

**Dallas Baptist University**

**2011 Annual Security and  
Fire Safety Report**



**DBU Mansfield**

**Campus Security Department**

**October 1, 2011**

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### **Security of DBU Mansfield Facilities**

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

There are no residential facilities at DBU Mansfield.

Access to this building during non-business hours is available only to authorized DBU employees.

### **Services Provided by Campus Security**

1. Providing crime prevention information including relationship violence, safety awareness, and personal safety.
2. Reporting criminal offenses and incidents.
3. Providing early warning of inclement weather.

**DBU Mansfield Crime Statistics  
2008, 2009, 2010**

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Murder/Non-Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Negligent Manslaughter	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Non-Forcible	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Robbery	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Aggravated Assault	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Burglary	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Motor Vehicle Theft	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arson	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests: Weapons, Carrying, Possessing, etc.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, etc.	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests: Drug Abuse Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Arrests: Liquor Law Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0

**Hate Crimes**

There were no reported hate crimes for the years 2008, 2009, 2010.

## **Emergency Response**

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

The DBU Campus Security Department officers and supervisors have received regular training in responding to crises on campus or at a regional academic center and at off campus regional academic centers. When a serious incident occurs that causes an immediate threat to the facility, the first responders to the scene are usually the Mansfield Fire Department and the Mansfield Police Department. These individuals and organizations typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal agencies could also be involved in responding to the incident.

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

All members of the DBU community are notified each semester that they are required to notify the DBU Campus Security Department (DBUCSD) of any situation or incident on campus or at a regional academic center that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus or at a regional academic center. DBUCSD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, DBUCSD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

### **Notification to the DBU Community about an Immediate Threat**

The Office of the Executive Vice President receives information regarding possible threats from law enforcement agencies and various offices/departments on campus or at a regional academic center, such as DBUCSD, Student Affairs, Residence Life, Apartment Life, Health Services, and the Counseling Center. If DBUCSD confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the DBU Community, the Office of the Executive Vice President will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the DBU Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Office of the Executive Vice President will, without delay and taking into account the safety of the

community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: DBUCSD, Mansfield Fire Department and/or the Mansfield Police Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the DBU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the DBU campus community. These methods of communication include network emails, emergency text messages that are sent to a phone or PDA, emergency messages that can scroll across computer screens when logged into the University system. Individuals who do not want to receive emergency text messages must opt out of the service. The University will post updates during a critical incident on the DBU web site. Individuals can call DBU's ICE (In Case of Emergency) recorded information telephone line at 214.333.7ICE (214.333.7423) for updates.

Members of the larger community who are interested in receiving information about emergencies on campus or at a regional academic center should sign up for the emergency text message system at <https://webreg.dbu.edu/emas/>. In addition, the DBU website and the 214.333.7ICE (214.333.7423) line can be used for obtaining updates in the event of an emergency on campus or at a regional academic center.

### **Procedure for Testing Emergency Response and Evacuation Procedures**

An evacuation drill is coordinated by DBUCSD each semester at the regional academic centers. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term

building evacuation. DBUCSD does not inform students in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus or at a regional academic center, and other factors such as the location and nature of the threat. However, the university has established written plans for continuation of university operations, housing, and course delivery, which will be communicated to the campus community when such situations arise. In all cases, DBUCSD or administrative staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

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

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

Students receive information about evacuation and shelter-in-place procedures during their first hall meetings of the semester and during other educational sessions that they can

participate in throughout the year. The resident directors and resident assistants are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

DBUCSD conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. DBUCSD coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. DBUCSD will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

### **Shelter-in-Place Procedures—What it Means to "Shelter-in-Place"**

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

**Basic "Shelter-in-Place" Guidance.** If an incident occurs and the building you are in is not damaged, stay inside—seeking an interior room—until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, DBU ID card, etc.) and follow the evacuation procedures for your building (close your door, lock your room/unit, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated,

seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

**How You Will Know to “Shelter-in-Place.”** A shelter-in-place notification may come from several sources, including DBUCSD or other University employees, the federal, state, or local government, Mansfield Police Department, Mansfield Fire Department, or other authorities utilizing the University’s emergency notification system.

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

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

6. Make a list of the people with you and ask someone to call the list in to DBUCSD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the President or Executive Vice President, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the DBU e-mail system to students, faculty, staff and the emergency text message system, as well as through the emergency contact system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a University administration or the DBUCSD may also post a notice on the DBU web site home page: <http://www.dbu.edu>, providing the university community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the DBUCSD, by phone (214.333.5305) or in person at the Campus Security Department on the lower level of Pilgrim Chapel.

### **Preparation of Disclosure of Crime Statistics**

The Campus Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located on the DBU web site at <http://www.dbu.edu/CampusSecurity.crimestatistics>.

This report is prepared in cooperation with the local law enforcement agencies surrounding the main campus and regional academic centers, Residence Life, Apartment Life, and Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the DBUCSD, designated campus officials (including but not limited to vice presidents, directors, deans, department heads, advisors to students/student organizations, athletic administration, athletic coaches), and local law enforcement agencies. The DBU Counseling Center staff informs their clients of the procedures to report crime to the DBUCSD on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar e-mail notification. Copies of the report may also be obtained at the Campus Security Department located on the lower level of Pilgrim Chapel or by calling 214.333.5305. All prospective employees may obtain a copy from Human Resources in the Strickland Building, first floor or by calling 214.333.5158.

### **How to Report Criminal Offenses**

To report a crime: Contact DBUCSD at 214.333.5305 (non-emergencies), dial 9-1-1- (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around residence halls or apartments, should be reported to DBUCSD. In addition, crimes may be reported by calling the following individuals:

Dr. Blair Blackburn, Executive Vice President

Office: 214.333.5122  
Mobile: 214.336.6847  
Home: 214.333.2221

Dr. Ozzie Ingram, Associate Vice President for Administrative Affairs

Office: 214.333.6875  
Mobile: 214.418.7320  
Home: 817.471.3347

Jonathan Teat, Assistant Vice President for Administrative Affairs

Office: 214.333.5128  
Mobile: 214.516.5349

Don Kabetzke, Director of Campus Security

Office: 214.333.5477  
Mobile: 214.264.4693  
Home: 972.660.8347

John Humphreys, Director of DBU Mansfield

Office: 214.333.5900  
Mobile: 817.478.6997

Mansfield Police Department

817.804.5700

Non-Emergency Number

Mansfield Fire Department

817.276.4790

## **Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard

to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **Limited Voluntary Confidential Reporting**

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

### **Security and Access**

During business hours, DBU Mansfield will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to DBU Mansfield is by key, if issued. In the case of periods of extended closing, the university will admit only those with prior written approval to all facilities.

### **Campus Law Enforcement Authority**

DBUDCS officers have the authority to ask persons for identification and to determine whether individuals have lawful business at DBU. DBUDCS officers have the authority to issue citations for violations of current parking regulations, which are billed to financial accounts of students, faculty, and staff. Officers do not possess arrest power. Criminal incidents are referred to the Mansfield Police Department, who has jurisdiction on the campus. DBUDCS maintains a highly professional working relationship with the Mansfield Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to DBUDCS and

the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### **Relationship of DBUDCS and Local Law Enforcement Agencies**

DBU recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of DBU. All persons on the campus are subject to these laws and rules at all times. While DBU is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist DBUDCS in deterring crime. All law enforcement agencies are expected to check in with DBUDCS when on campus or at a regional academic center. DBUDCS officers have no arrest authority beyond that of an ordinary citizen. These officers may make an arrest in the event a felony is committed in his or her presence. However, as a matter of course, serious crimes are the responsibility of MPD.

DBUDCS officers are expected to render all possible assistance provided such assistance can be given without significantly endangering the officer or others not involved in the crime. MPD is notified of all serious crime on campus or at a regional academic center, and is immediately notified of major crimes via the telephone. DBU relies on the telephone to contact the emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to MPD.

## **Encouragement of Accurate and Prompt Crime Reporting**

DBU students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to DBUDCS in a timely manner. To report a crime, emergency, non-emergency security or public safety related matter, call DBUDCS at 214.333.5305.

Dispatchers are available at this telephone numbers 24 hours a day, seven days a week, to answer calls. In response to a call, DBUDCS will take the required action, dispatching an officer or asking the victim to report to DBUDCS to file an incident report.

All DBUDCS incident reports are forwarded to the Executive Vice President for review and potential action by the Student Affairs. DBUDCS will investigate a report when it is deemed appropriate.

If assistance is required from the Mansfield Police Department, DBUDCS will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including DBUDCS, will offer the victim a wide variety of services.

Crimes should be reported to DBUDCS to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## **Counselors and Confidential Crime Reporting**

Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

**Pastoral Counselor.** An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

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

### **Awareness Programs for Students and Employees**

Students are informed of services offered by DBUDCS during an orientation held at the beginning of each semester. Verbal presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees during an orientation event held each year.

Information regarding personal safety is distributed periodically to all faculty, staff, and students.

When time is of the essence, information is released to the university community through security alerts sent via e-mail and/or printed notices.

### **Crime Prevention Programs for Students and Employees**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. DBUDCS facilitate programs for students, faculty, and new employee orientations, student organizations, in addition to bi-annual programs

for resident advisers and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

### **Monitoring Criminal Activity Off Campus**

DBUDCS does not provide law enforcement service to off-campus residences nor are activities off-campus recognized by university authority. Criminal activity at off-campus residences is monitored and recorded by the appropriate local law enforcement agency.

DBUDCS enjoy a close working relationship with all surrounding law enforcement agencies when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

### **Alcoholic Beverages and Controlled Substances**

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

## **Substance Abuse Education**

**Prevention Programs.** DBU has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

DBU's Student Affairs Office, in partnership with Human Resources, provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

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

**Counseling Services:** Counseling Center

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

**College Disciplinary Actions:** Student Affairs

## **State of Texas Sanctions -- Criminal Offense Provisions**

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

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

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

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

### **Alcoholic Beverage Code**

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

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

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

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

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

**Prohibited Activities by Persons Younger Than 18** [Section 106.15 AB Code]. A permittee or licensee commits an offense if he employs, authorizes, permits or induces a person younger than 18 years of age to dance with another person in exchange for a benefit, as defined by Section 1.07, Penal Code, on the premises covered by the permit or license. An offense under this section is a Class A misdemeanor.

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

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

First Offense:

1. Class C misdemeanor
2. Alcohol awareness class
3. Community service: 8-12 hours relating to education about or prevention of misuse of alcohol

4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 30 days.

Second Offense:

1. Class C misdemeanor
2. Alcohol awareness class at the judge's discretion
3. Community service: 20-40 hours relating to education about or prevention of misuse of alcohol
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 60 days.

Third Offense:

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

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

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

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

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

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

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

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

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

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

First Offense:

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

Second Offense:

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

Third Offense:

If it is shown at the trial of the defendant that the defendant is a minor who is not a child, the offense is punishable by the following: Class B misdemeanor: a fine of not less than \$500 or not more than \$2,000;

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

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

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

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

## **Missing Student Notification Policy & Procedures**

1. In order to facilitate timely notification of the proper individuals in the case of a missing student, all students living in DBU residence halls, apartments, townhomes, or University-owned off-campus housing will have the option to identify confidential contact information for an emergency contact person of their choice on their Housing Application. Each student is responsible for keeping the contact information updated during the course of the academic year, and will be asked to verify contact information each year thereafter upon renewal of their Housing Application. The Director of Apartment Life and Director of Residence Life will maintain contact information in accordance with all state and federal laws.

2. If any member of the University community has reason to believe that a student living in University-owned housing is missing, they should immediately contact the Campus Security Department. Upon receiving this report, Campus Security will initiate an investigation in an attempt to determine the whereabouts and status of the student. This investigation may include, but is not be limited to: keying into the student's room, interviewing known associates, searching campus public locations (e.g. library, cafeteria, etc.), searching access card logs to determine the last use of the card and track the card for future uses, accessing vehicle registration information, accessing email logs to determine the last login and use of the University email system, and other measures deemed appropriate by Campus Security.

3. A student living in University-owned housing will conclusively be deemed "missing" if the student is absent from the university for more than 24 hours, unless the student has provided information about their intended whereabouts. Likewise, a student living in on-campus

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

4. If the Campus Security Department's investigation determines that a student for whom a report has been filed has been missing for more than twenty-four (24) hours, the Campus Security Director will notify the Director of Apartment Life or the Director of Residence Life as appropriate. The Director will notify the Dean of Students to determine how best to make contact in accordance with paragraph 5 of this policy statement.

5. (A) If the missing student is under the age of eighteen (18) and not emancipated, the Dean of Students will contact the missing student's custodial parent[s] or guardian[s] within 24 hours after the time that the student is determined to be missing.

(B) If the missing student is emancipated or eighteen (18) years of age or older, the Dean of Students will contact the emergency contact person provided by the student pursuant to paragraph 1 above within 24 hours after the time that the student is determined to be missing.

(C) Likewise, in all cases involving a missing student, the Dean of Students will be responsible for notifying the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

**Implementation.** This policy shall be included in the Residence Life Section of the Student Handbook and on the Apartment Life Community and Resident Policies Supplemental Lease Document. Likewise, this policy will be sent to students by university email and discussed at least once a semester at required Hall/Dormitory/Apartment Resident meetings.

The Dean of Students and the Director of Apartment Life and Director of Residence Life shall have primary responsibility for publication, dissemination and implementation of this University policy.

### **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

DBU will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, DBU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Preventing and Responding to Sex Offenses**

DBU educates the student community about sexual assaults and date rape through mandatory student apartment and residence hall meetings each fall. DBUCSD offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Counseling Center, Campus Security, Residence Life, and Apartment Life.

If you are a victim of a sexual assault at DBU, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. DBUDCS strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a DBUDCS officer and/or to a Residence Life or Apartment Life representative. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the DBUDCS, the Mansfield Police Department will be notified as well. A representative from the Student Affairs will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and Student Affairs, or only the latter. A Student Affairs representative will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the DBU's Counseling Center. Counseling and support services outside the university system can be obtained through the Mansfield Police Department (817.788.7146).

A student found guilty of violating the DBU sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the university for the first offense.

DBU disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal

training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing.

### **Sex Offender Registration**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide DBU with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at DBU.

DBU is required to inform the campus community that a registration list of sex offenders will be maintained and available in the DBUDCS office on the lower level of Pilgrim Chapel.

In addition, a list of all registered sex offenders in Texas is available from the Texas Department of Public Safety at [https://records.txdps.state.tx.us/DPS\\_WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx).

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

## **Fire Safety Report**

This report is distributed annually to all current students, faculty, and staff members of Dallas Baptist University. The report is also available for prospective students and employees on the DBU web site at <http://www.dbu.edu/CampusSecurity.2011report>.

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

### **Fire Report**

There were no fires at the DBU Mansfield facility during 2008, 2009, or 2010.

### **On-Campus Student Housing**

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

### **Fire Prevention Policies**

The use of candles is prohibited in any building, residence hall, apartment, or townhome. Smoking is prohibited on the DBU campus and at its regional academic centers.

### **Fire Safety Education and Training Programs**

The Campus Safety Guide is distributed to faculty, staff, and students annually in October. The guide provides detailed information on procedures to follow in the event of fire. Each building has a designated contact person to disseminate warnings and direct evacuation

procedures in the event of fire, or other disaster. A phone tree listing is utilized to alert contact persons to emergency situations. Contact persons receive annual training regarding fire procedures and the use of the phone tree emergency contact plan.

### **General Guidelines in Case of Fire**

In case of fire, immediately call 911. The Emergency Alert Message System (EMAS) will be used to provide a timely warning regarding a fire.

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

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

In the event of fire...

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

In the event of clothing catching fire:

1. Stop ... Decreased movement will slow the speed of the fire.

2. Drop ... A horizontal position will cause the fire's progress from moving up to your face.
3. Roll ... Smothering the fire helps to extinguish flames.

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

### **Procedures in the Event of a Fire**

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

#### **Emergency Response Team Contact Information:**

Dr. Blair Blackburn, Executive Vice President

Office: 214.333.5122  
Mobile: 214.336.6847  
Home: 214.333.2221

Dr. Ozzie Ingram, Associate Vice President for Administrative Affairs

Office: 214.333.6875  
Mobile: 214.418.7320  
Home: 817.471.3347

Jonathan Teat, Assistant Vice President for Administrative Affairs

Office: 214.333.5128  
Mobile: 214.516.5349

Don Kabetzke, Director of Campus Security

Office: 214.333.5477  
Mobile: 214.264.4693  
Home: 972.660.8347

Campus Security	214.333.5305
Operator	214.333.7100

Buildings should be evacuated immediately upon hearing a fire alarm or fire announcement. Individuals are to remain in the designated safe areas until cleared by the Mansfield Fire Department, DBUCSD, the Emergency Response Team, or DBU Mansfield administrative staff.

Faculty members are responsible for ensuring that all students in their classrooms evacuate buildings immediately upon hearing a fire alarm or fire announcement.