

# Title IX

## [File a Sexual Misconduct Report](#)

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. This includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Title IX applies to issues of program equity, sexual harassment, and sexual assault. For more information on Lee College's Nondiscrimination policies, please visit <https://www.lee.edu/about/nondiscrimination-notice/>.

## Contact Information

More information on Title IX and other sexual misconduct policies and procedures can be found online at [www.lee.edu/titleix](http://www.lee.edu/titleix), by email ([TitleIXSupport@lee.edu](mailto:TitleIXSupport@lee.edu)), or by contacting the Title IX Coordinator.

### Title IX Coordinator

#### **Jose Martinez, Title IX Coordinator**

511 S. Whiting, Baytown TX 77520

Rundell Hall, Room 112a

[josmartinez@lee.edu](mailto:josmartinez@lee.edu)

281.425.6546

## How to Report Sexual Misconduct

It is the right of those who believe they have experienced sexual misconduct to choose whether or not to report the matter to the college and/or law enforcement. The college, however, urges anyone who has experienced sexual assault, domestic, dating violence, or stalking to seek support as soon as possible to minimize and treat physical and emotional harm and to understand the options for reporting.

It is also important to obtain medical treatment following sexual assault or other acts of violence. A hospital exam to collect evidence for potential criminal prosecution should be done as soon as possible after the incident. The [Campus Sexual Assault Victims' Bill of Rights](#) exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act and provides information on the rights of those who report sexual violence on a college campus.

Any person may report an incident of sexual assault, interpersonal violence (including domestic and dating violence), stalking, sexual harassment, and sex discrimination to one the Title IX Coordinator via the [online reporting form](#); via email at [TitleIXSupport@lee.edu](mailto:TitleIXSupport@lee.edu); via mail at P.O. Box 818, Baytown TX 77520-0818, or by calling Title IX coordinator directly. Reports can be made regardless of whether the person reporting is the person alleged to be subject to the complaint. The online reporting from allows for anonymous reports.

## What Happens Next?

After a report or formal complaint is submitted, a Title IX coordinator will review the report or formal complaint and will reach out to the reporter, complainant, and other appropriate parties to discuss next steps and provide information on specific resources and accommodations related to the report or formal complaint. Title IX requires that a complainant who is alleging sex discrimination and/or sexual harassment submit a formal complaint in order to initiate the grievance process. Filing a formal complaint will initiate the grievance process related to the reported allegations which includes initiating an investigation, and/or initiating the informal resolution process, and/or the student conduct process.

## Understanding Confidentiality

All reports are treated with the greatest degree of confidentiality possible. Confidentiality is maintained on a need-to-know basis with respect to the college's obligations to investigate allegations of sexual misconduct and take the appropriate corrective action. Anyone making a report should be aware that all Lee College employees are mandatory reporters and are required to report to a Title IX Coordinator any information of sexual misconduct brought to their attention.

The college has a designated individual to serve as the confidential employee to provide support in a secure environment in which questions can be asked, information provided, and guidance offered should the student wish to report the sexual misconduct to the college. Confidential Employees are not required to report any information about an incident of sexual misconduct to the Title IX Coordinator without the student's written permission unless there is concern the individual will likely cause serious physical harm to self or others; or the information concerns conduct involving suspected abuse or neglect of a minor or elder. The following employee serves as the confidential employee for the college.

- Linda Torrez-Mann | [ltorrezmann@lee.edu](mailto:ltorrezmann@lee.edu)

## Why Report

- The incident has negatively affected your academics or employment.
- You have concerns about your safety or the safety of the community.
- You want the college to pursue disciplinary action against the respondent.
- Reporting an incident informs the college of the incident, which allows the institution to provide support, resources, and accommodations to the all the parties impacted by the incident and does not necessarily result in the initiation of a grievance process.

**[File a Title IX Report](#)**: Use this link to report allegations of sex discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including dating violence and domestic violence), and stalking.

## Types of Reporting

- **Anonymous Reports:** A report can be made without sharing your name. You may pick this option if you'd like to make the college aware of incidents or general trends but you may not be seeking any further action. Depending on the information provided, the college's ability to respond may be limited.
- **College Reports:** All parties who report incidents to the Title IX Coordinator will be offered individualized supportive measures. A decision to remain anonymous may greatly limit the college's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this policy. Prompt reporting is encouraged.
- **Police Reports:** Individuals who report to the may also report to law enforcement.

If you are seeking criminal penalties (such as incarceration or sex offender registration), you should file a report with the relevant law enforcement agency. Individuals have the option of notifying both on-campus officials and local law enforcement authorities to report sexual assault, dating violence, domestic violence or stalking. Reports should be filed with the agency where the incident occurred.

- **On Campus**
  - # Campus Security:
    - # Ext. 6888 or 9.281.425.6888, 24 hours
    - # Red phones in each building and emergency poles throughout parking lots.  
Pick up receiver or push button and wait for a security officer to answer.
  - # Local Emergency: Dial 9.911 (for fire, police, ambulance)
- **Off Campus**
  - # Campus Security: 281.425.6888 or 281.808.0079, 24 hours
  - # Local Emergency: 911
- **Baytown Polic Department**
  - # 3200 N. Main Street  
Baytown, TX 77522
  - # Phone: [281.422.8371](tel:281.422.8371)

Any person subject to an alleged incident, may file a formal complaint to the Title IX Coordinator to initiate the appropriate grievance process. The college recognizes the right of a victim of sexual harassment, sexual assault, dating violence, or stalking to report the incident and to receive a prompt and equitable resolution of the report or formal complaint.

The Title IX Coordinator may also file and sign a formal complaint based on any incident report received which will initiate the appropriate grievance process track.

## Employee Mandatory Reporting

### Senate Bill 212: Employee Mandatory Reporting

Effective Sept. 1, 2019, Texas law (SB 212) requires employees of Texas public institutions of higher education, including Lee College employees, to report observed

incidents or credible information to promptly report the incident to the Title IX Coordinator. This includes behavior against a student or employee reasonably believed to be sexual harassment, sexual assault, dating violence, or stalking against a student or employee.

### **What happens if an employee doesn't make a report?**

Effective Jan. 1, 2020, it is a misdemeanor crime for an employee who fails to make a report or makes a false report. The charge will be for a person who is required to make a report and knowingly fails to make the report with the intent to harm or deceive, or knowingly makes a report that is false.

If it is shown that the employee concealed the incident that was required to be reported, the college must terminate any employee whom it determines, in accordance with the college's disciplinary procedure, to have not made a required report. Student workers are not included as employees for the purposes of mandatory reporting.

### **Where should an employee file a mandatory report?**

To report a Title IX incident, complete the online incident report form. Once the report has been filed, the college will follow steps in the investigation process as required by state and federal law.

### **Are there exemptions for mandatory reporting?**

Exceptions to mandatory reporting of employees include the following:

- Student employees (those working as a student assistant or in a work-study program).
- Victims of sexual harassment, sexual assault, dating violence, or stalking are not mandatory reporters of/for their own incident.
- Employees are not required to report information about an incident disclosed at a public awareness event such as "Take Back the Night."
- Those identified as confidential employees by Lee College.

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