



Campus Security & Fire Safety Report

2021-2022

Prepared by the **Campus Safety Task Force**

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University of the Southwest

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CAMPUS MAP KEY

- 1. PRAIRIE DOG CROSSING
- 2. MAIN PARKING LOT
- 3. RESIDENCE HALLS
- 4. SCARBOROUGH MEMORIAL LIBRARY
CAREER SERVICES (CASTLE)
 - Campus Ministry
 - Computer Lab
 - Study Hall
- 5. FADKE ARTS & SCIENCE BUILDING
SCHOOL OF ARTS & SCIENCES
 - Classrooms
 - Faculty Offices
 - Science Labs
- 6. JAKE WILLIAMS BASEBALL FIELD

7. JOAN TUCKER CENTER FOR BUSINESS & FREE ENTERPRISE EDUCATION SCHOOL OF BUSINESS

- Business Advising
 - Computer Lab
 - Faculty Offices
- ### 8. MABEE PHYSICAL FITNESS CENTER
- Intramural Activities
- ### 9. BILL DANIELS CAMPUS CENTER CAMPUS POST OFFICE
- Campus Meeting Room
 - Dining Services
 - Game Room
 - Student Lounge
 - Student Life Office
- ### 10. MABEE SOUTHWEST HERITAGE CENTER CHAPEL / THEATER

11. MABEE CENTER FOR TEACHING & LEARNING SCHOOL OF EDUCATION

- Computer Lab
- Information Technology (IT)
- Parking Permit
- Student ID
- Office of Special Services

12. BOB MORAN SOCCER FIELD

13. J.L. BURKE ADMINISTRATION BUILDING

- Office of the President
- Office of the Provost/Academic Affairs
- Office of Enrollment Management
 - Admissions
 - Financial Aid
 - Registrar
 - Registration
- Student Billing Services
- Human Resources
- Payroll

14. MADDOX STUDENT LIFE CENTER

- Athletic Training
- Classroom
- Gymnasium
- Prayer Room
- Safety & Security
- Weight Room

15. CAMPUS APARTMENTS

- ### 16. THELMA LINAM WEBBER BUILDING
- Athletic Offices
 - Development & Alumni Services

Figure 1. University of the Southwest Campus Map

USW at a Glance

Mission	University of the Southwest (USW) is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing faith, responsibility, and initiative.
Location	USW is located at 6610 Lovington Hwy in Hobbs, New Mexico .
Accreditation	USW is an accredited member of the Higher Learning Commission . Accreditation was first granted in 1980 and remains active.
Degree Programs	Undergraduate: 47 majors; Graduate: DBA (5 specializations), MBA (12 specializations), EdD (8 specializations), MSE (9 specializations), MS (9 specializations), and MA (1 specialization). All graduate programs are fully online.

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Campus Security

USW Campus Patrol and Security is devoted to providing the campus community with emergency and non-emergency services in a timely and efficient manner. Members of the security team are proactive in addressing criminal activity and safety concerns. This is accomplished by ethical, well-trained, and dedicated Level III security officers, licensed and certified through the State of New Mexico Authority. They successfully confront criminal activity with powers of arrest and over 14 years of experience in the field of Security and Prevention techniques. The USW Security team is comprised of 2 officers.

This report serves to describe the basic rules and regulations for campus patrol and security officers. The information presented here is subject to revision by the Director of Student Affairs. If revisions are made, all security officers will be notified by delivered, posted, and/or emailed memos.

USW officers are authorized to stop, question, and detain anyone behaving suspiciously, and if appropriate, arrest persons engaged in criminal activity on any campus property and/or surrounding area. The Campus Patrol and Security team maintains regular contact with local, state, and federal law enforcement agencies for the purpose of sharing information concerning known or suspected criminal activity.

USW Campus Patrol and Security has statutory authority to conduct law enforcement activities on its privately-owned property. At any time, security officers have the authority to search vehicles, housing and dorm rooms, school buildings, and personal belongings.

Emergency 9-1-1

Non-Emergency **575.942.5902**

Campus Security Office
Scarborough Memorial Library
6610 N. Lovington Hwy
Hobbs, NM 88240

The university charges the USW Security Department (SD) with the responsibility of maintaining conditions necessary for a safe and secure learning environment and strives for a crime-free campus. USW SD is housed in the Scarborough Memorial Library.

USW has designated a single telephone number to be used for reporting all non-mental health-related emergencies: **575.492.5902**. This telephone number will be answered 24 hours a day, 365 days a year.

If a life and death emergency comes about in the manner of fire, injury, suicide completion, or active shooter, USW security will call **9-1-1**.

Emergencies

Any criminal act or emergency occurring on or in the vicinity of the USW campus should be reported to the USW SD either by phone or in person **without delay**. Within student housing and other campus buildings, Resident Directors (RD) and Resident Assistants (RA) provide a readily accessible means for direct contact with USW SD during an emergency.

USW SD is the authority on campus for all emergencies. Students, faculty, and staff are first asked to call 9-1-1, then the Director of Security, the USW first responder.

Non-Emergencies

The USW SD provides services, including investigating criminal offenses and traffic collisions occurring on university property and handling official reports related to those incidents. **To report a crime that is in progress or a crime that just occurred, call 575. 942.5902.** To report a criminal incident after the fact, in which no one was injured, the suspect has left the area, there does not appear to be any physical evidence, and there are no other circumstances that would necessitate the immediate presence of a police officer, call the USW SD non-emergency number listed above. To report crimes that occur off-campus, contact the Hobbs Police Department at 575.397.9265.

General Policies and Procedures

USW SD learns of off-campus crimes from other local agencies when those agencies request assistance or when they routinely pass on information that may be of mutual interest. Students, faculty, staff, campus guests, and others are requested to cooperate fully with USW SD officers. Failure to cooperate, making a false report, or obstructing an investigation may result in sanctions, fines, or other disciplinary actions by the university or, where applicable, criminal prosecution. All incidents reported to USW Campus Patrol and Security are catalogued in a daily crime log available for inspection upon request at the USW SD main office. This information is also updated weekly on the USW website in the blotter section.

USW SD will promptly and thoroughly investigate all reports of any crime or incident, including threats of (or actual) violence and suspicious individuals or activities. If requested, the reporting party's identity may be kept anonymous and will be protected to the greatest extent possible.

Anyone determined to be responsible for criminal activity or any other conduct that violates USW policies will be subject to prompt disciplinary action, up to and including suspension or dismissal from the university with the possibility of criminal charges filed with the Hobbs Police Department. Where appropriate, disciplinary action will be imposed by the Associate VP of Campus Life and Student Affairs in accordance with established university policies. When information is necessary to aid in

the prevention, detection, or investigation of crimes, the USW community will be informed via flyers posted around campus, email, and the university website.

The university encourages anyone who is the victim of, or witness to, any crime on campus to report the incident to the USW SD promptly. New Mexico state law directs which portions of police reports are released as public record.

USW maintains contact with local and state police agencies to monitor and report any criminal activity at off-campus student functions that are both unofficially and officially recognized by the university.

For the safety of its students, faculty, staff, and guests, University of the Southwest seeks to maintain a closed campus. All University buildings are closed and secured by 10:00 pm, with administrative offices locked at 5:00 pm and academic buildings locked at 8:00 pm. For safety reasons, students are not to remain in closed and secured university buildings after hours unless accompanied by a full-time USW employee.

Crime Statistics

Crime statistics for this report are solicited from all law enforcement agencies that have or share law enforcement jurisdiction, including the Hobbs Police Department and Lea County Sheriff's Office. The Associate VP of Campus Life and Student Affairs provides disciplinary action statistics concerning alcohol, drug, and weapons violations and local law enforcement agencies provide criminal sanctions where applicable.

Each academic year, an e-mail notification is sent to all students, faculty, and staff, providing the web link to access the **Annual Campus Security and Fire Safety Report**. Prospective students and prospective employees may obtain the report from the USW website at www.usw.edu under the Consumer Information Tab.

Total Crimes Reported for:									
Offense Type	University of the Southwest						Public Property		
	2018		2019		2020		2018	2019	2020
	Res	Total	Res	Total	Res	Total			
Murder/									
Manslaughter	0	0	0	0	0	0	N/A	N/A	N/A
Rape	0	0	0	0	0	0	N/A	N/A	N/A
Robbery	0	0	0	0	0	0	N/A	N/A	N/A
Aggravated									
Assault	0	0	0	0	0	0	N/A	N/A	N/A
Burglary	0	0	0	0	0	0	N/A	N/A	N/A
Arson	0	0	0	0	0	0	N/A	N/A	N/A
Motor									
Vehicle Theft	0	0	0	0	0	0	N/A	N/A	N/A
Stalking	0	0	0	0	0	0	N/A	N/A	N/A
Dating									
Violence	0	1	0	0	0	0	N/A	N/A	N/A
Domestic									
Violence	0	0	0	0	0	0	N/A	N/A	N/A
Hate Crimes	0	0	0	0	0	0	N/A	N/A	N/A
Liquor Law									
Violations									
Arrest	0	0	0	0	0	0	N/A	N/A	N/A
Referral	2	2	4	4	0	0	N/A	N/A	N/A
Drug Law									
Violations									
Arrest	0	0	0	0	0	0	N/A	N/A	N/A
Referral	1	1	1	1	0	0	N/A	N/A	N/A
Weapons									
Law									
Violations									
Arrest	0	0	0	0	0	0	N/A	N/A	N/A
Referral	0	0	0	0	0	0	N/A	N/A	N/A

Figure 2. 2018-2020 Crime Statistics for University of the Southwest

*The Clery Act requires that crime statistics for three years (2018, 2019 and 2020) be reported.

Maintenance and Physical Operations

The Associate VP of Facilities supervises custodial services and maintains the buildings, grounds, and utility systems. University employees routinely inspect building door locking mechanisms, windows, and fire alarm systems. Burned-out lights, broken doors and windows, and

malfunctioning alarm systems are repaired as quickly as possible. University community members are encouraged to report maintenance problems, including lighting, to:

Steve Appel
Associate VP of Facilities

Phone: **575.492.2147** Email: sappel@usw.edu

Motorist Assistance & Parking Regulations

USW Campus Patrol and Security can be contacted at **575.942.5902** for assistance with vehicle problems, including:

- Dead Battery Jump-Starts
- Vehicle Unlocks
- Flat Tires
- Out of Gas

A USW SD officer is usually available to respond within a few minutes and help stranded motorists. If not, they will contact another faculty or staff member to assist.

To ensure the safe operation of vehicles on campus, the following rules will be enforced:

1. A campus speed limit of 20 mph is enforced at all times. Drivers exceeding 30 mph may be ticketed by a USW Campus Patrol and Security officer.
2. Minor parking violations may be ticketed by a member of the USW SD. For safety reasons, the Director of Security has the authority to have a vehicle towed at the owner's expense, such as when vehicles are parked in fire zones or handicapped spaces without proper tags/plates.
3. All vehicles must have visible parking passes issued by USW while parked on campus. Vehicles not displaying these passes may be ticketed.
4. The Director of Security has the power to search any and all vehicles with probable cause while on campus.
5. Reckless driving should be reported to the USW SD at 575.942.5902.

Lost & Found

USW SD is the central repository for all lost and found property. Found property should be delivered to the Student Life Center as soon as possible. To report missing items, call the USW SD non-emergency line at 575.492.5902. An officer or dispatcher will take your information so you can be contacted in the event your property is located.

Items not claimed by the end of each academic year and with no identifiable owner will be donated to the Salvation Army or other local organizations that provide to community members in need.

Drug and Alcohol Compliance

University of the Southwest is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and illegal drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. University of the Southwest encourages employees to voluntarily seek help with drug and alcohol problems.

Mission Statement

The mission of Health, Awareness, Wellness, and Prevention programming at USW is to engage in prevention and intervention efforts to increase awareness, impact student decision-making, and positively influence our university community.

Learning Outcomes

By engaging in Health, Awareness, Wellness, and Prevention programming, students will:

- Increase and apply their knowledge of making healthy life choices (related to alcohol, drugs, sexual health, mental health, etc.).
- Identify on and off-campus wellness resources and how to access them.

Alcohol and Other Drug Policies

USW promotes the education of the whole student. The university is concerned about ways in which alcohol and drug use and abuse may affect the primary academic mission of the institution, its overall atmosphere, and the personal well-being of the USW community. The University has the duty to exercise the degree of care that a reasonable person would to ensure that private and public events are conducted in accordance with state law.

The primary objectives of USW policies and procedures related to alcohol and other drugs are: (a) to promote responsible behavior and attitudes among all members of the University community; (b) to educate the university community concerning the use and effects of alcohol and other drugs to promote responsible decision-making, and (c) help individuals experiencing difficulties associated with the use of alcohol and other drugs.

Effects of Alcohol and Other Drugs

There are many well-documented risks and negative effects associated with the use of alcohol and other drugs, affecting not only the individual user but also their family, friends, and roommates. Alcohol and other drug abuse is frequently a factor in cases of incidents on campus.

The misuse of alcohol and other drugs, including prescription drugs, inhibits educational development and results in decreased productivity, serious health problems, and a breakdown of family structure. Repeated use of alcohol and drugs can lead to dependence. The abuse of alcohol and other drugs affects all socioeconomic groups, age levels, and the unborn. Other problems associated with alcohol and other drug use/abuse include:

- negative impacts on health
- poor academic or job performance
- relationship difficulties, including a tendency toward verbal and physical violence
- financial stress
- injuries or accidents
- violations of the law such as driving under the influence and willfully destroying property

Federal Regulations on a Drug-Free Workplace

The Federal Drug-Free Schools and Communities Act Amendments of 1989 require all public and private institutions of higher education to develop, distribute, and publicize a policy outlining the following:

1. Standards of conduct and sanctions
2. Health risks
3. Information on assistance and counseling
4. Educational programs
5. Legal sanctions regarding alcohol and drug use

The intent of the legislation is to address the problem of underage and irresponsible drinking and/or use of illicit drugs on University campuses.

Alcohol, Drugs, and Tobacco Policy

The possession, distribution, and/or use of alcoholic beverages, any controlled substance or illicit drug, or tobacco product is prohibited at USW while a student is enrolled or employee is employed. Under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and

Communities Act Amendment of 1989, students in possession of or exhibiting the effects of alcohol, illegal drugs, and/or tobacco products will be subject to disciplinary action.

In addition to the use of the above products, USW regards the display of paraphernalia representing alcohol, drugs, and/or tobacco as incongruent with the university's policy. Any student who chooses to engage in the use of alcohol, tobacco, or illegal drugs is subject to disciplinary action. This policy applies to a student's conduct both on and off campus during any period of enrollment.

Illegal Drug Policy

Use, possession, sale, or being under the influence of illegal drugs, including but not limited to narcotics, hallucinogens, cocaine, amphetamines, or illegally used prescription drugs, or evidence of drug paraphernalia is strictly prohibited and may result in immediate dismissal from residence halls and/or expulsion from USW.

The possession and distribution of illegal drugs, possession, sale, or use of narcotics, mind-altering, or other illicit drugs, except for one's own prescription by a licensed physician, is prohibited by the university and local ordinances as well as state and federal laws. Possession or use of prescription drugs prescribed to another individual is prohibited by the university. The resale of one's own prescription is also prohibited.

USW will cooperate with all law enforcement agencies to enforce such laws, on campus and off, and will not protect students from such enforcement. Anyone who violates the Illegal Drug Policy is subject to university and criminal sanctions. Therefore, in addition to the university sanctions listed below, criminal penalties may be imposed for a person convicted of an offense.

USW will assist students who voluntarily submit themselves to university officials for counseling and/or substance abuse treatment and help with the misuse of alcohol or drugs. Under no circumstances will USW permit students to sell or distribute drugs to others. Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans.

Synthetic Marijuana Policy

The possession, use, distribution, control of, and/or aroma of synthetic cannabinoids (otherwise known as synthetic marijuana) is also strictly prohibited. It may result in immediate dismissal from residence halls and/or expulsion from USW. Moreover, possession, control of, delivery of, distribution of, administration of, or use of synthetic marijuana is illegal in the United States and New Mexico.

Synthetic marijuana is a mixture of herbal and chemical ingredients that mimic the effects of tetrahydrocannabinol (THC)—the active ingredient in marijuana. Side effects of synthetic

marijuana may include increased heart rate, paranoid behavior, agitation and irritability, nausea and vomiting, confusion, drowsiness, headaches, hypertension, electrolyte abnormalities, seizures, loss of consciousness and/or death.

Individuals found responsible for manufacturing, possessing, importing/exporting or distributing these substances will face university, criminal and/or civil sanctions. USW students engaging in these activities will also be held responsible under the university's Illegal Drug Policy.

Consequences for Alcohol and Drug Policy Violations

In accordance with the USW Student Life Values, the university strives to deal with violations of this policy in a restorative and redemptive manner as detailed in the Honor Code Agreement. All students residing in the resident halls are required to sign a drug and alcohol agreement.

The use of alcohol by a USW student is a Level 3 violation of the Honor Code Agreement. The Director of Student Life will use the sanctions detailed below as a guide for responding to violations of the Alcohol and Drug Policy; however, any student who violates this policy may be subject to expulsion:

1. Initial assessment with a member of the Student Life Staff
2. Written notification will be sent to parents if the student is under 21 years of age
3. Student will be responsible for an educational, accountability project that correlates to the type of violation
4. Twelve (12) hours of community service at one of the locations designated by the Student Life staff. The service must directly relate to the offense. The student is responsible for the arrangements of this community service and completing this community service within 30 days of their initial meeting with a Student Life Staff Member
5. 15-30 days curfew and/or 15-30 days probation
6. Follow-up meeting with a member of the Student Life Staff 30 days after the initial assessment

Any additional violations of this policy will result in further consequences to the student. These further consequences will utilize the Breach in Honor Code Agreement as a guide. Failure to complete any sanctions associated with a violation of USW's Alcohol and Drug Policy may prohibit a student from enrolling for the following semester.

The Associate Vice President for Campus Life and Student Affairs reserves the right to change the repercussion at any time based on the specific violation.

Sanctions for Possession with Intent to Sell or Distribute

USW students found responsible for possession with intent to sell or distribute illegal drugs on campus and/or off campus may be expelled from the university.

Sanctions for the Possession of Drug Paraphernalia

USW students may not use or possess drug paraphernalia on campus. Possession of drug-related instrumentation may result in a charge of a violation against the Alcohol and Drug Policy and the Student Code of Conduct.

Education

USW is committed to education and the sound development of mind, body, and spirit. Therefore, a commitment to alcohol and drug education is a continuing priority. Educational programming is organized and conducted twice yearly (Fall and Spring) to promote continued awareness and encourage an attitude of care and concern for self and others. Information on responsible alcohol use, effective social planning, indications of abuse or addiction, and resources for assistance are available through the Student Life Center and University Counselor.

Health and Safety

Students are encouraged to look out not only for their own health and safety but also for that of their peers. When a student's health and/or safety is threatened or appears to be in jeopardy, immediate actions should be taken to prevent injury/illness/danger. The action might include calling a staff member on the following teams: Security, Residence Life, Student Life, or Mental Health to request assistance. Whatever the particular need or problem, it is important to respond in a responsible and timely manner. While appropriate discipline is necessary, the university's first and foremost concern is the health and safety of its students, faculty, and staff.

USW is also committed to providing students, faculty, and staff with confidential referrals for professional assistance if needed. An awareness of the harmful effects of alcohol consumption or drug use may assist a person in making safe and responsible choices about alcohol and drugs. Students, faculty, and staff may make an appointment with one of the outside providers listed below or consult with the University Counselor. Counseling services are available to USW students on a time-limited basis. Referrals for long-term counseling, specialized services, or outpatient/inpatient therapy will be made where appropriate. USW tuition and/or fees do not cover these services. Consult your health insurance provider for coverage information.

Substance Abuse Treatment and Counseling

In some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program may be required as part of a sanction. Such treatment may be a condition of readmission to the university or of remaining at the university.

The following list is not intended to be exhaustive but is designed to provide information on local and national resources for the treatment of drug and alcohol abuse and addiction:

Local Resources

Alcoholics Anonymous (AA):	575.397.7009
Community Drug Coalition of Lea County 107 S. Dalmont Hobbs, NM 88240	575.391.1301
Guidance Center of Lea County 920 W. Broadway Hobbs, NM 88240	575.393.3168 575.393.6633 (Crisis Line)
Opportunity House of Lea County 206 N. Turner Hobbs, NM 88240	575.397.4667
Palmer Drug Abuse Program 500 N. Dalmont Hobbs, NM 88240	575.397.6333 575.397.6237
Zia Consulting 215 W. Broadway, Suite 1 Hobbs, NM 88240	575.393.0692

National Resources

Al-Anon	1.888.425.2666
National Council on Alcoholism & Drug	1-800-622-2255
Narcotics Anonymous (NA)	1-818-773-9999
Substance Abuse Treatment Locator	1-800-662-4357

Mental Health Services

Emergency

The Director of Counseling Services is available to offer assistance for students experiencing any type of mental health crisis. If and when the Director of Counseling Services is unavailable, another member of the Mental Health Team, a crisis hotline, or 911 should be contacted. The Mental Health Team is also available for the Director of Counseling Services to consult with during crisis situations when needed. See the Mental Health Crisis Management Plan below:

Contact List

Title and Name	Phone number
Director of Counseling and Career Services, Psychology Instructor, Brian Arnold, MA LPCC	575.492.2104
Campus Security Title IX Coordinator, Amanda Guzman	575.942.5902 575.492.2176
Mental Health Team	
Director of Counseling and Career Services, Psychology Instructor, Brian Arnold, MA LPCC	575.492.2104
Faculty, Mental Health Counseling Graduate Program, Alan Lobaugh, PhD, LPC	817.781.2346
24 hour Crisis Hotlines	
New Mexico Crisis and Access Line	1.855.662.7474
National Suicide Prevention Lifeline	1.800.273.8255

In Crisis/Mentally Unstable

The following procedures should be followed if any student, faculty, or staff becomes aware of a student who appears to be in crisis or mentally unstable and needing help:

1. **Call 911 if the student is in imminent danger to self or others** and then call the Director of Counseling Services- if after hours, call Campus Security.
2. If the student is not in imminent danger, call the Director of Counseling Services.
3. If unable to reach the Director of Counseling Services or if after hours, call Campus Security- if the Director of Counseling Services is not available, then a member of the Mental Health Team will be contacted. If unable to reach anyone, call one of the crisis lines in "Contact List" above.
4. The Director of Counseling Services or a member of the Mental Health Team will assess the situation and make a decision as to the next steps which could include but are not limited to:
 - a. Calling Campus Security or police for a welfare check if unable to make contact with the student and there is a serious risk of harm to self or others

- b. Emergency transport to the hospital if needed and follow-up care with the Director of Counseling Services upon release
- c. Developing a crisis management/safety plan with the student
- d. Recommending counseling services at USW
- e. Referral to community mental health services
- f. Contact the student's parents for coordination of care
- g. Consultation with the USW Mental Health Team
- h. Referral to Title IX Coordinator
- i. Communication/coordination with USW Administration

Suicide Threat

The following procedures should be followed if any student, faculty, or staff becomes aware of a student who may be at risk of suicide:

1. **Call 911 if the student is in imminent danger** and then call the Director of Counseling Services - if after hours, call Campus Security.
2. If the student is not in imminent danger, call the Director of Counseling Services.
3. If unable to reach the Director of Counseling Services or if after hours, call Campus Security - if the Director of Counseling Services is not available, then a member of the Mental Health Team will be contacted. If unable to reach anyone, call one of the crisis lines in "Contact List" above.
4. The Director of Counseling Services or a member of the Mental Health Team will assess the situation for suicide risk and make a decision as to the next steps which could include but are not limited to:
 - a. Calling Campus Security or police for a welfare check if unable to make contact with the student and the suicide risk appears serious and imminent
 - b. Emergency transport to the hospital if needed and follow-up care with the Director of Counseling Services upon release
 - c. Developing a safety plan with the student
 - d. Recommending counseling services at USW
 - e. Referral to community mental health services
 - f. Contact the student's parents for coordination of care
 - g. Consultation with the Mental Health Team
 - h. Referral to Title IX Coordinator
 - i. Communication/coordination with USW Administration

Suicide Attempt

The following procedures should be followed if any student, faculty, or staff becomes aware of a student who has attempted suicide:

1. **Call 911** and then call the Director of Counseling Services - if unable to reach the Director of Counseling Services or if after hours, call Campus Security - if the Director of

Counseling Services is not available, then a member of the Mental Health Team will be contacted.

2. The Director of Counseling Services or a member of the Mental Health Team will assess the situation and make a decision as to the next steps which could include but are not limited to:
 - a. Calling Campus Security or police for a welfare check if unable to make contact with the student and the suicide risk appears serious and imminent
 - b. Emergency transport to the hospital if needed and follow-up care with the Director of Counseling Services upon release
 - c. Developing a safety plan with the student
 - d. Recommending counseling services at USW
 - e. Referral to community mental health services
 - f. Contact the student's parents for coordination of care
 - g. Consultation with the Mental Health Team
 - h. Referral to Title IX Coordinator
 - i. Communication/coordination with USW Administration

Suicide Completion

The following procedures should be followed if any student, faculty, or staff becomes aware of a completed suicide on campus:

1. **Call 911** and then call the Director of Counseling Services - if unable to reach the Director of Counseling Services or if after hours, call Campus Security - if the Director of Counseling Services is not available, then a member of the Mental Health Team will be contacted.
2. USW Administration will consult with the Mental Health Team regarding managing communication with the media, students, faculty, staff, parents, and the greater Hobbs community.

The Director of Counseling Services and the Mental Health Team (if needed) will be available to provide follow-up services to students, faculty, and staff (e.g., grief counseling, process groups, suicide prevention training)

Risk of Violence

The following procedures should be followed if any student, faculty, or staff becomes aware of a student who may be at risk of violence:

1. **Call 911 if the student is an imminent danger to others** and then call Campus Security, who will notify the Director of Student Affairs.
2. If the student is not an imminent danger, call Campus Security or the Director of Counseling Services.

3. If unable to reach the Director of Counseling Services or if after hours, call Campus Security - if the Director of Counseling Services is not available, then a member of the Mental Health Team will be contacted. If unable to reach anyone, call one of the crisis lines in "Contact List" above.
4. The Director of Counseling Services or a member of the Mental Health Team will assess the situation for risk of violence and make a decision as to the next steps which could include but are not limited to:
 - a. Calling Campus Security or police for a welfare check if unable to make contact with the student and there is a serious risk of harm to others
 - b. Emergency transport to the hospital and follow-up care with the Director of Counseling Services upon release
 - c. Developing a safety plan with the student
 - d. Recommending counseling services at USW
 - e. Referral to community mental health services
 - f. Contact the student's parents for coordination of care
 - g. Consultation with the USW Mental Health Team
 - h. Referral to Title IX Coordinator
 - i. Communication/Coordination with USW Administration

Non-emergency

University of the Southwest Counseling

USW Counseling Services is located in the Scarborough Memorial Library building-Room 110. Students can be oriented to available counseling services and request counseling services by going to the USW Counseling Services webpage:

<https://www.usw.edu/Student-Life/Student-Services/Counseling-Services>, which includes an option to request a counseling appointment via an online secure client portal: <https://barnold.mytheranest.com/appointments/new>. Or, if students prefer, they can contact the Director of Counseling Services by phone, email, or in-person to request counseling services.

Title IX: Sexual Harassment, Sex and Gender Discrimination, Domestic and Dating Violence, Sexual Assault, and Stalking

University of the Southwest strives to provide the education and resources necessary for members of the campus community to make informed decisions regarding personal and professional relationships and the possibility of sexual harassment, gender discrimination, domestic and dating violence, sexual assault, and stalking behaviors. This may include educational programming, distribution of printed material, and referrals to outside agencies for support and assistance.

Policy Statement

University of the Southwest is an institution built upon integrity, trust, respect, support, and acts of service. In line with these values, USW is committed to providing a safe and non-discriminatory academic, athletic, and work environment for all members of its campus community. USW does not discriminate on the basis of sex or gender in any of its programs or activities.

To that end, this policy strictly prohibits gender discrimination, sexual harassment, bullying and intimidation, and the crimes of domestic violence, sexual assault, and stalking as defined under New Mexico state law (N.M. Code Ann. § 30) and Title IX of the Education Amendments of 1972.

Such prohibited behavior also requires the University to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The University prohibits sexual assault, sexual exploitation, intimate partner violence, stalking, sexual or gender-based harassment, complicity in the commission of any act prohibited by this policy, and/or retaliation against a person for the good faith reporting of any of these behaviors or participation in any investigation or proceeding under this policy. These behaviors undermine the character and mission of USW and will not be tolerated.

USW adopts this policy with a commitment to:

- (1) eliminating, preventing, and addressing the effects of sexual misconduct;
- (2) fostering a community of trust, in which sexual misconduct is not tolerated;
- (3) cultivating a climate where all individuals are well-informed and supported in reporting sexual misconduct;
- (4) providing a fair, impartial, and informed process for all parties; and
- (5) identifying the standards by which violations of this policy will be evaluated, and disciplinary action may be imposed.

Employees or students who violate this policy may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to eliminate sexual misconduct, prevent its recurrence, and remedy its effects.

Definitions

“Prohibited Conduct” is an umbrella term used when talking about all prohibited behavior under Title IX, including gender discrimination, sexual harassment, bullying and intimidation, retaliation for the assertion of rights, dating violence, domestic violence, sexual assault, and stalking.

“**Victim**” or “**Complainant**” means a person alleging to have been subjected to conduct prohibited by this policy and does not imply prejudice.

“**Accused**” or “**Respondent**” means a person accused of conduct prohibited by this policy and does not imply prejudice.

“**Force or threat of force**” means the use of force or violence, or the threat of force or violence, including but not limited to when the accused:

1. threatens to use force or violence on the victim or any other person, and the victim under the circumstances reasonably believes that the accused is able to execute that threat; or
2. has overcome the victim by use of superior strength or size, physical restraint, or physical confinement.

Consent is effective when it is

- informed;
- freely and actively given;
- mutually understandable words or actions; and
- indicates a willingness to participate in mutually agreed-upon sexual activity.

Dating violence is not defined in New Mexico laws; however, violence against a person with whom the perpetrator is in a dating relationship is considered *domestic violence*, as defined below.

A dating relationship is defined as a courtship or engagement relationship. For purposes of this Act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

Domestic violence, or intimate partner violence, occurs between two people in an intimate relationship. Domestic violence exists on a continuum from a single episode of violence to ongoing battering and control of one partner over another.

Some examples of domestic violence include:

- Physical violence: physical harm caused by kicking, hitting, punching, biting, choking, slapping, or other physical attacks. A threat causing immediate fear of bodily injury is also domestic violence.
- Criminal trespass
- Damage to property
- Repeatedly driving by a residence or workplace
- Harassment or telephone harassment
- Severe emotional distress (i.e., emotional abuse causing a high level of distress in one person to the degree that the person needs protection from the abuser)

Criminal sexual penetration (sometimes also called “sexual battery,” “sexual assault,” or rape)

includes:

- the unlawful and intentional touching of or application of force, without consent, to the unclothed intimate parts of a victim above the age of 18
- intentionally causing another who is over the age of 18 to touch one's intimate parts when perpetrated with the use of force or coercion
- compelling a victim to engage in sexual intercourse against the victim's will.

(N.M. Code Ann. § 30-9-11.)

Stalking consists of knowingly pursuing a pattern of conduct, without lawful authority, directed at a specific individual when the person intends that the pattern of conduct would place the individual in reasonable apprehension of death, bodily harm, sexual assault, confinement, or restraint of the individual or another individual.

As used in this section:

1. "lawful authority" means within the scope of lawful employment or constitutionally protected activity; and
2. "pattern of conduct" means two or more acts, on more than one occasion, in which the alleged stalker by any action, method, device, or means, directly, indirectly or through third parties, follows, monitors, surveils, threatens, or communicates to or about a person.

(N.M. Stat. Ann. § 30-3A-3)

Aggravated stalking consists of stalking perpetrated by a person (a) who knowingly violates a permanent or temporary order of protection issued by a court, except that mutual violations of such orders may constitute a defense to aggravated stalking; (b) in violation of a court order setting conditions of release and bond; (c) when the person is in possession of a deadly weapon, or (d) when the victim is less than 16 years of age.

(N.M. Stat. Ann. § 30-3A-3.1)

Reporting Procedures

All forms of prohibited conduct should be reported **regardless of severity**. USW's primary concern is safety; therefore, individuals should not be deterred in reporting even if the use of alcohol and/or drugs were involved.

University of the Southwest encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. USW offers both **confidential** and **non-confidential** reporting options. It is important to be aware that different individuals who victims contact for assistance following an incident may have other responsibilities regarding confidentiality depending on their position.

Under New Mexico state law, some individuals (e.g., licensed counselors, psychologists, or physicians) can assure a victim of confidentiality; however, any other USW employee cannot guarantee complete confidentiality unless expressly provided by law. As is the case with all colleges and universities, USW must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

****Note:** For ALL incidents/claims of **sexual assault**, the following persons will be informed **IN ORDER:**

If an incident occurs **on campus outside of dorms:**

1. **Director of Security**
2. Amanda Guzman, Title IX Coordinator
3. Brian Arnold, University Counselor

If an incident occurs **inside the dorms:**

1. **Director of Security**
2. Amanda Guzman, Title IX Coordinator
3. Brian Arnold, University Counselor

If the incident occurs **after hours on campus**, persons #4 and 5 above need only be informed via email with a copy of the incident report attached for Title IX and Counseling follow-up.

Any other staff or faculty in positions of authority will be informed of the incident on a NEED-TO-KNOW basis by the Title IX office in consultation with the President.

If any staff or faculty become aware of sexual misconduct, they will follow the above chain for informing personnel. The persons above understand the chain to follow in informing one another of incidents of sexual assault. ***This means that other faculty or staff members need only inform person #1 (or #2 if the first contact person cannot be reached).***

For **EVERY** alleged on-campus incident of sexual assault, a police report will be made. Should the victim make a report immediately following the alleged incident (up to 120 hours post-assault [Carr, 2011]), first responders will organize transport of the victim to the hospital for a sexual assault evaluation. If the student does not wish to go to the hospital, an ambulance will be called for an assessment. The student then has the right to deny transport, which will be documented by USW staff.

****This will be the protocol regardless of preference, mental state, behavioral indicators, or physical appearance.***

A referral will always be made to the University Counselor as soon after the incident as possible. If a report of sexual assault is first made to the University Counselor, they will

encourage reporting to the Title IX office but cannot break confidentiality to do so themselves.

Confidential Reporting Options

Confidential reporting options allow students to confidentially report and discuss an instance of sexual violence without their information being shared with others. Please note confidential reporting limits the institution's ability to respond to incidents.

Non-Confidential Reporting Options

University of the Southwest and the Clery Act require all employees - excluding counselors, healthcare providers, and, in some cases, campus pastors - who become aware of sexual violence to report the incident to the USW SD and the Title IX Coordinator. The victim's name should **not** be reported without the victim's permission.

The report should include the nature, date, time, and general location of an incident. This is a limited report which contains no information that would directly or indirectly identify the victim. This report allows USW personnel to track patterns, evaluate the program, and develop appropriate responses. Copies of reporting forms can be found below:

- [Complaint Record](#)
- [Witness Statement](#)

When an incident of sexual violence is reported to a "**responsible employee**," the reporter can expect the incident will be reported to the Title IX Coordinator. A responsible employee must report all relevant details about the alleged sexual harassment, sexual violence, or stalking behaviors shared by the complainant, including name(s), date(s), time(s), and specific location(s) of the alleged incident.

To the greatest extent possible, information reported to a responsible employee will be shared on a **need-to-know basis**. A responsible employee should not share information about the victim with law enforcement.

A "responsible employee" is an employee who has the authority to redress sexual violence, who must report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include, but are not limited to, faculty members, advisors, coaches, staff, and anyone in a supervisory role. The University Counselor is exempt from this duty to report if the claim is disclosed in the *context of a counseling session*. However, the counselor may encourage the victim to report the claim but cannot break confidentiality as a part of his professional obligations without the victim's consent or legal subpoena.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate the campus community on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that they understand the employee's reporting obligations and inform the victim that they **cannot maintain confidentiality**. Instead, the victim should be directed to the Title IX Coordinator.

If it is determined that the institution cannot maintain a victim's confidentiality, the institution will inform the victim before starting an investigation. USW will remain mindful of the victim's well-being and take appropriate steps to protect the victim from retaliation or harm. The institution may not require a victim to participate in any investigation or conduct process should they express discomfort in doing so. Retaliation against the victim, whether by students or institution employees, will not be tolerated and is reportable to the Department of Education under Title IX.

Reporting to the Police

USW strongly encourages individuals to report sexual violence and any other criminal offense to the Hobbs Police Department. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions, and/or civil actions against the perpetrator.

If the incident happens on campus, it can be reported to the USW SD Department at 575.942.5902 (non-emergency) or 9-1-1 (emergency). If the incident occurs elsewhere in Hobbs, it can be reported to the Hobbs Police Department at 575.397.9265. If the incident takes place anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where the sexual violence occurs.

Please know that the information you report can help support other reports and prevent further incidents.

What to do if you are a Victim of Sexual Violence

If you are not safe and need immediate help, call 9-1-1. If an incident happens on campus, call USW SD at **575.942.5902**. If the incident occurred elsewhere in the city of Hobbs, call the Hobbs Police Department at 575.397.9265.

Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. Call the New Mexico Coalition of Sexual Assault Programs at 1.888.883.8020 for advice, and discuss options for how to proceed.

Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.

It is vital to have a thorough medical examination after a sexual assault, even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases.

You may seek medical care at any health care facility. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy.

Other Local Services Available

City of Hobbs Police Department

Emergency: 9-1-1

Non-emergency: 575.397.9265

Option, Inc.

Emergency Shelter for Domestic Violence

575.397.1576 (24/7)

200 N Dalmont St, Hobbs NM 88240

Arise Sexual Assault Services

575.226.7263 (24/7)

1412 S. Avenue O, Suite B

Portales, New Mexico 88130

info@arisenm.org

University of the Southwest Counselor

Mr. Brian Arnold

575.492.2104

Scarborough Memorial Library Building, Room 110

barnold@usw.edu

University of the Southwest Title IX Coordinator

Amanda Guzman

575.492.2176

J.L. Burke Administration Building, Suite 506

aguzman@usw.edu

Interim Measures

The Title IX Coordinator can establish interim measures for student victims of prohibited conduct as needed. A formal complaint does **not** need to be submitted to have interim measures put in place. USW will maintain confidentiality for any interim measures listed below as long as it does not hinder the ability to provide the interim measures.

1. **Assistance in Reporting:** The Title IX Coordinator can assist victims in filing a complaint against the person(s) who caused them harm, according to USW's Code of Conduct process and/or the appropriate law enforcement agencies.
2. **No Contact Order:** The Director of Security can arrange for a No Contact Order between the victim and the accused, which would prohibit contact between both parties through any means of communication. It would also prevent others from making contact on their behalf.
3. **Emergency Protective Order:** The Title IX Coordinator can assist victims in filing for an Emergency Protective Order in court with the Hobbs Magistrate Court Clerk. This is a court-ordered petition that prohibits contact between the victim and the accused.
4. **Safety Measures:** The Associate VP of Campus Life and Student Affairs can coordinate any reasonable arrangements that are necessary for your ongoing safety. These include transportation arrangements or providing an escort.
5. **Living Arrangements:** The Associate VP of Campus Life and Student Affairs can assist in changing on-campus living arrangements for the accused to ensure safety and a comfortable living situation.
6. **Academic Arrangements:** The Chief Academic Officer can assist in adjusting academic schedules for the accused and provide access to academic support services.

When the Title IX Coordinator become aware of a student who could have been a victim of sexual violence, they will contact the victim to gather information, discuss the next steps, and discuss interim measures for safety and comfort.

The Title IX Coordinator will provide the victim with written documentation of the interim measures and give copies to all relevant parties on campus. Reporting options and other resources will also be made available to the victim. This will be done no matter the location of the incident (on or off campus).

Handling Complaints

A complaint of sexual harassment, gender discrimination, sexual assault, domestic or dating violence, or stalking should be filed as soon as possible, preferably within **180 calendar days of the incident**.

Informal Procedures

The informal procedures (mediation) are designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where circumstances allow, and both parties agree to participate, informal procedures will be initiated as soon as possible and *within five school days*, absent any unusual circumstances.

- A complainant may elect to *terminate a formal complaint process and enter into mediation at any point*, including after the commencement of the formal process.
- Mediation is a voluntary process intended to allow the parties involved in an alleged complaint of discrimination or harassment to discuss their respective understandings of the incident with each other through the assistance of a trained mediator.
- Mediation is designed to encourage each person to be honest and direct with the other and accept personal responsibility where appropriate. Mediation is offered only if both the complainant and the respondent are members of the University of the Southwest community and agree to participate.
- Upon the consent of all parties to the complaint, the Title IX Coordinator or other appropriate individuals will seek an outcome through mediation conducted by a qualified USW staff member or an external professional engaged by USW.
- *Any resolution through mediation also must be mutually agreed upon by all parties to the complaint.*
- Both the complainant and the respondent have the right to bypass or end the informal complaint process at any time and *begin the formal stage of the complaint process*.

Formal Procedures

If the allegation of harassment is not resolved by the informal procedures or is inappropriate for mediation (e.g., in the case of sexual assault), a formal investigation will be initiated. The party making the allegations should provide a formal written complaint to the Title IX Coordinator.

- The respondent will then be afforded fourteen (14) calendar days to provide a written response to the allegations. A copy of any response will be provided to the complainant.
- The Title IX coordinator will then conduct an investigation. The investigation of all formal complaints shall include interviews of (i) the complainant, (ii) the respondent, and (iii) any witnesses and other persons identified as having relevant information related to the alleged incidents, so long as they agree to be interviewed.
- The parties will have the opportunity to present witnesses and other evidence for consideration by the Title IX Coordinator.
- The Title IX Coordinator shall have the authority to take all reasonable and prudent interim measures to protect both parties pending completion of the investigation and during the informal or formal procedures to resolve the complaint.

Allegations of Conduct by another Student. A complaint that a student has engaged in unlawful prohibited conduct in which a formal hearing is sought must be made in writing by filing a disciplinary grievance form. They will then contact the Title IX Coordinator to enact an investigation. This investigation shall be conducted as expeditiously as possible. University of the Southwest will strive to complete them within (30) school days after receipt of the complaint, except where the complainant agrees that an extended period of time would be appropriate or circumstances require it (e.g., during statutory holidays).

A report of the findings of the investigation shall be provided to the complainant, the respondent, and the **decision-maker** if a formal hearing is held. Complainants and respondents have the right to be present during any formal hearing. For complaints made near the end of the semester or in other circumstances where the Associate VP of Campus Life and Student Affairs determines that the complaint cannot be resolved promptly, other procedural options may be considered in consultation with the student who raised the issue. A hearing under these circumstances may take the form of an administrative hearing by a designee of the President.

All students who file a complaint will be informed of a timeline for resolution at the beginning of the adjudicative process, notified in writing of the outcome, and allowed to appeal the decision. All decisions will be made using a preponderance of the evidence standard.

Allegations of Misconduct by a University Employee. If a student alleges misconduct by an employee, they will be entitled to the same fundamental rights, protections, and procedures explained above (i.e., prompt resolution, the right to present witnesses and evidence, and appeal). Any hearing, however, will be held in front of the **Director of Human Resources**. All students can be assured that USW staff will work with them to promptly and equitably resolve their issues. In no instance will any student be retaliated against for bringing an issue to either a

Title IX Coordinator or another USW employee.

Sex Offense Registration and Reporting

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided concerning registered sex offenders.

All students and employees convicted of a *non-aggravated sex offense* in the past 10 years must inform the USW SD before admittance or employment. This information will be made available to the USW community via the website.

Those persons who have been convicted of *aggravated sex offenses* must register indefinitely. This applies to persons convicted in New Mexico and all other states and territories of the United States of America. Registration with campus authorities must be made in addition to registration with the local law enforcement agency where the convicted person resides. Failure to register in accordance with the law will subject the offender to additional criminal prosecution.

USW SD works in cooperation with the Hobbs Police Department that coordinates the registration of sex offenders and violent offenders residing in the city of Hobbs. This information is reported to the New Mexico Department of Public Safety, which maintains the statewide New Mexico Sex Offender Registry. To access the registry to search for or find out if someone is registered as a sex or violent crime offender, go to <http://www.dps.state.nm.us/index.php/lerb/>

How to Report Possible Registration Violations

If USW students, faculty, or staff have any immediate safety concerns involving a registered offender, they should call 9-1-1 and have a police officer respond to campus. If a citizen has information about an offender in the city of Hobbs required to register who is not staying at their listed registered address, a report can be made to the Hobbs Police Department at 575.397.9265.

When reporting, please include as much information as possible. Anonymous reports will be accepted. Possible registration violations will be investigated and presented for prosecution when appropriate.

Special Programs and On-Campus Training

Student and Faculty/Staff Identification

All USW students are provided with a student identification badge. USW SD has the authority to see a student's ID any time they are on campus.

All USW faculty and staff are provided with parking permits that should be visible whenever vehicles are on campus. USW SD has the authority to ask to see a faculty/staff member's parking permit any time they are on campus and/or write parking tickets for improperly or illegally parked vehicles.

New Student Orientation

At the commencement of each Fall semester, a campus safety meeting is held for all incoming students. This meeting includes crime prevention, reporting crime and other campus violations, sexual assault prevention and consent, suicide prevention, and personal safety. Before starting the Fall semester, new students must complete online education modules on Blackboard concerning substance abuse, bullying, dating and violence, personal safety, and bystander intervention.

Resident Assistant Training

At the beginning of each new academic year, the Resident Directors (RD) and Resident Assistants (RA) participate in a comprehensive training program. This training includes presentations by university officials regarding Title IX, Campus Safety, Suicide Prevention, Bystander Intervention, and the Student Code of Conduct.

Suicide Prevention and Awareness

Suicide Prevention and Awareness training is provided twice yearly (Fall and Spring) and is **mandatory** for all USW students, faculty, and staff. Topics covered include signs and symptoms of depression, self-harm, and suicidal risk, how to get help in emergency and non-emergency situations, and community resources for evaluation and ongoing support.

Sexual Assault Awareness and Prevention

Each November, the Title IX Coordinator organizes an awareness campaign addressing interpersonal violence such as domestic abuse, dating violence, sexual assault, and stalking. The campaign includes educational opportunities and activities designed to heighten awareness about these issues and provide personal and bystander intervention skills.

Information on Title IX and associated reporting procedures can be accessed on the USW website throughout the year at www.usw.edu/titleix. PowerPoint presentations with pertinent information and resources are also posted here.

Safety Escorts

On-campus safety escorts are available 24 hours a day, year-round. Please call the USW SD at 575.942.5902 to request an escort. Walk with one earpiece on, be aware of surroundings report any suspicious activity to USW SD 575.492.5902. Walk with someone.

Fire Safety

The Higher Education Opportunity Act requires academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and fire-related on-campus housing statistics. These requirements are separate from the Clery Act requirements. However, to reduce administrative burden and make it easier for students, faculty, staff, and parents to find the information, the regulations for data collection and dissemination will be published in the Annual Safety Report.

Student Housing

USW operates three residence halls and one apartment complex. The residence halls are all covered by a fire alarm system, and the apartment complex has a smoke detector in every apartment.

- **South Hall** – Central fire panel in the lobby, heat and smoke sensors, sprinklers, fire extinguishers, audible and visual fire alarms on every floor.
- **East Hall** – Central fire panel in the lobby, heat and smoke sensors, sprinklers, fire extinguishers, audible and visual fire alarms on every floor.
- **West Hall** – Central fire panel in the lobby, heat and smoke sensors, sprinklers, fire extinguishers, audible and visual fire alarms on every floor.
- **Apartments** - Smoke detectors and fire extinguishers in every apartment.

Fire Prevention Policies

It is the policy of University of the Southwest to provide a campus environment that is free from potential fire hazards. Residence hall regulations prohibit the possession and use of portable heaters, hot plates, candles, and incense.

Fire drills are initiated each semester by the Director of Security and supervised by the Director of Security for all residence halls and campus classroom buildings at random. An all-campus emergency drill is held once each semester.

Periodically, emergency drills will be performed in each building. The Director of Security will plan building evacuation drills. A list of drills will be maintained each year. Exact dates will be determined, and the appropriate personnel will be notified several days before the drill.

All 90 fire extinguishers are inspected, recharged, and set for six-year maintenance by Trifecta Solution. (575.492.0100). Once a year, the campus is inspected by the Hobbs Fire Department Fire Marshall.

University of the Southwest has six fire hydrants on campus and one standpipe, a hydrant stand for the fire department to quickly connect to in case of a fire. In addition, each residence hall is equipped with a sprinkler system in case of fire. Questions regarding fire safety, including fire drills, extinguisher location, or where to go in case of a fire, can be directed to the Director of Security at 575.942.5902 or aguzman@usw.edu.

Statistical Report

Fire Statistics				
	2018	2019	2020	2021
Number of fires	0+0	0+0	0	0+0
Property Damage	0+0	0+0	0	0+0
Fire Death	0+0	0+0	0	0+0
Injuries Related to Fire	0+0	0+0	0	0+0

Fire Drills				
	2018 Semester 1&2	2019 Semester 1&2	2020 Semester 1&2	2021 Semester 1
South Dorms				
East Dorm				
West Dorm				
Education				
Administration			❖	
Webber			❖	
SLC			❖	
Arts and Science			❖	
Library			❖	
Daniel Center			❖	
Theater			❖	
Old Gym			❖	

BUILDING	ASSEMBLY LOCATION
Apartments	Mabee Physical Fitness Center Parking Lot
Burke Hall - Administration	Soccer Field
Daniels Campus Center	Mabee Physical Fitness Center Parking Lot
East Residence Hall	Main Parking Lot (in front of East) & West)
Fadke Arts and Sciences Building	Mabee Physical Fitness Center Parking Lot
Mabee Center – Teaching and	Soccer Field
Mabee Physical Fitness Center	Mabee Physical Fitness Center Parking Lot
Mabee Southwest Heritage	Main Parking Lot
Maddox Student Life Center	Maddox Student Life Center Parking Lot
Scarborough Memorial Library	Main Parking Lot
South Residence Hall	Parking Lot west of residence halls
Tucker Center for Business	Mabee Physical Fitness Center Parking Lot
Webber Hall	Maddox Student Life Center Parking Lot
West Residence Hall	Main Parking Lot (in front of East) & West)

**** University of the Southwest has prepared this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Annual Security and Fire Report is published each year by October 1st.***



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