



**2022-2023**

# **Office of Youth Program Development and Support Guidebook for FOR UTEP DIVISIONS AND DEPARTMENTS**



**UTEP**  
**OFFICE OF YOUTH PROGRAM**  
**DEVELOPMENT AND SUPPORT**  
**EXTENDED UNIVERSITY**



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## 2022-2023

# 1. Office of Youth Program Development and Support Guidebook for UTEP Divisions and Departments

The Office of Youth Program Development and Support provides a centralized office on the UTEP campus to assist with planning, organizing and coordinating youth programs. University divisions and departments work with the Office of Youth Program Development and Support to ensure that all youth programs are set up and run efficiently to meet the University's business procedures and risk management practices. The guidebook includes the requirements and standards to host a successful youth program.

For a variety of reasons, policies and procedures in this guidebook may change. When this occurs, Youth Event Coordinator(s) will be notified accordingly and are expected to be in compliance with any changes.

### **The Office of Youth Program Development and Support's physical location and mailing address:**

500 W. University Ave.  
Memorial Gym 101 W. Robinson Avenue, Room 111  
El Paso, TX 79968-0602

### **Helpful Links**

- Office of Youth Program Development and Support Website: <https://www.ypp.utep.edu>
- UTEP Handbook of Operating Procedures Chapter 5 - Youth Protection Program: <https://www.utep.edu/hoop/section-1/youth-protection-program.html>. Always refer to Chapter 5 of the UTEP Handbook of Operating Procedures when referencing information outlined in this guidebook.
- UTS 192 Youth Protection Policy: <https://www.utsystem.edu/sites/policy-library/policies/uts-192-youth-protection-policy>

### **Office of Youth Program Development and Support Staff**

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## Key Terminology

- Youth Participant: A minor (under age 18) who is attending a youth program. This definition does not include University students who are under the age of 18.
- Youth Program(s): A camp, program, internship, mentorship, event, or activity held on UTEP-owned or controlled premises, or sponsored or supported by UTEP, and offers recreational, athletic, religious, or educational activities to youth participants.
  - “Youth Program” also includes any “Campus program for minors” as defined by Section 51.976 of the Texas Education Code. “Youth Program” specifically includes external third-party youth programs that contract with UTEP for the use of institutional facilities. For the purposes of UTS Youth Protection Policy, this definition does not include programs for UTEP-enrolled students or employees under the age of 18, or programs where the custody, control and care of a minor (under age 18) is not the responsibility of the institution but instead held by non-UTEP teachers, official chaperones, parents, or legal guardians (e.g. campus tours of prospective students' families, visits by local school district classes, etc.)
- Youth Event Coordinator: The University, college, school, unit, or department employee who develops, operates and/or supervises a campus program for youth participants, regardless of profit.
- Designated Individual(s): A person involved in and assisting with a youth program for youth participants, who has contact with a youth participant and has been identified by the institution as a designated individual. Examples of designated individuals can include: faculty, staff, student workers, volunteers, or contracted employees who assist in youth programs.

Responsibilities of a designated individual include, but are not limited to

- a. Ensuring the safety of each youth participant
- b. Following the instructions of the Youth Event Coordinator and executing or implementing the program's supervision and instruction plan
- c. Creating a memorable experience by:
  - Providing instruction that is appropriate for each youth participant's age and ability
  - Providing encouragement that enables each youth participant to increase the confidence needed to acquire new skills
  - Monitoring the behavior of youth participants to ensure they adhere to the program's code of conduct/rules
  - Enforcing the rules and immediately communicating any issues that occur to the Youth Event Coordinator
  - Serving as a role model for youth participants

### **Authority**

The University delegates authority to the Office of Youth Program Development and Support and the Youth Support Services Manager to oversee youth programs held at, sponsored by, organized by, or supported by the University, as well as to assist with planning, organizing and coordinating youth programs. University divisions and departments must work with the Office of Youth Program Development and Support to ensure that all youth programs are set up and run in accordance with the University's business procedures and risk management practices.

Each youth program must comply with the following terms and conditions, as well as any other applicable requirements of federal, state, or local law or regulations.

### **Presence of youth on campus**

The University reserves the right to condition, restrict, or deny access to University facilities by youth participants at its discretion. All youth participants, including those participating in a youth program, will be subject to all University regulations while on campus, and may be asked to leave the campus if they do not comply.

### **Accountability**

Failure to follow the requirements established in this policy may lead to sanctions including but not limited to probation or suspension of the program; dismissal or termination of University employment; and/or removal or barring from University property.

## 2. Before the Start of a Youth Program: Planning, Organizing and Coordination

### Youth Program Notification Requirement

All University-affiliated programs engaging youth participants under the age of 18, except as excluded by [Section 5.1.2](#), must notify the Office of Youth Program Development and Support by completing an online notification form prior to commencing program operations. Programs that fail to notify the Office of Youth Program Development and Support may be denied permission to continue operations at the University.

The requirement to notify applies to any youth program conducted on or off the University campus or its other properties, regardless of the time of year the activity is taking place, if the activity:

- a. is sponsored, overseen, supervised, operated, or managed by the University; or
- b. is funded in whole or in part from any University cost center

The [Youth Program Notification Form](#) must be submitted no later than three (3) months prior to the start of the program. Any amendments or changes to the program registration should be submitted as soon as is practical after the need for amendment becomes known.

### Cash/Check/Credit Card Handling & Assessed Registration Fee Requirement

When a youth program charges a fee to its youth participants in the forms of a cash, check, or credit card transaction, it must go through an approved UTEP system. If unable to secure payment through an approved UTEP system, [Professional and Public Programs](#) will provide financial oversight and management of all registrations. Professional and Public Programs will assess a coordination fee in the amount necessary to cover the costs of administering registration and any other service provided. To determine the appropriate fee for this service, contact Professional and Public Programs at [p3youth@utep.edu](mailto:p3youth@utep.edu).

With regard to purchases and in accordance with University policy, all purchases, regardless of dollar amount, require a purchase order or payment using a procurement card, if applicable.

### Designated Individuals Requirements

Any University employee, student, independent contractor, or other volunteer who will serve as a designated individual in any University-sponsored program must first meet the following requirements.

1. Criminal Background Check: Youth Event Coordinators must ensure all designated individuals who will work with youth participants during the program undergo a criminal background check conducted each year of the program. The check must be conducted and successfully cleared at least five (5) days prior to the start of the program. To determine the appropriate type of background check, refer to <https://www.utep.edu/vpba/hoop/section-5/ch-12.html>

The following sources will be used in conducting a background check:

- Texas DPS Crime Records Service: Secure or Public Site
- Sex offender registration check
- Appropriate out-of-state check
- International check for any foreign national whom the Youth Event Coordinator has reason to believe lived outside the U.S. after the age of 14 unless the person's visa issuance or renewal occurred after implementation of the U.S. Patriot Act on October 24, 2011. (Reasonable efforts will be used to obtain such a check and it need only be conducted initially if the individual does not live outside the U.S. during the year)

To request a background check you must submit the Background Check and Information Form and select Youth Camp. For further assistance with criminal background checks, please contact Human Resources at [hronboarding@utep.edu](mailto:hronboarding@utep.edu) or call (915) 747-5202.

2. Youth Protection Training: It is the University's policy to provide training to personnel who work with youth participants in order to educate them about significant risks posed to children. The University aims to keep children safe by engaging staff and volunteers in strategies for recognizing, preventing, and reporting abuse and neglect.

The University provides the training mandated by Texas Education Code § 51.976 and the University of Texas System. This training includes information and examination concerning warning signs of sexual abuse and child molestation. To receive information about training, please contact the University's Office of Institutional Compliance at (915) 747-6478.

It is the responsibility of the Youth Event Coordinator to ensure all designated individuals complete the Youth Protection Training five (5) days prior to the start day of the youth program. Designated individuals must complete the Youth Protection Training and Examination every year and achieve a score of 100% on the examination. A designated individual will be allowed to re-answer the questions if necessary to achieve a passing score. Upon successful completion of the course, the designated individual will receive a certificate of completion, which should be provided to the Youth Event Coordinator.

The training is provided by the University at no cost to the designated individual. Youth programs that host twenty (20) or more youth participants who are on campus for all or part of at least four (4) days are required to submit an annual Sexual Abuse and Child Molestation Training and Examination Report to the Department of State Health Service Campus Program for Minors ([PHSCPS@dshs.state.tx.us](mailto:PHSCPS@dshs.state.tx.us)) within five (5) days of the start of the youth program.

3. Use of Volunteers: Youth Event Coordinators must ensure that all volunteers, regardless of age, adhere to the Volunteer Policy located in the Handbook of Operating Procedures at <https://www.utep.edu/vpba/hoop/section-5/ch-25.html>

## Liability Insurance Requirement

All youth programs must carry accident and liability insurance with coverage at least equivalent to the Camp Insurance Program offered by the UT System Office of Risk Management. Any purchase of insurance must also comply with the requirements of Regents' Rule 80601. To enroll in the Camp Program, the following steps must be completed:

1. Please notify the UT System Office of Risk Management (ORM) at least 7 business days prior to the start of your program if you want to enroll in the Camp Program. It will take at least 5 business days to receive a certificate of insurance. Completed applications should be sent to the ORM, attn: Ruth Maldonado, via email at [rmaldonado@utsystem.com](mailto:rmaldonado@utsystem.com).
2. Youth Event Coordinators should complete the appropriate application based upon the type of program to be held.
3. ORM will accept the application as an order to bind coverage for the program for in-person programs; coverage for online programs must be approved by the carrier. If ORM finds any inaccuracies on the application, ORM will contact you as soon as possible to have them corrected. All applications must be sent to Ruth Maldonado at the email above.
4. Southwest Special Risk Insurance (SWSR) will email the certificate of insurance and claims form to the Youth Event Coordinator designated on the application. Please note that the accident claim form must be completed and submitted according to the instructions on the form within 30 days of an injury.
5. SWSR will send an audit form to the designated Youth Event Coordinator via email at the end of each program for the actual final number of youth participants and staff. Once completed and returned to SWSR, an invoice for the premium (based on the actual youth participants counts) will be sent to the designated Youth Event Coordinator. Note: If audit form is not returned to SWSR in a timely manner, SWSR will invoice based on the initial application.
6. Timely payment of premium is due directly to SWSR. Failure to make timely payments may result in removal of coverage and impact future eligibility to participate in the Camp Insurance Program.

## Conditions for Online Camps

- Coverage for online programs is not automatic; the carrier must affirmatively agree to bind coverage. Once ORM receives your online camp application, we will submit it to the carrier for review and approval. The policy is bound when you receive a certificate from the carrier.
- All questions on the application must be answered and are a condition of coverage.
- All written communications must be done in group messages. No private messaging is allowed between the instructor and youth participants, and no private messaging is allowed between youth participants.
- Each program must indicate a start time and end time on the application. The policy does not respond to incidents that occur outside of the stated start and end times.
- Format and description of activities must be provided on the application.



- Live stream origination (i.e. institution, instructor's home, etc.) must be provided on the application.
- Live stream service venue must be provided on the application.
- Coverage territory is limited to the United States of America, including its territories and possessions, Puerto Rico and Canada.
- Please note you must inform the UT System Office of Risk Management as soon as possible if a camp you have requested for coverage has been cancelled.

**Supervision Plan Requirement**

Each Youth Program must have the following minimum adult supervision ratio requirements consistent with the American Camp Association staff ratio standards:

Age	Number of Staff	Overnight	Day Only
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

The supervision plan must be developed and specify the person having responsibility over all designated individuals serving in the program, the ratio of youth participants to designated individuals over 18, and the designated individuals by category of employees, students, and volunteers. Each program should meet the minimum designated individual (staff) to youth participant ratio.

The supervision plan for any overnight program should also

- specify curfews;
- establish rules pertaining to visitors; and
- have no unsupervised free time.

Program counselors/volunteers must be sixteen (16) years or older, pass a criminal background check and pass the UTEP Youth Protection Training. All youth program employees MUST comply with the minimum age requirement. Please see the Handbook of Operating Procedures at <https://www.utep.edu/vpba/hoop/section-5/ch-3.html> for the full details regarding age requirements.

### **Emergency Communication Plan**

In the event of an emergency, Youth Event Coordinators are encouraged to

- provide designated individuals with contact information for parents/legal guardians of youth participants in the event of an emergency;
- ensure the parents/legal guardians are provided with contact information to reach the youth participants while the program is in session;
- utilize the communication plan template provided by the Office of Youth Program Development and Support; and
- contact University Police at 915-747-5611 so they may assist and document during emergencies.

### **Emergency Action Plan**

Youth Event Coordinators must be prepared in case of an emergency and discuss the emergency action plan with all designated individuals.

Youth Event Coordinators should ensure that all designated individuals are

- aware of all identified means of exiting the building(s).
- knowledgeable of the area(s) for all youth participants and staff to gather in an emergency that requires evacuation; this area should be far enough away from building so as not to interfere with emergency response operations.
- prepared to escort the youth participants out of the building and to a safe area designated by the camp emergency plan where they will remain with their assigned group and take attendance immediately.

Emergency action plans will include assigned staff conducting a roll call to ensure all participants and staff are accounted for at the designated area.

If all youth participants and staff are accounted for, the Youth Event Coordinator or designated individuals will maintain order and follow the instructions of emergency personnel.

If a youth participant or designated individual is missing when attendance is taken, emergency personnel must be immediately notified and their instructions followed.

## Medical Emergency Plan

Youth Event Coordinators must be prepared in case of a medical emergency and discuss the medical emergency action plan with all designated individuals. It is highly recommended that each youth program have a first aid kit on site and have identified staff who are trained in the following:

- CPR
- First aid
- Youth mental health first aid

When parents/guardians, teachers, coaches WILL NOT be present at all times and retain custodial responsibility of the youth participants during the youth program, the Youth Event Coordinator must also obtain the following forms from each youth participant's parent/legal guardian:

- Authorization to permit transportation of youth participants as deemed necessary in an emergency
- Disclosure of any allergies, other medical/mental conditions, or physical limitations of a youth participant that may impact his or her participation in the youth program

Medical information is confidential and only for use by camp staff. It is imperative that parents/guardians are notified of all medical-related situations.

In the event of an emergency involving an injury or acute illness, the Youth Event Coordinator must follow the risk reduction measures listed below:

- Call 911 to summon emergency personnel
- Notify the parent/legal guardian or the emergency contact
- Have a designated individual accompany the youth participant to the hospital and remain until the parent/legal guardian arrives
- Ensure that the appropriate designated individual prepares a written report no later than 24 hours following the medical emergency to submit to the Youth Event Coordinator for filing

## Missing/Lost Youth Participants Procedure

Designated individuals are responsible for knowing the location of youth participants at all times, both on- and off-site for the duration of the program.

Designated individuals must account for their youth participants at all times and regularly check attendance, especially when youth participants are in transition.

Designated individuals must immediately notify the Youth Event Coordinator if a youth participant is unaccounted for. The Youth Event Coordinator and designated individuals will immediately search the area where the youth participant was last seen.

If the youth participant is not located after the aforementioned steps have been completed

- the Youth Event Coordinator or designated personnel will contact the police and wait for them to arrive.
- the Youth Event Coordinator or designated personnel will contact parents/guardians to apprise them of the situation.
- the Youth Event Coordinators are to direct designated individuals to continue the search until police arrive. When the police arrive, they will assume command to locate the missing youth participant.

## Transportation

Youth Event Coordinators and employees are NOT allowed to use their personal or non-approved vehicles to transport youth participants under any circumstances.

UTEP's Parking and Transportation office offers various transportation and parking services. Youth Event Coordinators should contact UTEP Parking and Transportation for more information at (915) 747-5724 or [parking@utep.edu](mailto:parking@utep.edu).

## Parking Permits

A parking permit may be required for each vehicle entering campus for youth participant drop-off or pick-up depending on the day and time of each youth program.

If a youth program plans to have an event in which additional guests or an influx of guests will be parking on campus for a few hours during the event (e.g. award ceremony/game/concert), an Event Parking Form must be submitted for each event. The form can be accessed at <https://www.utep.edu/vpba/parking-and-transportation/parking/event-parking.html>.

Current parking regulations are available at <https://www.utep.edu/parking-and-transportation/> and must be followed.

## Room and Facility Usage/Reservations

Youth Event Coordinators should coordinate with UTEP's Housing, Student Recreation Center, Scheduling and Union services as needed. Please be aware that fees may be associated with the use of these spaces. Each facility has specific policies and procedures that must be followed.

## Minors in Laboratories and Similar Facilities

UTEP is committed to introducing minors to interesting and challenging scientific, scholarly, or artistic pursuits at a young age. These experiences should be handled in ways that will promote the safety of the minors and will not impair the normal functions of the University. The Environmental Health and Safety Office (EH&S) is available to assist in the planning and appropriate usage of laboratories and similar facilities. Please contact EH&S for assistance at (915) 747-7124.

## 3. During and After Youth Program: Requirements and Procedures

### Required Forms for Youth Participants

Listed below are forms that should be completed and kept on file for each Youth Program:

- Release and Indemnification Agreement for Minors
- Release and Indemnification Agreement for Adults
- Release and Indemnification Agreement for Volunteers
- Photographic/Video Consent and Release, if applicable
- Authorization for Emergency Medical Treatment: This form **MUST** be kept on file when parents/guardians, teachers, coaches **WILL NOT** be present at all times and retain custodial responsibility of the youth participants during the youth program. A copy should be collected by the Youth Event Coordinator, alphabetized by last name and kept readily accessible by the staff for situations that may arise.]

**Please do not combine or alter any approved University form.** The approved forms can be found on the VPBA Forms Library website at <https://www.utep.edu/vpba/forms-library/>.

### Attendance

Attendance should be taken on a daily basis, and attendance records should be maintained for the current fiscal year plus one.

Designated individuals should have this information readily available during the camp to ensure all youth participants are accounted for.

### Individuals With Authorization to Pick Up

As part of registration and/or the check-in process, the Youth Event Coordinator should also request a list of individuals who are authorized to pick up a youth participant at the end of the day or at the end of the camp session. The authorized pick-up list from the parent/guardian should be in writing and include the authorized pick-up person's relationship to the youth participant, as well as their valid photo ID number. Upon dismissal, procedures should be in place to ensure that the youth participant is only released to an authorized individual.

### No Unsupervised Access

Any individual not considered a designated individual (e.g. parent/guardian) must not have unsupervised access to youth participants.

## Discipline Guidelines & Behavior Management

All youth programs should have discipline guidelines. The following is a guideline to developing a comprehensive discipline protocol; adjustments should be made so the guidelines are suitable for each individual program. Youth Event Coordinators should ensure that

- the youth program clearly outlines the methods of discipline, including behavior that would warrant a participant being sent home or dismissed.
- a record is kept of participant misbehavior, noting date, time, and participant/staff involved in the incident.
- parents/guardians are notified in case of consistent problems with the participant.

It is the designated individual's responsibility to be a mediator in disagreements between youth participants. Some guidelines to follow are as follows:

- Be fair. All rules are the same for everyone.
- Use quiet authority. Do not yell or use abusive language. No physical contact is permissible.
- Let youth participants know their boundaries.
  - Do not assume the youth participants know what is expected.
  - Read over and reiterate guidelines with youth participants upon arrival to ensure the expectations and rules are understood from the beginning.
  - Explain to youth participants if guidelines are not adhered to it will result in dismissal from the camp.
- Always be present. Lack of supervision is a major cause of accidents and problems between the youth participants.

When a youth participant's behavior creates a risk for the physical health and safety of another child, himself/herself, or the designated individuals, the following procedures should be followed:

- Give a verbal warning.
  - Explain to the youth participant why the behavior is inappropriate.
  - Give the youth participant(s) time to refocus and/or redirect their behavior.
- Do not admonish the entire group.
  - Direct instructions to individuals by name.

## Prohibited Conduct

Designated individuals working in programs covered by this guideline must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm.

Prohibited conduct for designated individuals includes, but is not limited to:

- One-on-one contact with minors outside the presence of others
- Meeting with minors outside of established times for program activities
- Touching minors in a manner that a reasonable person could interpret as inappropriate
- Engaging in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining

- Showering, bathing, or undressing with or in the presence of minors
- Using, possessing, or being under the influence of alcohol or illegal drugs while working a campus program for minors
- Being alone in a vehicle with a minor at any time
- Having direct electronic contact with minors without another designated individual included in the communication
- Making sexual materials in any form available to minors participating in programs or activities, or assisting them in any way in gaining access to such materials

**Bullying**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. Youth participants attending camp are susceptible to potential bullying situations. To prevent and target bullying tactics, designated individuals and Youth Event Coordinators must create a positive and caring environment.

Creating positive relationships is one of the keys to preventing bullying. When youth participants develop positive relationships, they feel comfortable voicing their concerns and seeking help when bullying incidents occur. When designated individuals observe behaviors that may eventually lead to bullying, they should intervene immediately. If an incident is ignored, it has the propensity to escalate quickly.

<b>Signs a youth participant/camper is being bullied</b>	<b>Signs a youth participant/camper is a bully</b>
<ul style="list-style-type: none"> <li>• Unexplainable injuries</li> <li>• Lost or destroyed clothing, books, electronics or jewelry</li> <li>• Frequent head or stomach aches</li> <li>• Eating habit changes</li> <li>• Difficulty sleeping or nightmares</li> <li>• Avoidance of social situations</li> <li>• Feelings of helplessness or decreased self-esteem</li> <li>• Self-destructive behaviors (e.g.</li> <li>• Self-harming or suicidal thoughts)</li> </ul>	<ul style="list-style-type: none"> <li>• Has a positive attitude toward violence and the use of violent means</li> <li>• Dominates and subdues other campers and gets their own way</li> <li>• Is impulsive, aggressive, easily angered</li> <li>• Has a lack of empathy</li> <li>• Exhibits defiance and aggression toward adults</li> <li>• Gets involved in physical or verbal fights</li> <li>• Has unexplained extra money or new belongings</li> <li>• Doesn't accept responsibility for their actions</li> </ul>

Designated individuals should reiterate the following to youth participants/campers:

- Bullying is not acceptable and will not be tolerated.
- If a bully bothers you, ask a designated individual or Youth Director for help.
- Report bullying when you see and hear about it. Telling is not tattling.

## 4. Rules and Regulations

### **Title IX**

Title IX of the Education Amendments Act of 1972 is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity receiving federal financial assistance.”

UTEP is committed to maintaining a learning environment that is free from discrimination based on gender, including inappropriate conduct of sexual nature. Sexual harassment (including sexual violence, stalking, domestic violence and/or dating violence) and sexual misconduct in any form are prohibited and will not be tolerated. Any individuals who engage in such conduct will be subject to disciplinary action.

A complaint against a UTEP student, visitor, staff or faculty member for sexual harassment, sex discrimination or sexual assault, should be made in person to the Title IX Coordinator or Deputy Coordinators, or online by submitting a [Title IX Incident Reporting Form](#). Additional information, including online reporting, can be found at <https://www.utep.edu/titleix/>.

Senate Bill 212 (SB 212 - <https://www.utep.edu/TitleIX/sb-212.html>) requires all employees of Texas universities to report incidents of sexual harassment, sexual assault, dating violence, or stalking allegedly committed by or against a student or employee, to a Title IX Coordinator or Deputy Title IX Coordinator. Under this new law, an employee who fails to report or falsely reports such an incident will also be subject to criminal liability (misdemeanor) and termination of employment.

### **UTEP Title IX Coordinator and Deputy Coordinators**

Gabriel Ramirez, J.D. (oversees Title IX investigations and policy implementation)

Title IX Coordinator

Kelly Hall 310

(915) 747-8358

[gramirez2@utep.edu](mailto:gramirez2@utep.edu)

William A. Epperson

Deputy Title IX Coordinator and Primary Investigator

Institutional Compliance

Kelly Hall 312

915-747-8797

[waeperson@utep.edu](mailto:waeperson@utep.edu)

Dr. Catie McCorry-Andalis

Deputy Title IX Coordinator Education, Training and Outreach

Associate Vice President for Student Engagement and Dean of Students

Dean of Students Office

Union West 102

915-747-5648

[cmandalis@utep.edu](mailto:cmandalis@utep.edu)



Beatriz Tapia  
Deputy Title IX Coordinator and Director for Equal Opportunity  
Equal Opportunity Office  
Kelly Hall 304  
(915) 747-5839  
[betapia@utep.edu](mailto:betapia@utep.edu)

## Concealed Carry and Weapons on Campus

Pursuant to Subchapter H, Chapter 411 of the Texas Government Code, individuals licensed by the State to carry a concealed handgun (License Holder) may carry a concealed handgun in approved areas on the University campus beginning August 1, 2016.

The use, possession, display or storage of all other weapons, simulated weapons, explosives, or fireworks on the University campus is prohibited and subject to appropriate disciplinary and/or criminal sanctions.

Individuals who observe a violation of this policy are required to report the incident immediately to the University Police Department (UTEPPD) at 915-747-5611 or 911. UTEPPD will investigate the incident and when applicable forward potential violations to the University's Office of Human Resources or Office of Student Conduct and Conflict Resolution (OSCCR).

Please see the Handbook of Operating Procedures at <https://www.utep.edu/hoop/section-9/ch-10.html>

## The Clery Act

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20USC & 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The Clery Act requires colleges and universities to

- publish an Annual Security Report.
- publish a yearly Security and Fire Safety Report.
- have a public crime log.
- disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms.
- issue timely warning about Clery Act crimes that pose a serious or ongoing threat to students and employees.
- devise an emergency response, notification and testing policy.
- compile and report fire data to the federal government and publish an annual fire safety report.
- enact policies and procedures to handle reports of missing students.

Youth Event Coordinators are considered school officials who have "significant responsibility for student and campus activities" and act as Campus Security Authorities (CSAs) who have the authority and duty to take action or respond to particular issues on behalf of the institution.

CSAs must ensure the following offenses are immediately reported to the UTEP Police Department:

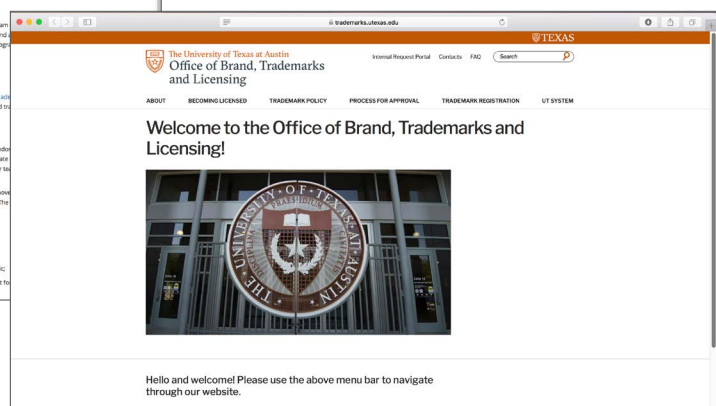
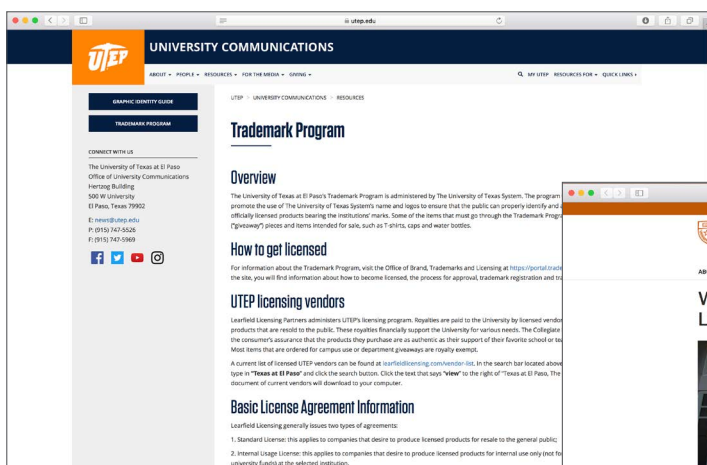
- Murder/manslaughter
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Domestic violence
- Dating violence
- Stalking
- Weapons violations
- Drug abuse violations
- Liquor law violations
- Arson

Even if the victim does not want to report the crime to the police, the CSA must immediately contact the UTEP Police at (915) 747-5611 to report enough details so the incident can be classified and recorded properly. If there is an undue delay in any of this process, the University could be found in non-compliance, which can result in a substantial monetary fine for each instance of non-compliance. Employees and volunteers should be trained to report all incidents of crimes to the Youth Support Services Manager who will follow up according to the Clery requirements. Additional information on UTEP Clery requirements can be found at <https://www.utep.edu/police/records-reports/jeanne-clery-act.html>.

## University Communications: Trademark Program and Graphic Identity Guide

### Trademark Program

The University of Texas at El Paso's Trademark Program is administered by The University of Texas System. The program works to protect and promote the use of The University of Texas System's name and logos to ensure that the public can properly identify and associate the logos with officially licensed products bearing the institution's marks. Some of the items that must go through the Trademark Program include promotional ("giveaway") pieces and items intended for sale, such as t-shirts, caps and water bottles.



Additional information on UTEP's Trademark Program can be found at <https://www.utep.edu/university-communications/resources/trademark-information.html>

**Graphic Identity Guide**

The publication that sets guidelines for the use of the University's logos, name, colors, seals and other brand elements can be found at <https://www.utep.edu/university-communications/resources/graphic-identity-guide.html>

## 5. Frequently Asked Questions

### Youth Program Requirements

- 1. Do I have to complete the notification form with the Office of Youth Program Development and Support when I am asked to speak at a school?**  
No. If the school organizes the program, the classroom teacher maintains custodial responsibility of the minors and is present throughout the duration of the program. The school is responsible for youth protection training and criminal background checks.
- 2. If a school/teacher contacts me about bringing minors on campus for a program, do I have to complete the notification form with the Office of Youth Program Development and Support?**  
Yes. You do have to complete the notification form.
- 3. If a program assesses fees to participants in the form of cash, checks, or credit card, can I accept payment?**  
No. When a youth program charges a fee to its youth participants in the forms of cash, check, or credit card transaction through a non-approved UTEP system, Professional and Public Programs must provide financial oversight and management of all registrations.
- 4. If the Office of Youth Program Development and Support provides administrative support for financial oversight, will I be assessed a fee for this service?**  
Yes. The Office of Youth Program Development and Support will assess a coordination fee in the amount necessary to cover the costs of administering registration and any other service provided. To determine the appropriate fee for this service, contact the Office of Youth Program Development and Support at [youthprograms@utep.edu](mailto:youthprograms@utep.edu).

### Youth Protection Training

- 5. Who takes the training?**  
All designated individuals (employees, volunteers and personnel of third party) who are working with campus programs for minors must take the training.
- 6. What information does the training include?**  
This training includes information and examination concerning warning signs of sexual abuse and child molestation approved by U.T. System and the state of Texas.
- 7. What training is required for designated individuals?**  
Designated individuals must complete the University of Texas Youth Protection Training and Examination. The Youth Protection Training is provided by the University at no cost to the designated individual.
- 8. How often does the training have to be completed?**  
Designated individuals must complete the training and examination every year. If the designated individual is a new employee or volunteer, she/he must complete the training five (5) days prior to the start day of the youth program.
- 9. Can the test be taken again if I do not pass?**  
Yes. The designated individual will have to retake the test to achieve a score of 100%.

**10. If a designated individual is hired for a program at the last minute for any reason, are they permitted to work before taking the training?**

No, all designated individuals must complete the training five (5) days prior to the start day of the youth program.

**11. Do guests such as lecturers, speakers, etc. have to take the training?**

If the guest is working with the youth participants and has unsupervised access to them, training is required. However, training is not required if the guest is speaking to a group, the designated individuals are present at all times, and the guest does not have unsupervised access to the youth participants.

## Criminal Background Check

**12. What is the process to obtain a criminal background check?**

To request a background check you must submit the [Background Check and Information Form](#) and select Youth Camp. For further assistance with criminal background checks, please contact Human Resources at [hronboarding@utep.edu](mailto:hronboarding@utep.edu) or call (915) 747-5202.

**13. How long does it take to process a criminal background check?**

Typically, a background check is completed within 3-5 business days from the time the designated individual responds to the criminal background questionnaire.

**14. How often must a criminal background check be conducted on designated individuals?**

All designated individuals must undergo a criminal background check every year prior to the start of the program.

**15. Who is responsible for ensuring that all criminal background checks have been completed prior to the start of the program?**

It is the responsibility of the Youth Event Coordinator (staff or faculty) or their designee.

**16. If a designated individual is hired for a program at the last minute for any reason, are they permitted to work before the criminal background check is completed?**

No, all designated individuals must be cleared to work with minors before an activity or program starts. If the results are delayed, the designated individual cannot start working or volunteering until he/she is cleared.

**17. Do guests such as lecturers, speakers, etc. need a criminal background check?**

Yes, if the guest is working with the youth participants and has unsupervised access to them, a criminal background check is required. However, a criminal background check is not required if the designated individuals are present at all times, and the guest does not have unsupervised access to the youth participants.

**18. Can minors serve as designated individuals, volunteers or Youth Event Coordinators?**

No. Designated individuals, volunteers and Youth Event Coordinators must be 18 years of age or older.

**19. Who do I contact if I have questions regarding criminal background checks?**

Contact Human Resources at (915) 747-5202 or via email at [hronboarding@utep.edu](mailto:hronboarding@utep.edu) for general questions on background checks.

## 6. Youth Program Checklist

Please ensure all items listed below are completed prior to starting your youth program:

- Youth Program Notification Form**
- Youth Event Coordinator Mandatory Training**
- Registration Fee Requirement**
  - o If assessing a fee for youth program, is the fee is being collected through a UTEP approved system?
- Youth Protection Training**
  - o Does my youth program meet the requirements to report to the Department of State Health Services Campus Program for Minors?
- Submit the Background Check and Information Form for all designated individuals**
  - o Track the status of the Criminal Background Check (CBC) and verify the CBC cleared prior to the start of the program. Contact [hronboarding@utep.edu](mailto:hronboarding@utep.edu) for any questions on the background checks.
- Liability Insurance**
- Supervision Plan**
- Communication Plan**
  - o Emergency Action Plan
  - o Medical Emergency
  - o Missing/Lost Youth Procedure
- Parking Permit(s)**
- Room and Facility Reservations**



## CONTACT INFORMATION

### Office of Youth Program Development and Support Staff

For questions and more information, please contact  
the Office of Youth Program Development and Support  
services manager

Adrian Carrasco

(915) 747-5877

[acarrasco28@utep.edu](mailto:acarrasco28@utep.edu)

Website: [ypp.utep.edu](http://ypp.utep.edu)



UTEP  
OFFICE OF YOUTH PROGRAM  
DEVELOPMENT AND SUPPORT  
EXTENDED UNIVERSITY

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