

# 2016 SECURITY AND FIRE SAFETY REPORT



YOUR SAFETY MATTERS

A PUBLICATION OF THE UNIVERSITY OF TEXAS POLICE AT HOUSTON

This report was published September 2016 and republished in October 2016 and July 2019.  
For questions, contact [utpdoutreach@mdanderson.org](mailto:utpdoutreach@mdanderson.org).

In July 2019, statistical data was updated due to inadvertent errors or omissions. Additional information regarding statistical data updates can be found in the crime statistics charts within this report.

# Message from the Chief of Police



**William Adcox**  
Chief of Police

Operating in the heart of the largest medical center in the world, the Texas Medical Center, The University of Texas Police at Houston compassionately serves two prominent medical institutions: The University of Texas MD Anderson Cancer Center, ranked as the No. 1 cancer center in the nation in 2016 by U.S. News & World Report; and The University of Texas Health Science Center at Houston (UTHealth), a perennial top educator of physicians, nurses and researchers in the state of Texas.

Immersed in a culture of caring, integrity and innovation, UT Police proudly utilizes an award-winning blend of policing, investigations and security—both physical and electronic—as well as effective and supportive intervention programs. UT Police offers an assortment of integrated public

safety programs to enhance the safety and security of our robust urban campus communities and diverse population while pursuing excellence in policing, security and service, e.g.:

- UT Police embraces and promotes a philosophy of prevention in all of our institutional initiatives and departmental endeavors.
- The department surpasses the high standards set by the Commission on Accreditation for Law Enforcement Agencies (CALEA), and received the Gold Standard Accreditation with Excellence Award and our seventh accreditation with honors.
- UT Police is a principal member of both institutions' Behavioral Intervention Teams, utilizing enhanced processes supported by a modern, caring and highly engaged Threat Assessment and Intervention team that serves our campus communities.
- UT Police provides a progressive Community Outreach program to our campus communities via collaborative campus safety seminars and a myriad of classroom presentations, e.g., Hostile Intruder, Behaviors of Concern, Rape Aggression Defense and Verbal Defense and Influence.
- Our department works diligently with MD Anderson on the All-Hazards Risk Leadership Council to better assess risks, improve threat identification and embed mitigation strategies at all levels throughout the institution.

- UT Police exercises risk mitigation via the collection of relevant data points through in-depth analysis, including assessing each facility's security threats and vulnerabilities culminating in a set of scored and ranked risks with recommendations for mitigation.
- The department leverages modern technology systems via electronic access and video management systems, emergency notification systems and mobile solutions as device applications.
- UT Police partners with other agencies and associations to offer the FBI and Department of Homeland Security's insider threat seminars, early intervention workshops and National Behavioral Intervention Team Association sessions to enhance the awareness skills of faculty and staff to enable organizational wellness.

These are just a few of the many innovative and integrated protection programs, services and standards provided to our campus communities as we seek continuous improvement in everything we do, pursuing excellence in our obligations and duties while building partnerships to build a safe and innovative environment.

Respectfully,

William H. Adcox  
Chief of Police

# Key Contacts

Emergency 911

Non-Emergency 713-792-2890  
(UT Risk Operations Center)

Threat Assessment and Intervention 713-792-2890  
(UT Risk Operations Center)

Workplace Violence 713-792-STOP  
713-792-7867

Office of the Chief of Police 713-792-3350  
(Administration)

Community Outreach 713-563-7794  
[utpdoutreach@mdanderson.org](mailto:utpdoutreach@mdanderson.org)

Criminal Investigations 713-563-9980

Technical Services 713-792-8690  
[utpdtechserv@mdanderson.org](mailto:utpdtechserv@mdanderson.org)

Badge Access Modifications 713-79-BADGE (713-792-2343)  
713-500-UTID (713-500-8843)  
[badgeaccess@mdanderson.org](mailto:badgeaccess@mdanderson.org)  
[badgeaccess@uth.tmc.edu](mailto:badgeaccess@uth.tmc.edu)

Clery Compliance Administrator 713-563-4621

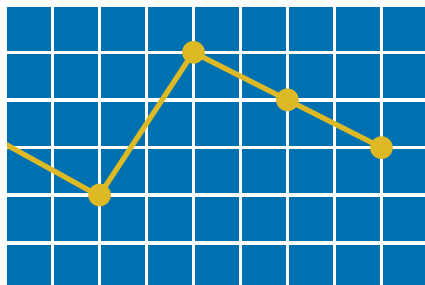
Police Records 713-745-4200

MD Anderson 713-792-2121  
(Main Switchboard)

UTHealth 713-500-4HCS  
(Main Switchboard) 713-500-4472

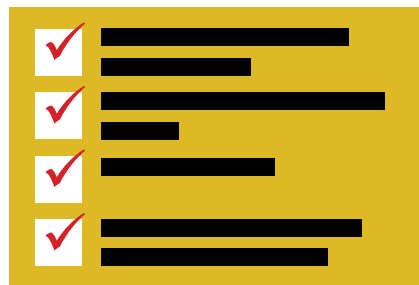
The University of Texas Police at Houston  
7777 Knight Road  
Houston, Texas 77054  
[www.mdanderson.org/utpd](http://www.mdanderson.org/utpd)

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# About the Clery Act



## This report complies with the provision as codified:

- United States Code Title 20, Chapter 28 Section 1092(f) as amended in 1992 and 1998
- United States Code of Federal Regulations, Title 34, Chapter VI, Part 668, Section 668.46
- Texas Education Code

For more about the Clery Act, go to [www.clerycenter.org](http://www.clerycenter.org).

### Jeanne Clery

1966-1986

The Clery Act is named after 19-year-old college freshman Jeanne Ann Clery, who was raped and murdered in her dorm room at Lehigh University during the early morning hours of April 5, 1986.

Connie and Howard Clery, Jeanne's parents, discovered there was a gap in consistent reporting of violent crime statistics for postsecondary institutions. They began efforts to strengthen laws requiring colleges and universities to make complete information about violent campus crimes available to current and prospective students.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (originally the Crime Awareness and Campus Security Act of

1990) is the landmark federal law that requires higher education institutions across the United States to disclose information about crime on and around their campuses.

The Clery Act also requires institutions of higher education to collect data, prepare, publish and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings or computer networks to all current students and employees and all prospective students and prospective employees upon request. This document contains the annual report concerning specific campus crime and arrest statistics as well as information

about campus policies and practices intended to promote awareness, campus safety and security.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education, both public and private. It is enforced by the U.S. Department of Education.

The original 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.

# Notice of Annual Report

In accordance with the guidelines established by MD Anderson, UTHealth, UT Police and pursuant to the federal law identified as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the annual Security and Fire Safety Report.

No later than Oct. 1 of each year, members of the universities' community will receive notice of the annual Security and Fire Safety Report through an institutionwide email. Anyone, including prospective students and employees, may obtain a copy of this report in person from UT Police at 7777 Knight Road, Houston, TX 77054.

To request a copy of the annual report by mail, contact the Office of the Chief during normal business hours (Monday-Friday, 8 a.m.—5 p.m.) at 713-792-3350. To request an online version of the report, email [policerecords@mdanderson.org](mailto:policerecords@mdanderson.org). The report is also available online at [www.mdanderson.org/utpd](http://www.mdanderson.org/utpd).

This report contains statistics about specified crimes and fire incidents that have been reported to UT Police and other campus security authorities over the past three years. All incidents included in the report have either occurred on campus, in off-campus buildings and on or near property owned or controlled by MD Anderson or UTHealth.

This report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline polices, campus resources, community safety alerts, crime prevention, access to campus facilities and properties, as well as personal safety tips. The policies established in this document apply to both institutions and all campuses, unless otherwise indicated.

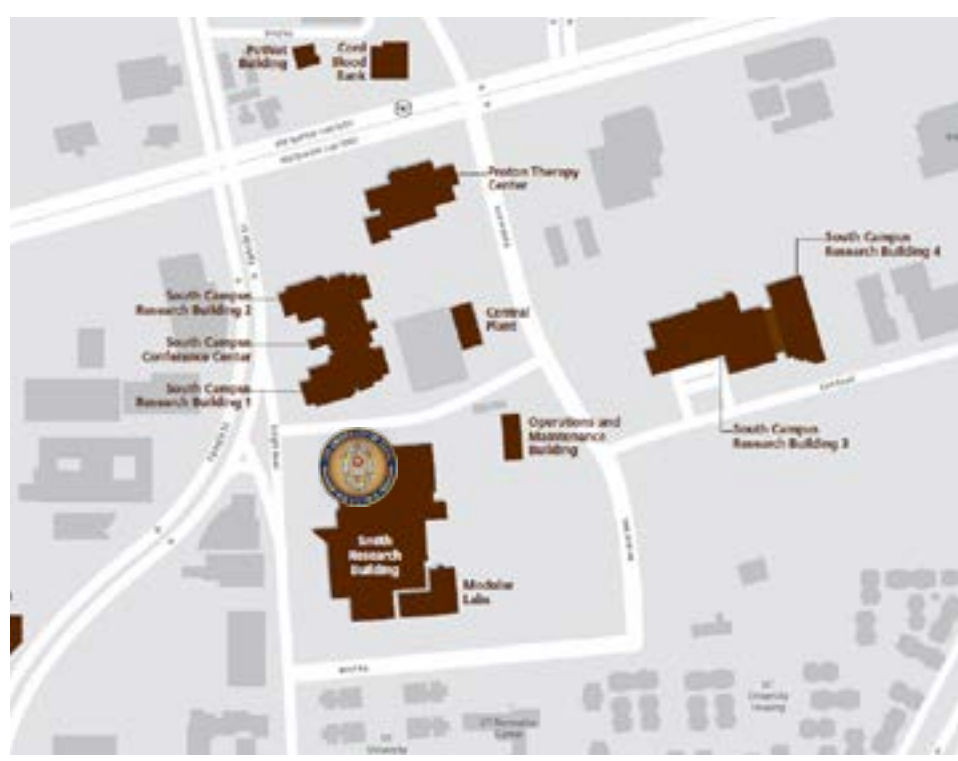
UT Police encourages the reporting of all criminal offenses and campus safety and security concerns, and provides information on how and to whom to report crimes.

## Daily Crime Log

UT Police publishes a daily crime log identifying the type of crime, location, date the crime was reported to UT Police and disposition. The most current 60 days of information is available at UT Police headquarters (7777 Knight Road, Houston, TX 77054) for inspection by the public during

normal business hours. Visitor parking at UT Police headquarters is available along Knight Road.

Upon request, a copy of the daily crime log will be made available for viewing within 48 hours of notice.



# Jurisdictional Authority

The University of Texas Police at Houston (UT Police) is one of 13 component police departments that constitute The University of Texas System Police. The UT System Police, under the leadership of the Office of the Director of Police, was established on Dec. 8, 1967, by The University of Texas Board of Regents. UT Police is the designated police authority for MD Anderson and UTHealth. Its police officers are Certified Texas Peace Officers as defined in article 2.12 of the Texas Code of Criminal Procedure and are commissioned by the UT System pursuant to Section 51.203 of the Texas Education Code. The primary jurisdiction of UT Police officers includes all counties in which property is owned, leased, rented or otherwise under the control of MD Anderson or UTHealth.

UT Police officers must meet specific employment qualifications and training requirements to be licensed as a peace officer by

the Texas Commission on Law Enforcement. UT Police officers are commissioned upon graduating from UT System Basic Police Officer Training or hired as lateral officers from other agencies. As Texas peace officers, they retain the same arrest and enforcement authority as all other Texas peace officers at city or municipal agencies.

UT Police is the primary agency for reporting and investigating criminal activity occurring on the Houston campuses of MD Anderson and UTHealth. Officers patrol the Texas Medical Center, Bastrop and Smithville campuses 24 hours a day, 365 days a year. The police department provides immediate response to all police, fire and medical emergencies.

UT Police officers provide highly visible mobile patrol in order to be easily accessible to the campus population and to act as a deterrent against crime. Select officers are

also assigned to plain clothes investigative functions. UT Police also employs public safety officers to perform duties that include customer service, community engagement, monitoring entrances and mitigating risks throughout the campus.

UT Police maintains excellent working relationships with all area law enforcement agencies, including the Houston Police Department, Texas Medical Center Police and Security Services Department, Bastrop County Sheriff's Department, Smithville Police Department, law enforcement agencies in regional jurisdictions, Texas Department of Public Safety and the FBI. These working relationships are maintained through written mutual agreements, communications among agency administrators and frequent contact between line officers and investigators cooperating on specific cases and trainings.

## Approach

As a fully accredited law enforcement agency, UT Police exceeds many of the benchmarks for professional policing. The department works to promote an environment in which higher education, research, patient care and staff support can be pursued free of concerns for one's safety, security and protection. Through dedicated professionals, UT Police seeks exemplary and creative partnerships with other

members of these institutions to create a cooperative community of interdependent disciplines that bond together in support of safeguarding staff, faculty, patients and visitors to our campus by using a combined protection model and risk-based approach. We also build collaborative relationships with other law enforcement agencies to accomplish our mission. UT Police is dedicated to service excellence. As an integral part of

MD Anderson and UTHealth, UT Police aligns with the visions of both institutions. While the department's service product is not specifically medical care, teaching students or conducting research, UT Police participates in a collaborative partnership with every department to help ensure a safe, secure and orderly environment.



## Mission

Our shared purpose of prevention, preparedness and protection safeguards the continuity of care, research advancements and educational aspirations of the community we serve.

## Vision

We will employ an agile and adaptive Combined Protection Model to safeguard our patients, faculty, researchers, students, trainees, professionals, employees and the community.

## Values

We support a culture of **CARING** through empathetic interactions that yield positive outcomes that enrich our community and enhance campus safety and organizational health.

We demonstrate **INTEGRITY** by upholding the highest moral standards, being honorable and reliable in our actions, and by consistently and fairly applying rules, regulations and laws.

We demonstrate **LEADERSHIP** by setting standards of excellence, encouraging continuous improvement, supporting diversity in people and ideas, and promoting prevention and preparedness measures.

We **PARTNER** with our community to advance risk-protection services and improve incident outcomes. Our crisis intervention methods and community outreach programs aim to enhance employee health and wellness.

We exhibit **PROFESSIONALISM** by treating everyone with respect, dignity, compassion, and equal and unbiased actions. We perform with pride and commitment, reflect a positive attitude and promote community trust at all times.

We value **INNOVATION** and meeting challenges through a Combined Protection Model. We implement progressive risk protection techniques to reduce the impact of campus incidents and promote prevention and preparedness.

# Departmental Services and Programs

## OVERVIEW

UT Police utilizes a Combined Protection Model that is built on the three principals of prevention, preparedness and protection.

Our Combined Protection Model is organized into four integrated teams: Uniformed Police and Security Operations, Converged Threat/Risk Protection and Investigations, Risk Protection Shared Services, and Risk Strategy and Operational Excellence.

This modern collective approach to policing and security diminishes communication barriers and focuses on a Team of Teams approach with everyone working

together for one cause: our shared purpose of prevention, preparedness and protection to promote an environment free of safety and security concerns so that excellence and innovation safeguards the continuity of care, research advancements and educational aspirations of the community we serve.

The Team of Teams and Combined Protection Model concept integrates five professionally mature service lines: health care security, investigative services, police services, risk management and threat management.

## UNIFORMED POLICE AND SECURITY OPERATIONS

The Uniformed Police and Security Operations team serves as MD Anderson and UTHealth's first line of defense against risk and threat. The Uniformed Patrol function combines both sworn law enforcement officers and non-commissioned public safety officers in partnership with the campus community.

Working together, they provide service through a sensitive combination of deployment practices including fixed posts and mobile staff assignments. Due to the immense square footage and vertical nature of our campus facilities, the concept of vertical policing is used, and foot patrol and relationship building serves as the foundation of this innovative approach.

Uniformed Patrol is designed to offer deliberate and caring services to the patients, visitors, medical and research faculty, employees, students and volunteers. Our uniformed officers utilize industry standard tools and techniques to not only respond to and investigate crime and disorder on campus,

but to actively prevent problems before a crime occurs. The focus on prevention is through an individual health and institutional wellness approach to threat management. Through threat management, officers seek to educate faculty, staff and students about early indicators of behaviors of concern, to then follow up on these reports and to extend the benefits from prevention opportunities while focusing on the health and wellness approach.

As part of the Combined Protection Model, Uniformed Police and Security Operations services include:

- emergency preparedness and emergency response
- All-hazards risk management
- The Joint Commission's Environment of Care and Emergency Management standards
- special event coordination
- After-hours campus safety transportation
- Found property and secure storage; patient valuables processing and secure storage
- Police officer liaison program
- Emergency motorist assistance;



**Jeffrey McGregor**  
Assistant Chief of Police

vehicular and pedestrian traffic control and enforcement

- Entrance screening,
- Frontline field investigations
- Campus-owned surface parking lots and campus-owned parking garage security
- Non-criminal fingerprinting
- Preventive interior and exterior patrols
- Unlocking of office and building doors
- Community town halls

Periodic reviews of the Uniformed Police and Security Operations structure and staffing are utilized as a continuous improvement program incorporating risk-based analysis to meet the changing law enforcement and security service needs of our campus communities.

## CONVERGED THREAT, RISK PROTECTION AND INVESTIGATIONS

The Converged Threat, Risk Protection and Investigations team consists of Criminal Investigations, Threat Assessment and Intervention and Public Integrity. This team completes the follow-up investigations of criminal activities, provides effective and supportive intervention of behaviors of concern and performs complex administrative investigations.

The team also monitors classified intelligence and protective information, conducts security sensitive background investigations to protect the institution and the greater campus community, utilizes forensic science with certified personnel, and provides dignitary protection for university administration and select visitors.

Criminal Investigations is responsible for criminal follow-up investigations, juvenile investigations, fraud investigations, computer forensics and crime scene investigations and liaison. This team also partners with Institutional Compliance and other regulatory groups on a variety of internal and external investigations. Criminal investigators receive specialized training in

interviews, interrogation, fraud, juvenile, forensics or computer investigations, depending on their assignments.

The Threat Assessment and Intervention team oversees the department's threat mitigation, behavioral intervention, employee background screening and security sensitive investigations. Threat management investigators receive specialized training in interviews, interrogation, behavior recognition, behavior intervention processes and techniques, suicide prevention and intervention, workplace violence, violent behavior indicators, intelligence and background investigations, depending on their assignment.

Threat Assessment and Intervention collaborates with the institutional multidisciplinary Behavioral Intervention Teams, (i.e., 2-STOP, STOP and Employee Assistance Programs) and serves as the rapid response portion of both BIT teams. Threat Assessment and Intervention gathers, processes, analyzes and disseminates criminal intelligence to proper units within the department.



**Doran Preacher**  
Captain

Through intelligence, UT Police partners with federal, state, county and local criminal justice agencies to exchange criminal intelligence information, as well as serve as a member of the Joint Terrorism Task Force while maintaining a close relationship with the area fusion center. Threat Assessment and Intervention oversees security sensitive investigations and works to verify the backgrounds of persons who work in security sensitive positions throughout our campus communities.

Public Integrity team reinforces public trust and is responsible

for our Central Records management function. It oversees the investigation of complaints, Central Records and Accreditation. Through tracking of disciplinary and corrective actions, Public Integrity works toward early intervention in personnel problems. Complaints received by the Chief of Police alleging substantive misconduct are assigned to Public Integrity, which conducts full investigations of any allegations. Investigators assigned to this office are specially trained in interviews, interrogation and internal affairs investigations.

Centralized Records is responsible for management and control of all legal processes submitted to the UT Police, such as subpoenas, writs, warrants and open records requests, criminal report reviews, records maintenance (criminal, training and personnel), records retention, records retrieval, forms control, and regulatory and statutory records compliance. This team is also responsible for annual reports to the U.S. Department of Education (Clery Annual Crime Statistical Report), the U.S. Department of Justice (FBI Uniform Crime Report), the UT System Annual

Report, and any other reports required or requested by UTHealth or MD Anderson.

The Accreditation component of Public Integrity facilitates departmental policies and manages departmental efforts to maintain accredited status with the Commission on Accreditation for Law Enforcement Agencies, International Association for Campus Law Enforcement Administrators and the Texas Police Chiefs Association Foundation's Texas Law Enforcement Best Practices Recognition Program.

## RISK PROTECTION SHARED SERVICES



**Edward Cavazos**  
Director

Risk Protection Shared Services oversees Property and Evidence, Risk Preparedness Services, Risk Protection Operations and the Risk Operations Center (ROC). The services provided include: fleet and inventory control, evidence and property control management, integrated technology, risk assessment, access control, security technology maintenance and planning, technology initiatives, crime analysis and risk data convergence.

The ROC is responsible for the public safety and security operational communication functions within the department. Those functions include radio communications, telephone communications, teletype and automated data communications,

as well as the monitoring of institutional fire alarms, hospital medical emergency activations, departmental alarms, badge access and life-saving Code Blue response calls. As part of its threat risk-monitoring and communication responsibility, the ROC issues emergency notification alerts on behalf of MD Anderson and UTHealth. As an integral part of our Combined Protection Model, the ROC also coordinates virtual and physical escorts, and provides real-time support for other department programs.

Property and Evidence oversees fleet maintenance and asset accountability. An individual assigned to this component will be designated as the custodian for institutional property, and will be responsible for the property inventory. Asset, Fleet and Evidence Management oversees all departmental evidence to ensure it is accounted for, contained and controlled and ultimately disposed of in accordance with criminal justice requirements.

Risk Preparedness Services is responsible for threat and risk assessments and security design and engineering endeavors. This team of design specialists provides assessments of major and minor construction projects, and implements the standards and specifications of the electronic security and access controls systems. It conducts risk

assessments to identify assets, security threats, vulnerabilities in security systems and operations, operations and ultimately a set of scored and ranked risks with recommendations for mitigation. These assessments represent a first step in the department's focus on Prevention. The Technical Services team within Risk Preparedness Services provides technical support for the planning, installation and maintenance of electronic security and access management systems, and the functional performance testing of devices installed and connected to the existing systems.

Risk Protection Operations oversees the department's technology operations readiness, Access Management System and Video Management System for both MD Anderson and UTHealth, as well as the Criminal and Security Data Analysis. This function ensures both institutions have proper access to all buildings and operations within restricted or security-sensitive areas. The team works closely with Human Resources to ensure that personnel are authorized immediate access when hired and immediately taken out of the system upon termination of employment. This office works closely with both IT departments to ensure the system is compliant with institutional mandates and implementation of technology initiatives.

## RISK STRATEGY AND OPERATIONAL EXCELLENCE



**Raymond Gerwitz**  
Director

Risk Strategy and Operational Excellence (RSOE) is the forward-facing component of UT Police and ensures the department is positioned for future challenges. RSOE is immersed in innovation and founded on the principles of unified risk, modern police strategies and practices, institutional outreach and the reduction of internal and external communication barriers. It utilizes institutional partnerships, multidisciplinary teams, communicative endeavors, data-driven metrics analysis and collaborative personnel projects to assess risk and attain operational efficiencies.

RSOE oversees the department's strategy development and execution, planning and programs, community outreach, training and professional development, technology governance and values-based metrics for data-based implementation and assessment of programs.

The Planning and Administration team prepares, administers and reports on both the budgets and the financial services operations of UT Police. It also facilitates important Human Resources functions such as compensation, promotion, employee performance tracking, family medical leave compliance, employee recognition, school and travel approval and travel reimbursement.

Operational Excellence and Training is dedicated to the continuous improvement of the department through the implementation of improvement projects, staff development and training. Projects overseen by this office may range from departmental process studies to organizational efficiencies. Operational Excellence reviews programs and conducts research on key topical areas related to strategic direction, implementation strategies and evaluation of results. The Training team maintains records and compliance reporting of licensee training to the Office

of the Director of Police for the UT System as well as the Texas Commission for Law Enforcement. This team ensures personnel are prepared and trained to meet the agency needs of the future. It ensures that officers complete required training programs, selects instructors for those programs and evaluates the training programs.

The Houston-Area Locations and External Protected Partnerships team oversees interagency coordination, organizational partnerships and Community Outreach. This team facilitates external partnerships and works closely with institutional leaders overseeing the treatment of patients outside the Texas Medical Center. The Community Outreach team manages community communications via timely bulletins, alerts and general safety tips. This is an integral part of the outreach endeavor and includes a variety of educational programs, such as Hostile Intruder Awareness, Verbal Defense and Influence, Identity Theft Prevention, Travel Safety, Behaviors of Concern, Violence Against Women and Violence in the Workplace. General Campus Safety Awareness, Robbery Prevention, Domestic Violence Awareness, Rape Aggression Defense and Community On Patrol are also part of this program.

# About the Institutions We Serve

## MD Anderson



[MD Anderson](#), located in Houston on the campus of the Texas Medical Center, is one of the world's largest and most respected centers devoted exclusively to cancer patient care, research, education and prevention.

The Texas Legislature created MD Anderson in 1941 as part of The University of Texas System. It's one of the nation's original three comprehensive cancer centers as designated by the National Cancer Act of 1971.

MD Anderson employs more than 21,000 people, including almost 1,700 faculty members. A volunteer workforce of 906 contributed more than 145,000 hours of service in Fiscal Year 2015. Together, they work to fulfill MD Anderson's

mission of eliminating cancer as a major health threat.

In FY15, MD Anderson provided care for approximately 135,000 people. More than 9,400 participants were enrolled in clinical trials exploring innovative treatments, making MD Anderson's cancer clinical trial program the largest in the nation.

MD Anderson provides cancer care at convenient locations in the greater Houston area. Services and locations outside the Texas Medical Center vary and include Bay Area, Katy, West Houston (diagnostic imaging), Bellaire (diagnostic imaging), Memorial City (surgical clinic), Sugar Land and The Woodlands.

Also in FY15, more than 6,600 trainees, including physicians, scientists, nurses and allied health professionals, took part in educational programs at MD Anderson. The institution's School of Health Professions awards degrees in nine bachelor's programs and one master's program in allied health disciplines.

Approximately 1,507 clinical residents and fellows came to MD Anderson to receive specialized training in the investigation and treatment of cancer. Nearly 300 graduate students are working on advanced degrees at the Graduate School of Biomedical Sciences, which MD Anderson operates with the University of Texas



Health Science Center at Houston. More than 1,890 research fellows are trained in MD Anderson's laboratories.

In addition, thousands of health professionals participate in continuing education and distance-learning opportunities. MD Anderson also provides public education programs for patients, survivors, caregivers, healthy people and those at an elevated risk of cancer.

## Remote Campuses

In addition to providing cancer care at the TMC Campus and a number of convenient locations in the greater Houston area, MD Anderson has two research campuses located in Central Texas: The Virginia Harris Cockrell Cancer Research Center and the Michale E. Keeling Center for Comparative Medicine and Research.

### The Virginia Harris Cockrell Cancer Research Center at Science Park

The Virginia Harris Cockrell Cancer Research Center at Science Park is a basic science research campus located in the Lost Pines region of Central Texas near Smithville, in close proximity to Austin. Home to the Department of Epigenetics and Molecular Carcinogenesis, its overarching mission is to investigate the molecular biology of cancer and to develop means for cancer prevention and detection. Part of the Central Texas community since 1977 with a current staff of nearly 250, Science Park provides an ideal setting for scientific

research, education, conferences and workshops. Research in the department is multidisciplinary and falls under three areas: cellular and molecular mechanisms of carcinogenesis; DNA damage, repair and mutagenesis; and cancer epigenetics.

### The Michale E. Keeling Center for Comparative Medicine and Research

The Michale E. Keeling Center for Comparative Medicine and Research is located on 381 acres near Bastrop. The center employs nearly 150 faculty and staff, which include veterinarians, animal care staff, basic scientists, research technicians and administrative staff. The facility offers education and training opportunities for undergraduate, graduate and veterinary medical students from several universities.

The Keeling Center currently has federal and private grants and contracts totaling more than \$39 million. These extramurally-supported programs include research in cancer, hepatitis, HIV, diabetes, hypertension, obesity, vaccine development, Zika virus, cellular immunology, aging and behavior.

The major activity areas at the Keeling Center include veterinary services supporting MD Anderson faculty research programs; federally supported national biomedical research resources of squirrel monkeys, owl monkeys and chimpanzees; a breeding resource of rhesus monkeys for pharmaceutical research and testing; investigator-initiated grants and contracts in

cancer and cancer-related diseases; investigator-initiated research projects in primate behavior; and GLP testing in support of MD Anderson's translational research programs.

## NOTEWORTHY

- MD Anderson is ranked the nation's leading cancer care hospital by the U.S. News & World Report's annual "Best Hospitals" survey—a distinction it's held for 11 of the past 14 years. The institution has been named one of the nation's top two cancer centers every year since the survey began in 1990.
- MD Anderson provided more than \$186.2 million in uncompensated care to Texans with cancer in FY15. This figure includes unreimbursed costs of care for patients who either have no insurance or are underinsured, or whose care was not fully covered by government-sponsored health programs.
- The Moon Shots Program is accelerating the pace of converting scientific discoveries into clinical advances that reduce cancer deaths. So far, the program has received almost \$342 million in private philanthropic commitments.
- For his groundbreaking work in immunotherapy, Jim Allison, Ph.D., chair of Immunology, who invented a completely new way to strike cancer by unlocking a shackled immune system attack, was named the 2015 winner of the Lasker-DeBaakey Clinical Medical Research Award from the Albert and Mary Lasker Foundation. It's the nation's highest honor for clinical medical research.

# About the Institutions We Serve

## UTHealth



As the most comprehensive health university in the region, [The University of Texas Health Science Center at Houston](#) (UTHealth) trains the next generations of health care professionals to meet the needs of the Houston community and beyond to solve the greatest health challenges of our time.

Home to John P. and Kathrine G. McGovern Medical School and schools of nursing, dentistry, public health, biomedical sciences and biomedical informatics, UTHealth—Houston’s health university—is located in the heart

of the renowned Texas Medical Center.

Areas of excellence include brain and behavioral health, healthy aging, bone and joint health, infectious diseases, heart health, and women’s and children’s health. UTHealth’s three faculty clinical practices—UT Physicians, UT Health Services and UT Dentists—provide quality, compassionate care to the community through more than 1,200 providers in nearly 90 specialties in clinical settings spread across the Greater Houston area.

UTHealth Harris County Psychiatric Center, recently recognized by the Joint Commission as a Top Performer in Key Quality Measures, is the largest provider of inpatient psychiatric care in Houston, serving nearly 9,000 children, adolescents and adults each year while training behavioral health specialists dedicated to excellence in patient care.

Our clinical partners also include Memorial Hermann – Texas Medical Center, Children’s Memorial Hermann Hospital and

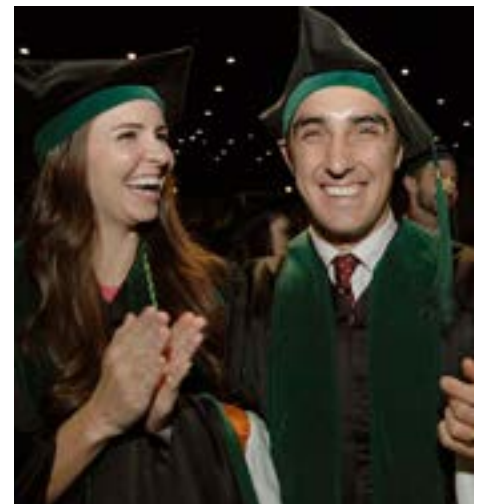


Harris Health System’s Lyndon B. Johnson Hospital.

The Many Faces of UTHealth—our faculty members, residents, fellows, students and staff—work from the laboratory to the bedside on breakthrough discoveries that will take the diagnosis, treatment and prevention of disease and injury to levels only dreamed of a decade ago.

We are leaders in the nation in novel approaches to education and curricula that become the gold standards in training. As a community of experts, we strive for

a future free of chronic diseases, meanwhile providing exceptional, comprehensive care to our patients at every age and stage of life. We develop innovative treatments that give patients a stronger chance of survival after serious injury. We address health care shortages by educating more health care professionals than any other health-related institution in Texas.



# Public Safety Programs and Services



UTHealth dental student Maryam Khazaeizadeh enthusiastically greets Community Outreach Officer Manuel Leston at the 2016 Salutation at UTHealth, where UT Police had a booth with safety information and items.

UT Police offers several safety programs to reduce or minimize the risk of becoming a victim of crime. UT Police believes the actions and awareness of the faculty, staff and students on the MD Anderson and UTHealth campuses are the best methods to eliminate the opportunity of a potential crime.

Safety classes are regularly offered to all employees and students, and class schedules are announced through [MD Anderson's Education Center](#) (credentials required) and [UTHealth's Learn2Succeed](#) platforms. The classes are also announced through the closed circuit televisions and internal websites at both institutions, and are promoted by UT Police officers and public safety officers.

Departments and work groups within MD Anderson and UTHealth can also request a safety class by contacting Community Outreach at 713-453-7794 or [utpdoutreach@mdanderson.org](mailto:utpdoutreach@mdanderson.org). Classes currently offered include:

## Behaviors of Concern

The course helps attendees identify behaviors of concern that may signal the need for intervention to prevent a violent incident from occurring. With an emphasis on providing people in duress the support services they need, the class also provides information about the institutional resources available and the 2-STOP and STOP program. (1-hour course)

## Community On Patrol (COP)

The COP Program is open to all interested faculty, staff and students, and aims to create a quicker line of communication between UT Police and the public. COP representatives assist in disseminating important information from UT Police, such as special alerts, crime bulletins and any upcoming safety classes that can improve the community's safety. The COP program helps enhance emergency communications. To become a COP representative, contact the Community Outreach team at 713-563-7794 or [utpdoutreach@mdanderson.org](mailto:utpdoutreach@mdanderson.org).

## Domestic Violence Awareness

The course familiarizes attendees with Texas laws associated with family violence, dating violence, sexual assault and stalking. Guidance is provided on how to recognize the signs of intimate partner violence, the significance of early action and reporting options. (1-hour course)

## General Campus Safety

The course provides general safety tips on how to minimize the risk of being a potential target or victim, and community resources that aim to curtail crime. (1-hour course)

## Hostile Intruder

The course provides faculty and staff with critical guidance on how to recognize and survive an active shooter situation. (1-hour course)

## Identity Theft

The course teaches attendees about various kinds of identity theft, ways to protect against identity theft and the impact identity theft can have on its victims. The course also discusses action steps and resources for identity theft victims. (1-hour course)

## Rape Aggression Defense (R.A.D)

The course is taught by certified instructors associated with UT Police. A lecture, discussion and demonstration of hands-on self



Officer Adrienne Arceneaux hands out safety themed coloring books and toys to Fort Bend ISD children as part of the 2016 Heroes Day in September 2016.

defense practices are provided to help women feel confident in their ability to avoid and fend off attackers. (12-hour course)

## Robbery Prevention

The course provides guidance on how to minimize the risk of being a target, and how to respond if an individual is confronted by an attacker. (1-hour course)

## Travel Safety

The course provides guidance and best practices for safe travels. The individual will learn how to pack, increase their security during hotel stay, avoid scams and minimize the risk of being a potential target. (1-hour course)

## Verbal Defense and Influence

The course teaches individuals to defend and deflect words with proven strategies that can turn a heated conversation to their

advantage while keeping tension to a minimum. (4-hour course)

## Violence Against Women

The course provides awareness on violent acts that take place against women and how to respond. These violent acts can include intimate partner violence, sexual assault, stalking, dating violence and sexual harassment. (1-hour course)

## Violence in the Workplace

The course provides guidance on identifying and addressing behaviors of concern, and the courses of action when addressing it in the workplace. Awareness plus action equals prevention. (1-hour course)

For questions regarding these courses or the COP program, contact UT Police Community Outreach at 713-563-7794 or [utpdoutreach@mdanderson.org](mailto:utpdoutreach@mdanderson.org).

## Safety Measures and Assistance

### Identification Badges

Faculty, staff and students are required to have an MD Anderson or UTHealth ID badge in their possession and displayed at all times while on campus. Persons on campus without proper identification are subject to inspection by any institutional authority.

### Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community, patients and visitors during normal business hours, Monday through Friday. Access to buildings after hours by faculty, staff or students is available only with the proper ID badge. Many UT buildings are equipped with badge readers for increased access control. Access control programming is managed by the UT Police Security Risk Operations team. For questions about badge access at MD Anderson, call at 713-792-8690, or email [badgeaccess@mdanderson.org](mailto:badgeaccess@mdanderson.org). For questions about badge access at UTHealth, call 713-500-UTID or [badgeaccess@uth.tmc.edu](mailto:badgeaccess@uth.tmc.edu).

### Ground Safety

Outdoor lighting illuminates campus pathways and building entrances. Efforts are made to trim shrubbery and trees to minimize shadowed areas. Reports of any related safety concerns can be directed to UT Police at 713-792-2890.

### Blue Light Phones

A number of emergency, direct-ringing telephones are strategically located throughout the campus and in campus garages. When the red alert button is pressed, an individual can speak directly to a UT Police Telecommunications Officer (TCO). If necessary, the Police TCO will dispatch an officer or emergency team to respond.



Blue light emergency phones provide direct access to UT Police.

## Voluntary and 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 to UT Police. With your permission, a UT Police officer can file a report on the details of the incident without revealing your identity. Confidential reports will comply with your desire to keep the matter confidential while giving UT Police the ability to take steps to ensure the future safety of yourself and others.

Also, confidential reporting allows the institution to keep an accurate record about the number of incidents involving students, employees and visitors; 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. Health Services counselors that provide professional counseling services are not considered Campus Security Authorities, but as a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled on the procedures to report crimes on a voluntary basis for inclusion into official responses by law enforcement and inclusion into the annual crime statistics report.

## Reporting Emergencies

Police, fire or medical emergencies can be reported by:

- Dialing 911 from any campus telephone.
- Dialing 911 from a pay phone or cell phone. The call is answered by the Houston Emergency Center and will be routed to the appropriate emergency resource (police, fire or EMS).
- Using one of the emergency phones located throughout campus.

When calling 911, you should advise the police telecommunicator that you are calling from MD Anderson or UTHealth. Off-campus calls for emergency assistance should be directed to the nearest local law enforcement agency having jurisdiction.

Remember to always:

- Provide your name, phone number and location. When possible, provide your exact location, as the operator may not recognize MD Anderson or UTHealth building names or acronyms.
- Describe the incident clearly and accurately.
- Allow the dispatcher to end the call; do not hang up.

## Reporting Non-Emergencies

Non-emergency reports should be directed to UT Police at 713-792-2890.

## Bias-Based Profiling

Racial profiling is specifically prohibited in Texas under the provisions of the Criminal Code of Procedure Articles 2.131-2.137. UT police officers are prohibited from engaging in bias profiling in traffic contacts, field contacts and in asset seizure and forfeiture.

For those who believe they have been stopped or searched based on racial or bias-based profiling, complaints should be directed to UT Police at 713-792-2890 or [utpdia@mdanderson.org](mailto:utpdia@mdanderson.org).

All complaints will be investigated in a thorough and timely manner. If racial or bias-based profiling occurs and is proven in sustained complaints, disciplinary action including termination of employment and criminal prosecution may result. If bias-based profiling behaviors are suspected, early intervention to correct such behavior may be appropriate and could include counseling, training and education.

## Reporting Criminal Activity

All faculty, staff, students and community members are strongly urged to immediately report criminal activity, violence, threats of violence, hate- or bias-motivated incidents and all suspicious activity or persons to UT Police at 713-792-2890.

## Submitting a Complaint

UT Police is committed to providing the university community with the highest quality of police services. Therefore, we take allegations of misconduct or inadequate service very seriously. UT Police will investigate all allegations thoroughly to resolve complaints in a fair and unbiased manner. Complaints may be submitted through the UT Police website, [www.mdanderson.org/utpd](http://www.mdanderson.org/utpd), via email to [utpdia@mdanderson.org](mailto:utpdia@mdanderson.org), or by calling 713-792-2890.

# Campus Security Authorities

While it is preferred that community members promptly report all crimes and other emergencies directly to UT Police at 713-792-2890 or to 911, it is recognized that some may prefer to report incidents to other individuals or school officials. The Clery Act recognizes certain individuals as “Campus Security Authorities (CSAs).” The Act defines these individuals as:

- “Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.”

- “Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.”
- “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.”

The responsibility of a CSA to report to UT Police those allegations of Clery reportable crimes that he or she concludes

were made in good faith. A campus security authority is not responsible for determining authoritatively whether a crime took place or try to apprehend the alleged perpetrator of the crime—that is the function and responsibility of UT Police. It’s also not a CSA’s responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

While a number of CSAs have been identified at MD Anderson and UTHealth, the following offices have been designated as places where campus community members may report crimes:

Workplace Violence		713-792-STOP 713-792-7867
The University of Texas MD Anderson Cancer Center	1515 Holcombe Blvd. Houston, Texas 77030	713-792-2121
	Office of the President	713-792-2121
	Office of Legal Affairs	713-745-6633
	Institutional Compliance	713-745-6636
	Fraud and Abuse Hot Line	800-789-4448
	Privacy Hot Line	888-337-7497
	Human Resources	713-745-6947
	Title IX Coordinator	713-745-6174
	Ombuds Office	713-792-4896   866-610-7841
The Michale E. Keeling Center for Comparative Medicine and Research, Bastrop	650 Cool Water Dr. Bastrop, Texas 78602	512-321-3991
	Office of the Director	512-332-5214
The Virginia Harris Cockrell Research Center, Science Park, Smithville	1808 Park Rd. 1C Smithville, Texas 78957	512-237-2403
	Office of the Director	512-237-9401



School of Health Professions	1515 Holcombe Blvd. Houston, Texas 77030	713-745-1205
	Office of the Dean	713-792-0800
	Academic Affairs	713-792-0873
	Trainee and Alumni Affairs	713-563-1374
The Graduate School of Biomedical Sciences (An MD Anderson and UTHealth Joint Venture)	6767 Bertner Ave. Houston, Texas 77030	713-500-9850
	Office of the Dean (MD Anderson)	713-500-9855
	Office of the Dean (UTHealth)	713-500-9880
	Academic and Student Affairs	713-500-9870
The University of Texas Health Science Center at Houston	7000 Fannin St. Houston, Texas 77030	713-500-4472
	Office of the President	713-500-4472
	Office of Legal Affairs	713-500-3268
	Institutional Compliance	713-500-3294
	Hot Line	888-472-9868
	Title IX Coordinator	713-500-3596
	Human Resources	713-500-3130
	Ombuds Office	713-500-9930   800-296-2606
School of Biomedical Informatics	7000 Fannin St. Houston, Texas 77030	713-500-3900
	Office of the Dean	713-500-3900
	Academic Affairs	713-500-3591
School of Dentistry	7000 Fannin Street Houston, Texas 77030	713-486-4000
	Office of the Dean	713-486-4021
	Academic Affairs	713-486-4166
	Student Affairs	713-486-4151
School of Nursing	6901 Bertner Ave. Houston, Texas 77030	713-500-2100
	Office of the Dean	713-500-2002
	Academic Affairs	713-500-2060
	Student Affairs	713-500-2100
McGovern Medical School	6431 Fannin St. Houston, Texas 77030	713-500-4472
	Office of the Dean	713-500-5010
	Student Affairs	713-500-5160

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# Campus Security Authorities

*UTHealth, continued from page 23*

School of Public Health - Houston	1200 Herman Pressler St. Houston, Texas 77030	713-500-9050
	Office of the Dean	713-500-9000
	Academic Affairs	713-500-9080
	Student Affairs	713-500-9032
School of Public Health - Austin	1616 Guadalupe St., Suite 6.300 Austin, Texas 78701	512-482-6160
	Office of the Dean	512-391-2536
	Admissions and Alumni Affairs	512-391-2505
	UT Austin Campus Police Department	512-471-4441
School of Public Health - Brownsville	UTSPH 80 Fort Brown, RAHC-N.200 Brownsville, Texas 77030	956-755-0600
	Office of the Dean	956-755-0603
	Admissions and Alumni Affairs	956-755-0637
	UT Brownsville Police Department	956-882-8232
School of Public Health - Dallas	6011 Harry Hines Blvd., Suite V8.112 Dallas, Texas 75390	214-648-1080
	Office of the Dean	214-648-1052
	Student Affairs	214-648-1082
	UT Southwestern Police Department	214-648-8311
School of Public Health - El Paso	1101 N. Campbell, CH 400 El Paso, Texas 79902	915-747-8500
	Office of the Dean	915-747-8507
	Admissions and Alumni Affairs	915-747-8501
	UT El Paso Police Department	915-747-5611
School of Public Health - San Antonio	6901 Bertner Ave. Houston, Texas 77030	210-276-9000
	Office of the Dean	210-276-9017
	Student Services	210-276-9016
	UTHealth San Antonio Police Department	210-567-2800

# Safety Tips

## Don't Be a Victim

If you see any suspicious persons or vehicles, contact UT Police immediately at 713-792-2890.

## Protect Your Property

Keep your vehicle locked at all times, park in well-lit areas and do not leave your vehicle running unattended. Criminals often target vehicles parked in dark and isolated areas.

Don't leave valuables such as wallets, purses, cell phones or tablets in plain view. Also, avoid stowing valuables or shopping bags in the trunk after you park. Instead, stow them before leaving your prior location.

Avoid displaying or giving the appearance of carrying valuable items, such as cell phones or money. Do not display cash openly, especially when leaving an ATM machine.

Use more than one anti-theft device, such as steering wheel lock or an alarm system.

Record the serial numbers and model numbers of your valuables and store them in a safe location. UT Police has an engraver that can be used to mark your valuables with an identifying number, such as a driver's license, that can be traced back to you in case the item is stolen. Contact [utpdoutreach@mdanderson.org](mailto:utpdoutreach@mdanderson.org) to reserve the engraver.

Be cognizant of your surroundings and the people around you, especially if you are alone or it is dark. Avoid using headphones, cell phones or other mobile devices while walking, driving or jogging.

If someone in a vehicle stops and asks for directions, answer from a distance. Do not approach the vehicle.

Hold your purse tightly, close to your body. Keep your wallet in a front, buttoned hip or inside coat pocket.

Trust your instincts. If you feel uncomfortable in a place or situation, leave right away.

Think twice before fighting and do not approach or confront a suspect. Protect yourself above protecting any possessions or property; property can be replaced – your life cannot.

## Protect Yourself at Work

Lock your office door every time you leave, even for short trips down the hall. Secure your office and your belongings. Do not leave valuables such as wallets, purses, cell phones or tablets in plain view. Ninety-five percent of reported thefts occur in unsecured offices.

Require identification before admitting someone unfamiliar into your room or office.

Do not walk alone at night; stay in lighted walkways or call UT Police to request an escort to get you safely to your vehicle.

If you see any suspicious persons or vehicles, contact UT Police immediately at 713-792-2890. Trust your instincts – data show that approximately 75 percent of calls about suspicious persons result in a criminal trespass warning being issued or an arrest.

Keep emergency numbers near your work phone and save them in your cell phone's address book.

## Protect Yourself in Social Situations

When dating someone you don't know well, tell people you trust about your date location and expected time of return.

Go out in groups or engage in social situations where you don't have to be alone with one person.

Drive yourself to the destination and carry extra money in case you need to get home on your own.

Remember that alcohol impairs your decision-making abilities and ability to communicate.

If you feel uncomfortable, there's probably a reason. It's better to do something you may consider rude than to remain in a dangerous situation.

Trust your instincts, feelings and concerns.

## Protect Our Buildings

Maintaining a secure work and educational environment is in the hands of each and every one of us who work at MD Anderson and UTHealth. Display your ID badge at all times and be attentive to prevent anyone from following you into a secured area after you've used your ID badge. Don't allow someone in if they don't belong. If you encounter anyone who disregards your attempts to keep a building secure, alert a public safety officer or contact UT Police at 713-792-2890.

# Missing Student Notification

MD Anderson and UTHealth take the safety of their community members very seriously. Anyone who is concerned or has reason to believe that a student is missing should immediately contact UT Police at 713-792-2890.

Other authorized persons or organizations to whom individuals may report a missing student are the dean of the student's respective school of discipline, the Office of Student Affairs (or a comparable department) of the student's respective school of discipline and the Director of University Housing.

A student will be deemed missing when a credible missing person report is received by UT Police or by one of the persons or organizations mentioned above. Students will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Before presuming that a student is missing, reasonable measures should be taken to determine whether or not he or she is at their place of residence or other normal location and whether anyone familiar with the student has seen or heard from the student recently or is aware of the his or her whereabouts.

All students residing in on-campus student housing facilities have the option of identifying a "confidential contact person" who will be notified if the student is determined to be missing. The confidential contact person information must be provided to the director of University Housing. Students may

register such information in person at any time during normal business hours. The contact information will be confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed except for in a missing person investigation.

## Special Note of Interest

UT Police will provide all updates to the university's Director of University Housing.

The Director of University Housing will in turn notify all parties previously contacted and will advise them of the status in a timely manner. [UTHealth HOOP Policy 207, Missing Student Notification.](#)

## When a student is reported and deemed missing, UT Police will:

- Investigate to determine the validity of the missing person report
- Make a determination as to the status of the missing student
- Contact the appropriate university personnel
- Notify any other appropriate outside law enforcement agencies within 24 hours after determining that the student is missing
- If the missing student is under the age of 18 and is not an emancipated individual, notify the student's custodial parent or guardian listed in the records of the university within 24 hours of determining that the student is missing

- Identify the missing student's emergency contact within 24 hours
- Investigate and attempt to locate the missing student. If the student's disappearance is being handled by an outside law enforcement agency, UT Police will assist that agency.

When making notification, provide as much information as possible regarding the missing student, including:

- Physical description
- What the student was wearing when last seen
- Where the student was last seen
- What physical condition the student was in when last seen
- If the student was driving or has a vehicle and its description
- Any information related to medical or special conditions ♥

# Clery Statistical Report

## Methodology

UT Police is charged with identifying reportable crimes and collecting and reporting crime statistics to the U.S. Department of Education, FBI and the general public. Statistical reporting requirements, including types of crimes, definitions and geographic locations, vary depending on the recipient. FBI-mandated reporting is different from the U.S. Department of Education - Clery Act reporting.

For example, the Clery Act requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement. Clery also mandates the collection of crime data from non-law enforcement personnel, identified as campus security authorities.

Crime statistics gathered by UT Police are collected and reported annually. This report contains crime statistics that have been compiled for 2015 and includes the previous two years' crime statistics. The crime statistics reported have been compiled from data collected from a number of reporting sources including UT Police, the state of Texas, municipal and county law enforcement agencies, and non-commissioned campus security authorities.

Campus security authorities report Clery Reportable Crimes using the Clery Incident Report guidelines. Any reportable crime made to a campus security authority can be

immediately transmitted to UT Police via website, mail, email, fax or hand delivery.

## Administrative Disciplinary Referrals

In addition to student administrative disciplinary referrals for alcohol, weapons, drugs and narcotics violations, all institutions of higher education are also required to report similar administrative disciplinary referrals involving faculty and staff of the institution. The annual Clery Act report provided by UT Police includes all reported referrals provided by campus security officials to the police department during the reporting period

## Off-Campus Criminal Activity

UT Police does not track law enforcement proceedings against students for offenses that occur off campus. UT Police only collects the required statistics on crimes that occur at specified off-campus locations as required by the Clery Act. Students visiting off-campus student organizations, such as fraternity and sorority houses and other gathering places, should promptly report all crimes to the local police department or county sheriff's office.

In the event that reports of off-campus criminal offenses committed by faculty, staff or students are received by UT Police or a designated campus security

authority from an outside law enforcement agency, the reports will be referred for appropriate disciplinary action and/or inclusion into applicable statistics.

UT Police will assist any outside law enforcement agency when requests for assistance are received. ♥

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## The University of Texas MD Anderson Cancer Center

### MAIN CAMPUS

(2013-2015 Calendar Year Crime Statistics)

CRIMINAL OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0*	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	1	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	1
	2013	0	0	0	0	3
Aggravated Assault	2015	1	0	1	0	0
	2014	1	0	1	0	0
	2013	1	0	1	0	0
Burglary	2015	8*	0	8*	1	0
	2014	27*	0	27*	1	0
	2013	17	0	17	1	0
Motor Vehicle Theft	2015	3	0	3	0	0
	2014	3	0	3	0	0
	2013	0	0	0	1	3
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

\* On October 12, 2016, changes to the total number of unfounded crimes were made to accurately reflect Department of Education standards.

VAWA OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Domestic Violence	2015	9*†	0	9*†	1	0
	2014	2	0	2	0	0
	2013	5	0	5	0	0
Dating Violence	2015	6	0	6	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	5*†	0	5*†	0	0
	2014	4	0	4	0	0
	2013	1	0	1	0	0

ARRESTS AND DISCIPLINARY REFERRALS	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	2	0	2	0	1
	2014	1	0	1	0	1
	2013	2	0	2	0	1
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	2	0	2	1	3
	2014	2	0	2	0	1
	2013	1	0	1	0	1
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	1
	2014	0	0	0	0	1
	2013	0	0	0	0	1
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

HATE CRIMES: No hate crimes were reported for 2014 or 2015. One (1) on-campus incident of INTIMIDATION characterized by religion bias was reported in 2013.

**\*UNFOUNDED CRIMES:**

2015: Four alleged incidents of on-campus BURGLARY; one alleged incident of on-campus DOMESTIC VIOLENCE; and one alleged incident of on-campus STALKING were investigated and determined to be unfounded.

2014: Two alleged incidents of on-campus BURGLARY and one alleged incident of non-campus RAPE were investigated and determined to be unfounded.

2013: In 2013 unfounded cases were not reported separately.

NOTES: Data provided by METRO Police Department for 2013 is included in this report.

Data provided by the Houston Police Department for 2014 was not made available in a usable format for Clery reportable purposes; No data was provided for 2013; For 2015, only District 20 provided data and is included in this report.

Data provided by Montgomery County Sheriff's Office, Nassau Bay Police Department, and Sugar Land Police Department for 2014 and 2015 is included in this report.

Data provided by Harris County Sheriff's Office is included in this report.

Reports for 2013 and 2014 were reported for Forcible and Nonforcible Sex Offenses without the additional

breakdowns reported for 2015; The 2013 and 2014 totals are now included under the Rape Category.

†In July 2019, the 2016 Annual Security Report statistical data was updated due to inadvertent errors or omissions. The below indicate changes to statistics:

2015: On-campus BURGLARY statistics incorrectly included four unfounded cases, on-campus DOMESTIC VIOLENCE statistics incorrectly included one unfounded case and on-campus STALKING statistics incorrectly included one unfounded case. New statistics reflect the corrections.

2014: On-campus BURGLARY statistics incorrectly included two unfounded cases and non-campus RAPE statistics incorrectly included one unfounded case. New statistics reflect the corrections.

## The University of Texas MD Anderson Cancer Center

### BASTROP CAMPUS

(2013-2015 Calendar Year Crime Statistics)

CRIMINAL OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0



<b>VAWA OFFENSES</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	1	0	1	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

HATE CRIMES: No hate crimes were reported for 2013, 2014 or 2015.

UNFOUNDED CRIMES: No crimes were unfounded in 2013, 2014 or 2015.

NOTES: Data provided by the Bastrop County Sheriff's Office for 2013, 2014 and 2015 is included in this report.

Reports for 2013 and 2014 were reported for Forcible and Nonforcible Sex Offenses without the additional breakdowns reported

for 2015; The 2013 and 2014 totals are now included under the Rape Category.

## The University of Texas MD Anderson Cancer Center

### SMITHVILLE CAMPUS

(2013-2015 Calendar Year Crime Statistics)

CRIMINAL OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0 <sup>†</sup>	0	0 <sup>†</sup>	0	0
	2014	1 <sup>†</sup>	0	1 <sup>†</sup>	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

VAWA OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

HATE CRIMES: No hate crimes were reported for 2013, 2014 or 2015

UNFOUNDED CRIMES: No crimes were unfounded in 2013, 2014 or 2015.

NOTES: Data provided by the Smithville Police Department for 2013 and 2014 are included in this report.

Reports for 2013 and 2014 were reported for Forcible and Nonforcible Sex Offenses without the additional breakdowns reported for 2015; The 2013 and 2014 totals are now included under the Rape Category.

†The below indicate changes to the 2016 Annual Security Report statistics due to inadvertent errors or omissions:

The on campus BURGLARY statistics for 2014 and 2015 were transposed.

## The University of Texas Health Science Center at Houston

### MAIN CAMPUS

(2013-2015 Calendar Year Crime Statistics)

CRIMINAL OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	3	0
	2014	0	0	0	0	0
	2013	0	1	1	0	0
Fondling	2015	2	0	2	0	0
	2014	0	0	0	4	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	2	1	3	0	2
	2014	1	0	1	0	5
	2013	0	0	0	0	8
Aggravated Assault	2015	4	0	4	0	0
	2014	0	0	0	1	1
	2013	0	1	1	1	2
Burglary	2015	4	0	4	3	0
	2014	12	0	12	0	0
	2013	2	1	3	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	2	0	2	0	1
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

\* On October 12, 2016, one (1) additional incident of on-campus dating violence was added to the 2015 statistic.

VAWA OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Domestic Violence	2015	1	0	1	1	0
	2014	3	3	6	0	3
	2013	3	0	3	1	0
Dating Violence	2015	2*	1	3*	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	1	1	0	0
	2014	2	0	2	0	0
	2013	0	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	1
	2013	0	0	0	2	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	4	1	5	2	1
	2014	2	0	2	2	3
	2013	0	0	0	4	3
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	2
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

**HATE CRIMES:** One (1) non-campus assault characterized by sexual orientation bias was reported for 2015; No hate crimes were reported for 2013 or 2014.

**UNFOUNDED CRIMES:**  
 2015: One (1) crime was unfounded  
 2014: Three (3) crimes were unfounded  
 2013: One (1) crime was unfounded

**NOTES:** Data provided by METRO Police Department for 2013 is included in this report.

Data provided by the Houston Police Department for 2014 was not made available in a usable format for Clery reportable purposes; No data was provided for 2013 or 2015.

Reports for 2013 and 2014 were reported for Forcible and Nonforcible Sex Offenses without the additional breakdowns reported for 2015; The 2013 and 2014 totals are now included under the Rape Category.

## The University of Texas Health Science Center at Houston

### SCHOOL OF PUBLIC HEALTH IN AUSTIN

(2013-2015 Calendar Year Crime Statistics)

CRIMINAL OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	1
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	1
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>VAWA OFFENSES</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	0	0	0	0	1
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

**HATE CRIMES:** No hate crimes were reported for 2013, 2014 or 2015.

**UNFOUNDED CRIMES:** No crimes were unfounded in 2013, 2014 or 2015.

**NOTES:** Data provided by the University of Texas Police at Austin for 2013 and 2015 is included in this report.

Data provided by the City of Austin Police Department for 2013 and 2015 is included in this report.

Reports for 2013 and 2014 were reported for Forcible and Non-forcible Sex Offenses without the additional breakdowns reported for 2015; The 2013 and 2014 totals are now included under the Rape Category.

## The University of Texas Health Science Center at Houston

### SCHOOL OF PUBLIC HEALTH IN BROWNSVILLE

(2013-2015 Calendar Year Crime Statistics)

CRIMINAL OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0



<b>VAWA OFFENSES</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

HATE CRIMES: No hate crimes were reported for 2013, 2014 or 2015

UNFOUNDED CRIMES: No crimes were unfounded in 2013, 2014 or 2015.

NOTES: Data provided by the University of Texas Police at Brownsville for 2014 is included in this report.

Reports for 2013 and 2014 were reported for Forcible and Nonforcible Sex Offenses without the additional breakdowns reported for 2015; The 2013 and 2014

totals are now included under the Rape Category.

## The University of Texas Health Science Center at Houston

### SCHOOL OF PUBLIC HEALTH IN DALLAS

(2013-2015 Calendar Year Crime Statistics)

CRIMINAL OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	2	0	2	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>VAWA OFFENSES</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

**HATE CRIMES:** No hate crimes were reported for 2013, 2014 or 2015.

**UNFOUNDED CRIMES:** No crimes were unfounded in 2013, 2014 or 2015.

**NOTES:** Data provided by the University of Texas Southwestern Medical Center Police Department 2013 and 2014 is included in this report.

Reports for 2013 and 2014 were reported for Forcible and Nonforcible Sex Offenses without the additional breakdowns

reported for 2015; The 2013 and 2014 totals are now included under the Rape Category.

## The University of Texas Health Science Center at Houston

### SCHOOL OF PUBLIC HEALTH IN EL PASO

(2013-2015 Calendar Year Crime Statistics)

CRIMINAL OFFENSES	Year	On-Campus Property	On-Campus Student Housing	Total On-Campus	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>VAWA OFFENSES</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	0	0	0	0	1
	2014	0	0	0	0	1
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

**HATE CRIMES:** No hate crimes were reported for 2013, 2014 or 2015.

**UNFOUNDED CRIMES:** No crimes were unfounded in 2013, 2014 or 2015.

**NOTES:** Data provided by the University of Texas Police at El Paso Police Department for 2013, 2014 and 2015 is included in this report.

Reports for 2013 and 2014 were reported for Forcible and Nonforcible Sex Offenses without the additional breakdowns

reported for 2015; The 2013 and 2014 totals are now included under the Rape Category.

The University of Texas Health Science Center at Houston

**SCHOOL OF PUBLIC HEALTH IN SAN ANTONIO**

(2013-2015 Calendar Year Crime Statistics)

<b>CRIMINAL OFFENSES</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	1	0	1	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>VAWA OFFENSES</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

<b>ARRESTS AND DISCIPLINARY REFERRALS</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing</b>	<b>Total On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Weapons Violations: Carrying, Possessing, etc.</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Drug Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Liquor Law Violations</b>						
Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

**HATE CRIMES:** No hate crimes were reported for 2013, 2014 or 2015.

**UNFOUNDED CRIMES:** No crimes were unfounded in 2013, 2014 or 2015.

**NOTES:** Data provided by the University of Texas at San Antonio Police Department for 2013, 2014 and 2015 is included in this report.

Reports for 2013 and 2014 were reported for Forcible and Nonforcible Sex Offenses without the additional breakdowns

reported for 2015; The 2013 and 2014 totals are now included under the Rape Category.

# Policies and Regulations

## Campus Policy Statements and Regulations

A listing of relevant policies for MD Anderson and UTHealth can be found on the following websites:

[MD Anderson School of Health Professions](#)

[MD Anderson Institutional Policies](#) (credentials required)

Clery Act Policy on Reporting Criminal Activity (see 74 | Appendix B: ACA0068)

[UTHealth Clery Act Policies](#)

[Handbook of Operating Procedures \(HOOP\)](#)

[HOOP Policy 109, Standards of Conduct](#)

## University Standards of Conduct

### Rules and Regulations of the UT System Board of Regents

Rule 30103, Section 1 states: Statutory Compliance – Every employee is expected to obey all federal, state and local laws, and particularly Texas Penal Code Chapter 42, “Disorderly Conduct and Related Offenses” and Section 46.03, “Places Weapons Prohibited” and Texas Education Code Section 51.935, “Disruptive Behavior.” Any employee who violates any provision of these statutes is subject to dismissal, notwithstanding any action by civil authorities on account of the violation.

Rule 50101, Section 2.1 states: Any student who engages in conduct that violates the Regents’ Rules and Regulations, the UT System or institutional rules and regulations, specific instructions issued by an administrative official of the institution or the UT System acting in the course of his or her authorized duties, or federal, state or local laws is subject to discipline whether

such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

### University Penalties

Students and employees are subject to disciplinary action up to and including termination or expulsion for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal or local law. For more information on university penalties, refer to:

- [UTHealth HOOP Policy 173, Substance Abuse](#)
- MD Anderson Institutional Policy ADM0309, Drug Detection and Deterrence (see 121 | Appendix I: ADM0309)
- MD Anderson Institutional Policy ADM0278, Drug-Free Campus & Workplace (see 105 | Appendix G: ADM0278)

Series 50101, Section 2.3 states: Any student who is found responsible for the illegal use, possession and/or sale of a drug or narcotic on the

campus of an institution is subject to discipline. If a student is found responsible for the illegal use, possession and/or sale of a drug or narcotic on campus, the sanction assessed shall be suspension from the institution for a specified period of time and/or suspension of rights and privileges.

### State & Federal Criminal Penalties

State and federal laws regarding the possession, use and sale of alcoholic beverages and illegal drugs are strictly enforced by UT Police. Violators are subject to not only disciplinary action by the university but also criminal prosecution by law enforcement authorities, fines and imprisonment.

### Prohibited & Illegal Weapons

With limited exceptions, MD Anderson and UTHealth ban firearms from their facilities and properties. Two such exceptions apply only to persons who hold a valid and appropriate state-issued



handgun license. The first is found in Section 52.061 of the Texas Labor Code and involves firearms being stored in personally owned, lock vehicles in parking lots and parking garages. The second, most recent exception is Senate Bill 11, also known as Campus Carry, and involves concealed handguns in certain areas on the campuses. As institutions of higher education, both MD Anderson and UTHealth are obliged to follow both of these laws and are not at liberty to enact policies or provisions that violate them.

Those who hold a valid and appropriate state-issued handgun license may carry their handguns, in accordance the laws and each institution's respective policies. Other than the exceptions cited above, only law enforcement officials may carry firearms on MD Anderson's or UTHealth's campuses.

Other than the exceptions stated above or as otherwise provided by applicable law, the possession or control of any firearm, deadly weapon, explosive device, fireworks, nunchakus, metal knuckles, billy clubs or any other deadly weapon or prohibited knife, while on UT property, including campus housing, is prohibited, except as required in the lawful course of business or as authorized by the Chief of Police. Please contact law enforcement at 713-792-2890 or 911 to report potential violations of these laws on MD Anderson or UTHealth property or facilities.

## Substance Abuse

The UT System Board of Regents designated UTHealth a "Drug Free University" on Aug. 1, 1990. And, in compliance with this policy, the university provides online information for students and employees regarding alcohol and other drug possession, use, abuse and distribution, including standards of conduct and penalties for rule and law violations.

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 in a public place or a place open to the public is illegal.

It is also a violation of the alcohol policies for anyone to consume or possess alcohol in any public or private area of campus without prior university approval. Anyone violating alcohol or substance policies may be subject to sanctions by the university. For more information on university penalties regarding alcohol usage, refer to the following:

- MD Anderson Institutional Policy ADM0108, Alcoholic Beverages Policy (see 83 | Appendix C: ADM0108)
- MD Anderson Institutional Policy ADM0278, Drug-Free Campus & Workplace (see 105 | Appendix G: ADM0278)
- [UTHealth HOOP Policy 9, Alcoholic Beverages](#)
- [UTHealth HOOP Policy 173, Substance Abuse](#)
- [UTHealth HOOP Policy 163,](#)

## [Fitness for Duty/Fitness for Participation](#)

State and federal laws regarding the possession, use and sale of alcoholic beverages and illegal drugs are strictly enforced by UT Police. Violators are subject to criminal prosecution by law enforcement authorities, fines and imprisonment.

## Counseling and Treatment Options

The UT Counseling and WorkLife Services program encourages individuals seeking treatment to pursue the least restrictive environment when seeking treatment for a substance abuse or dependence problem. UT Counseling and WorkLife Services will assess any person considering a substance abuse or dependence program and will make appropriate recommendations. Treatment options include detoxification, residential, partial-day hospitalization, intensive outpatient, supportive outpatient, chemical dependence education and aftercare programming.

University options for drug treatment and counseling services include:

**Employee Assistance Program**  
EAP contributes to a healthier and more productive environment by assisting employees and their families, faculty members, designated trainees, students or retirees with problems that affect any aspect of their lives. EAP services are available at no

cost and all information is kept strictly confidential. The program is consistent with applicable laws and professional standards. Information on EAP can be found on the [MD Anderson Employee Assistance Program](#) website (credentials required) and on the [UT Employee Assistance Program](#) website.

### **Living Well**

[Living Well](#) is a personalized health resource that provides information needed to make smart health choices.

### **Student Wellness**

Student Wellness provides resources to aid in finding personal solutions to problems such as those involving mental health, substance abuse, depression and weight management issues. Information on Student Wellness can be found through the [MD Anderson Employee Health](#) website (credentials required) and the [UT Employee Assistance Program](#) website.

## **Workplace Violence**

Violence in the workplace is defined as the acts, threats or violence that arise out of either disputes or antagonistic interpersonal relationships between employees, visitors, customers and/or other employees in and around the place of employment. Workplace violence is categorized into three areas: stranger violence, client violence and employee violence. In an effort to provide a safe and secure workplace free from violence or threats for MD Anderson and UTHHealth employees, each institution has developed policies against violence in the workplace. The UT System

recognizes the high cost of violent incidents and the disruptive effect they have on employees and productivity. Personal harassment, including stalking, abusive behavior, threats and acts of violence are not tolerated. Complaints of workplace violence should be reported immediately to UT Police by calling 713-792-2890 or 2-STOP (713-792-7867). If violence is occurring or the threat of violence is imminent, call 911.

In the event that an interaction that may escalate into workplace violence is reported, a campus threat assessment committee (2-STOP) is convened. The committee includes representatives from UT Police, Risk Management, Employee Health, Employee Assistance Program and Human Resources. This team of professionals is authorized to investigate, make determinations and recommendations, and take action to resolve incidents of violence.

Recommendations may include mandatory counseling services through the Employee Assistance Program, disciplinary sanctions, administrative leave or termination of employment.

## **Hate Violence**

On Aug. 14, 2008, the Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted to expand hate crime reporting requirements to include the following offenses: murder, manslaughter, sex offenses, robbery, aggravated assault, simple assault, burglary, motor vehicle theft, larceny

(theft), intimidation and destruction, damage or vandalism of property in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

MD Anderson and UTHHealth place a great emphasis on the value of diversity. However, there may be occurrences when someone may be the target of a hate crime or a bias-motivated incident. Hate crimes and bias-motivated incidents negatively affect the entire campus community. While our campuses are not immune to such opportunistic acts, the low number of reported occurrences provides some anecdotal information that great strides have been made toward the creation of a campus environment that is more tolerant of diverse individuals, groups, cultures and ideas.

Reporting hate violence is a crucial component in developing a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or bias-motivated incident, you are encouraged to report the occurrence to UT Police or to any designated campus security authority.

## Sex Offenses

MD Anderson and UTHealth are committed to providing a work and learning environment that is free from inappropriate conduct. Employees and students who engage in such behavior are subject to disciplinary action, including termination.

Pursuant to institutional [HOOP Policy 059, Sexual Misconduct](#), any UTHealth student or workforce member alleging a sexual offense may file a complaint with the university's associate vice president for Academic and Research Affairs (Title IX Coordinator) or the vice president and chief Human Resources officer (Deputy Title IX Coordinator). Disciplinary proceedings that may take place pursuant to this policy will be conducted in accordance with UTHealth HOOP Policies [44 Faculty Reappointment and Non-Reappointment](#), [133 Faculty Termination](#), [153 Termination of Appointment: Administrative and Professional](#), [186 Student Conduct and Discipline](#) or [187 Discipline and Dismissal of Classified Employees](#).

For information regarding sexual harassment see HOOP Policy [183, Nondiscrimination, Anti-Harassment and Equal Opportunity](#). Additional information can be found on the UTHealth [Equal Opportunity](#) website.

MD Anderson students and employees alleging a sexual offense may file a complaint with the

Equal Employment Opportunity and HR Regulations or the senior vice president of Academic Affairs (Title IX Coordinator). Disciplinary proceedings that may take place pursuant to this policy will be conducted in accordance with MD Anderson Institutional Policies ACA0068 Disciplinary Action and Appeals (see 74 | Appendix B: ACA0068 or 94 | Appendix E: ADM0256) ADM0256 Disciplinary Action (see 94 | Appendix E: ADM0256). For information regarding sexual harassment, see ADM0285 Sexual Harassment and Sexual Misconduct Prevention Policy (see 109 | Appendix H: ADM0285).

Workforce members and students who retaliate in any way against an individual who has brought a request for resolution or a complaint pursuant to the sexual misconduct institutional policies or against an individual who has participated in an investigation of a complaint are subject to disciplinary action up to including termination or dismissal. See [HOOP 108 Protection from Retaliation](#); ADM0254 Non-Retaliation Policy (see 88 | Appendix D: ADM0254).

Workforce members and students impacted by sexual misconduct have many resources and options available for support. Anyone in immediate danger or in need of emergency assistance should call 911. Employees or students that may wish to seek external help for domestic violence, dating violence,

stalking or sexual assault—and are not experiencing an emergency situation—may contact the Houston Area Women's Center through their domestic violence crisis hotline at 713-528-2121, the rape crisis hotline at 713-528-7273, or online at [www.hawc.org](http://www.hawc.org).

## Sexual Assault Investigative Guarantee

If you have been sexually assaulted, you have the right to report the assault to UT Police. As an encouragement to report sexual assaults, UT Police is committed to the following 10 guarantees:

- We will meet with you privately, and you may be accompanied by a personal advocate.
- We will provide a female officer to conduct the initial interview, if requested and if one is available.
- We will fully investigate your case, regardless of the gender, race, ethnicity, sexual orientation, age, national origin or religion of the parties involved.
- We will not pre-judge you or your actions. Assault victims are not responsible for the criminal actions of others.
- We will treat you and your case with courtesy, sensitivity, respect and understanding.
- We will assist you in arranging for your medical needs and/or hospital treatment.

- We will provide you with advocate and counseling referral information.
- We will not release your name to the public or to the press.
- We will discuss and explain the criminal justice process. You will be kept informed as to the progress of the investigation, which may include the arrest and prosecution of the offender.
- We will be available to answer your questions as the process of the investigation and prosecution unfolds.

## Offender Registration Requirements

Every person who is required to register in Texas as a sex offender shall register within seven days with UT Police if he or she:

- resides on university campus property
- is enrolled as a university student (including extension classes)
- is a full- or part-time employee at the university without compensation, including volunteers, or carries on a vocation, attends school or is a visitor to the university.

A campus-affiliated sex offender must also notify UT Police within seven working days of ceasing to be enrolled or employed, ceasing to carry on a vocation at the university or changing his or her address.

Campus-affiliated registration of sex offenders will be conducted at

UT Police offices. Persons required to register shall do so in person Monday through Friday (excluding holidays), between 8 a.m. and 5 p.m. Registrations will be handled by appointment only; call 713-792-4108.

## Public Access to Sex Offender Data

The U.S. Department of Justice created a publicly accessible Internet-based national sex offender database that allows users to specify a search radius across state lines. The Dru Sjodin National Sex Offender Public Website is accessible at [www.nsopw.gov](http://www.nsopw.gov).

Upon registration of an offender, UT Police forwards a notice and identifying information to campus security officials. Additionally, UT Police maintains links to local, county, state and federal agency websites that provide public access to data regarding registered sex offenders.

Reminder: Information contained under laws associated with Megan’s Law may not be used to harass or commit any crime against a sex offender. Public safety is best served when registered sex offenders are not concealing their location.

## Campus Sex Offender Information

Campus-affiliated registered sex offender information is available for inspection by members of

the campus community (by appointment) at UT Police offices during normal business hours; call 713-792-4180 for more information. Police may release sex offender information relating to campus-affiliated sex offenders to any member of the campus community if the requesting individual is:

- over 18
- a member of the campus community
- not himself or herself a registered sex offender
- willing to certify to the understanding that the release of registered sex offender information is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
- willing to certify to the understanding that it is illegal to use the sex offender registration information to harass, discriminate or commit a crime against any person who has been identified as a sex offender
- willing to sign a “Registered Sex Offender View Form”

Registered sex offender information available for public viewing includes:

- name and known aliases
- age, date of birth, gender, race
- physical description (including scars, marks, tattoos)
- photograph (if available)
- crimes that were the basis for the registration requirement

- date of last registration

## Sex Offense Prevention

Sex offense prevention and education programs are offered through the Community Outreach unit of UT Police. These programs promote the awareness of sexual assault, acquaintance rape and other sex offenses; encourage students and employees to report sex offenses; educate students and employees about the detrimental effects of victim-blaming attitudes; and strive to ensure that campus personnel do not discourage victims from reporting sexual assaults.

## Campus Sex Offender

### Disclosure

UT Police may proactively release any portion of the following information to the campus community concerning the presence of a high-risk sex offender who is in the campus community. UT Police may reactively release any portion of the following information when a peace officer reasonably suspects, based upon information that has come to his or her attention, that a child or other person may be at risk due to the presence of a sex offender who is in the campus community:

- name and known aliases
- age, date of birth, gender, race
- physical description (including scars, marks, tattoos)
- photograph (if available)
- crimes that were the basis for the

registration requirement

- residential address (must be verified by law enforcement prior to release)
- description and license plate number of offender's vehicle
- type of victim targeted by the offender
- relevant parole or probation conditions
- dates of crimes resulting in classification
- date of release from confinement
- offender's employment, vocation or student status with UTHealth MD Anderson. ♥

# Emergency Response and Evacuation

## MD Anderson

Catastrophic events and emergencies at MD Anderson are triaged based on the severity of an event and its effect on patient care and the health and safety of our employees, volunteers, patients, visitors and animals. Institutional severity levels differ from the severity levels of the City of Houston, Harris County and other hospitals in the Texas Medical Center, as well as from the Homeland Security national threat levels.

The institution’s Emergency Operations Plan addresses six critical function areas: communications; resources and assets; safety and security; staff roles and responsibilities; utilities management; patient care and volunteer management. The EOP is designed to effectively mitigate, prepare for, respond to and recover from hazards facing the institution during and after these emergency events.

The EOP is based on an Incident Command System structure consisting of an all-hazard plan supported by incident-specific emergency operations plans and appendices. Procedures address emergencies, including but not limited to fires, extreme weather conditions, bomb threats, civil disturbances, utility outages and terrorism. The EOP specifically:

- Provides a plan for mitigating an emergency incident
- Establishes an ongoing state of

preparedness to respond to an unforeseen disaster

- Protects patients, visitors, personnel and property by establishing and testing proper response measures
- Maintains hospital, research and administrative operations by defining a recovery plan and actions during an emergency incident

Information on the institution’s emergency operations plans and appendices is available on the Institutional Policies intranet site.

MD Anderson also requires that each department designates an emergency plan officer and alternate as well as maintain a departmental emergency and continuity plan. The emergency plan officer has specific obligations for emergency preparedness and communications during an emergency event.

## Emergency Notification System

MD Anderson makes every effort to alert students, faculty and staff to an approaching or imminent emergency using an electronic mass notification system.

This system is capable of disseminating emergency notifications simultaneously through multiple devices and portals, including business phones, email, cell phones and pagers, designated by workforce members,

including TAA educational trainees and students.

Employees are automatically enrolled in the system using contact information available through Human Resources software, which is automatically updated weekly. Notifications can be sent to all or to established groups. Groups can be broken down by building, floor or wing.

During an emergency event, the chief of police or designee will initiate emergency message notifications. In most non-criminal events, the chief safety officer or designee will initiate these notifications and consult with the public information officer for message content, depending on the urgency. The chief safety officer may elect to disseminate the message directly or route it through the institution’s Facilities Operations Center.

## Incident Command Responsibility

A single event or any combination of events can trigger possible emergency level escalation. Severity level escalation decisions are made by triage officers, who are designated as follows:

### Houston

- Vice president of Operations and Facilities
- Executive vice president and

physician-in-chief

- Senior vice president and chief of clinical operations
- Executive director of Nursing

#### Smithville/Bastrop

- Vice president of Operations and Facilities
- Provost and executive vice president
- Director of operations and chair of Veterinary Sciences at Science Park
- Chair of Molecular Carcinogenesis

Emergency response is based on a severity levels scale of 1-4 with Level 1 emergencies affecting a small localized area or single department and Level 4 affecting the entire institution. Once the institution is at Level 3 or above, the incident commander makes all institutional decisions. The chief safety officer or designee and the UT Police chief or designee will ensure employees are notified as appropriate.

### Additional Resources for Mass Notification

Beyond the mass emergency notification system described above, MD Anderson disseminates emergency information and timely communications to the campus community using a variety of resources. Employees are reminded throughout the year to

access these resources for updates on the institution's response to an emergency event and for information about when to remain on or off campus and/or return to work following an event.

- **Email** – Specified leaders and institution communicators have authority to release campuswide alerts through mass email notifications to everyone with a valid MD Anderson email address.
- **[Emergency Alert Site](#)** – A webpage on the institution's external website is designated for campus emergency notifications, emergency preparedness and evacuation resources.
- **Ride-Out Blog** – Activated in an emergency, this blog on the institution's intranet site is another resource for up-to-the-minute information for employees.
- **RING Line** – Alert information is simultaneously made available for employees via the institution's RING Line by dialing 2-RING (713-792-7464). The system allows the institution to record messages for employees, as well as specific teams, including Facilities, Nursing, Clinical Operations, Medical Staffing, Administrative Services, Research, Veterinary Medicine and Surgery, and Regional Care Centers. Smithville and Bastrop campuses use 855-560-7464

as their toll-free RING Line with specific sub-lines for both campuses.

- **Public Address System** (Houston) – The PA system provides an audible alert to a building-specific emergency.
- **Visiplex Communication System** (Smithville Campus) – Provides an audible alert to campus employees.
- **MDA-TV Channel 20** – This employee channel can be viewed on the institution's in-house cable network or through an internet connection on employees' desktop computer systems. Channel 20 provides news, video broadcasts, headlines, and security and weather alerts.
- **Intranet Homepage** – This offers a consistent flow of information to employees through rotating emergency bulletins and news articles.
- **Social Media** – MD Anderson has an institutional presence on social media sites, including Facebook, Twitter and Yammer, where members of the Internal and External Communications teams can post notices and alerts relating to a campus emergency.

### Testing the Response System

Drills are conducted throughout the year to test various hazard-specific plans and procedures for

emergency response. Additional training is provided to emergency plan officers and other employees who register through the institution's Education Center to enhance the campus community's collective response during an emergency. Annual employee education events, site inspections and emergency exercises provide another layer of education and preparedness.

In the event of an emergency, MD Anderson will activate defend-in-place protocol for its inpatient care facilities, in most instances. A partial evacuation may be ordered to move patients, visitors and personnel horizontally to a safe zone on the same floor. If horizontal evacuation is not possible, vertical evacuation to a floor below the site of the emergency may be ordered.

Non-ambulatory and critical patients will be evacuated as appropriate according to their needs.

In a rare event that a total evacuation is needed, the main campus community will be evacuated to the institution's Mays Clinic or Pressler Garage in coordination with decisions made by the institution's leadership, triage officers and incident officers. In the event of a total evacuation of the hospital, Mays Clinic will function as a secondary treatment site.

Non-patient care areas should follow evacuation procedures

specific to their department's emergency continuity plan. Building-specific instructions related to emergency evacuations are available on the [institution's intranet](#) (credentials required).

Smithville and Bastrop campus locations may evacuate due to wild fires or other hazards. Their emergency plans are tested annually and are housed at their specific campus locations.

Note: Emergency responses and evacuation procedures will be handled in accordance with MD Anderson's Emergency Operations Plan. Timely and emergency communications will be handled in accordance with MD Anderson Institutional Policy ADM1097, Emergency Notification Policy (see 133 | Appendix J: ADM1097). ♥



# Emergency Response and Evacuation

## UTHealth

UTHealth's [Emergency Management Plan](#) is a multi-hazard plan that addresses the mitigation, preparedness, response and recovery either directly or through reference to other specific plans or appendices such as the Business Continuity Plan, IT Disaster Recovery Plan, Employee Assistance Program Plan, Harris County Psychiatric Center emergency plan, The University of Texas Physicians emergency plan, departmental plans or other emergency related plans.

The scope of the emergency management plan is to define emergency situations, to categorize levels of emergencies and to provide procedures to prevent, prepare, respond and mitigate emergency situations in a safe, orderly and efficient manner.

The scope of the emergency management plan is to define emergency situations, to categorize levels of emergencies and to provide procedures to prevent, prepare, respond and mitigate emergency situations in a safe, orderly and efficient manner.

## Mitigation

UTHealth is committed to programs that mitigate or prevent emergency situations. Facilities, Planning and Engineering and Auxiliary Enterprises are engaged in proactive maintenance of building systems and

infrastructure. IT has procedures in place for maintaining the institution's network infrastructure and critical data. Environmental Health and Safety conducts routine surveillance, fire system testing, routine drills and safety training to individuals on campus.

## Preparedness

This emergency management plan is a multi-hazard plan that is available to all UTHealth personnel through the [UTHealth website](#), and hard copies are provided to all executive team members and the emergency control team. Each department is required to develop specific plans that address their unique needs and potential situations. UTHealth conducts drills at least annually that exercise this plan that assist employees and students in understanding how to respond to emergencies. The drills may include fire evacuation drills, hurricane and flooding drills, and bomb threats, for example. The drills may be announced or unannounced to the institutional community. Records of emergency drills are maintained by Environmental Health and Safety.

## Response

Response actions for the highest ranking items on the UTHealth's potential emergency situations risk assessment matrix are included within the plan. Information included assists employees,

students and visitors in responding to emergency situations and evacuating to a safe location when necessary.

## Recovery

UTHealth has established business continuity plans for each of the 11 key units and services that provide the necessary infrastructure for the institution to continue to have critical processes function in the event of an emergency or return to operation as soon as possible. Business continuity plans have also been developed for each of the six schools. The institution also has pre-established contracts with local vendors that provide hazard response and mitigation services, a mutual-aid agreement exists with the other UT System institutions for assistance, and insurance coverage where available and financially feasible.

Because each emergency situation is different, the UT Employee Assistance Program will customize its responses so that they may address the specific needs for each situation. Additional information on the EAP's internal plan of operations to provide support in the aftermath of an emergency event can be obtained from the EAP at 713-500-3327.

## Incident Command Responsibility

A single event or any combination of events can trigger possible emergency level escalation. Severity level escalation decisions are made by the UTHealth Executive Team. The Executive Team consists of the following members:

- UTHealth president
- Senior executive vice president, chief operating and financial officer
- Executive vice president for Academics and Research
- Vice president of Facilities, Planning and Engineering
- Vice president of Auxiliary Enterprises
- UT Police chief

## Response to an Emergency

There are several groups at UTHealth that play a key role in emergency response and are part of the emergency control team. Each group has specific responsibilities under the plan.

- **UT Police** – Maintains the Police Operations Center. Monitors emergency situations and receives notification of emergencies through the PCC and will contact the appropriate response personnel. UT Police will secure the area, control the scene, confirm emergency situations and provide communications as needed.

- **Facilities, Planning and Engineering** – Assists in monitoring and confirming emergency situations. Once notified of an emergency, they will report to the scene and assist with evacuations, mechanical shutdowns, damage assessment, and inform, update and make recommendations to the vice president of FPE and Environmental Health and Safety.
- **Environmental Health and Safety** – Upon notification, they will report to the scene and assist with evacuations, confirm emergency situations, survey the affected area to ascertain the presence of any chemical, radiological, biological, or physical hazards, handle hazardous materials, assist in securing the area and make recommendations to the appropriate level of authority as needed.
- **Center for Laboratory Animal Medicine and Care** – CLAMC is responsible for the health and well-being of laboratory animals used for the institution's biomedical research programs. The director of CLAMC will enact the Association for Assessment and Accreditation of Laboratory Animal Care emergency response plan when the institution's animal resources are at risk.
- **Office of Public Affairs** – Upon notification, the Public Affairs communications team will update information sources

and initiate emergency communications as necessary. They will update and inform the executive team as necessary.

- **Information Technology** – Upon notification, they will protect and back-up information resources as necessary as prescribed in the IT disaster plan.
- **Auxiliary Enterprises** – Upon notification of an emergency at one of the buildings under AE management, they will report to the scene of the emergency and assist with evacuations, mechanical shutdowns, assess damage and inform, update and make recommendations to the vice president of Auxiliary Enterprises and Environmental Health and Safety.

## Emergency Levels

Emergency response is based on a severity levels scales of 1-3, with Level 1 emergencies affecting a small localized area or a single department and Level 3 emergencies affecting an entire complex or two or more structures.

A level 1 emergency will be made on the authority of any of the following parties: the executive team, Facilities, Planning and Engineering, Auxiliary Enterprises, UT Police or Environmental Health and Safety. The assignment of response Levels 2 and 3 emergencies will be made on the authority of the executive team.

## Building Evacuation

Any decision to evacuate a UTHealth building will be made by the executive team. If the emergency is immediately life threatening or threatens to damage a significant portion of UTHealth property, a member of the emergency control team may make the decision to evacuate. In certain emergency situations, evacuation may not be the best action; instead, building occupants may be instructed to shelter in place.

Upon the decision to evacuate a UTHealth facility, occupants may be notified by the building fire alarm system, UTHealth ALERT emergency text message or through direct communication by any of the following parties: Area Safety Liaisons, Environmental Health and Safety, UT Police, Auxiliary Enterprises or Facilities, Planning and Engineering personnel.

Employees should secure their work area. Laboratory personnel should turn off equipment and any compressed or natural gas, and secure any hazardous materials, if applicable. Employees should take all personal belongings with them when they evacuate the building, as re-entry may not be allowed for an extended period of time.

Building occupants shall move to a safe location away from the affected building. Occupants should contact their Area

Safety Liaison or consult their departmental emergency plan for designated emergency evacuation meeting locations. A listing of Area Safety Liaisons, by building, is available on the Environmental Health and Safety website.

Status reports concerning the building will be made to the Emergency Operations Center by Facilities, Planning and Engineering, Auxiliary Enterprises, Environmental Health and Safety, Office of Public Affairs, and/or UT Police.

## Emergencies in Adjacent Facilities

When UTHealth is notified of an emergency in an adjacent facility or institution that may affect UT Health personnel and/or buildings, communications will be established with the facility or the Texas Medical Center to determine the exact nature of the emergency and the control measures being taken.

This will be the responsibility of the vice president of Facilities, Planning and Engineering, vice president of Auxiliary Enterprises, Environmental Health and Safety, UT Police or designee. Information regarding the emergency will be provided to the executive team, who will declare the appropriate emergency response level.

## Emergency Communications

The Office of Public Affairs is responsible for managing all external and internal communications before, during and immediately after an emergency. Public Affairs will be responsible for communicating the emergency information on the UTHealth emergency information website, the emergency information phone lines 713-500-9996, 713-500-7999, and 866-237-0107, building lobby screens and the university's social media accounts. Environmental Health and Safety, UT Police or Facilities, Planning and Engineering will be responsible for utilizing the buildings' fire alarm public announcement system or megaphones as necessary to communicate emergency information.

UT Police, Public Affairs, or Environmental Health and Safety all have the ability to send emergency text messages via UTHealth ALERT, for imminent threats such as tornadoes and armed intruder or active shooter on campus.

In the event of an imminent threat, emergency control team approval is not necessary for UT Police, Environmental Health and Safety or Public Affairs to send a campuswide text message.

Public Affairs in cooperation with the emergency control team will determine the appropriate schools,

buildings or areas that need to receive the emergency notification. The content of any emergency notification and initiation of notification will be approved by the executive team or an emergency control team member if executive leadership is unavailable.

The institution 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Some emergency situations will warrant communicating with local, state and/or federal agencies. The decision to contact these agencies will be made by the incident commander of the emergency, and the appropriate department head will be assigned to contact the respective agency. The UT System will be the primary conduit for state-level communications.

UTHealth publishes its emergency management plan at least annually, which includes emergency response and evacuation procedures. The emergency management plan and the emergency response and evacuation procedures are communicated to students and staff through mass emails, the university website, fire drills, safety trainings and new student and employee orientation.

## Testing the Emergency Response System

All buildings on campus, with the exception of UT Housing, have at least annual fire drills to test emergency response and evacuation procedures. An annual drill for hurricane preparedness and procedures to close the institutional flood gates is conducted prior to the annual hurricane season. The UTHealth ALERT mass notification system is tested twice a year by sending a test message to everyone entered into the system. All new students and employees are automatically enrolled in the system through the registration process. In addition, emergency response tabletop drills are conducted at least annually with the executive team and emergency control team. ♥

# 2016 FIRE SAFETY REPORT

*Prepared by*  
 UTHealth Safety, Health,  
 Environment and Risk Management

## The University of Texas Health Science Center at Houston

The [Higher Education Opportunity Act](#) (HEOA) was signed into law in 2008 and contains various vital safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in the Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices and statistics for campus housing.

The annual Fire Safety Report and statistical information is developed and maintained by [Environmental Health & Safety](#) (EHS) and discloses all information required by HEOA as it relates to UTHealth.

### Description of Facilities

In 2015, on-campus student housing facilities at UTHealth consisted of The University of Texas New Student Housing (NSH), located at 1885 El Paseo, Houston,

Texas, 77054, The University of Texas Student and Faculty Apartments (SFA), located at 7900 Cambridge, Houston, Texas, 77054, and University Housing 3 (UH3), which also has a physical address of 1885 El Paseo, Houston, Texas 77054. NSH consists of 10 buildings with a total of 308 units. SFA consists of 31 buildings with a total of 500 units. UH3 consists of 4 buildings with a total of 173 units.

### Fire Safety Systems

The fire alarm system is monitored on-site by university personnel and is interconnected to the UT Police dispatch center, which communicates fire alarms to the Houston Fire Department (HFD).

The UH3 fire safety system consists of a fire alarm detection system interconnected to manual fire alarm pull stations located in exit passageways and a fully protected building-wide automatic fire sprinkler protection system. Residential smoke detectors are

provided in each bedroom and living room for all units. Portable fire extinguishers are located in exit passageways. Activation of the fire alarm system will cause audio/visual devices in exit passageways to give notification to residents. Residents are advised to call 911 to report fire incidents and to activate the fire alarm system by pulling the manual fire alarm pull stations in exit passageways to set off the fire alarm, which will notify the building occupants and alert the UT Police dispatch center. The UT Police dispatcher will notify HFD.

The NSH fire safety system consists of a fire alarm detection system interconnected to manual fire alarm pull stations located in exit passageways and a fully protected building-wide automatic fire sprinkler protection system. Residential smoke detectors are provided in each bedroom and living room for all units. Portable fire extinguishers are located in exit passageways. Activation of the fire alarm system will cause audio/

visual devices in apartments and exit passageways to give notification to residents. The fire alarm system is monitored on-site by university personnel and is interconnected to the UT Police dispatch center, who communicates fire alarms to the HFD.

The SFA fire safety system consists of a fire alarm detection system interconnected to manual fire alarm pull stations located near the stairwells in between apartments. Residential smoke detectors are provided in each bedroom and living room for all units. The SFA are not equipped with a fire sprinkler system. Activation of the fire alarm system will cause audio devices in the apartments to give notification to residents. Residents are advised to call 911 to report fire incidents and to activate the fire alarm system by pulling the manual fire alarm pull stations between the apartments near the stairwells to set off the fire alarm, which will notify the building occupants and alert the UT Police dispatch center. The UT Police dispatcher will notify HFD.

## In Case of a Fire, Report Fire and Evacuate

If a fire occurs in any housing facility, residents are requested to take appropriate actions to protect themselves, to call 911 and report the situation from a safe location, and to ensure all other residents are notified of the fire incident by setting off manual fire alarm pull

stations as they leave the apartment complex. When reporting the fire to UT Police, the residents should provide their name, the nature of the incident and their location. The fire alarm is designed to alert the residents. If a fire alarm is audible, it is required to heed the warning and evacuate the building immediately and move to an area of refuge. Residents should familiarize themselves with all exits available prior to a fire incident.

Once an area of safety is reached, away from the fire and protected from traffic or activities involved in fighting the fire, re-entry to the fire scene is NOT permitted. Instructions provided by the ranking police and/or fire officials shall be followed.

## Fire Alarm and Fire Sprinkler Testing

As required by the Texas State Fire Marshal's Office, the fire alarm and sprinkler testing and inspection are managed in accordance with National Fire Protection Association (NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems and NFPA 72 National Fire Alarm Code Chapter 10, Inspection, Testing and Maintenance). The UTHealth EHS and Auxiliary Enterprises conduct required fire alarm and/or fire sprinkler testing by a licensed contractor through the State of Texas State Fire Marshal's Office. All efforts are made to provide

advanced notice of these required events.

## Fire Safety

Fire safety and emergency procedure education and policies can be found in the institution's Emergency Management Plan, which is available online at [www.uth.edu/safety](http://www.uth.edu/safety). Exhibit A of the UT Housing lease documentation provides the policies regarding fire safety specific to UT Housing, such as, barbecue grills may not be used indoors and all barbecue activities must be a minimum of 10 feet from apartments and exit passageways. The University Housing began distributing educational safety pamphlets with the leasing documents.

Any and all fires should be immediately reported by calling 911. All fire incidents must be reported to UT Police, EHS, and University Housing personnel. Subsequently, a report is prepared and submitted to the Texas State Fire Marshal District 3 Fire Investigator for all reportable fire events.

University Housing is subject to inspections by the State Fire Marshal's Office. The District 3 Inspector visited SFA and NSH twice in 2014. The inspector visited UH3 in 2015.

## Annual Fire Statistics and Daily Fire Report Log

The Annual Fire Statistics are developed from the UTHealth Fire Report Log, which is developed and maintained by Environmental Health & Safety to provide concise and accurate information related to fire incidents which have occurred at UH3, NSH and/or SFA. For the purpose of the fire report log, a fire is “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

Each day, UT Police publish a “Daily Fire Log” that is available to the public. The log identifies the nature of the fire, the general location, date and time the fire occurred, and date and time the fire was reported to UT Police. You may obtain a copy of the Daily Fire Log at UT Police, 7777 Knight Road, Houston, Texas 77054, during normal business hours (8 a.m. to 5 p.m., Monday through Friday) or at the Office of Environmental Health & Safety located at 1851 Crosspoint Avenue, OCB 1.330, Houston, Texas 77054.

For more information on the Fire Report Log and other safety related topics or to view or download a copy of the fire report log, visit the [UTHealth Environmental Health & Safety website](#) or contact EHS at 713-500-8100.

## Plans for Future Improvements in UT Housing Fire Safety

- Continue to provide fire safety educational opportunities to UT Housing occupants to increase fire safety awareness.
- Explore further methods of protecting SFA from fire hazards.

## 2016 Annual Security and Fire Safety Reports

### Annual Summary

For the calendar year 2015 (January-December), there was one recordable fire incident at The University of Texas Student and Faculty Apartments (SFA) at 7900 Cambridge, Houston, Texas 77054. There were no recordable fire incidents during the calendar years of 2013 and 2014.

On May 25, 2015, it is believed that lightning struck the west side rooftop of building 1 in SFA. A fire began in the attic. The fire was reported by residents on the second floor, west side of the building, to UT Police. HFD responded and extinguished the fire. The fire directly damaged four apartments on the second floor. Water damage from heavy rains and extinguishing efforts contributed to damaging four apartments on the first floor. No individuals were injured by the fire.

### THE UNIVERSITY OF TEXAS STUDENT AND FACULTY APARTMENTS (SFA) 7900 CAMBRIDGE

Cause of Fire	Total Fire			Deaths			Injuries			Damages		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Unintentional Fire	0	0	0	0	0	0	0	0	0	0	0	0
Cooking	0	0	0	0	0	0	0	0	0	0	0	0
Smoking Materials	0	0	0	0	0	0	0	0	0	0	0	0
Open Flames	0	0	0	0	0	0	0	0	0	0	0	0
Electrical	0	0	0	0	0	0	0	0	0	0	0	0
Heating Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Produce	0	0	0	0	0	0	0	0	0	0	0	0
Machinery/Industrial	0	0	0	0	0	0	0	0	0	0	0	0
Natural	0	0	1	0	0	0	0	0	0	0	0	\$935,773
Other	0	0	0	0	0	0	0	0	0	0	0	0
Intentional Fire	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined Fire	0	0	0	0	0	0	0	0	0	0	0	0

### Notes

Fire: Any instance of open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.

Deaths: The number of deaths related to the fire.

Injuries: The number of injuries related to the fire that resulted in treatment at a medical facility.

Damage: The value of property damage related to the fire.



## 2016 Annual Security and Fire Safety Reports

### Annual Summary

For the calendar year 2014 and 2015 (January-December), there were three recordable fire incidents at The University of Texas New Student Housing (NSH) located at 1885 El Paseo, Houston, Texas 77054. There was no recordable fire incident during the calendar year of 2013.

On July 5, 2014, a fire resulted when a resident left the stovetop unattended while cooking. A covered pan of grease on the stove was inadvertently heated. Upon noticing the smoking pan, the resident lifted the lid which allowed a fire to start. The resident then threw water into the hot grease causing the fire to spread. At this point the sprinkler system in the apartment activated and extinguished the fire. HFD responded. No individuals were injured by the fire. The fire damaged the overhead microwave and a window. There was water damage to the flooring and baseboards of this first floor apartment.

On July 22, 2015, food items inside of an oven caught fire. The resident turned off the stove and called UT Police. HFD responded to ensure the fire was extinguished. No individuals were injured by the fire. There was no lasting damage to any property by the fire.

On December 19, 2015, a resident left a pot on a hot stovetop and left the residence. Neighbors reported smoke issuing from the apartment. HFD responded. There was no actual fire at this event. There were no injuries or property damage as a result of this incident.

### THE UNIVERSITY OF TEXAS NEW STUDENT HOUSING (NSH) 1885 EL PASEO

Cause of Fire	Total Fire			Deaths			Injuries			Damages		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Unintentional Fire	0	0	0	0	0	0	0	0	0	0	0	0
Cooking	0	1	2	0	0	0	0	0	0	0	\$2,350	0
Smoking Materials	0	0	0	0	0	0	0	0	0	0	0	0
Open Flames	0	0	0	0	0	0	0	0	0	0	0	0
Electrical	0	0	0	0	0	0	0	0	0	0	0	0
Heating Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Hazardous Produce	0	0	0	0	0	0	0	0	0	0	0	0
Machinery/Industrial	0	0	0	0	0	0	0	0	0	0	0	0
Natural	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Intentional Fire	0	0	0	0	0	0	0	0	0	0	0	0
Undetermined Fire	0	0	0	0	0	0	0	0	0	0	0	0

### Notes

Fire: Any instance of open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.

Deaths: The number of deaths related to the fire.

Injuries: The number of injuries related to the fire that resulted in treatment at a medical facility.

Damage: The value of property damage related to the fire.

## Annual Summary

For the calendar year 2015 (January-December), there have been no recordable fire incidents at The University of Texas University Housing 3 Apartments (UH3) located at 1885 El Paseo, Houston, Texas 77054.

### THE UNIVERSITY OF TEXAS HOUSING 3 APARTMENTS (UH3) 1885 EL PASEO

Cause of Fire	Total Fire			Deaths			Injuries			Damages		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Unintentional Fire	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Cooking	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Smoking Materials	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Open Flames	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Electrical	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Heating Equipment	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Hazardous Produce	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Machinery/Industrial	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Natural	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Other	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Intentional Fire	NA	0	0	NA	0	0	NA	0	0	NA	0	0
Undetermined Fire	NA	0	0	NA	0	0	NA	0	0	NA	0	0

## Notes

NA: Not applicable for these years. UH3 was completed in 2014.

Fire: Any instance of open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.

Deaths: The number of deaths related to the fire.

Injuries: The number of injuries related to the fire that resulted in treatment at a medical facility.

Damage: The value of property damage related to the fire.

# Appendix A: Definitions

## Crime Definitions

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

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

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

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

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

**Manslaughter by Negligence** – The killing of another person through gross negligence.

**Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or

violence and/or by putting the victim in fear.

**Sexual Assault** – An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

b. **Consent** (MDA ADM0285/ UTHealth HOOP 59) – A voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not apply consent to another. Past consent does not imply future consent.

Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity presumes a lack of consent. Consent is not effective if it results from:

- a. the use of physical force,
- b. a threat of physical force,

c. intimidation

d. coercion

e. incapacitation or

f. any other factor that would eliminate an individual’s ability to exercise his or her own free will to choose whether or not to have sexual activity.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. The definition of consent for the crime of sexual assault in Texas can be found in Section 22.011(b) of the Texas Penal Code.

b. **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

# Appendix A: Definitions

## Hate Crimes

A hate crime is a criminal act motivated by bias against any person or group of persons or against the property of any person or group of persons. Bias is a performed negative opinion or attitude toward a person or group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity and/or national origin.

Categories of bias included in the annual statistical disclosure include:

**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.

**Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

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

**Gender Identity** – A preformed negative opinion toward a group of persons whose innate identification with a certain gender may or may not correspond to the gender assigned to them at birth (e.g., the sex listed on their birth certificate).

**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/or traditions.

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**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, Jews, 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).

For purposes of the annual statistical disclosure, hate crimes include any Clery reportable offense listed in the above crime definitions and the following additional offenses:

**Destruction/Damage/Vandalism of Property** (except “Arson”) – 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.

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

**Larceny-Theft** – The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. *(Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)*

- a. **Pocket-Picking** – The theft of articles from another person’s physical possession by stealth where the victim usually does not become immediately aware of the theft.
- b. **Purse-Snatching** – The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- c. **Shoplifting** – The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
- d. **Theft from Building** – A theft from within a building that is either open to the general public or where the offender has legal access.
- e. **Theft from Coin-Operated Machine or Device** – A theft from a machine or device which is operated or activated by the use of coins.
- f. **Theft from Motor Vehicle** (Except “Theft of Motor Vehicle Parts or Accessories”) – The theft of articles from a motor vehicle, whether locked or unlocked.

# Appendix A: Definitions

**g. Theft of Motor Vehicle Parts or Accessories** – The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

**h. All Other Larceny** – All thefts which do not fit any of the definitions of the specific subcategories of larceny/theft listed above.

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

## Arrests and Referrals

Arrests and referral statistics include the number of persons referred for disciplinary action for the following violations:

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

**Liquor Law Violations** – The violation

of state or local laws prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Weapons Law Violations** – 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.

## Dating Violence, Domestic Violence and Stalking

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition:

- a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- b. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – A felony or misdemeanor crime of violence committed by (i) a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii)

by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** – Engaging in a course of conduct of two or more acts including but not limited to directly or indirectly or through third parties, by any action, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a specific person or intervenes with that specific person's property and that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For the purpose of this definition:

- a. Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.
- b. Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

# Appendix A: Definitions

## Geographic Locations

**Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non Campus 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 the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**On Campus Property** – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous the aforementioned area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**On Campus Student Housing** – Any student housing facility that is owned, controlled or rented by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

## Jurisdictional Definitions of Domestic Violence, Family Violence, Dating Violence, Sexual Assault, Stalking and Consent

**Domestic Violence** – Sec. 71.003. FAMILY. "Family" includes individuals related by consanguinity or affinity, as determined under Sections 573.022 and 573.024, Government Code, individuals who are former spouses of each other, individuals who are the parents of the same child, without regard to marriage, and a foster child and foster parent, without regard to whether those individuals reside together.

**Family Violence** – Sec. 71.004. FAMILY VIOLENCE. "Family violence" means:

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

**Dating Violence** – Sec. 71.0021. DATING VIOLENCE. (a) "Dating violence" means an act, other than a

defensive measure to protect oneself, by an actor that:

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

(b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

- (1) the length of the relationship;
- (2) the nature of the relationship; and
- (3) the frequency and type of interaction between the persons involved in the relationship.

(c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

**Stalking** – Sec. 42.072. STALKING. (a) A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed

# Appendix A: Definitions

specifically at another person, knowingly engages in conduct that:

(1) constitutes an offense under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening:

(A) bodily injury or death for the other person;

(B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or

(C) that an offense will be committed against the other person's property;

(2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and

(3) would cause a reasonable person to:

(A) fear bodily injury or death for himself or herself;

(B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;

(C) fear that an offense will be committed against the person's property; or

(D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

(b) An offense under this section is a felony of the third degree, except that the offense is a felony of the second degree if the actor has previously been convicted of an offense under this section or of an offense under any of the following laws that contains elements that are substantially similar to the elements of an offense under this section:

(1) the laws of another state;

(2) the laws of a federally recognized Indian tribe;

(3) the laws of a territory of the United States; or

(4) federal law.

(c) For purposes of this section, a trier of fact may find that different types of conduct described by Subsection (a), if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.

(d) In this section:

(1) "Dating relationship," "family," "household," and "member of a household" have the meanings assigned by Chapter 71, Family Code.

(2) "Property" includes a pet, companion animal, or assistance animal, as defined by Section 121.002, Human Resources Code.

**Sexual Assault.** (a) A person commits an offense if the person:

(1) intentionally or knowingly:

(A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;

(B) causes the penetration of the mouth of another person by the

sexual organ of the actor, without that person's consent; or

(C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

(2) intentionally or knowingly:

(A) causes the penetration of the anus or sexual organ of a child by any means;

(B) causes the penetration of the mouth of a child by the sexual organ of the actor;

(C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;

(D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or

(E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

**Consent.** (b) A sexual assault under Subsection (a)(1) is without the consent of the other person if:

(1) the actor compels the other person to submit or participate by the use of physical force or violence;

(2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;

(3) the other person has not consented and the actor knows

# Appendix A: Definitions

the other person is unconscious or physically unable to resist;

(4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;

(5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;

(6) the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;

(7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;

(8) the actor is a public servant who coerces the other person to submit or participate;

(9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;

(10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or

(11) the actor is an employee of a facility where the other person is a

resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code.

(c) In this section:

(1) "Child" means a person younger than 17 years of age.

(2) "Spouse" means a person who is legally married to another.

(3) "Health care services provider" means:

(A) a physician licensed under Subtitle B, Title 3, Occupations Code;

(B) a chiropractor licensed under Chapter 201, Occupations Code;

(C) a physical therapist licensed under Chapter 453, Occupations Code;

(D) a physician assistant licensed under Chapter 204, Occupations Code; or

(E) a registered nurse, a vocational nurse, or an advanced practice nurse licensed under Chapter 301, Occupations Code.

(4) "Mental health services provider" means an individual, licensed or unlicensed, who performs or purports to perform mental health services, including a:

(A) licensed social worker as defined by Section 505.002, Occupations Code;

(B) chemical dependency counselor as defined by Section 504.001, Occupations Code;

(C) licensed professional counselor as defined by Section 503.002, Occupations Code;

(D) licensed marriage and family

therapist as defined by Section 502.002, Occupations Code;

(E) member of the clergy;

(F) psychologist offering psychological services as defined by Section 501.003, Occupations Code; or

(G) special officer for mental health assignment certified under Section 1701.404, Occupations Code.

(5) "Employee of a facility" means a person who is an employee of a facility defined by Section 250.001, Health and Safety Code, or any other person who provides services for a facility for compensation, including a contract laborer.

(d) It is a defense to prosecution under Subsection (a)(2) that the conduct consisted of medical care for the child and did not include any contact between the anus or sexual organ of the child and the mouth, anus, or sexual organ of the actor or a third party.

(e) It is an affirmative defense to prosecution under Subsection (a)(2):

(1) that the actor was the spouse of the child at the time of the offense; or

(2) that:

(A) the actor was not more than three years older than the victim and at the time of the offense:

(i) was not required under Chapter 62, Code of Criminal Procedure, to register for life as a sex offender; or

(ii) was not a person who under Chapter 62, Code of Criminal Procedure, had a reportable conviction or adjudication for an



## Appendix A: Definitions

offense under this section; and

(B) the victim:

(i) was a child of 14 years of age or older; and

(ii) was not a person whom the actor was prohibited from marrying or purporting to marry or with whom the actor was prohibited from living under the appearance of being married under Section 25.01.

(f) An offense under this section is a felony of the second degree, except that an offense under this section is a felony of the first degree if the victim was a person whom the actor was prohibited from marrying or purporting to marry or with whom the actor was prohibited from living under the appearance of being married under Section 25.01.

# Appendix B: ACA0068



UTMDACC INSTITUTIONAL POLICY # ACA0068

## AVA-TRAINEE DISCIPLINARY ACTIONS AND APPEALS POLICY

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### PURPOSE

The purpose of this policy and procedure is to provide a consistent and equitable means to address unsatisfactory behavior of a Trainee.

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### POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center to address unacceptable behavior of a Trainee fairly and efficiently.

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### SCOPE

This policy applies to all Trainees of MD Anderson educational programs, except Trainees of the School of Health Professions who are subject to the policies and procedures in the catalog of the School of Health Professions. Depending on circumstances, Trainees who are compensated by MD Anderson may alternately be subject to MD Anderson employee disciplinary action policies and procedures at the discretion of the Academic and Visa Administration-Trainee or Department of Medical Education (DME) in consultation with MD Anderson Human Resources. Trainees of the Graduate School of Biomedical Sciences may be subject to disciplinary action policies and procedures of either MD Anderson or The University of Texas Health Science Center at Houston depending on circumstances, pursuant to agreement of those two institutions.

This policy does not apply to:

- Allegations of discrimination or harassment on the basis of race, color, religion, age, national origin, sex, sexual orientation, gender identity/expression, disability, veteran status, genetic information, or any other basis protected by institutional policy or by federal, state, or local laws, unless such distinction is required by law. All complaints of discrimination, harassment, or failure to accommodate, should be reported promptly to the Office of the Associate Vice President for Academic and VISA Administration, Office of the Vice President for Medical Education or to the Equal Opportunity department within the Division of Human Resources pursuant to MD Anderson's [Equal Opportunity Policy for AVA-Trainees \(UTMDACC Institutional Policy # ACA0079\)](#).
- Allegations of sexual harassment or sexual misconduct. See MD Anderson's [Sexual Harassment and Sexual Misconduct Prevention Policy \(UTMDACC Institutional Policy # ADM0285\)](#).
- Unsatisfactory performance of Trainees. See MD Anderson's [Academic Actions and Appeals in Training Programs Policy \(UTMDACC Institutional Policy # ACA1194\)](#).

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## TARGET AUDIENCE

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The target audience for this policy includes, but is not limited to, Academic and Visa Administration – Trainee (AVA-Trainee) Trainees, Program Directors/Mentors, Program Coordinators, and Program Support Staff.

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## DEFINITIONS

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**AVA-Trainee:** Academic and VISA Administration – Trainee investigates disciplinary allegations in all MD Anderson educational training programs except Nursing and School of Health Professions.

**AVA-Trainee or DME:** References to “AVA-Trainee or DME” throughout this policy are meant to refer to whichever office has oversight over the Trainee in question.

**AVP/VP:** The Associate Vice President of AVA-Trainee and the Vice President of Medical Education, as appropriate.

**Department of Medical Education (DME):** Investigates disciplinary allegations in all MD Anderson physician residencies and fellowships, as well as physician assistant fellows and health professions trainees.

**Disciplinary Action:** Steps taken by an educational program in response to the unacceptable conduct or behavior of a Trainee.

**Program Director/Mentor (PD/M):** Person directly responsible for oversight of both the academic performance and conduct of a Trainee.

**Trainee:** For purposes of this policy, all educational appointees to all MD Anderson-based educational and training programs, regardless of compensation, except for students of the School of Health Professions. This does not include students or Trainees of other educational institutions who are rotating at MD Anderson for the purpose of training or academic credit.

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## PROCEDURE

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### 1.0 Conduct Standards

- 1.1 All Trainees are expected and required to obey federal, state, and local laws, to comply with The University of Texas System Board of Regents' *Rules and Regulations (Regents' Rules and Regulations)*, the rules and regulations of The University of Texas MD Anderson Cancer Center ("MD Anderson") and The University of Texas System ("UT System"), and directives issued by administrative officials of MD Anderson or UT System in the course of their authorized duties, and to obey standards of conduct appropriate for an academic institution.
- 1.2 Any Trainee who engages in conduct that violates the *Regents' Rules and Regulations*, MD Anderson or UT System rules, or federal, state, or local laws is subject to discipline whether the conduct takes place on or off campus. A Trainee is also subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by MD Anderson or UT System, including but not limited to, rotations, clinical assignments, or field trips.
- 1.3 Conduct that is prohibited and that may constitute grounds for disciplinary action may include, but is not limited to:
  - A. Academic dishonesty or research dishonesty, including cheating, plagiarism, unauthorized collusion, the submission for credit of any work or materials that are

# Appendix B: ACA0068

attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a Trainee or the attempt to commit such act;

- B. Altering or falsification of any official document or record, including patient records, or the submission of false information or omission of requested information that is required for or related to an application for admission, the award of a degree, or any official record;
  - C. Unprofessional physical behavior including assault, acts or threats of violence or any behavior that violates the [Workplace Violence Prevention Policy \(UTMDACC Institutional Policy # ADM0257\)](#);
  - D. Harassment of any person;
  - E. Inappropriate conduct of a sexual nature, including engaging in sexual harassment, sexual abuse, sexual violence or other behavior in violation of the [Sexual Harassment and Sexual Misconduct Prevention Policy \(UTMDACC Institutional Policy # ADM0285\)](#);
  - F. Illegal use, possession and/or sale of a drug or narcotic;
  - G. Unauthorized possession or use of property, equipment, supplies, buildings, or facilities owned or controlled by the UT System or MD Anderson or the defacing, mutilation, or destruction of such property;
  - H. Engaging in hazing, either singly or in concert with others, or failing to report hazing (Hazing at State educational institutions is prohibited by State law. *Texas Education Code, Sections 51.936 and 37.151-157*);
  - I. Obstructing, disrupting, or interfering with, either singly or in concert with others, any authorized teaching, educational, research, administrative, disciplinary, public service or other activity or public performance;
  - J. Engaging in conduct that endangers the health or safety of any person;
  - K. Unauthorized use or possession of firearms or other weapons, explosives or hazardous chemicals; and
  - L. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing.
- 1.4 A Trainee who receives a period of suspension as a disciplinary sanction is subject to further disciplinary action for any prohibited conduct that takes place during the period of suspension.
- 1.5 A Trainee who has been suspended or expelled for disciplinary reasons is prohibited from being on the property of MD Anderson during the period of such suspension or expulsion without prior written approval of the AVA-Trainee or DME.

## 2.0 Sanctions

- 2.1 Potential penalties for prohibited behaviors that may be assessed include, but are not limited to: disciplinary probation, withholding or withdrawal of credit or certificate; bar against re-admission; restitution or reimbursement for damage to or misappropriation of institutional or MD Anderson property; suspension of rights and privileges, including participation in MD Anderson employment or extracurricular activities; expulsion/dismissal from training program (with termination of related employment), and/or other sanction as deemed appropriate under the circumstances.

## Appendix B: ACA0068

- 2.2 If a Trainee is found responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum sanction assessed shall be suspension from the campus and/or suspension of rights and privileges for a specified period of time.
- 2.3 Disciplinary penalties may result in withdrawal of visa sponsorship.

### 3.0 Disciplinary Action Procedures

- 3.1 Once an allegation has been made that a Trainee engaged in prohibited conduct, the complaining party and/or the Trainee's PD/M, as appropriate, shall report the allegations to the Department Chair and AVA-Trainee or DME. The AVP/VP will appoint an Investigator from AVA-Trainee, DME, or the Human Resources Division to conduct an investigation into the allegations of misconduct. The Trainee will be given an opportunity to respond to the allegations. An official from AVA-Trainee or DME may participate in the investigation. Upon completion of the investigation, the Investigator will issue findings of facts to the AVP/VP.
- 3.2 The AVP/VP will review the findings and evidence, determine whether to proceed with charges, and, if so, determine the sanction appropriate to the charges. Before proceeding with disciplinary action, the AVP/VP will offer the Trainee the opportunity to meet, to provide a response to the charges and, upon request, to review the available evidence supporting the charges.

### 4.0 Immediate Interim Action Procedures

- 4.1 The AVP/VP may take such immediate action as is reasonably appropriate under the circumstances when such action is in the best interest of the institution. This may include suspension and bar from MD Anderson property when it reasonably appears from the circumstances that the continuing presence of the Trainee (1) poses a potential danger to (a) persons or (b) property or (2) poses a potential threat for disrupting any authorized MD Anderson activity. When an interim disciplinary action has been taken, the Trainee will be provided as soon as practicable with an opportunity to respond to the allegations and will continue on paid status pending disposition of the charges, which will be pursued without delay.
- 4.2 The AVP/VP may also withhold the issuance of a credit or certificate to a Trainee alleged to have violated a rule or regulation of the UT System or MD Anderson that would reasonably allow the imposition of such sanction. Such action may be taken pending the disciplinary process and appeal if the AVP/VP has provided the Trainee with an opportunity to provide a preliminary response to the allegations and determines such action is in the best interest of MD Anderson.

### 5.0 Uncontested Disciplinary Action Procedures

In cases where the Trainee elects not to dispute the facts upon which the charges are based and agrees to the sanctions the AVP/VP assesses, the Trainee may execute a written waiver of the hearing procedures and waiver of any appeals under this policy. This administrative disposition shall be final and there shall be no subsequent appeals regarding the charges.

### 6.0 Contested Disciplinary Action and Sanctions Procedures

- 6.1 Cases in which Proposed Sanction involves Academic Sanctions, or Suspension or Dismissal from the Program: If the Trainee challenges the charge, the charge shall be heard and determined by a fair and impartial Hearing Panel in accordance with the Hearing Process below. If a Trainee does not dispute the violation or charge but wishes to challenge only the sanction, the Trainee may appeal the sanction in accordance with the Appeal Process below. In order to do so, the Trainee must sign a waiver of the right to a hearing on the facts.

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- 6.2 Cases in which the Proposed Sanction does not include Academic Sanctions, or Suspension or Dismissal from the Program: The Trainee may contest the charge and/or sanction in accordance with the Appeal Process below. Additionally, the Appeal Official must offer the Trainee an opportunity to meet and discuss the charges and sanctions before rendering a decision. In all contested cases, the AVP/VP or designee has the burden of going forward with the evidence and of proving the charges by the greater weight of the credible evidence.

### 7.0 Hearing Process Procedures

#### 7.1 Request for a Hearing:

The Trainee must submit a written request for a hearing stating the specific reasons for the appeal to the AVP/VP. The request must be stamped as received in the AVA-Trainee or DME no later than five (5) business days after the appealing party has been notified of the sanction assessed by the AVP/VP. The date the notice of the charges and sanction is sent initiates the five (5) day deadline.

#### 7.2 Interim Disciplinary Action Accelerated Hearing:

When interim disciplinary action has been taken, the Trainee will be given the opportunity to have a hearing of the charges within ten (10) calendar days after the interim disciplinary action was taken; however, at the discretion of the AVP/VP, the 10-day period may be extended for a period not to exceed an additional ten (10) calendar days.

#### 7.3 Appointment and Impartiality of the Hearing Panel:

The Senior Vice President of Academic Affairs (SrVPAA) will appoint the Hearing Panel, consisting of three (3) members. The parties may challenge the impartiality of any Hearing Panel member. The challenge must be in writing, state the reasons for the challenge, and be submitted to the Hearing Panel member being challenged and the SrVPAA at least five (5) days prior to the hearing. The Hearing Panel member will be the sole judge of whether he or she can serve with fairness and objectivity. In the event the Hearing Panel member disqualifies himself or herself, a substitute will be appointed.

#### 7.4 Notice of Hearing:

Except in those cases where immediate interim disciplinary action has been taken, the Trainee shall be given at least 10 calendar days written notice of the date, time, and place of the hearing and the names of the Hearing Panel members. The notice shall include a statement of the charge(s) and a summary statement of the evidence supporting such charge(s).

#### 7.5 Postponement of Hearing:

The date for a hearing may be postponed by the Hearing Panel for good cause or by agreement of the Trainee and AVA-Trainee or DME.

#### 7.6 Duties of the Hearing Panel:

- A. Conducts and controls the hearing in an orderly manner;
- B. Rules on all procedural matters and on objections regarding exhibits and testimony of witnesses, may question witnesses, and is entitled to have the advice and assistance of legal counsel from the Office of General Counsel of UT System; and
- C. Renders and sends to the AVP/VP and the Trainee a written decision that contains (1) findings of fact and a conclusion as to whether the Trainee is responsible for the

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violations as charged and (2) the assessed sanction(s), if any, in accordance with this policy.

### 7.7 Conduct of Hearing:

- A. Each party shall provide the other party a list of witnesses, a brief summary of the testimony to be given by each, and a copy of documents to be introduced at the hearing at least five (5) business days prior to the hearing.
- B. Each party shall have the right to appear, present testimony of witnesses and documentary evidence and cross-examine witnesses.
- C. A Trainee may be assisted by an advisor of choice, including an attorney. If the Trainee's advisor is an attorney, the AVA-Trainee or DME advisor may be an attorney from the UT System Office of General Counsel. An advisor may confer with and advise with his or her client, but shall not be permitted to question witnesses, introduce evidence, make objections or present argument to the Hearing Panel.
- D. AVA-Trainee or DME may recommend a sanction to be assessed by the Hearing Panel. The Trainee shall be entitled to respond to the recommendation.
- E. The hearing will be recorded. If a party desires to appeal the decision of the Hearing Panel, the official record will consist of the recording of the hearing, the documents received in evidence, and the decision of the Hearing Panel.

### 8.0 Appeal Process Procedures

- 8.1 The appeal process may be used when (1) a Trainee appeals a disciplinary sanction of academic sanctions, or a suspension or dismissal from the program, (2) a Trainee appeals the charge and/or sanction in cases that do not include academic sanctions, or suspension or dismissal from the program; or (3) the AVA-Trainee or DME or the Trainee appeals the decision of the Hearing Panel. An appeal shall be in accordance with the following procedures:
- 8.2 Trainees subject to disciplinary action by AVA-Trainee may appeal the Hearing Panel's decision to the Vice President of Medical Education. Trainees subject to disciplinary action by DME may appeal the Hearing Panel's decision to the Associate Vice President of AVA-Trainee. The respective AVP/VP is the "Appeal Official."
- 8.3 The appealing party must submit a written appeal stating the specific reasons for the appeal and any argument to the Appeal Official with a copy to the other party. The appeal must be stamped as received in the office of the Appeal Official no later than ten (10) calendar days after the appealing party has been notified of the sanction assessed by the AVP/VP or the decision of the Hearing Panel. The date the notice of the sanction or decision is sent initiates the ten (10) calendar day deadline. The non-appealing party may submit a response to the appeal, which must be received by the Appeal Official no later than five (5) business days after receipt of the appeal, with a copy to the other party.
- 8.4 An appeal only of the sanction assessed by the AVP/VP or of cases not including academic sanctions, or suspension or dismissal from the program will be reviewed solely on the basis of the written argument of the Trainee and the AVP/VP. An appeal of the decision of the Hearing Panel will be reviewed solely on the basis of the record from the hearing.
- 8.5 AVA-Trainee or DME will submit the record from the hearing to the Appeal Official as soon as it is available. At the request of the Appeal Official, the recording of the hearing will be transcribed and the parties will be furnished a copy of the transcript.

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- 8.6 The Appeal Official may approve, reject, or modify the decision in question or may require that the original hearing be reopened for the presentation of additional evidence and reconsideration of the decision. It is provided, however, that upon a finding of responsibility in a case involving the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction may not be reduced below the sanction as prescribed by this policy.
- 8.7 The action of the Appeal Official shall be communicated in writing to the Trainee and the AVPVP within 30 days after the appeal and related documents have been received.
- 8.8 The decision of the Appeal Official is the final appellate review.

### **9.0 Disciplinary Record**

- 9.1 A permanent written disciplinary record will be maintained for every Trainee assessed a sanction of suspension, expulsion, or denial, revocation, or withdrawal of credit or a certificate. A record of scholastic dishonesty shall be maintained for at least five years, unless the record is permanent in conjunction with the above stated sanctions.
- 9.2 A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed, and any other pertinent information.
- 9.3 This disciplinary record shall be maintained by the AVA-Trainee or DME. It shall be treated as confidential, and shall not be accessible to anyone other than MD Anderson officials with a legitimate need to know, except upon written authorization of the Trainee or in accordance with applicable State or federal laws or court order or subpoena.



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## ATTACHMENTS/LINKS

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None.

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## RELATED POLICIES

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[Academic Actions and Appeals in Training Programs Policy \(UTMDACC Institutional Policy # ACA1194\)](#)

[Drug-Free Campus & Workplace Policy \(UTMDACC Institutional Policy # ADM0278\)](#)

[Equal Opportunity Policy for AVA-Trainees \(UTMDACC Institutional Policy # ACA0079\)](#)

[Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#)

[Sexual Harassment and Sexual Misconduct Prevention Policy \(UTMDACC Institutional Policy # ADM0285\)](#)

[Workplace Violence Prevention Policy \(UTMDACC Institutional Policy # ADM0257\)](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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None.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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34 C.F.R. §668.46(b)(11).

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## REFERENCES

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[Human Resources Institutional Policies found in the Handbook of Operating Procedures](#)

[Regents Rule 50101](#)

[UT System Model Policy on Student Conduct and Discipline](#)

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### **POLICY APPROVAL**

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Approved With Revisions Date: 07/14/2015

Approved Without Revisions Date:

Implementation Date: 07/14/2015

Version: 35.0

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### **RESPONSIBLE DEPARTMENT(S)**

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Academic & Visa Administration - Trainee

# Appendix C: ADM0108



UTMDACC INSTITUTIONAL POLICY # ADM0108

## ALCOHOLIC BEVERAGES POLICY

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### PURPOSE

The purpose of this policy is to provide information regarding the use of alcoholic beverages at The University of Texas MD Anderson Cancer Center (MD Anderson) sponsored events.

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### POLICY STATEMENT

The University of Texas System Rules and Regulations of the Board of Regents provide that:

- The use of alcoholic beverages is prohibited on property and in buildings owned or controlled by The University of Texas System or any of its institutions. However, the Chancellor of the UT System or the president of an institution may waive this prohibition with respect to any event sponsored by the UT System or any of its institutions. An event is sponsored if a budgeted office, department, or division of the UT System or any of its institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be sponsored even if an outside entity pays for the food and beverages at the event. Meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by the UT System or any of its institutions; and
- Section 1 immediately above does not apply to areas that are licensed under State law for the sale and service of alcoholic beverages, to a Special Use Facility during use by a non-institutional individual, group, association, or corporation for purposes permitted by the Regents' Rules and Regulations Series 8106, or to property, buildings, or facilities that are occupied by a third party pursuant to a written lease or occupancy agreement that does not specifically exclude alcoholic beverages.

---

### SCOPE

This policy applies to all faculty, trainees/students, and other members of MD Anderson's workforce. Failure of employees to comply with this policy will constitute grounds for disciplinary action, up to and including termination.

---

### TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all faculty, trainees/students, and other members of MD Anderson's workforce.

# Appendix C: ADM0108

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## DEFINITIONS

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**Sponsored Event:** An event is sponsored if a budgeted office, department, or division of the UT System or any of its institutions, including MD Anderson, is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be sponsored even if an outside entity pays for the food and beverages at the event. Meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by the UT System or any of its institutions.

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## PROCEDURE

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### 1.0 Procedure

- 1.1 Alcoholic beverages may be served at a place and time specifically approved by the President, or designee if alcohol is to be served by MD Anderson or on MD Anderson owned or controlled property.
- 1.2 Only wine and beer may be served on property owned or under the control of MD Anderson. In addition, alcoholic beverages may not be served on property owned or under the control of MD Anderson from 8 a.m. - 5 p.m., on work days.
- 1.3 At all events where alcohol is served, the alcohol must be served by MD Anderson Dining Services Texas Alcoholic Beverages Commission certified bartenders, or by an entity with an independent, state-issued license to sell and/or serve alcoholic beverages. BYOB (bring your own bottle) functions are not permitted.
- 1.4 Applicable state laws and regulations relating to the use, sale and/or consumption of alcoholic beverages should be followed.
- 1.5 All events serving alcoholic beverages should also provide non-alcoholic beverages.

### 2.0 Requests for Service

The [Request for Permission to Consume & Serve Alcoholic Beverages Form](#) for approval to serve and consume alcoholic beverages should be completed and submitted to the Controller's Office five days prior to the scheduled event.

### 3.0 Charges

- 3.1 Only departmental discretionary funds may be used to purchase food or beverage items at institutionally sponsored events. (See [Fund Expenditure Guidelines](#).)
- 3.2 If MD Anderson is purchasing alcoholic beverages for a Sponsored Event, it is the responsibility of the department hosting the event to ensure that the account/CBC being used to purchase the alcoholic beverages allows for such a purchase. The department should indicate the funding source on the [Request for Permission to Consume & Serve Alcoholic Beverages Form](#).

## Appendix C: ADM0108

### 4.0 Travel

Funds provided under the State Appropriations Act for travel expenses may not be expended for alcoholic beverages. (See The [Travel Management Policy \(UTMDACC Institutional Policy # ADM0145\)](#).)

### 5.0 Fundraising Activities

No alcoholic beverages may be offered for sale or auction in connection with any fundraising activities conducted in accordance with the requirements of the [Charitable Activities, Charitable Expenditures, and Solicitation Policy \(UTMDACC Institutional Policy # ADM0115\)](#).

# Appendix C: ADM0108

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## ATTACHMENTS / LINKS

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[Fund Expenditure Guidelines](#).

[Request for Permission to Consume & Serve Alcoholic Beverages Form](#).

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## RELATED POLICIES

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[Business Entertainment Policy \(UTMDACC Institutional Policy # ADM0114\)](#).

[Charitable Activities, Charitable Expenditures, and Solicitation Policy \(UTMDACC Institutional Policy # ADM0115\)](#).

[Travel Management Policy \(UTMDACC Institutional Policy # ADM0145\)](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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None.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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State Appropriations Act.

[The University of Texas System Rules and Regulations of the Board of Regents: Series 80102 – Alcoholic Beverages](#).

[The University of Texas System Rules and Regulations of the Board of Regents: Series 80106 – Special Use Facilities](#)

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## REFERENCES

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None.

## Appendix C: ADM0108

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### **POLICY APPROVAL**

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Approved With Revisions Date: 07/27/2010

Approved Without Revisions Date:

Implementation Date: 07/27/2010

Version: 16.0

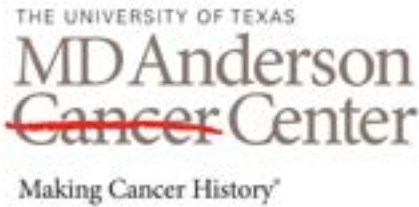
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### **RESPONSIBLE DEPARTMENT(S)**

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Finance Division

# Appendix D: ADM0254



UTMDACC INSTITUTIONAL POLICY # ADM0254

## NON-RETALIATION POLICY

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### PURPOSE

The purpose of this policy is to reinforce The University of Texas MD Anderson Cancer Center's (MD Anderson) commitment to Doing the Right Thing by taking all necessary steps to prevent and protect faculty, trainees/students, and other members of MD Anderson's workforce from Retaliation for Good Faith actions in reporting suspected Wrongdoing, participating in an institutional investigation pertaining to alleged violations of laws, rules, policies, or procedures applicable to MD Anderson, or assisting appropriate authorities in investigating possible Wrongdoing.

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### POLICY STATEMENT

It is the policy of MD Anderson to foster an environment of open communication so that faculty, trainees/students, and other members of MD Anderson's workforce understand their obligations to report compliance concerns and understand that they are protected when they do so.

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### SCOPE

This policy applies to all faculty, trainees/students, and other members of MD Anderson's workforce regardless of status, including Academic and Visa Administration – Trainee (AVA-Trainee) educational appointees.

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson's workforce.

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### TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all faculty, trainees/students, and other members of MD Anderson's workforce.

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### DEFINITIONS

**Adverse Actions:** An Adverse Action is an action taken against a faculty member, trainee/student, or other member of MD Anderson's workforce who makes a Good Faith report or who participates in an institutional investigation. Examples of Adverse Actions include, but are not limited to:

- Employment actions such as termination, demotion, suspension, refusal to hire, and denial of training and/or promotion;
- Actions affecting employment such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance;



## Appendix D: ADM0254

- Discrimination and/or harassment;
- Bullying by intimidation, humiliation, or social isolation, which can occur directly or indirectly (e.g., via e-mail);
- Creating a hostile and/or intimidating or offensive working environment; and
- Any other actions likely to deter a reasonable faculty member, trainee/student, or other member of MD Anderson's workforce from reporting illegal conditions, violations of law, rules, policies, or procedures, and/or cooperating in/with an institutional investigation.

Adverse Action(s) do not include disciplinary action(s) taken against a faculty member, trainee/student, or other member of MD Anderson's workforce as a result of his/her own violation(s) of laws, rules, policies, or procedures, or negative comments in an otherwise positive or neutral evaluation, or negative comments that are justified by a his/her poor work performance or history.

**Good Faith:** Having a belief in the truth of one's allegation or testimony that a reasonable faculty member, trainee/student, or other member of MD Anderson's workforce in the same position could have had, based on the information known to him/her at the time.

**Retaliation/Retaliate:** Any Adverse Action taken against a faculty member, trainee/student, or other member of MD Anderson's workforce because he/she has, in Good Faith, reported Wrongdoing or has, in Good Faith, cooperated in/with an institutional investigation.

**Wrongdoing:** Examples of Wrongdoing include, but are not limited to:

- Illegal or fraudulent activity;
- Financial misstatements, or accounting or auditing irregularities;
- Conflicts of interests, or dishonest or unethical conduct;
- Violations of the institutions code of conduct; and
- Violations of other laws, rules, regulations, and/or policies.

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### PROCEDURE

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#### 1.0 Reporting and Investigating Allegations of Wrongdoing

- 1.1 All faculty, trainees/students, and other members of MD Anderson's workforce have an obligation to properly report, or cause to be properly reported, Wrongdoing and to assist in any institutional investigation.
- 1.2 Faculty, trainees/students, and other members of MD Anderson's workforce are expected to be truthful and cooperative in institutional investigations of allegations of Wrongdoing.
- 1.3 A faculty member, trainee/student, or other member of MD Anderson's workforce who is determined to have knowingly made false accusations or given false information during an institutional investigation may be subject to disciplinary action, up to and including termination, in accordance with MD Anderson's [Hospital Compliance Plan](#) and the [Disciplinary Action Policy \(UTMDACC Institutional Policy # ADM0256\)](#).

# Appendix D: ADM0254

## 2.0 Non-Retaliation

- 2.1 MD Anderson will not Retaliate in any way against a faculty member, trainee/student, or other member of MD Anderson's workforce who in Good Faith reports suspected Wrongdoing, participates in/with an institutional investigation pertaining to alleged Wrongdoing, or assists appropriate authorities in investigating possible Wrongdoing.
- 2.2 In addition, all faculty, trainees/students, and other members of MD Anderson's workforce have the right to be protected against Retaliation for doing lawful acts under the Health Insurance Portability and Accountability Act, the federal False Claims Act, the Texas Medicaid Fraud Prevention law, or any other applicable law. Both the federal False Claims Act and the Texas Medicaid Fraud Prevention law provide remedies for faculty, trainees/students, and other members of MD Anderson's workforce who are Retaliated against for reporting.

## 3.0 Investigation of Retaliation Claims

- 3.1 If a faculty member, trainee/student, or other member of MD Anderson's workforce believes that he/she has been subjected to any action that violates the non-Retaliation provisions of this policy, he/she may file a complaint with the division of Human Resources, Equal Employment Opportunity (EEO) team at 5-myHR (713-745-6947), for investigation. Delays in reporting claims of Retaliation may impact the institution's ability to investigate such claims (e.g., EEO-related claims of Retaliation must be reported within 10 months of the most recent incident). For any claims of Retaliation that are based upon a workforce member's participation in a compliance investigation being conducted by the Institutional Compliance Office, Human Resources shall conduct its investigation under the supervision of the Vice President, Chief Compliance & Ethics Officer.
- 3.2 If after the investigation of a Retaliation claim a determination is made that the faculty member, trainee/student, or other member of MD Anderson's workforce has experienced Retaliation, MD Anderson will take appropriate corrective action at the direction of the Vice President, Human Resources and the Vice President, Chief Compliance & Ethics Officer.

# Appendix D: ADM0254

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## ATTACHMENTS / LINKS

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[HIPAA Definitions Plan \(Attachment # ATT0699\)](#)

[Hospital Compliance Plan](#)

MD Anderson's Institutional Code of Conduct is available in several languages:

- [Arabic](#)
- [Chinese](#)
- [English](#)
- [Portuguese](#)
- [Spanish](#)
- [Turkish](#)
- [Vietnamese](#)

[MD Anderson Institutional Compliance Plans](#)

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## RELATED POLICIES

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[Communication of Adverse Events and Unanticipated Outcomes to Patients Policy \(UTMDACC Institutional Policy # CLN0609\)](#)

[Disciplinary Action Policy \(UTMDACC Institutional Policy # ADM0256\)](#)

[Equal Employment Opportunity Policy \(UTMDACC Institutional Policy # ADM0284\)](#)

[Fraud, Waste, and Abuse Policy \(UTMDACC Institutional Policy # ADM0157\)](#)

[Patient Safety Event Report Policy \(UTMDACC Institutional Policy # ADM0349\)](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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None.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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Federal False Claims Act, 31 U.S.C. § 3730(h).

HIPAA Privacy Standards, 45 C.F.R. § 164.530(g).

Tex. Gov't. Code § 554.002.

# Appendix D: ADM0254

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## REFERENCES

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None.

# Appendix D: ADM0254

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## **POLICY APPROVAL**

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Approved With Revisions Date: 02/04/2013

Approved Without Revisions Date:

Implementation Date: 02/04/2013

Version: 36.0

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## **RESPONSIBLE DEPARTMENT(S)**

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Human Resources

# Appendix E: ADM0256



UTMDACC INSTITUTIONAL POLICY # ADM0256

## DISCIPLINARY ACTION POLICY

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### PURPOSE

The purpose of this policy is to provide guidance on when and how disciplinary actions are to be taken.

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### POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship.

All employees are responsible for acquainting themselves with performance criteria for their particular job, along with rules, procedures, and standards of conduct established by the institution and their department, and maintaining standards of conduct suitable and acceptable to the work environment. *An employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct, may be subject to discipline, up to and including termination of employment.*

---

### SCOPE

This policy applies to all classified employees **except**:

- University of Texas Police Officers, who are subject to other approved discipline or dismissal procedures;
- Employees separated from the institution due to a reduction-in-force, a loss of funding, financial exigency, or reorganization;
- Employees during a probationary period of employment; and
- Employees suspended with pay.

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson's workforce.

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### TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all managers and classified employees.

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### DEFINITIONS

**Effective Date of Termination:** Official date employee's working relationship with MD Anderson ends. The date is:

## Appendix E: ADM0256

- Before the terminating employee takes accrued Paid Time Off (PTO), Preserved Holiday Bank (PHB), and/or Earned Holiday Bank (EHB) leave.

*Note:* Employees are paid for accrued Paid Time Off (PTO) and Preserved Holiday Bank (PHB) and/or Earned Holiday Bank (EHB) leave after termination has been completed. Human Resources should be consulted on Exceptions.

- The next day after the last day worked for benefits-eligible employees, unless the terminating employee has been absent on leave (other than discretionary paid leave, e.g., Paid Time Off (PTO)). If the terminating employee has been out on leave related to illness (e.g. Extended Illness Bank (EIB), Family & Medical Leave, or leave without pay), the effective date is the date established as the ending date for the leave.
- The day following two (2) consecutive working days of no-call, no-show, then job abandonment is declared.

**Exit Interview:** Voluntary exiting employees will receive a questionnaire and/or telephone interview approximately two months following their termination date by a third party vendor. Any information collected is maintained separately from the terminating employee's official personnel file.

**Last Working Day:** The last day the employee performs actual work within his/her position at MD Anderson.

**Separation Clearance Form:** A termination checklist initiated and completed by the terminating employee's department.

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### PROCEDURE

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#### 1.0 General Information

MD Anderson expects all employees to maintain standards of conduct suitable and acceptable to the work environment. Work performance, attendance, and conduct must be within the parameters of all applicable laws, regulations, policies, institutional core values, Institutional Code of Conduct, and standards of conduct that are established by institutional leaders or governing authorities. Any behavior and/or activity that is not in alignment with these parameters is subject to the progressive discipline process. (Refer to: [Examples of Unacceptable Conduct and Work Performance](#).)

#### 2.0 When to Take Action

When the work performance or conduct of an employee is below standard, the manager should take timely and appropriate action.

#### 3.0 Actions

- 3.1 There are five options for disciplinary action:
  - A. Notice.
  - B. Final Notice.
  - C. Demotion (requires one-up approval).

## Appendix E: ADM0256

- D. Suspension Without Pay (requires one-up approval).
  - E. Termination (requires one-up approval).
- 3.2 The manager should select the appropriate disciplinary action based on the severity of the infraction, the employee's work history, and/or departmental practice. The manager may consult the HR Generalist Organization for assistance with the disciplinary process.
- 3.3 Disciplinary action should be timely, objective, and specific to the nature of the problem, performance expectations, and employment consequences. No level of disciplinary action is a prerequisite for a more severe level of disciplinary action. For example, Notice, Final Notice, and Suspension without Pay are not prerequisites for Termination.
- 3.4 The manager should:
- A. Send the original copy of a Demotion/Suspension/Termination Disciplinary Record Form to the HR Service Center to be included in the Official Personnel File (OPF);
  - B. Maintain a copy in the department;
  - C. Give a copy to the employee;
  - D. Retain copies of all supporting documents pertaining to disciplinary actions in the employee's departmental personnel file; and
  - E. Send all supporting documents for termination to the HR Service Center to be included in the Official Personnel File (OPF).

#### 4.0 Notice or Final Notice

- 4.1 The manager initiates the [Notice / Final Notice Disciplinary Record](#) documenting (1) the type, reason for, and length of Notice or Final Notice (3-12 months) of the disciplinary action; (2) any previous discussions with the employee regarding below-standard conduct or performance; and (3) the consequences of failure to meet any stated future expectations.
- 4.2 The manager meets with the employee and reviews the [Notice / Final Notice Disciplinary Record](#) and any relevant attachments. The employee may attach comments. The manager and employee sign the Disciplinary Record to acknowledge that the conference took place and that the employee has received a copy of the Disciplinary Record. The employee's signature acknowledges notification of the disciplinary action, not necessarily agreement with that action. If an employee refuses to sign, the manager signs the form, notes the employee's refusal to sign in the space provided for the employee's signature, and has another management employee sign the form to verify the refusal.
- 4.3 A change in the ending date of the original Notice or Final Notice requires a written request from the originating manager to the HR Service Center (*i.e.*, signed memo or e-mail message from the manager).

#### 5.0 Demotion/Suspension/Termination

- 5.1 The manager should contact his/her HR Consultant for guidance and to discuss possible action. The manager should investigate any incident that involves the potential for Demotion, Suspension without Pay, or Termination, and notify the employee of the possibility of Demotion, Suspension without Pay, or Termination based on the outcome of the investigation (*i.e.*, intent to demote).



## Appendix E: ADM0256

If Demotion, Suspension Without Pay, or Termination is warranted, the manager should:

- A. For an involuntary probationary termination, refer to the [Probationary Period of Employment Policy \(UTMDACC Institutional Policy # ADM0308\)](#)
  - B. Complete Sections 1 and 2 of a [Demotion/Suspension/Termination Disciplinary Record Form](#)
  - C. Inform the employee of the reasons for recommending Demotion, Suspension Without Pay, or Termination and the facts upon which the manager relied, and obtain the employee's signature in Section 2 of the [Demotion/Suspension/Termination Disciplinary Record Form](#)
  - D. Give the employee no less than 24 hours to respond in writing to the Intent to Demote, Suspend without Pay, or Terminate within a reasonable time, and to persuade the manager of any reasons the proposed disciplinary action should not be taken.
- 5.2 The manager reviews the information, including the employee's response, and the recommended disciplinary action. If the manager determines that the disciplinary action should be taken, the manager will obtain approval from the next level of management (*i.e.*, department head or above) before Demoting, Suspending Without Pay, or Terminating the employee.
  - 5.3 After obtaining the approval of the next level of management, the manager should complete Section 3 of the [Demotion/Suspension/Termination Disciplinary Record Form](#) and inform the employee in writing of the action.

*Note:* If Suspension Without Pay, the specific period of time suspended (1-30 days for non-exempt employees; no less than one workweek and no more than four workweeks in one-week increments for exempt employees), and the required return to duty date and time; and if Termination, the effective date of the Termination.

- 5.4 For terminations, see the [Procedure for Processing Termination Paperwork](#).

### 6.0 Suspension Without Pay

An employee suspended without pay continues to:

- 6.1 Accrue vacation and sick leave;
- 6.2 Be covered by group insurance; and
- 6.3 Be entitled to other employee benefit programs.

### 7.0 Disputes

- 7.1 Employees may file a grievance to dispute Notice, Final Notice, and other actions except involuntary Demotion, Suspension without Pay, or involuntary Termination. Refer to the [Grievance Policy \(UTMDACC Institutional Policy # ADM0266\)](#)
- 7.2 Employees may file an appeal to dispute disciplinary actions that result in involuntary Demotion, involuntary Termination, or Suspension without Pay. Refer to the [Appeal Policy \(UTMDACC Institutional Policy # ADM0268\)](#).

# Appendix E: ADM0256

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## ATTACHMENTS / LINKS

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[Definitions of Termination Reason Codes \(Attachment # ATT1801\).](#)

[Demotion/Suspension/Termination Disciplinary Record Form \(Attachment # ATT0383\)](#)

[Examples of Unacceptable Conduct and Work Performance \(Attachment # ATT1800\).](#)

[Institutional Code of Conduct](#)

[Notice / Final Notice Disciplinary Record \(Attachment # ATT0491\).](#)

[PRIVACY VIOLATIONS: Guidelines for the Application of Disciplinary Actions \(Attachment # ATT1778\).](#)

[Procedure for Processing Termination Paperwork \(Attachment # ATT1817\).](#)

[Separation Clearance Form \(Attachment # ATT1078\).](#)

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## RELATED POLICIES

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[Appeal Policy \(UTMDACC Institutional Policy # ADM0268\).](#)

[Appearance and Demeanor Policy \(UTMDACC Institutional Policy # ADM0261\).](#)

[Grievance Policy \(UTMDACC Institutional Policy # ADM0266\).](#)

[Probationary Period of Employment Policy \(UTMDACC Institutional Policy # ADM0308\).](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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None.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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None.

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## REFERENCES

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None.

## Appendix E: ADM0256

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### **POLICY APPROVAL**

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Approved With Revisions Date: 10/01/2012

Approved Without Revisions Date:

Implementation Date: 10/01/2012

Version: 33.0

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### **RESPONSIBLE DEPARTMENT(S)**

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Human Resources

# Appendix F: ADM0257



UTMDACC INSTITUTIONAL POLICY # ADM0257

## WORKPLACE VIOLENCE PREVENTION POLICY

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### PURPOSE

The purpose of this policy is to:

- Communicate the institutional commitment to a Violence free workplace;
- Outline the procedures for reporting incidents; and
- Describe the role of the 2-Stop Team.

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### POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to promote a safe environment free from Violence and the Threat of Violence. This policy prohibits direct or indirect Threats or acts of violent behavior. Any individual, who fails to comply with this policy, including knowingly making a false report or false accusation, failing to comply with a mandatory safety plan, or retaliating against an individual for 2-Stop activities, may be disciplined, up to and including termination.

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### SCOPE

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson's workforce.

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### TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all faculty, trainees/students, and other members of MD Anderson's workforce.

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### DEFINITIONS

**2-Stop Incident:** Any act of Violence or perceived Threat of Violence.

**2-Stop Team:** A team of professionals authorized to investigate, make determinations, and take action to assist in resolving incidents of Violence and Threats of Violence. The 2-Stop Team is comprised of representatives from The University of Texas at Houston Police Department at Houston (UTP-H), Risk Management, Employee Health, Employee Assistance Program, an off-shift administrator and Human Resources. The 2-Stop Team has the authority to invite, as needed, representatives from other areas to participate in 2-Stop activities (e.g., Faculty Academic Affairs, Trainee and Alumni Affairs, Patient Advocacy, etc.).

**Policy Violation:** A confirmed incident of Violence or Threat of Violence.

## Appendix F: ADM0257

**Threat:** A communicated intent to inflict physical or other harm on a person or on property. Threats may be oral, written, physical or electronic, and typically fall into three categories:

- **Direct:** Threats against a specific target, sometimes describing methods for committing Violence.
- **Conditional:** Threats that are contingent upon a certain set of circumstances.
- **Veiled:** Threats that are vague and subject to multiple interpretations.

**Violence:** Includes, but is not limited to, intimidating, threatening or hostile behavior, physical or verbal abuse, harassment, stalking, vandalism, arson, sabotage, use of Weapons, possession of Weapons, the Threat of any of the above, or any other act inconsistent with this policy.

**Weapon:** Any instrument or object used in injuring or harming a person or property. Weapons are classified as follows:

- **Weapons of Choice:** Objects designed for the purpose of causing harm to others or to property.
- **Weapons of Opportunity:** Objects designed for some other primary use, but used to cause harm or injury. Such Weapons of Opportunity can be a person's hands, arms, legs, or other articles, such as paperweights, letter openers, tools, or chairs.

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### PROCEDURE

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#### 1.0 Prevention

- 1.1 Employee orientation to this policy and other related procedures.
- 1.2 Workforce training to recognize Threats, report incidents, and take appropriate action to prevent occurrences.
- 1.3 Supportive resources to employees and to work teams who have been involved in a 2-Stop Incident subject to this policy.

#### 2.0 Responsibilities

- 2.1 Managers and supervisors have first-line responsibility and accountability for promoting a work environment free from Violence or Threats. Managers and supervisors should review the warning signs of potentially violent behavior and take appropriate action to address any Policy Violation. Policy Violation may lead to disciplinary action up to and including termination (see [Disciplinary Action Policy \(UTMDACC Institutional Policy # ADM0256\)](#), [Appearance and Demeanor Policy \(UTMDACC Institutional Policy # ADM0261\)](#), and [Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#)) and cancellation of contracts with vendors and contractors (see [Rider 106 Premises Rules](#)).
- 2.2 Employees: Have the responsibility to conduct themselves in accordance with this and other applicable policies and to cooperate with mandatory safety plans.
- 2.3 2.3 The 2-Stop Team: In response to reported incidents, the Team will assess, investigate, make determinations regarding Policy Violation and make recommendations to management.

# Appendix F: ADM0257

## 3.0 Reporting an Incident

- 3.1 To report an incident, call 2-STOP (713-792-7867). The caller should provide the following information, as applicable and available:
  - A. A description of the perceived violent behavior;
  - B. Name(s) of individual(s) involved in the incident;
  - C. Name(s) of any witnesses; and
  - D. Location where the incident occurred.
- 3.2 Anyone may report an incident of perceived Violence or Threats of Violence. It is permissible to place the call anonymously.
- 3.3 In the event of imminent bodily harm, individuals reporting should seek protective cover and call 911 as soon as it is possible to do so safely.
- 3.4 Confidentiality - Persons accepting calls and investigating allegations are responsible for maintaining appropriate, applicable confidentiality.

## 4.0 Investigation

The 2-Stop Team investigates all 2-STOP incidents submitted by UTP-H to the 2-STOP Team.

## 5.0 Determination and Penalties

After its investigation, the 2-Stop Team recommends appropriate action. Any individual who knowingly makes false accusations, fails to report violations of this policy, or who fails to cooperate with a mandatory safety plan has committed a Policy Violation and is subject to applicable disciplinary action up to and including termination.

## 6.0 Action

Management should take appropriate action based on 2-Stop Team recommendations and other relevant information. If management chooses not to follow a recommendation made by the 2-STOP Team, management is responsible for submitting to the 2-STOP Team a written response to the 2-STOP Team recommendation, indicating why the recommendation is not being followed.

## 7.0 Recordkeeping

The 2-Stop Team is responsible for maintaining 2-Stop records and offense/incident reports.

## 8.0 Non-Retaliation

Individuals should not experience retaliation because they report a workplace Violence incident, or assist or participate in any manner in an investigation, proceeding, or hearing regarding a 2-Stop Incident.

# Appendix F: ADM0257

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## ATTACHMENTS / LINKS

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[Rider 106 Premises Rules](#)

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## RELATED POLICIES

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[Appearance and Demeanor Policy \(UTMDACC Institutional Policy # ADM0261\)](#)

[Disciplinary Action Policy \(UTMDACC Institutional Policy # ADM0256\)](#)

[Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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EC.01.01.01:

"The hospital plans activities to minimize risks in the environment of care." *Comprehensive Accreditation Manual for Hospitals (CAMH)*, 2015.

EC.02.01.01:

"The hospital manages safety and security risks." *Comprehensive Accreditation Manual for Hospitals (CAMH)*, 2015.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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None.

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## REFERENCES

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None.

# Appendix F: ADM0257

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## **POLICY APPROVAL**

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Approved With Revisions Date: 08/28/2013

Approved Without Revisions Date:

Implementation Date: 08/28/2013

Version: 26.0

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## **RESPONSIBLE DEPARTMENT(S)**

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Human Resources



# Appendix G: ADM0278



UTMDACC INSTITUTIONAL POLICY # ADM0278

## DRUG-FREE CAMPUS & WORKPLACE POLICY

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### PURPOSE

The purpose of this policy is to:

- Communicate The University of Texas MD Anderson Cancer Center's (MD Anderson) commitment to substance abuse prevention, education, treatment, and rehabilitation.
- Comply with all applicable state and federal laws, including the Drug-Free Workplace Act of 1988, The University of Texas System policies, Regents' Rules, and the Appropriation's Act.

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### POLICY STATEMENT

It is the policy of MD Anderson to prohibit the unlawful manufacture, sale, distribution, dispensation, possession, or use of alcohol or a Controlled Substance in or on premises or property owned or controlled by the institution, regardless of whether such activity results in the imposition of a penalty under a criminal statute. Individuals who violate this policy are subject to appropriate disciplinary action, up to and including termination. See also [Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#).

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### SCOPE

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson's workforce.

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### TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all faculty, trainees/students, and other members of MD Anderson's workforce, including Graduate Medical Education Trainees.

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### DEFINITIONS

**Controlled Substance:** Any substance so defined by federal or state statute or regulation.

**Covered Trainee:** For the purposes of this policy, to include all Trainees who are compensated and benefits-eligible, all MD Anderson-based Graduate Medical Education (GME) Residents and Fellows, regardless of compensation status, and all School of Health Professions students.

**Fellow:** A physician who (1) has completed residency training in a medical specialty and is pursuing subspecialty education within that medical specialty, and (2) is engaged in a Graduate Medical Education (GME) training program.

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**Resident:** A practitioner or mid-level provider appointed to a healthcare training program.

**Trainee:** An individual holding an educational appointment through Academic and Visa Administration regardless of compensation status or benefits eligibility.

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## PROCEDURE

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### 1.0 Testing

- 1.1 All post-offer applicants for employment and Covered Trainees will be tested for drugs and the job offer will be contingent upon receipt of a negative test result.
- 1.2 An employee or Trainee removed from duty under the [Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#) may be referred for laboratory testing for the presence of illegal drugs or alcohol in the body (see the [Drug Detection and Deterrence Policy \(UTMDACC Institutional Policy # ADM0309\)](#)).
- 1.3 Random testing will be done on employees in positions covered by Department of Transportation regulations (see the Drug Detection and Deterrence Procedures, Department of Transportation (DOT) section in the [Drug Detection and Deterrence Policy \(UTMDACC Institutional Policy # ADM0309\)](#)).
- 1.4 Employees and Trainees who are returning to work after a fitness-for-duty incident involving drug and/or alcohol may be asked to undergo random drug testing as a condition of their safe return to work (see the [Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#)).

### 2.0 New Employee Orientation

MD Anderson provides information regarding this policy to all new employees through the New Employee Orientation Program (see the [New Employee Orientation Policy \(UTMDACC Institutional Policy # ADM0269\)](#)).

### 3.0 Criminal Statutes

An employee or Trainee who is found guilty (including a plea of no contest) or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a Controlled Substance that occurred in or on premises or property owned or controlled by MD Anderson, must report such action to the Chief Human Resources Officer within five (5) days (employees) or the Senior VP for Academic Affairs (students).

### 4.0 Employee Assistance Program

- 4.1 The Employee Assistance Program (EAP) of MD Anderson regularly provides confidential services to employees, faculty, Trainees and their dependents (see [Employee Assistance Program Policy \(UTMDACC Institutional Policy # ADM0275\)](#)). In addition, Employee Health arranges for the EAP to provide on-site, educational programs about drug abuse.
- 4.2 The Division of Human Resources assumes responsibility for notifying all appropriate state and federal agencies of conviction of an employee for a drug-related offense that occurred in the workplace.

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## ATTACHMENTS / LINKS

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None.

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## RELATED POLICIES

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[Drug Detection and Deterrence Policy \(UTMDACC Institutional Policy # ADM0309\)](#)

[Drug-Free Campus & Workplace Policy \(UTMDACC Institutional Policy # ACA0093\)](#)

[Employee Assistance Program Policy \(UTMDACC Institutional Policy # ADM0275\)](#)

[Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#)

[New Employee Orientation Policy \(UTMDACC Institutional Policy # ADM0269\)](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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None.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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Drug-Free Schools and Campuses Act and Regulations (20 USC 1145g and 34 CFR Part 86).

Drug-Free Workplace Act of 1988 (41 U.S.C.A., Sec. 701-707).

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## REFERENCES

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None.

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## **POLICY APPROVAL**

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Approved With Revisions Date: 06/27/2016

Approved Without Revisions Date:

Implementation Date: 06/27/2016

Version: 20.0

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## **RESPONSIBLE DEPARTMENT(S)**

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Employee Health & Well-being

# Appendix H: ADM0285



UTMDACC INSTITUTIONAL POLICY # ADM0285

## SEXUAL HARASSMENT AND SEXUAL MISCONDUCT PREVENTION POLICY

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### PURPOSE

The purpose of this policy is to:

- Inform persons covered by this policy that The University of Texas MD Anderson Cancer Center (MD Anderson) will not tolerate Sexual Misconduct in the workplace and learning environment,
- To identify resources available to those subjected to Sexual Misconduct, and
- To outline options for addressing concerns about Sexual Misconduct.

*Note:* Sexual Harassment is a form of Sexual Misconduct.

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### POLICY STATEMENT

In accordance with Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, MD Anderson is committed to the principle that the working environment of the institution should be free from inappropriate conduct of a sexual nature. Sexual Misconduct and Sexual Harassment are unprofessional behaviors and Workforce Members and Students who engage in such behavior are subject to disciplinary action, including termination. MD Anderson will act to stop such behavior in the employment or educational environment even if the incident involves non-employees, such as visitors.

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### SCOPE

This policy applies to all full-time and part-time Workforce Members and Students, and applies to conduct regardless of where it occurs, including off MD Anderson property if it potentially affects an individual's employment, educational environment, or opportunities at MD Anderson.

The policy applies regardless of gender, sexual orientation or gender identity or expression, and to individuals affected directly or as a third-party. It also applies to incidents involving parties of the same sex. Applicants may file a complaint under this policy.

Compliance with this policy is the responsibility of all Workforce Members and Students.

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### TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all Workforce Members and Students.

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## DEFINITIONS

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**Complainant:** A party, including possibly MD Anderson, who makes a complaint of Sexual Harassment or Sexual Misconduct under section 3.0 of this policy.

**EEO and HR Regulations:** The department responsible for investigating allegations of discrimination, harassment and Retaliation. EEO and HR Regulations can be reached at 5-myHR or 713-745-6947.

**Other Inappropriate Sexual Conduct:** Includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of Sexual Harassment but is unprofessional, inappropriate for the employment or educational environment and is not protected speech. It also includes consensual sexual conduct that is unprofessional in the employment and educational environment.

**Respondent:** A party who has been accused of committing an act of Sexual Harassment or Sexual Misconduct by a Complainant.

**Retaliation:** Any adverse action threatened or taken against someone because the individual has filed, supported, provided information in connection with a complaint of Sexual Misconduct or engaged in other legally protected activities. Retaliation includes, but is not limited to intimidation, threats or harassment against any Complainant, witness, or third party.

**Sexual Harassment:** Sexual Harassment includes:

Unwelcome conduct of a sexual nature including but not limited to unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or appointment or for participation in any other academic or employment-related activity;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or appointment decisions affecting such individual;
- C. Such conduct is sufficiently severe or pervasive that it denies or limits an individual's education, employment, or participation in MD Anderson activities, or creates a reasonably objective hostile environment. To determine whether a hostile environment exists, MD Anderson considers a variety of factors related to the severity or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more individual's education or employment. Sexual harassment is a form of sex discrimination that includes the following examples:
  - Sexual violence, sexual assault, stalking, domestic violence and dating violence. Specific definitions of these terms are contained in Attachment A.
  - Physical conduct, depending on the totality of the circumstances present, including frequency and severity, including but not limited to:
    - Unwelcome intentional touching; or
    - Deliberate physical interference with or restriction of movement

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- Verbal conduct not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic ideas, including oral, written, or symbolic expression, including but not limited to:
  - Explicit or implicit propositions to engage in sexual activity
  - Gratuitous comments, jokes, questions, anecdotes or remarks of a sexual nature about clothing or bodies
  - Gratuitous remarks about sexual activities or speculation about sexual experiences
  - Persistent unwelcome sexual or romantic attention
  - Subtle or overt pressure for sexual favors
  - Gratuitous use of sexually-oriented materials not directly related to the subject matter of a class or meeting even if not objected to by those present; or
  - Deliberate, repeated humiliation or intimidation based upon sex.

**Sexual Misconduct:** A broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes, but is not limited to, sexual assault, sexual exploitation, sexual intimidation, Sexual Harassment, domestic violence, dating violence, and stalking. See [Supplemental Definitions](#) for specific definitions of these terms.

**Student:** An individual who is enrolled in or admitted to MD Anderson School of Health Professions. This also includes individuals who have submitted an application for admission.

**Title IX Coordinator:** MD Anderson's designated Title IX Coordinator has primary responsibility for coordinating MD Anderson's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all of its operations.

Sheri Wakefield, Title IX Coordinator  
 Director of EEO & HR Regulations  
 Mid Campus Building 1 (1MC6.2278)  
 7007 Bertner, Unit 1612  
 Houston, TX 77030  
 Phone: (713) 745-6174 office  
 Email: [sbrownfo@mdanderson.org](mailto:sbrownfo@mdanderson.org)

**Trainee:** An individual holding an educational appointment through Academic & VISA Administration regardless of compensation status or benefits eligibility.

**Workforce Member:** Faculty, administrative/classified employees, volunteers, Trainees, Students, contractors, and other persons whose conduct, in the performance of work for or academic studies at MD Anderson, is under the direct control of MD Anderson, whether or not they are paid by MD Anderson.

*Note:* For purposes of this policy, Students are referred to separately even though they are included within the definition of Workforce Member.

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## PROCEDURE

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### 1.0 Overview

- 1.1 As outlined in detail below, there are many resources and options available to support Workforce Members and Students impacted by a violation of this policy to address their concerns. Such individuals may contact local law enforcement agencies or The University of Texas Police Department (UTP-H). Additionally, Workforce Members and Students may utilize local crises intervention or counseling services, or MD Anderson's Employee Assistance Program. If an individual wishes, he or she may also file a Complaint with MD Anderson that will be appropriately investigated. If there is a finding that the policy was violated, appropriate action will be taken.
- 1.2 In deciding what options to use, the Workforce Members and Students should consider the degree of confidentiality that can be maintained with each option. As discussed below, confidentiality can be strictly maintained under some options while under others there is an obligation to report possible violations of this policy. Insistence on anonymity may limit MD Anderson's ability to respond fully to the incident.
- 1.3 Workforce Members and Students should also be aware that MD Anderson can take appropriate interim safety measures to protect a Workforce Member or Student. Finally, Workforce Members and Students who raise concerns about Sexual Harassment or Sexual Misconduct may not be retaliated against. A Workforce Member or Student who retaliates in any way against an individual for filing a complaint or participating in an investigation or adjudication is subject to discipline.
- 1.4 If you have any questions or you would like to discuss Title IX or this policy, you may contact the Title IX Coordinator or EEO and HR Regulations.

### 2.0 Crisis and Support Services

- 2.1 Victims of sexual violence and anyone who is concerned about his or her personal safety should immediately call 911 for local police assistance or 2-STOP (713-792-7868) for UTP-H.  
  
Bastrop and Smithville campus employees may contact the Bastrop County Criminal District Attorney or Victim Assistance Coordinator at 804 Pecan Street, in Bastrop. Business hours are 8:00 am to 5:00 pm, M-F. They can be reached at 512-581-7125.
- 2.2 Additional community resources available for men and women are:
  - A. Houston Area Women's Center - Services for survivors of domestic and sexual violence, and their non-offending family and friends. Services include 24 hour hotlines, counseling, and urgent referrals to shelters.
    - Domestic violence hotline: 713-528-2121.
    - Sexual assault hotline: 713-528-7273.
    - Web site: <http://www.hawc.org>
  - B. Crisis Intervention of Houston - Confidential and anonymous services for any crisis event. Services include 24 hour crisis hotlines:
    - Crisis hotline: 713-HOTLINE



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- Spanish hotline: 713-526-8088
  - Teen hotline: 713-529-TEEN
  - Web site: <http://www.crisishotline.org>.
- C. Bastrop Family Crisis Center - Services to individuals who have been impacted by domestic and sexual violence, including a 24 hour hotline. They also arrange referrals to a local shelter.
- 24 hour hotline: 888-311-7755, or 512-303-7755.
  - Daytime number: 512-321-7760.
  - Web site: <http://www.family-crisis-center.org/>.
- 2.3 An individual who is eligible for services may contact the following MD Anderson resources to obtain guidance, support, and resources. If requested, assistance in resolving Sexual Harassment and Sexual Misconduct informally, such as strategies to effectively inform an individual to stop the offending behavior or action by an appropriate MD Anderson official to stop the unwelcomed conduct, may also be provided. These offices will not reveal any personal identifying information about an incident to the Title IX Coordinator or EEO and HR Regulations unless permission is granted.

**Employee Assistance Program (EAP)** – The EAP provides confidential services for employees, Trainees, and Students. Immediate help and referral information is also available to victims of abuse and to individuals who have been abusive towards others. The EAP can be reached by telephone at 713-745-6901.

Bastrop and Smithville campus employees may also access EAP services by calling the Houston office at 713-745-6901, or 877-259-9876, during business hours, 7:30 a.m.–4:30 p.m. M-F.

**Faculty Assistance Program** - Faculty may also contact an external provider for help with any personal and work-related stresses.

- 2.4 An individual who experiences any form of sexual violence is encouraged to seek immediate medical care and to preserve DNA evidence that can be key to identifying the violator. A medical exam to preserve physical evidence can be conducted with or without police and should be done immediately whenever possible.
- 2.5 Services offered under subsections 1.2 and 1.3 may be used prior to filing a formal complaint or as an alternative. While use of these services is encouraged, it is not required. A formal complaint under section 3 may be filed immediately.

### 3.0 Anonymity and Confidentiality

- 3.1 When considering reporting options, individuals subjected to Sexual Harassment should be aware that certain personnel can maintain strict confidentiality. Others may disclose non-personally identifying information. While others, such as those identified in subsection 3.1(a), have a mandatory reporting and response obligation.
- 3.2 When filing a complaint, a Complainant may request confidentiality. In considering whether to grant such a request, the Title IX Coordinator will balance a Complainant's request for confidentiality with the responsibility of providing a safe and non-discriminatory environment for the MD Anderson community.

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- 3.3 Insistence on confidentiality may limit MD Anderson's ability to respond fully to the incident, including pursuing disciplinary action against the accused individual. Where action cannot be taken directly against a Respondent because of a Complainant's insistence of confidentiality, MD Anderson will pursue other steps to limit the effects of the alleged Sexual Harassment and Sexual Misconduct and attempt to prevent its recurrence.
- 3.4 Regardless if a request for confidentiality is granted or not, MD Anderson will protect the confidentiality of a Complainant by refusing to disclose his or her information to anyone outside of MD Anderson to the maximum extent permitted by law and only sharing necessary information with MD Anderson personnel on a need-to-know basis.
- 3.5 If UTP-H or the 2-Stop Team determines that the accused individual poses a serious and immediate threat to others, a timely warning may be issued. Any such warning would not include any information that identifies the victim.
- 3.6 An individual who initially requests confidentiality may later decide to file a complaint under Section 3.0 of this policy or report the incident to local law enforcement to have the incident fully investigated.

### 4.0 Report Incident and Filing a Complaint

- 4.1 Persons covered by this policy who believe they have been subjected to Sexual Harassment or Sexual Misconduct, may file a complaint or report as provided below. Reports should be made as soon as possible after the alleged conduct occurs as a delay may impede the ability to collect evidence, conduct an investigation and/or to take appropriate remedial actions.
  - A. MD Anderson Workforce Members and Students should report the incident to EEO and HR Regulations or the Title IX Coordinator.

Complaints may also be reported to the following responsible employees:

- For employees, his or her manager, supervisor, Department Chair, any management personnel or their assigned Human Resources Consultant in the Generalist Organization (HRGO).
- For Trainees, their academic program director or the Office of the Associate Vice President for Academic and VISA Administration (AVP/AVA).
- For Students, the Dean of the SHP, Program Directors, the Senior Health Educator, or SHP faculty.

If the person to whom harassment normally would be reported is the individual accused, reports may be made to another manager, academic program director, or responsible employee. Complaints against a Title IX Coordinator or an employee of EEO and HR Regulations may be filed with the Vice President and Chief Compliance Officer, Phone: 713-745-6636.

- B. Cases of sexual violence may be reported by:
  - Calling from an MD Anderson telephone - 2-2890 (UTP-H non-emergency) or 911 (UTP-H emergency); or
  - Calling from an external telephone – 713-792-2890 (UTP-H non-emergency); 713-884-3131 (City of Houston non-emergency), or 911 (City of Houston emergency); or
  - Calling other local law enforcement authorities.

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If requested, EEO and HR Regulations can assist individuals with contacting these law enforcement agencies. Workforce Members and Students with protective orders relevant to a complaint are encouraged to provide a copy to UTP-H. A Workforce Member or Student may elect to not file a criminal complaint.

- C. Inquiries or complaints that involve potential violations of Title IX may also be submitted to the U.S. Department of Education's Office for Civil Rights, located at 1999 Bryan St., Suite 1510, Dallas, TX 75201-3136 and can be reached by phone at 404-974-9450 or fax (214-661-9594. Inquiries or complaints that involve potential violations of Title VII may also be submitted to the U.S. Equal Employment Opportunity Commission District Office located at Total Plaza, 1201 Louisiana St., 6th Floor, Houston, Texas 77002, Phone: 1-800-669-4000, Fax: 713-651-4987.
- 4.2 Before a Complainant reveals information that he or she may wish to keep confidential, the responsible employees designated in subsection 3.1(a) should make every effort to ensure that the Complainant understands: (i) the responsible employee's obligation to report the names of the Respondent and Complainant, as well as relevant facts regarding the alleged incident (including the date, time, and location) to the HRGO or EEO and HR Regulations, (ii) the Complainant's option to request confidentiality, which the Title IX Coordinator will determine, (iii) the Complainant's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services, and (iv) the right to file a complaint with MD Anderson and to report a crime to UTP-H or local law enforcement.
  - 4.3 The individuals designated in subsection 3.1(a) must notify the HRGO or EEO and HR Regulations of any reported Sexual Harassment or Sexual Misconduct as soon as they become aware of the alleged incident.
  - 4.4 Any MD Anderson official responsible for reporting or responding to Sexual Harassment complaints who knew or reasonably should know of possible Sexual Harassment (including from social networking sites) and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.
  - 4.5 Any Workforce Member or Student who receives information regarding a possible violation of this policy should report the information to individuals identified in subsection 3.1(a) as soon as possible.
  - 4.6 An EEO representative will contact the Complainant as soon as reasonably possible, but no later than five (5) calendar days, to acknowledge receipt of the complaint and to schedule an intake meeting to discuss the details of the alleged sexual incident.
  - 4.7 Throughout the Complaint and investigation process, a Complainant or Respondent may be accompanied by an individual providing support to the extent permitted by [Family Education Rights and Privacy Act \(FERPA\)](#). The supporter may not actively participate in a meeting or interview.
  - 4.8 The complaint is supported by a written statement containing information provided by the person making the complaint. Information documented usually includes: the name of the person making the complaint, the nature of the complaint, the name of Respondent, date(s) of the alleged incident(s), and names of any witnesses or persons having knowledge about the complaint.
  - 4.9 While an investigation may begin on the basis of an oral complaint, the Complainant is strongly encouraged to file a written complaint. In this situation, EEO and HR Regulations will prepare a statement of what he or she understands the complaint to be and seek to obtain verification of the complaint from the Complainant.

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- 4.10 EEO and HR Regulations will provide a copy of this policy, the [Clery Act Policy on Reporting Criminal Activity \(UTMDACC Institutional Policy # ADM1104\)](#), and the [AVA-Trainee Disciplinary Actions and Appeals Policy \(UTMDACC Institutional Policy # ACA0068\)](#) to the Complainant, discuss the contents and the procedures involved in conducting an investigation of the alleged sexual incident, including confidentiality and anti-retaliation provisions, and identify additional resources available to the Complainant.
- 4.11 EEO and HR Regulations will facilitate the arrangement of any interim safety measures as appropriate, pending the outcome of the complaint and investigation. These measures may include changing work or class locations, rescheduling an assignment or test, altering academic schedules, withdrawing from or retake a class without penalty, issuing a no contact directive, increased supervision or monitoring, security escorts, and free counseling services.
- 4.12 In cases involving potential Sexual Violence or criminal conduct, EEO and HR Regulations shall determine, in consultation with UTP-H, if criminal authorities need to be notified and will advise the Complainant of his or her rights regarding filing a criminal complaint. EEO and HR Regulations shall consult with UTP-H and law enforcement regarding the applicability and issuance of orders of protection, "no contact" orders, restraining orders, or similar lawful orders.
- 4.13 Upon request of law enforcement, the commencement of an investigation may be delayed temporarily until after the initial stages of criminal investigation. Police and criminal or civil justice procedures, findings, or outcomes are not determinative of either these complaint procedures or institutional disciplinary procedures. Additionally, MD Anderson will not wait for criminal or civil justice outcomes to take appropriate action.
- 4.14 UTP-H Responsibilities:
- A. In cases where an incident of a sexual nature is reported to UTP-H, the police will advise the alleged victim of his or her right to file a complaint under this policy.
  - B. UTP-H will provide EEO officials investigating Complaints under this policy access to any related law enforcement records as permitted by state and federal law to the extent such access does not compromise any criminal investigation.
  - C. To the extent possible, EEO and HR Regulations should coordinate with any other ongoing or criminal investigations of the incident and establish appropriate fact-finding roles for each investigator.

## 5.0 Investigation, Determination and Appeals of Complaints

- 5.1 EEO and HR Regulations investigate the complaint of alleged Sexual Harassment or Sexual Misconduct following a determination that an investigation is warranted.
- 5.2 All Workforce Members and Students are expected to cooperate in investigations of alleged Sexual Harassment or Sexual Misconduct. Any person who knowingly makes false statements or inappropriately discloses confidential information during an investigation will be subject to disciplinary action, up to and including termination.
- 5.3 The Complainant and Respondent may present any document, witness or information that is believed to be relevant to the Complaint.
- 5.4 The investigation of a Complaint will be concluded as soon as possible after receipt of the written complaint. The Complainant and necessary parties will be provided updates on the progress of an investigation exceeding thirty (30) days. Anticipated resolution of a Complaint is not more than sixty (60) days.

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- 5.5 The detailed procedure for investigating, determining, and appealing a Complaint is contained in the [Sexual Harassment / Sexual Misconduct Complaint Resolution Procedures](#). The parties will be provided an opportunity to comment on the proposed findings and actions, if any.
- 5.6 Upon completion of the [Sexual Harassment / Sexual Misconduct Complaint Resolution Procedures](#), the Complainant and Respondent will be informed in writing of the resolution of the Complaint, and any applicable disciplinary or remedial measures as allowed by law, including, but not limited to, the FERPA.

### 6.0 Remedial Measures and Disciplinary Actions

- 6.1 Depending on the specific nature of the situation, remedies for a Complainant may include, but are not limited to:
  - A. Providing an effective escort to ensure that the Complainant can move safely between workplaces, classes and activities;
  - B. Ensuring the Complainant and accused individual are not in the same work area or classroom;
  - C. Providing comprehensive, holistic victim services including medical, counseling and academic support services;
  - D. Arranging for the Complainant to have extra time to complete a work project or class assignment without any adverse consequences; and
  - E. Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the Sexual Harassment and the misconduct that may have resulted in the Complainant being disciplined.
- 6.2 Remedies for the MD Anderson community may include, but are not limited to:
  - A. Designating an individual from the counseling center who is specifically trained in providing trauma-informed comprehensive services to victims of sexual violence to be on call to assist Workforce Members and Students whenever needed;
  - B. Training or retraining Workforce Members or Students on MD Anderson's responsibilities to address allegations of Sexual Harassment and Sexual Misconduct;
  - C. Developing materials on Sexual Harassment and Sexual Misconduct, which should be distributed to Workforce Members or Students;
  - D. Conducting bystander intervention and sexual violence prevention programs;
  - E. Issuing policy statements or taking other steps that clearly communicate that MD Anderson does not tolerate Sexual Harassment and Sexual Misconduct and will respond to any incidents and to any Workforce Member or Student who reports such incidents;
  - F. Conducting climate check to assess the effectiveness of efforts to ensure that MD Anderson is free from Sexual Harassment and Sexual Misconduct, and using that information to inform future proactive steps; and
  - G. Targeted training for a group of MD Anderson Workforce Members or Students.

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- 6.3 MD Anderson will take prompt disciplinary action against any individuals or organizations within its control who violate this policy. Disciplinary actions that may be imposed for violation of this policy include termination, expulsion, suspension, probation, demotion, issuance of a Notice, Final Notice, reprimand, bar from premises, and issuance of other learning activities.

### 7.0 Training and Education

- 7.1 All employees are required to complete institutional EEO training during new employee orientation and biennially thereafter.
- 7.2 All Trainees will complete institutional Equal Opportunity training as soon as practical within the first year of their appointment.
- 7.3 EEO and HR Regulations investigators and other MD Anderson employees involved in the complaint process will receive training at least annually on the issues related to Sexual Harassment and Sexual Misconduct, including a review of the policy, Sexual Harassment involving same-sex or international Students, standards for consent and proper investigation techniques.
- 7.4 MD Anderson will engage in risk reduction strategies emphasizing the collective responsibility of the MD Anderson community to reduce the risk of Sexual Harassment and Sexual Misconduct. This includes a prevention and education program about Sexual Harassment and Sexual Misconduct that includes bystander intervention training that enables all Workforce Members and Students to take a role in preventing and interrupting incidents of Sexual Harassment or Sexual Misconduct.
- 7.5 This policy will be made available to all members of the MD Anderson community. Periodic notices sent to Students, residents, fellows and other Trainees, and employees about this policy will include information about the complaint procedure and will refer individuals to the designated offices for additional information.

### 8.0 Retaliation

- 8.1 A Workforce Member or Student who retaliates in any way against an individual for filing a complaint or participating in an investigation or adjudication is subject to disciplinary action, up to and including termination. Appropriate action will also be taken in the event a contract worker, vendor, patient, or visitor retaliates in any way against such an individual.
- 8.2 Any person covered by this policy who believes they have been subject to Retaliation should immediately report these concerns to EEO and HR Regulations or a Title IX Coordinator. Complaints of Retaliation will be handled in accordance with the [Non-Retaliation Policy \(UTMDACC Institutional Policy# ADM0254\)](#).

### 9.0 Title IX Grievance Procedure

This complaint procedure shall also constitute the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972. As used herein, "complaint" is synonymous with "grievance."

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## ATTACHMENTS/LINKS

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[Sexual Harassment / Sexual Misconduct Complaint Resolution Procedures \(Attachment # ATT1962\)](#)

[Supplemental Definitions \(Attachment # ATT1961\)](#)

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## RELATED POLICIES

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[AVA-Trainee Disciplinary Actions and Appeals Policy \(UTMDACC Institutional Policy # ACA0068\)](#)

[Clery Act Policy on Reporting Criminal Activity \(UTMDACC Institutional Policy # ADM1104\)](#)

[Disciplinary Action Policy \(UTMDACC Institutional Policy #ADM0256\)](#)

[Equal Employment Opportunity Policy \(UTMDACC Institutional Policy # ADM0284\)](#)

[Non-Retaliation Policy \(UTMDACC Institutional Policy # ADM0254\)](#)

[Termination of Employment of a Faculty Member Policy \(UTMDACC Institutional Policy # ACA0059\)](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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None.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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None.

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## REFERENCES

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[Clery Act](#)

[Family Education Rights and Privacy Act](#)

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## **POLICY APPROVAL**

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Approved With Revisions Date: 07/07/2015

Approved Without Revisions Date:

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## **RESPONSIBLE DEPARTMENT(S)**

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Human Resources



# Appendix I: ADM0309



UTMDACC INSTITUTIONAL POLICY # ADM0309

## DRUG DETECTION AND DETERRENCE POLICY

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### PURPOSE

The purpose of this policy is to:

- Set standards for the implementation of Drug Testing programs in employment;
- Ensure that Drug Test procedures are implemented in a manner that is fair to applicants, employees, and Trainees to achieve reliable results;
- Encourage supervisors to provide employees who have drug-abuse problems an opportunity for assessment and rehabilitation; and
- Promote a safe, healthy, and productive work and hospital environment.

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### POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to provide a safe workplace for the MD Anderson community, and to protect the public's safety and ensure their trust in MD Anderson. Therefore, MD Anderson cannot condone the following behavior by employees, Trainees, or applicants:

- Sale, purchase, transfer, use, or possession of illegal drugs or prescription drugs obtained illegally.
- Abuse of legal (prescription or over-the-counter) drugs or alcohol.
- Arrival for work or education under the influence of illegal drugs or alcohol.
- Arrival for work or education under the influence of legal drugs to the extent that there is an adverse effect on job or academic performance.

The consequences of a positive test include:

- Removal of the offer of employment or appointment;
- Discontinuance of the employment or appointment process; and
- Ineligibility for hire or appointment for six (6) months.

An applicant from one of the licensed professions who has a confirmed Positive Drug Test presents MD Anderson with a special ethical and legal issue. MD Anderson has an obligation to report the results of such a Drug Test to the applicant's licensing board. An employee/Trainee removed from duty under the [Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#) may be referred for laboratory testing for the presence of illegal drugs or alcohol in the body.

# Appendix I: ADM0309

As a world leader in the prevention of cancer, MD Anderson supports and encourages a healthy workforce by also requiring that all Post-Offer Applicants and Covered Trainees be tobacco-free at the time of hire/appointment.

MD Anderson is willing to assist employees/Trainees who acknowledge that they have a substance abuse problem by providing assessment and referral to the Employee Assistance Program (EAP).

The decision to seek diagnosis and accept medical assistance for substance abuse is the responsibility of the individual. Should the employee/Trainee choose treatment, MD Anderson offers confidential assistance through the EAP (see [Employee Assistance Program Policy \(UTMDACC Institutional Policy # ADM0275\)](#)). The employee's/Trainee's performance is the basis for continued employment/appointment; participation in a treatment or rehabilitation program does not guarantee continued employment.

Although MD Anderson is willing to assist employees/Trainees in overcoming drug or alcohol addictions, illegal drug related activities on MD Anderson's property or while on company business constitute misconduct and are subject to discipline up to and including termination of employment/appointment.

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## SCOPE

This policy applies to all Post-Offer Applicants to include faculty, administrative staff, classified employees, and Covered Trainees, as defined herein.

Employees whose positions are subject to the provisions of state and federal mandates (*i.e.*, the Texas Motor Carrier Safety Regulations, Sections 391.81 - 391.123; the Department of Transportation (DOT), Title 49 CFR, Section 382) have additional testing requirements. Procedures for DOT testing are listed separately in Section 5.0 of this policy.

School of Health Professions applicants and students are subject to 51.842 of the Education Code and are excluded only from the tobacco compound testing requirement.

The provisions of this policy do not relieve an employee/Trainee from requirements in other UT System or MD Anderson drug and alcohol policies.

Compliance with this policy is the responsibility of all faculty, Trainees/students, and other members of MD Anderson's workforce.

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## TARGET AUDIENCE

The target audience for this policy includes, but is not limited to:

- All Post-Offer Applicants to include faculty, administrative staff, classified employees, and Covered Trainees, as defined herein.
- All faculty, Trainees/students, and other members of MD Anderson's workforce.

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## DEFINITIONS

**Collection Site:** The designated Substance Abuse and Mental Health Service Administration (SAMHSA) prepared facility utilized to collect blood and/or urine samples from employees and applicants. A trained breath alcohol technician is a requirement at some sites.

# Appendix I: ADM0309

**Confirmation of Drug Test Results:** The retesting of a urine or blood sample using gas chromatography/mass spectrometry (GC/MS) to confirm the screening test results.

**Covered Trainee:** For the purpose of this policy, to include all Trainees who are compensated and benefits-eligible, all MD Anderson-based Graduate Medical Education (GME) Residents and Fellows, regardless of compensation status, and all School of Health Professions students.

**Drug Screen / Drug Test / Drug Testing:** A urine drug screening for the purpose of detecting the presence of amphetamine, cocaine, opiates, phencyclidine, and marijuana or their metabolites. Urine drug screening is also performed for compounds of tobacco.

**Employee Assistance Program (EAP):** Provides confidential assistance to employees and their immediate family members to resolve problems that affect their personal lives and performance on the job.

**Evidential Breath Testing Device (EBTD):** The testing device required by the Department of Transportation (DOT) for alcohol testing.

**Medical Review Officer (MRO):** A licensed physician responsible for receiving laboratory results, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with that individual's medical history and any other relevant biomedical information.

**Positive Drug Test:** Test results that are above the federal government's cut-off levels: marijuana (THC), 50 ng/ml; cocaine, 300 ng/ml; amphetamines, 1,000 ng/ml; opiates, 2000 ng/ml; PCP, 25 ng/ml, and cotinine, 200 ng/ml. Alcohol levels above 0.024 are positive under the DOT rules.

**Post-Offer Applicant:** An applicant for employment who has received an offer, but whose hiring process awaits the removal of all contingencies to that offer.

**Random Testing:** Testing that occurs on a randomized schedule determined by a mathematical calculation.

**Reasonable Suspicion:** An articulated belief based on specific facts and reasonable inferences drawn from those facts.

**Substance Abuse and Mental Health Services Administration (formerly National Institute on Drug Abuse) (SAMHSA):** The federal agency responsible for formulating federal drug testing guidelines.

**Trainee:** An individual holding an educational appointment through Academic & VISA Administration regardless of compensation status or benefits eligibility.

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## PROCEDURE

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### 1.0 Pre-Placement

- 1.1 All job offers extended by Human Resources (HR) are contingent upon completion of a negative Drug Screen within five calendar days post offer.
- 1.2 All appointments offered by Academic & VISA Administration (AVA) to faculty and Covered Trainees are contingent on completion of a negative Drug Screen within five days.

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- 1.3 The institutional application forms indicate that MD Anderson conducts pre-placement Drug Testing. Individuals selected for employment/appointment sign a consent form for Drug Testing.

## 2.0 Employees and Covered Trainees

An employee or Covered Trainee removed from duty under the [Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0275\)](#) may be referred for laboratory testing for the presence of illegal drugs or alcohol in the body.

## 3.0 Responsibilities

- 3.1 The Chief Human Resources Officer (CHRO) or designee is responsible for:
  - A. Notifying applicants about the completion of Drug Testing requirements within five calendar (5) days of job offer.
  - B. Receiving the results of Drug Tests for applicants for Classified and Administrative Staff positions.
  - C. Forwarding all Drug Test-related records for employees to Employee Health & Well-being for final retention.
  - D. Ensuring the prominent display of standard notices describing the drug testing policy in employment offices.
  - E. Providing initial communication and training of supervisors for departments covered under the Federal DOT regulations.
- 3.2 The Senior Vice President for Academic Affairs or designee is responsible for all the duties outlined in Sections 1.2, 2.0, and 3.1.A through 3.1.D as they apply to faculty.
- 3.3 The AVP for Academic & Visa Administration or designee is responsible for all the duties outlined in Section 1.2, 2.0, and 3.1.A through 3.1.D as they apply to Covered Trainees.
- 3.4 The Executive Director of Employee Health & Well-being or designee is responsible for:
  - A. Issuing a request for the contract and managing the contract given to a Drug Testing administration company.
  - B. Receiving the results of Drug Tests for faculty applicants.  
  
Maintaining all test result files—all Drug Test results are filed in the occupational health data management system.
  - C. Notifying the appropriate Texas licensing board of results of a positive test for an applicant/trainee.
- 3.5 The Drug Testing administration company is responsible for coordination of the different aspects of the Drug Testing process including setting up courier service, collection service, lab testing services, and Medical Review Officer (MRO) services.

## Appendix I: ADM0309

- 3.6 The testing laboratory is responsible for:
- A. Reporting all negative test results;
  - B. Confirmation of Drug Test Results;
  - C. Holding and storing all confirmed positive test samples;
  - D. Sending original samples for retest to another reference lab chosen by the drug test administration company;
  - E. Coordinating the retesting of Post-Offer Applicants if necessary;
  - F. Maintaining statistical data on Post-Offer Applicants referred for testing; and
  - G. Maintaining applicant test records.
- 3.7 The MRO is responsible for:
- A. Receiving all Positive Drug Test results.
  - B. Reviewing, interpreting, and confirming Positive Drug Test results. This review includes examining alternate medical explanations for a positive test result. Upon confirmation of a Positive Drug Test:
    - The MRO notifies the CHRO or designee when an applicant for a Classified or Administrative Staff position has a confirmed positive test result, or the Director of Employee Health & Well-being or designee if the applicant is for a faculty position or Covered Trainee appointment.
    - The MRO provides the test results for a confirmed positive test to the applicant. The MRO directs the applicant to telephone Employee Health & Well-being if there is interest in the performance of a second urine test on the original urine sample (at applicant's expense).
    - Post-Offer Applicants / Covered Trainees who have a confirmed positive test result will have their hiring/appointment process terminated.
    - Post-Offer Applicants/Covered Trainees who have a confirmed positive test for metabolites of nicotine but who indicate that they are tobacco-free will have their samples tested for additional compounds of tobacco. Applicants/Covered Trainees with a confirmed positive test for additional tobacco compounds will have their hiring/appointment process terminated.
- 3.8 Departmental managers are responsible for:
- A. Ascertaining clearance that confirms a negative Drug Test before allowing any employee to start work.
  - B. Enforcing all applicable provisions in this policy.
- 3.9 All Post-Offer Applicants, Covered Trainees, and employees are responsible for:
- A. Complying with procedures outlined in this policy and assisting in keeping the workplace drug free.

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- B. Signing the *Consent Form* by which they consent to Drug Testing and acknowledge the reporting of confirmed positive results to any applicable licensing board and to any judicial or administrative proceeding. In addition:
- Post-Offer Applicants / Covered Trainees who refuse to consent to a Drug Test will have their hiring/appointment process terminated.
  - Post-Offer Applicants / Covered Trainees who fail to show for their scheduled Drug Screen appointment may have their hiring/appointment process terminated. "No shows" for Drug Screens must be rescheduled for the next business day.
  - For employees and Covered Trainees, consenting to a requested Drug Test is a condition of continued employment/appointment.
  - Upon reviewing the notice of the requirement, refusal to submit includes failure to provide adequate urine for controlled substances testing without a valid medical explanation, and/or engaging in conduct that clearly obstructs the testing process.
- C. Presenting their *Consent Form* and photo-identification to the Collection Site. The Collection Site confirms that the applicant/ Covered Trainee reported for the test and collects a urine specimen from the applicant in accordance with the requirements outlined in the *Guidelines for Federal Workplace Drug Testing Programs*. Using chain of custody procedures, the Collection Site sends the urine specimen to a certified laboratory for testing.

## 4.0 Additional Testing

- 4.1 Any Post-Offer Applicant / Covered Trainee may have another test performed on the original sample (at personal expense) at a certified laboratory approved by MD Anderson. The individual must request the test in writing to the Executive Director of Employee Health & Well-being within seven business days of notification of a positive test.
- 4.2 Confidentiality:
- A. All records relating to the taking of a Drug Test, to an order to take a Drug Test, and information resulting from a Drug Test will be confidential to the extent required by law.
- B. In order to assure individual privacy without compromising the integrity of the test result, MD Anderson utilizes the mandatory *Guidelines for Federal Workplace Drug Testing Programs* for tests covered by this policy (see Volume 53 of the Federal Register, pp. 11979-11989).
- C. Employee Health & Well-being maintains all final records relating to the taking or ordering of an employee / Post-Offer Applicant / Covered Trainee Drug Test in a confidential file. Following applicable laws and regulations, Human Resources and Employee Health & Well-being implement procedures to prevent the unauthorized distribution of the results and the order to take a Drug Test.

## 5.0 Drug Detection and Deterrence Procedure Department of Transportation (DOT)

This section outlines the additional steps and responsibilities required for Applicants or employees in Department of Transportation (DOT) positions that require a commercial driver's license:

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## 5.1 Prohibited Conduct:

### A. Alcohol Related:

- Use or possession of alcohol while on duty that requires the performance of safety-sensitive functions.
- Use of alcohol during the four (4) hours before duty that requires the performance of a safety-sensitive function.
- Having prohibited concentrations of alcohol (0.04 or greater) in the body while on duty that requires the performance of safety-sensitive functions.
- Use of alcohol during the eight (8) hours following an accident that requires a post-accident test or until the employee undergoes a post-accident test, whichever occurs first.

### B. Drug Related:

- Use of controlled substances while holding a position requiring the performance of safety-sensitive functions, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- Testing positive for controlled substances while holding a position requiring the performance of a safety-sensitive function.

### C. Refusal to submit to required testing.

### D. Permitting a subordinate employee to perform or continue to perform safety-sensitive functions when the supervisor has actual knowledge that a driver has engaged in prohibited conduct..

## 5.2 Required Testing:

### A. Pre-Placement Testing:

A controlled substance test given post-offer; placement is contingent on verified negative results.

### B. Post-accident testing is required:

- If the accident involves a human fatality.
- If the CMV driver receives a citation for a moving traffic violation and either of the following is involved:
  - Bodily injury with immediate medical treatment away from the scene; or
  - Disabling damage to any motor vehicle requiring tow away.

### C. The timings of post-accident tests are as follows:

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- For alcohol:  
Within two hours; if not, reasons documented. If not within eight hours, cease attempts and document reasons.
- For drugs:  
Within 32 hours; if not, cease attempts and document reasons.

## D. Random Testing:

- Frequency and number of required tests are as follows:
  - For alcohol:  
25% annually of the average number of covered positions (a driver will only be tested just before, just after, or while performing safety-sensitive functions);
  - For drugs:  
50% annually of the average number of covered positions.
- Method of Selection:  
Scientifically valid random method with each covered individual having an equal chance of being tested each time.
- Test administration dates are unannounced and spread reasonably throughout the year.
- Once notified of selection for Random Testing, the employee must proceed to the testing site as soon as possible.

## E. Reasonable Suspicion testing:

- The department requests a test for a driver when a trained supervisor's observation leads to Reasonable Suspicion that the driver is not in compliance with this policy. The supervisor makes this observation just preceding, during, or just after the period of the work day that the driver must be in compliance.
- Test administration times will be as follows:
  - For alcohol:  
Within two hours; if not, document reasons. If not within eight hours, cease attempts and document reasons for the failure. If test is not administrated in a timely manner, an employee may not perform safety-sensitive functions until 24 hours have elapsed following the Reasonable Suspicion determination.
  - For drugs:  
Supervisor's written observations, which led to the test, documented and signed within 24 hours or before the verified test results are released, whichever is earlier.



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## F. Return to duty/follow up testing:

- Before an employee is allowed to return to duty following successful completion of a substance abuse rehabilitation program, the employee must receive negative results on a return-to-duty Drug Screen test.
- Administer unannounced follow-up tests as directed by a substance abuse professional (not less than six tests in the first 12 months following return to duty, and not to exceed 60 months from date of return to duty).

## 5.3 Record Keeping:

### A. Retention Time:

- Documents related to verified positive controlled substance test results and alcohol test results indicating an alcohol concentration of 0.02 or greater (five years).
- Documentation related to refusals to take required tests (five years).
- Calibration documentation (five years).
- Records related to driver evaluations and referrals (five years).
- Annual calendar year summaries (five years).
- Records related to collection process (two years).
- Training records (two years after employee ceases to perform functions related to training).
- Documents related to negative or canceled tests (one year).
- Alcohol test results less than 0.02 (one year).

### B. An authorized representative must make records available to the Federal Highway Administration.

### C. Confidentiality/Disclosure:

- Records are confidential and will be maintained in a secure manner by Employee Health & Well-being in the occupational health data management system.
- Disclosures may be made to (1) an affected employee upon written request, (2) subsequent employers upon written request from the ex-employee, and (3) to DOT agency upon request.

## 5.4 Employee Notice:

### A. Prior to entering the DOT program, an employee is given information about the program:

- The employee receives educational materials explaining the requirements of the law and the MD Anderson's policies and procedures. Information includes:
  - Identity of employee(s) who can answer questions;
  - Drivers who are subject to the requirements;

- Sufficient information regarding the period of the day the driver is required to be in compliance;
  - Testing procedures;
  - Post-accident information, procedures, and instructions;
  - Requirement to submit to testing and consequences of failing to submit;
  - Consequences for drivers found to have engaged in conduct prohibited by this policy;
  - Information regarding effects of alcohol and controlled substance use on an individual's health, work, and personal life;
  - Signs and symptoms of a problem; and
  - Available methods of intervening.
- Affected employee(s) sign a certificate stating the receipt of this information.
- B. During the program, communication efforts will be made to:
- Notify employees with verified positive results on the controlled substance tests.
  - Notify employees or ex-employees to contact the MRO within 24 hours if the MRO requests the employee to do so.
  - Notify employees (who have engaged in prohibited conduct) of resources available including names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.

#### 5.5 Training:

Supervisors designated to determine Reasonable Suspicion, will be trained in:

- A. Alcohol misuse (60 minutes); and
- B. Controlled substances use (60 minutes).

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**ATTACHMENTS/LINKS**

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None.

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**RELATED POLICIES**

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[Employee Assistance Program Policy \(UTMDACC Institutional Policy # ADM0275\)](#)

[Fitness for Duty Policy \(UTMDACC Institutional Policy # ADM0274\)](#)

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**JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS**

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"The hospital maintains accurate health information." Standard: IM.04.01.01. Comprehensive Accreditation Manual for Hospitals (CAMH), July 2014.

"The hospital maintains complete and accurate medical records for each individual patient." Standard: RC.01.01.01. Comprehensive Accreditation Manual for Hospitals (CAMH), July 2014.

"The hospital manages safety and security risks." Standard: EC.02.01.01. Comprehensive Accreditation Manual for Hospitals (CAMH), July 2014.

"The hospital respects, protects, and promotes patient rights." Standard: RI.01.01.01. Comprehensive Accreditation Manual for Hospitals (CAMH), July 2014.

"The hospital verifies staff qualifications." Standard: HR.01.02.05. Comprehensive Accreditation Manual for Hospitals (CAMH), July 2014.

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**OTHER RELATED ACCREDITATION / REGULATORY STANDARDS**

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None.

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**REFERENCES**

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None.

# Appendix I: ADM0309

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## **POLICY APPROVAL**

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Approved With Revisions Date: 01/01/2015

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## **RESPONSIBLE DEPARTMENT(S)**

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Human Resources

# Appendix J: ADM1097



UTMDACC INSTITUTIONAL POLICY # ADM1097

## EMERGENCY NOTIFICATION POLICY

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### PURPOSE

The purpose of this policy is to establish requirements for all employees concerning their mandatory participation in the institutional Emergency notification system.

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### POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) that a comprehensive Emergency notification system is in place that requires all employees to participate in the notification process in accordance with the content of this policy and any subsequent or additional Emergency instructions provided by the institution.

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### SCOPE

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson's workforce.

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### TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all faculty, trainees/students, and other members of MD Anderson's workforce.

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### DEFINITIONS

**Clery Act:** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the federal law that requires institutions participating in federal Title IV student aid programs to disclose information about crime on and around their campuses. The Clery Act applies to most institutions of higher education, public and private, and it is enforced by the U.S. Department of Education.

**Emergency:** A natural or man-made event that (1) significantly disrupts the environment of care (*e.g.*, damage to the institution's building(s) and grounds due to severe winds, storms, and hurricanes); (2) significantly disrupts care, treatment, services, and research endeavors (*e.g.*, loss of utilities, such as power, water, or telephones as a result of floods, civil disturbances, accidents, or emergencies within the institution or in its community); or (3) results in sudden, significantly changed or increased demands for the hospital's services (*e.g.*, bioterrorist attack, building collapse, plane crash in the institution's vicinity). This also includes any unforeseen circumstance posing an imminent threat to the safety and security of employees, patients, or visitors, including but not limited to, instances involving an armed or hostile intruder on any area of the entire MD Anderson campus and its extended campus locations. An Emergency can involve any area of the MD Anderson campus or its extended campus including, but not limited to, MD Anderson research, administrative, care, service, treatment, and auxiliary areas as well as MD Anderson campuses in Smithville, Bastrop, and satellite locations.

# Appendix J: ADM1097

**MD Anderson Alert:** A Web-based, mass notification system that allows MD Anderson to send brief Emergency messages to employees and students anywhere and at any given time through various communication devices.

**MD Anderson Alert Supplements:** Existing Emergency communication tools used by MD Anderson.

**MD Anderson Employees:** All employees of MD Anderson who are not considered students or contingent workers by title or rank.

**RING Line:** Information line (713-792-7464) used to provide employees at the Houston campus with information in the event of an Emergency. Smithville and Bastrop campuses have a separate information line.

**Shelter in Place:** Shelter in place is an order to stay where you are as safely as possible. Shelter in place is used when conditions outside your location may be more dangerous than staying in place such as an active shooter, severe weather event, or hazardous material incident.

**Triage Officers:** Assigned individuals with responsibility for authorizing escalations to Emergency Severity Levels Two (2) and Three (3).

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## PROCEDURE

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### 1.0 MD Anderson Employee Emergency Contact Information

- 1.1 Employees must enter, maintain, and never remove their contact information for institutionally provided devices linked to the PeopleSoft system, which include, but may not be limited to:
  - A. Institutional email addresses.
  - B. Pager numbers.
  - C. BlackBerry device contact information.
  - D. Smart devices paid for through any institutional funding process.
- 1.2 Employees are encouraged to include personal cell phones, home phones, and personal email addresses, where available, in the PeopleSoft program by entering this information through *myHR*.

### 2.0 Opting Out of the Emergency Notification System

- 2.1 Employees will be able to remove personal contact information (e.g., home phone numbers, personal email addresses) through *myHR*.
- 2.2 Employees who do remove their personal contact information may not receive notification of emergencies in a timely manner and should understand the risks of not receiving Emergency information.

### 3.0 Timely and Emergency Communications

- 3.1 In addition to the Emergency notification system, employees also receive communications during emergencies through building intercom systems, email, the RING Line (713-792-7464), MDA-TV-Channel 20, MD Anderson's internal intranet, the Emergency Alert internal blog, and MD Anderson's external internet website.
- 3.2 The triage officer(s) will authorize distribution of pertinent information and updates during emergencies affecting MD Anderson.

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Note: Emergency responses and evacuation procedures will be handled in accordance with MD Anderson's [Emergency Operations Plan](#).

- 3.3 The University of Texas at Houston Police Department at Houston (UTP-H) will make information regarding campus crime and crime-related problems available to the university community through various means, including the Crime Alert bulletins ([R668.46(b)(2)(i)]) and the [Clery Act Policy on Reporting Criminal Activity \(UTMDACC Institutional Policy # ADM1104\)](#)
- 3.4 The UTP-H Police Communication Center will send out Emergency notifications to all MD Anderson Staff, Faculty, and Students for crimes and incidents outlined in the Clery Act for events with an immediate risk to life safety (as noted below) an Emergency message using the "Everbridge" system:
  - A. Active shooter.
  - B. Murder.
  - C. Kidnapping.
  - D. Aggravated assault.
  - E. Bomb threats.
  - F. Civil unrest or rioting.
  - G. Any offense using a deadly weapon.
  - H. Missing children or adults.
  - I. Hazardous chemical spills in the public domain off of UT property that may impact MD Anderson.
  - J. Any emergency requiring Severity Level escalation (see the [Emergency Severity Categories \(UTMDACC Institutional Policy # ADM0202\)](#)).
  - K. Evacuations, as needed, to address life safety or law enforcement events.
- 3.5 For all other events identified by the Clery act, timely warnings will be sent via Crime bulletin messages by UTP-H. These crimes and events include:
  - A. Robbery.
  - B. Arson.
  - C. Burglary.
  - D. Motor vehicle theft.
  - E. Hate crimes (other than aggravated assaults).
  - F. Trends and patterns of criminal behavior regardless of the nature of the crime.
  - G. Known threats to the campus based on crime information.
  - H. Non-criminal safety concerns not otherwise transmitted by Environmental Health and Safety (EH&S) or through notifications sent by the Facilities Operations Center.

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- 3.6 All other notifications for natural and man-made disasters will be sent by MD Anderson's Facilities Operations Center Monitoring Services group through the Everbridge notification system. These notifications will include, but are not limited to:
- A. Catastrophic event requiring evacuation or Shelter in Place.
  - B. Severe weather.
  - C. Spills and chemical releases.
  - D. Fire or explosion, and any related potential threat to safety.
  - E. Changes in utility availability and status including, but not limited to, medical gas, water, and other utilities.
  - F. Evacuations, as needed, to address life safety or law enforcement events.
  - G. Pertinent emergency information to MD Anderson campuses in Smithville, Bastrop, and additional MD Anderson locations, as needed or appropriate.
  - H. Any emergency requiring Severity Level escalation (see the [Emergency Severity Categories \(UTMDACC Institutional Policy # ADM0202\)](#)).

### 4.0 Responding to an MD Anderson Alert Message

Regardless of the source of the Emergency notification, when such a notification is received, all employees are required to:

- 4.1 Follow all directions provided in the notifications and messages.
- 4.2 Confirm the receipt of the message through their message-receiving device or email when in a safe situation and when prompted to do so.
- 4.3 Follow the appropriate Emergency plan, depending on the notification and immediate situation.
- 4.4 Implement their plan or communicate the event to visitors, patients, other employees, and contractors in their area, if asked to do so.
- 4.5 Evacuate the building they are in or Shelter in Place, depending on the Emergency and as directed to do so.



# Appendix J: ADM1097

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## ATTACHMENTS/LINKS

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[Emergency Operations Plan](#)

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## RELATED POLICIES

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[Clery Act Policy on Reporting Criminal Activity \(UTMDACC Institutional Policy # ADM1104\)](#)

[Emergency Severity Categories \(UTMDACC Institutional Policy # ADM0202\)](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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EM.02.02.01:

"As part of its Emergency Operations Plan, the hospital prepares for how it will communicate during emergencies." *Comprehensive Accreditation Manual for Hospitals (CAMH)*, 2016.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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None.

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## REFERENCES

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None.

# Appendix J: ADM1097

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## **POLICY APPROVAL**

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Approved With Revisions Date: 06/27/2016

Approved Without Revisions Date:

Implementation Date: 06/27/2016

Version: 10.0

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## **RESPONSIBLE DEPARTMENT(S)**

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Environmental Health & Safety

# Appendix K: ADM1104



UTMDACC INSTITUTIONAL POLICY # ADM1104

## CLERY ACT POLICY ON REPORTING CRIMINAL ACTIVITY

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### PURPOSE

The purpose of this policy is to inform all employees and educational trainees about campus security and about reporting criminal activity on Campus.

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### POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) that The University of Texas Police Department at Houston (UTP-H) is charged with the overall security at MD Anderson and the collection of specified information on campus crime statistics and security measures. In accordance with the Clery Act, UTP-H annually and upon request reports such information to all students, Academic and Visa Administration - Trainee (AVA-Trainee) educational trainees, employees, and interested persons.

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### SCOPE

This policy applies to all MD Anderson Workforce Members, including, AVA-Trainee educational trainees and students enrolled at the School of Health Professions.

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### TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all Workforce Members, including, AVA-Trainee educational trainees and students enrolled at the School of Health Professions.

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### DEFINITIONS

**Campus:** Any building or property owned or controlled by MD Anderson within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Campus also includes any building or property that is within or reasonably contiguous to the area, that is owned by the institution but controlled by another person, is frequently used by trainees and students, and supports institutional purposes (such as a food or other retail vendor). This includes, but is not limited to, Texas facilities such as Smithville, Bastrop, and MD Anderson's Regional Care Centers.

**Campus Security Authorities:** The Associate Vice President Academic and Visa Administration (AVP AVA) and designated school authorities responsible for student conduct, who take disciplinary action against trainees and students for conduct involving alcohol, drug, or weapon violations.

**Clery Act:** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the federal law that requires institutions participating in federal Title IV student aid

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programs to disclose information about crime on and around their campuses. It applies to most institutions of higher education, both public and private, and it is enforced by the U.S. Department of Education.

**Crime:** For the purposes of this policy, see Section 6.2 below.

**Emergency:** For the purposes of this policy, emergency is defined as an immediate threat to the health or safety of trainees, students or employees occurring on MD Anderson's Campus.

**Key Card:** Includes keys, key cards, identification badges, and other devices that are used to control access to work or storage areas or access to buildings, building floors, departments, and sections of departments. (See: [Key Control Policy \(UTMDACC Institutional Policy # ADM0239\)](#).)

**Know:** For purposes of this policy, the term means that a person, with respect to information:

- Has actual knowledge of the information;
- Acts in deliberate ignorance of the truth or falsity of the information; or
- Acts in reckless disregard of the truth or falsity of the information.

No proof of specific intent to defraud is required.

**Workforce Member:** See [HIPAA Definitions Plan](#)

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## PROCEDURE

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### 1.0 Campus Security and Access

- 1.1 UTP-H's enforcement authority and primary jurisdiction is set out in MD Anderson's [UT Police Houston Services Policy \(UTMDACC Institutional Policy # ADM0240\)](#). Among other things, UTP-H is responsible for maintaining security for all MD Anderson owned or leased buildings on a 24-hour, seven-day-a-week basis.
- 1.2 All Workforce Members and AVA-Trainee educational trainees and students who know (as defined above) of an offense have a duty to promptly and accurately report all crimes to UTP-H at 713-792-2890 or from any of the emergency telephones (marked in blue bubbles) located outside all buildings or through other means (e.g., e-mail and fax).
- 1.3 Active security awareness by all Workforce Members, including AVA-Trainee educational trainees and students, is an important element for maintaining a secure environment. All educational trainees and students, visitors, and Workforce Members must recognize, appraise, and initiate realistic security measures to reduce crime risks. In addition, all educational trainees and students, visitors, and Workforce Members must report security situations or concerns, as appropriate, to UTP-H. In accordance with the [Identification \(ID\) Badge Policy \(UTMDACC Institutional Policy # ADM0282\)](#), all MD Anderson Workforce Members must display an MD Anderson issued identification badge while on MD Anderson's Campus and/or in any associated parking facility. Other university community members must display an official identification badge issued by their institution while on MD Anderson's Campus and/or in any associated parking facility. Additionally, the conscientious use of security devices such as locks and/or Key Cards by all university community members is essential to maintaining a secure environment.

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- 1.4 To enhance existing campus security, MD Anderson has installed security devices around Campus, such as Key Cards. Tampering with, or the disabling of, an MD Anderson Key Card is cause for arrest and/or disciplinary action up to and including termination of employment or expulsion. (See MD Anderson's [UTP-H Services Policy \(UTMDACC Institutional Policy # ADM0240\)](#), [Key Control Policy \(UTMDACC Institutional Policy # ADM0239\)](#), and [Identification \(ID\) Badge Policy \(UTMDACC Institutional Policy # ADM0282\)](#))

### 2.0 Reporting Criminal Activity on Campus

- 2.1 Reports to UTP-H or MD Anderson made by victims or witnesses of crimes are encouraged and are made on a voluntary basis and will be treated in a confidential manner. Additional information regarding the reporting of threats or incidences of violence can be found in MD Anderson's [Violence on Campus Policy \(UTMDACC Institutional Policy # ACA0069\)](#) and [Workplace Violence Prevention Policy \(UTMDACC Institutional Policy # ADM0257\)](#).
- 2.2 UTP-H collects specified information on campus crime statistics and security measures and reports this information to students, Workforce Members, AVA-Trainee educational trainees, and interested persons (e.g., prospective students and prospective employees).
- A. The following individuals are required to report crimes and offenses to UTP-H, if UTP-H has not already been made aware of the crime or offense:
- Department chairs, supervisors, and designated school authorities responsible for student and AVA-Trainee educational trainees conduct, who take disciplinary action against Workforce Members, students, and AVA-Trainee educational trainees for conduct involving alcohol, drug, or weapon violations, which are also a violation of the law, and for which a sanction may be imposed.
  - Any MD Anderson Workforce Member to whom a criminal offense is reported by another MD Anderson Workforce Member, AVA-trainee educational trainees, or student. Professional counselors and pastoral counselors employed by the university may be exempted from this requirement.
  - Any university official (AVP AVA) who has significant responsibility for student, AVA-Trainee educational trainees, and Campus activities, including a faculty advisor to a student or AVA-Trainee educational trainee.

### 3.0 Sex Offenses

- 3.1 Victims of on-Campus sex offenses are encouraged to report the incident to UTP-H by calling 911 or 713-792-2890. It is important to contact authorities immediately to aid in completing an investigation and preserving evidence. MD Anderson Workforce Members will assist a student or AVA-Trainee educational trainees to contact these authorities, upon request. The University of Texas (UT) Health Services (713-500-3267) as well as the Hermann Hospital Emergency Room (713-704-4060) make available the services of medical personnel specially trained in treating victims of sexual offense. Victims who are AVA-Trainee educational trainees are also encouraged to contact the Associate Vice President for Academic and Visa Administration – Trainee.
- 3.2 Victims of off-Campus sex offenses are encouraged to report the incident to the Houston Police Department (UTP-H) by calling 911 or 713-884-3131, or an appropriate law enforcement agency with jurisdiction over the site of the sexual offense. UTP-H and other Campus Security Authorities will assist the victim, if requested. Victims who are students or AVA-Trainee educational trainees are also encouraged to contact the Associate Vice President for Academic and Visa Administration - Trainee.

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- 3.3 MD Anderson, with the assistance of the Associate Vice President for Academic and Visa Administration – Trainee (AVA-Trainee), will assist any student or AVA-Trainee educational trainees who has been the victim of a sexual offense in exercising the option to change academic living situations after an incident at the victim's request and if such changes are reasonably available.
- 3.4 The following resource materials and information that promote awareness about the crime of sexual assault (1) explain steps that can be taken to prevent this crime; (2) explain the institution's position regarding the rights of both a complainant and accused in a sexual assault complaint; and (3) are available to Workforce Members, students, and AVA-Trainee educational trainees:
  - A. AVA-Trainee will make available information regarding this policy on its Web site. Students and AVA-Trainee educational trainees may also contact the AVA-Trainee for more information about this policy and related procedures.
  - B. The MD Anderson Employee Assistance Program provides Workforce Members, students, and AVA-Trainee educational trainees with sexual assault counseling as well as information about resources and support services available in the community.
  - C. UTP-H provides information and brochures on Crime Victim Compensation and Assault Awareness programs and makes available presentations on sexual assault and sexual assault prevention to interested students, AVA-Trainee educational trainees, and MD Anderson Workforce Members.

### 4.0 Procedures Victims of Sexual Offense Should Follow

- 4.1 At the scene of a sexual offense, it is unknown where evidence may be captured; therefore, for the purposes of preserving evidence, victims of sexual offenses are discouraged from bathing, douching, urinating, defecating, changing clothes, or cleaning house until cleared by medical and law enforcement personnel. This may help police services preserve evidence about the offense that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
- 4.2 Call 911 or 713-792-2890 immediately to report the offense to UTP-H or call 713- 884-3131 to report the offense to UTP-H and to receive medical treatment. Reporting the offense immediately to the police can increase the chance of apprehension/prosecution.
- 4.3 Students and AVA-Trainee educational trainees alleging sexual offense may file a complaint against the accused with the Associate Vice President of Academic and Visa Administration – Trainee (AVA-Trainee). If the accused assailant is a student, AVA-Trainee educational trainee, or MD Anderson Workforce Member, disciplinary proceedings that may take place pursuant to this policy will be conducted in accordance with MD Anderson's [AVA-Trainee Disciplinary Actions and Appeals Policy \(UTMDACC Institutional Policy # ACA0068\)](#) and/or MD Anderson's [Disciplinary Action Policy \(UTMDACC Institutional Policy # ADM0256\)](#).
- 4.4 Both the accuser and the accused shall be informed of the outcome of any Campus disciplinary proceedings alleging sexual offense. Disciplinary action against anyone who perpetrates a sexual offense may include dismissal or termination, as appropriate. Administrative action by the institution may not affect the course of a related criminal investigation.

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### 5.0 Timely and Emergency Communications

- 5.1 Timely information regarding Campus crime and crime-related problems are made available to the MD Anderson community by UTP-H through various means, including the Crime Alert Bulletins which are updated regularly.
- 5.2 MD Anderson operates under an all-hazard Emergency plan. Incident Officers and Emergency Plan Officers are notified as each situation escalates in severity.
- 5.3 MD Anderson community members can receive Emergency notifications through the institution's mass notification system. The system allows for notifications to certain devices/portals designated by Workforce Members, including certain AVA-Trainee educational trainees and students, and listed by MD Anderson in PeopleSoft.
- 5.4 The mass notification system supplements existing Emergency communication tools used by The University of Texas MD Anderson Cancer Center. During emergencies, messages still will be communicated through building PA systems, e-mail, RING Line (713-792-7464), MDA-TV-Channel 20, the intranet, and the Emergency internal blog and Internet sites.

Note: Emergency responses and evacuation procedures will be handled in accordance with MD Anderson's Emergency Operations Plan. Timely and Emergency communications will be handled in accordance with MD Anderson's [Emergency Notification Policy \(UTMDACC Institutional Policy # ADM1097\)](#).

### 6.0 Annual Security and Fire Safety Report

- 6.1 No later than October 1 of each year, UTP-H will publish and make available an annual report of Campus security policies (including current policies concerning Campus law enforcement) and crime statistics to all current students, AVA-Trainee educational trainees, and MD Anderson Workforce Members and will submit a copy of the report to the Secretary of Education, Academic and Visa Administration – Trainee (AVA-Trainee) and the School of Health Professions will provide notice of the availability of the report to prospective students and prospective AVA-Trainee educational trainees. Human Resources will provide notice of the availability of the report to prospective employees. Additionally, each school will post notice of the report on their websites. Upon request, UTP-H will provide a full copy of the report to current and prospective students, AVA-Trainee educational trainees, employees or the Texas Higher Education Coordinating Board.
- 6.2 The annual campus crime statistics report will include all information required by law and related to:
  - A. Murders/Non-Negligent Manslaughter.
  - B. Negligent Manslaughter.
  - C. Sex Offenses, Forcible.
  - D. Sex Offenses, Non-Forcible.
  - E. Robbery.
  - F. Aggravated Assault.
  - G. Burglary.
  - H. Motor Vehicle Theft.

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- I. Arson.
- J. Hate Crimes, including, but not limited to:
  - Larceny-theft;
  - Simple assault;
  - Intimidation; and
  - Destruction/damage/vandalism of property.
- K. Arrests for liquor law violations, drug law violations, and illegal weapons possession.
- L. Arrests/Referrals for Disciplinary Action.

6.3 The [Annual Security Report](http://www.mdanderson.org/utpd/crime-statistics-utpd.html) may also be accessed on the UTP-H Web site at the following url: <http://www.mdanderson.org/utpd/crime-statistics-utpd.html>

### 7.0 Record-keeping Requirements

UTP-H will retain the records on crime statistics for three (3) years following the last year the information was included in the annual report, which means that at least seven (7) years of data regarding crime statistics will be maintained by UTP-H.

### 8.0 Campus Crime Log

UTP-H will keep a daily log that records crimes by their nature, date, time, general location, and disposition of complaint. **Such crimes include the illegal or otherwise prohibited possession, use, and sale of alcoholic beverages and/or illegal drugs on Campus** The crime log for the most recent 60-day period is open to public inspection during normal business hours. UTP-H will make any portion of the log older than 60 days available within two (2) business days of a request. Disclosure of the log will not be made if release of the information would:

- 8.1 Be prohibited by law;
- 8.2 Jeopardize the confidentiality of the victim;
- 8.3 Jeopardize an ongoing criminal investigation;
- 8.4 Jeopardize the safety of an individual;
- 8.5 Cause a suspect to flee or evade detection; or
- 8.6 Result in the destruction of evidence.



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## ATTACHMENTS / LINKS

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[Annual Security Report](#)

[HIPAA Definitions Plan \(Attachment # ATT0699\)](#)

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## RELATED POLICIES

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[Appendix E-2 Civil Disturbance Plan \(UTMDACC Institutional Policy # ADM0187\)](#)

[AVA-Trainee Disciplinary Actions and Appeals Policy \(UTMDACC Institutional Policy # ACA0068\)](#)

[Building Exteriors and Ground Safety Policy \(UTMDACC Institutional Policy # ADM0219\)](#)

[Disciplinary Action Policy \(UTMDACC Institutional Policy # ADM0256\)](#)

[Drug-Free Campus & Workplace Policy \(UTMDACC Institutional Policy # ADM0278\)](#)

[Emergency Notification Policy \(UTMDACC Institutional Policy # ADM1097\)](#)

[Emergency Plan Flip Chart \(UTMDACC Institutional Policy # ADM0203\)](#)

[Employee Assistance Program Policy \(UTMDACC Institutional Policy # ADM0275\)](#)

[Identification \(ID\) Badge Policy \(UTMDACC Institutional Policy # ADM0282\)](#)

[Key Control Policy \(UTMDACC Institutional Policy # ADM0239\)](#)

[Sexual Harassment and Sexual Misconduct Prevention Policy \(UTMDACC Institutional Policy # ADM0285\)](#)

[UT Police Houston Services Policy \(UTMDACC Institutional Policy # ADM0240\)](#)

[Violence on Campus Policy \(UTMDACC Institutional Policy # ACA0069\)](#)

[Workplace Violence Prevention Policy \(UTMDACC Institutional Policy # ADM0257\)](#)

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## JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

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None.

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## OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

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31 USC §3729(b).

34 C.F.R. §668.46(a).

34 C.F.R. §668.46(b).

34 C.F.R. §668.46(b)(2).

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34 C.F.R. §668.46(b)(2)(i).

34 C.F.R. §668.46(b)(2)(ii).

34 C.F.R. §668.46(b)(2)(iii).

34 C.F.R. §668.46(b)(3).

34 C.F.R. §668.46(b)(4)(i).

34 C.F.R. §668.46(b)(4)(ii).

34 C.F.R. §668.46(b)(4)(iii).

34 C.F.R. §668.46(b)(5).

34 C.F.R. §668.46(b)(7).

34 C.F.R. §668.46(b)(8).

34 C.F.R. §668.46(b)(9).

34 C.F.R. §668.46(b)(11).

34 C.F.R. §668.46(b)(b)(3).

34 C.F.R. §668.46(e)(3) – see 74 Fed. Reg. No. 208 p 55901, 55945 – Oct 29, 2009.

34 CFR §668.46(g).

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### REFERENCES

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Institutional Security Policies and Crime Statistics, 34 C.F.R. § 668.46 (2010).

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## **POLICY APPROVAL**

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Approved With Revisions Date: 07/03/2015

Approved Without Revisions Date:

Implementation Date: 07/03/2015

Version: 20.0

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## **RESPONSIBLE DEPARTMENT(S)**

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The UT Police Department at Houston (UTP-H)

