

Institutional Handbook of Operating Procedures Policy 08.02.02	
Section: Health, Safety, and Security Policies	Responsible Vice President: Senior Vice President & General Counsel
Subject 8.2: Security Policies	Responsible Entity: UTMB Police Department

I. Title

Campus Security Reporting

II. Policy

Federal law requires each institution of higher education in the United States that participates in federal student aid programs to produce and distribute an annual report containing crime statistics and statements of security policy. The UTMB department responsible for producing the Annual Security Report (ASR) is the Department of Internal Investigations.

The ASR provides the public specific information on campus security, crime statistics for the most recent three-year period, alcohol and drug use, crime prevention, police operations and authority, crime reporting, and campus disciplinary procedures. In addition, the Department of Internal Investigations produces an Annual Fire Safety Report containing statistics about fires that occurred in any on-campus student housing facility. UTMB provides copies of both reports and/or supplies the exact web address to locate an electronic version of both reports to applicants for enrollment or employment upon request.

The ASR and Annual Fire Safety Report may be viewed in the UTMB Police Department, 2.712 Rebecca Sealy Bldg., 404 8th St., Galveston, TX 77555-0101 (Tel. 409-772-1511) or online at <http://www.utmb.edu/securityreport/> and <http://www.utmb.edu/firesafetyreport>.

III. Procedure

A. Reporting Requirements (Clery Act)

If a [Campus Security Authority](#) observes any crime, or if any person in good faith reveals to a Campus Security Authority that he/she has information concerning the victim of, perpetrator of, or witness to any crime, the Campus Security Authority must immediately notify the UTMB Police Department. UTMB must include in the ASR information on certain offenses, arrests, and disciplinary referrals.

The ASR must include reportable activity on campus, including dormitories, or other residential facilities for students on campus, or within Clery Act designated areas. The ASR shall also include activity in non-campus buildings or property within a Clery Act designated area including designated public property.

B. Daily Crime Log

1. The UTMB Police Department maintains a public crime log of all crime activity reported to it that occurs on campus, on a non-campus building or property, on public property, or within its patrol jurisdiction. The crime log contains the following information: nature of the crime, date and time the crime occurred, date and time the crime was reported, general location the crime occurred, and disposition (if known).

2. A hard copy of the daily crime log is available for public inspection during normal business hours at the main office of the UTMB Police Department, 2.712 Rebecca Sealy Bldg., 404 8th St., Galveston, TX 77555-0101. The log is updated no later than 2 days after the activity is reported to the Police Department. The crime log for the most recent 60-day period is available for viewing upon request during normal business hours. Any portion of the log that is older than 60 days is available no later than 2 business days after a request for public inspection.

C. Procedures for Reporting Crimes and Other Emergencies

1. Reporting crimes to the police
 - a. In an emergency, all members of the UTMB community and guests of UTMB should dial 911 to reach emergency services and law enforcement in Galveston or the area in which they are located.
 - b. In addition, members of the UTMB community and guests of UTMB should promptly and accurately report all criminal activity, threatening or suspicious activity (including threats or instances of workplace violence), fires, and health emergencies to the UTMB Police Department, 2.712 Rebecca Sealy Bldg., 404 8th St., Galveston, TX 77555-0101, by telephone at 2-1111 (on campus) or 409-772-1111.
 - c. Emergency and police telephone numbers are answered 24 hours a day by UTMB Police Department certified telecommunications personnel. These personnel maintain two-way radio communication with on-duty UTMB Police Department officers and guards. Emergency telephones are strategically located across the campus, in elevators, and in parking garages.
 - d. Police personnel investigate and document all reported crime and suspicious activity in a written report that is included in reported, categorized crime statistics. Detailed security procedures, including those related to sexual assault, are found in the following sections of the Institutional Handbook of Operating Procedures: [IHOP - 08.02.01 – Threatening Situations](#); [IHOP – 03.02.04 - Sexual Harassment and Sexual Misconduct](#); and [IHOP – 08.01.04 - Workplace Violence](#).

D. Reporting crimes to other Campus Security Authorities

1. UTMB acknowledges that some persons may be reluctant to report crimes to the UTMB Police Department, but may be more willing to report incidents to other UTMB staff, and faculty campus officials, designated as “[Campus Security Authorities](#).” Accordingly, UTMB has designated certain non-law enforcement personnel as Campus Security Authorities.
2. In addition, all campus officials, pastoral and professional counselors, faculty, and staff are encouraged to report all crimes even if not required to do so. Pastoral and professional counselors acting in that capacity as pastoral or professional counselors are not required to report by the Clery Act to report.
3. The UTMB Police Department understands the confidential relationship between pastoral and professional counselors and their counselees, and encourages those counselors, if and when they deem it appropriate, to inform their counselees of their ability to report crime voluntarily and confidentially to the Police Department. In these instances, the Police Department will respect the confidentiality of all information obtained for statistical reporting purposes. Only general information, such as general location, type of crime and date of crime, is needed to report crime statistics. Most important, complete reporting by all university members helps the Police Department provide a secure environment for all members of the campus community.

E. Reporting crimes outside the patrol jurisdiction of UTMB Police Department

1. Although surrounding municipal police departments, state law enforcement agencies, and federal agencies do not routinely inform the Police Department about incidents involving UTMB students, the Police Department makes a good-faith effort to monitor and record statistics on all activity involving UTMB students at off-campus locations.
2. When a UTMB student is involved in an off-campus incident, UTMB Police officers may contact and cooperate with local, state, or federal law enforcement agencies charged with investigating the incident. UTMB has a Memorandum of Understanding with the Galveston Police Department that addresses the investigation of alleged criminal offenses.
3. Reporting for UTMB students living in the neighborhoods surrounding UTMB, or elsewhere in Galveston. Because the Galveston Police Department has primary jurisdiction in all off-campus areas in Galveston, UTMB encourages the off-campus community to promptly and accurately report all criminal, threatening, or suspicious activity to that police department by calling 911 and calling 409-765-3702.
4. Students living outside of the City of Galveston are encouraged to promptly and accurately report all criminal, threatening or suspicious activity to the law enforcement agency that has primary jurisdiction for that area. UTMB Police is a member of the local law enforcement consortium and can assist with the investigation of off-campus cases when needed.

F. Enforcement Authority of Campus Security Personnel

1. The UTMB Police Department's police officers are commissioned by the University of Texas System Board of Regents under Section 51.203 of the Texas Education Code. These officers are peace officers under Article 2.12 of the Texas Code of Criminal Procedure and are fully empowered by the State. As such, UTMB police officers have the same authority to detain and arrest as all Texas peace officers. The Police Department also employs non-commissioned guards who do not make arrests but have the authority to issue some non-moving citations.
2. Under Section 51.203 of the Texas Education Code, UTMB police officers have jurisdiction in all counties in which UTMB owns, leases, or otherwise controls property. With certain exceptions, University of Texas System (UT System) policy restricts these officers' primary jurisdiction to all land, streets, buildings, and facilities or other property that the UT System or any UT System institutions own, lease, or otherwise control.

G. Missing Students

1. Anyone who believes that a UTMB-registered student has been missing for 24 hours or more, should immediately notify the UTMB Police Department at **2-1111** (on campus), **(409)772-1111**, or <http://www.utmb.edu/police/>. The Police Department will then generate a missing person report and initiate an investigation. If the Police Department determines that the student has been missing for 24 hours or more, UTMB will notify the student's emergency contact and the Galveston (Texas) Police Department or other appropriate local law enforcement agency no later than 24 hours after the UTMB Police Department determines the student is missing.

2. If the missing student is less than 18 years old and not an emancipated individual, UTMB will notify the student's custodial parent or legal guardian and any other designated contact person no later than 24 hours after the UTMB Police Department has determined that the student is missing.

3. In addition to registering an emergency contact, students may identify a confidential contact person whom UTMB should contact if the UTMB Police Department determines the student has been missing for 24 hours or more. UTMB will register this contact person's information confidentially, and this information will be accessible only to authorized UTMB officials. In addition, this information may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

4. If a student elects a confidential contact person, UTMB will notify that person no later than 24 hours after the UTMB Police department determines the student has been missing for 24 hours or more. Students who wish to identify and select a confidential contact may do so through the emergency contact process.

H. Reporting Sexual Assault

1. UTMB students, faculty, and staff are strongly encouraged to report sexual assault to the UTMB Police Department either in person at the UTMB Police Department, 2.712 Rebecca Sealy Bldg., 404 8th St., Galveston, TX 77555-0101, or by telephone by dialing **2-1111** (on campus), or **409-772-1111**. There are also emergency telephones installed in elevators on campus, and each connects the caller directly to the UTMB Police Department.

2. UTMB students may report sexual assault to UTMB Police Department or any other UTMB campus security authority whether the assault occurs on or off campus, and no matter who the alleged assailant is. Reporting a sexual assault to UTMB officials or filing a police report does not automatically initiate criminal charges.

3. If the assault occurs off campus, the UTMB Police Department will assist the victim with notifying the appropriate law enforcement agency that has jurisdiction in the location where the assault occurred.

4. Sexual Assault can also be reported to UTMB's Title IX Coordinator pursuant to IHOP Policy 03.02.04, Sexual Harassment and Sexual Misconduct.

I. Registered Sex Offender Information

The Texas Department of Public Safety provides public information on registered sex offenders. That information is available at [Texas Sex Offender Registry - The Texas Public Sex Offender Website](#)

J. Hazing Incidents

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who in good faith, voluntarily reports a specific hazing event prior to being contacted concerning the incident or being included in the institution's investigation of the incident. The report must be made to the Dean of Students or other appropriate official of the institution, and will immunize that person who reported for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good-faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report.

IV. Definitions

Campus- Any building or property owned or controlled by UTMB within the same reasonably contiguous geographic area and used by UTMB in direct support of, or in a manner related to, UTMB's educational purposes, including:

1. a residence hall, and
2. any building or property that is within or reasonably contiguous to this area that is owned by UTMB but controlled by another person, that is frequently used by students, and that supports UTMB's purposes (such as a food or other retail vendor).

Campus Security Authorities- Members of the UTMB Police Department and the non-law enforcement personnel designated by UTMB as an individual or organization to which students and employees should report criminal offenses, and UTMB officials who have significant responsibility for student and campus activities.

Non-campus Building or Property- This term includes:

1. Any building or property owned or controlled by a student organization officially recognized by UTMB; or
2. Any building or property owned or controlled by UTMB that is used in direct support of, or in relation to, UTMB's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of UTMB.

Patrol Jurisdiction- The patrol jurisdiction of The University of Texas System Police Officers is defined by law as all counties in which property is owned, leased, rented, or otherwise under the control of The University of Texas.

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

V. Relevant Federal and State Statutes/Resources

[34 CFR 668.46 \(a\)](#)

[Texas Sex Offender Registry - The Texas Public Sex Offender Website](#)

[Texas Education Code, Sec. 51.203](#)

[Texas Code of Criminal Procedure, Article 2.12](#)

VI. Relevant System Policies and Procedures

[UTS 102 Drugs and Alcohol](#)

[UTS 160, Jurisdiction of Commissioned Peace Officer](#)

[UTS 164 Drug Free University Community and Workplace Policy](#)

[UTS 170 Oversight of Law Enforcement and Security for the University of Texas System](#)

[Regents Rule, Series 50101, Section 2, Student Conduct and Discipline](#)

VII. Related UTMB Policies and Procedures

[IHOP - 03.01.09 - Discipline, Dismissal and Appeal for Classified Employees](#)

[IHOP - 03.02.04 - Sexual Misconduct](#)

[IHOP - 08.01.04 - Workplace Violence](#)

[IHOP - 08.02.01 - Threatening Situations](#)

VIII. UTMB Resources

[Crime Prevention and Education Programs](#)

[Maintaining a Drug-Free Campus at UTMB](#)
[Sexual Assault Prevention and Response](#)
[Timely Warnings, Emergency Notifications and Evacuations](#)

IX. Dates Approved or Amended

<i>Originated:</i> 09/01/1991	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
06/03/2011	12/19/2003
10/31/2016	03/24/2021
05/13/2025	

X. Contact Information

UTMB Police Department
(409) 772-1503

UTMB Title IX Office
(409) 772-2112
Title.ix@utmb.edu