol or drugs. The student will be asked to complete a consent and release form. All tests will be conducted at University expense. Each specimen will be analyzed in accordance with the United States Department of Health and Human Services (DHHS) guidelines.

The test results will be reported to the Dean of Student Affairs for review. The Dean of Student Affairs will give the student the opportunity to discuss the test results. If the Dean of Student Affairs determines that there is a legitimate reason for the positive test results, no further action will be taken.

If the test results are positive, the student has the right to have a second test performed at a certified laboratory of his/her choice at his/her expense. The results of the second test will be reported to the Dean of Student Affairs.

Any student who fails an alcohol or drug test will be subject to disciplinary action by the Academic and Professional Standards Committee.

Any student who refuses to consent to an alcohol or drug test will be subject to disciplinary action by the Academic and Professional Standards Committee.

All information related to the alcohol and drug testing of a student will be held in strict confidence and will be maintained in the Student Affairs Office.

University Disciplinary Action Committee

These resources can be best used voluntarily before problems occur on campus. However, if a student fails to avail himself/herself of such help and problems do occur, the university will have little choice but to take action against the individual(s) in the interest of protecting other students.

Any student who is convicted of violating a criminal drug statute must notify the University within five days of the conviction (including pleas of guilt or nolo contendere). Failure to notify the University can result in disciplinary action up to and including permanent dismissal.

On notice of such conviction, the University must either discipline the student or offer participation in an approved rehabilitation or alcohol or drug abuse assistance program. If such help is offered and accepted the student must satisfactorily take part in the program, at their own expense, to continue their education at this institution.

This policy is established as part of the university commitment to the health, safety and well-being of students, their families and the university family.

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 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 clothes, 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.

Counseling Services for Sexual Assault, Stalking, Dating Violence and Domestic Violence

Information for counseling support services outside the university can be obtained through the Student Affairs Office, Human Resource Department, or the Student Handbook. Our goal is to ensure that the victim of a sexual assault does not feel alone, but all necessary support and resources are made available.

Counseling and guidance is also available 24 hours a day seven days a week via a toll-free phone number, email, 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. Through ComPsych, Parker University also offers legal assistance and financial planning sessions.

The confidentiality of counseling matters will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA permits disclosure of such records to third parties under circumstances prescribed by law.

Any allegations of sexual assault or non-consensual sexual conduct can be reported to the following:

Name	Title	Department	Phone Numbers	Extensions
Robert Goll	Director	Security	214-902-2405	Ext: 7165 or 7167
Security Officers	Security Officer	Security	214-837-8510	Ext: 7165 or 7167
Sandra McLean	VP of H.R.	Human Resources	214-902-2450	Ext: 7060
Michael A. Johnson	Dean	Student Affairs	214-902-2422	Ext: 7150
Jacquelyn Elbel	Counselor	Student Affairs	214-902-2422	Ext: 7155

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.

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:

1. 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.
2. 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.
3. 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
- ❑ Dr. Doug Sanford, Director of Clinics
- ❑ Robert Goll, Director of Security
- ❑ Sandra McLean, VP of Human Resources
- ❑ Dr. Ashley Cleveland, Vice President – College of Chiropractic

If any other administrator, faculty member or any employee in a supervisory position receives a report from a person who believes they have been victimized by harassment, the person receiving the report should forward that information to one of the persons listed above.

When to File

Prompt reporting of harassment is strongly encouraged, as it allows for rapid response to and resolution of objectionable behavior. Complaints should be made within ten working days of the alleged harassment.

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	214-590-9439
The Women Center of Tarrant County	817-927-2737
Dallas Area Rape Crisis Center	972-641-7273

National Resources

National Sexual Assault Hotline - 1(800)656-HOPE
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.

**Dallas Police Department and Irving Police Department provided Crime statistics for area around the campus and Irving Clinic which showed no Clery defined crimes affecting the crime statistics listed in this report.