



2018 Annual Security and Fire Safety Report

*Jeanne Clery Disclosure of Campus Security
Policy and Campus Crime Statistics Act,
20 U.S.C. § 1092 (f) (Clery Act)*

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Collin County Community College District (Collin College)

In accordance with federal and state law, Collin County Community College District (Collin College) is an equal opportunity institution that provides educational and employment opportunities without discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class. Students with concerns regarding discrimination, harassment, retaliation, and/or sexual violence in violation of applicable laws should contact the Dean of Students Office (DOS) at 972.881.5604 or dos@collin.edu.

Collin College provides reasonable accommodations, in accordance with the [Americans with Disabilities Act of 1990](#) and [Section 504](#) of the [Vocational Rehabilitation Act of 1973](#), to afford equal educational opportunities to all people. Students requesting accommodations under this provision should contact Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Office, located at the Spring Creek Campus (SCC) in Plano, at 972.881.5898 (voice).

The Collin College *Annual Security and Fire Safety Report* is for information only and is not intended as a contract, expressed or implied. The programs, policies, and statements contained herein are subject to continual review and evaluation. Collin College reserves the right to make changes or deletions to the regulations, guidelines, and information contained in this publication at any time. If such changes are made, notification to the

Collin College community will be provided pursuant to [Clery Act](#) requirements.

Upon request, this *Annual Security and Fire Safety Report* is available in an alternate format for students with print-oriented disabilities. For more information, contact the ACCESS Office at 972.881.5898 (voice). For persons who are Deaf or hard of hearing or have speech impairments, contact Texas Relay Services by dialing 711, 800.735.2989 (TTY), or 877.826.1789 (VCO).

The Collin College Board of Trustees policy manual also includes information important to Collin College students, and can be found on the Internet at <https://pol.tasb.org/home/index/304>.

Accreditation Status

Collin College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. For questions regarding Collin College's accreditation, contact the Commission on Colleges:

1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: 404.679.4500

Note: The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

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Section 1: General Information and Procedures

Policy for Publishing the Annual Security and Fire Safety Report and Disclosure of Crime Statistics

Safety and security is a concern for all members of the Collin College community including students, employees, and visitors. Collin College's Dean of Students Office (DOS) prepares this annual security and fire safety report every year in order to comply with the [*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092\(f\) \(Clery Act\)*](#).

This annual security and fire safety report is prepared in cooperation with the local law enforcement agencies surrounding Collin College's main campuses, centers, and alternative sites, Century Court Student Housing (Century Court) management, the Collin College Police Department, and the Human Resources Office (HR). Each entity provides updated information on their educational efforts and programs to comply with the [*Clery Act*](#) annually.

Notification is made through email to all enrolled Collin College students (including those attending less than full-time and those not enrolled in [*Title IV*](#) programs or courses) annually prior to October 1st, which provides information on the [*Clery Act*](#), a brief description of this annual security and fire safety report, and the website to access this document. Collin College faculty and staff members receive a similar email notification annually prior to October 1st. Additionally, information on the Collin College Police Department's policies and procedures is published annually in the Collin College [*student handbook*](#) located at www.collin.edu/studentresources/personal/studenthandbook.html.

Prospective students are provided with information on the [*Clery Act*](#), a brief description of this annual security and fire safety report, and the website to access this document during the admissions process and mandatory New Student Orientation sessions. Prospective employees are

provided with information on the [*Clery Act*](#), a brief description of this annual security and fire safety report, and the website to access this document during the hiring process. A link to Collin College's annual security and fire safety report is also located on the Human Resources Office (HR) Employment website located at www.collin.edu/hr/employment/index.html.

Copies of this annual security and fire safety report may be obtained on Collin College's website at www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html and the following locations on campus:

1. Collin College Police Department Headquarters
Spring Creek Campus (SCC) in Plano
2800 East Spring Creek Parkway
Suite K-119
Plano, TX 75074;
2. Dean of Students Office (DOS)
Central Park Campus (CPC) in McKinney
2200 West University Drive
Suite B-336
McKinney, TX 75071;
3. Dean of Students Office (DOS)
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 457
McKinney, TX 75069;
4. Dean of Students Office (DOS)
Preston Ridge Campus (PRC) in Frisco
9700 Wade Boulevard
Suite F-109
Frisco, TX 75035; and
5. Dean of Students Office (DOS)
Spring Creek Campus (SCC) in Plano
2800 East Spring Creek Parkway
Suite D-128
Plano, TX 75074.

Collecting Crime Statistics

In accordance with the [Clery Act](#), Collin College collects statistics for the following four (4) categories of crimes:

1. Criminal Offenses,
2. Arrests and Referrals for Disciplinary Action,
3. *Violence Against Women Act (VAWA)* Offenses, and
4. Hate Crimes.

Campus crime statistics are collected annually by the Collin College Police Department. These statistics include incidents reported to the Collin College Police Department, campus security authorities (CSAs), and local law enforcement agencies. Additionally, Collin College's Counseling Services staff members inform their clients of the procedures to report crimes to the Collin College Police Department on a voluntary, confidential basis should they feel it is in the best interest of their clients. A procedure is in place to anonymously capture crime statistics which are disclosed confidentially during each calendar year.

The Collin College Police Department requests and makes a reasonable, good-faith effort to obtain crime statistics from the local law enforcement agencies with jurisdiction over some or all of Collin College's [Clery Act](#) geography. However, the [Clery Act](#) does not require local law enforcement agencies to provide Collin College with crime statistics, and Collin College is not responsible for local law enforcement agencies' failure to supply them. Additionally, the [Clery Act](#) does not require Collin College to verify the accuracy of the crime statistics provided by local law enforcement agencies. However, Collin College is required to ensure the statistics received cover only the College District's [Clery Act](#) geography and do not also include other areas.

As required by the [Clery Act](#), campus crime statistics for each of Collin College's campuses and

centers during the three (3) previous calendar years are located in [Appendix A](#).

Counting and Disclosing Crime Statistics

Crime statistics must be disclosed separately for each of the four (4) categories listed in the [Collecting Crime Statistics](#) section of this document. This means that when an incident meets a definition in more than one (1) of these categories, it must be reported in each category. For example, any crime that meets the definition of a Criminal Offense and also meets the definition of a Hate Crime must be counted in both the Criminal Offenses and Hate Crimes categories.

When counting multiple offenses within the Criminal Offenses category, the FBI's UCR "Hierarchy Rule" applies. Under the Hierarchy Rule, when more than one (1) Criminal Offense was committed during a single incident only the most serious offense is counted. A "single incident" means the offenses were committed at the same time and place. For example, if a student was both raped and robbed during a single incident, only the rape would be counted in the crime statistics because it is classified as the more serious crime under the Hierarchy Rule.

The hierarchy for [Clery Act](#) reporting, beginning with the most serious offense, is as follows:

1. murder and non-negligent manslaughter,
2. manslaughter by negligence,
3. sexual assault (i.e., rape, fondling, incest, and statutory rape),
4. robbery,
5. aggravated assault,
6. burglary, and
7. motor vehicle theft.

There are exceptions to the Hierarchy Rule which apply to arson, sexual assaults, Arrests and

Referrals for Disciplinary Action, *Violence Against Women Act (VAWA)* Offenses, and Hate Crimes.

The rules for counting arson are:

1. arson is always counted regardless of the nature of any other offense(s) that was committed during the same incident,
2. when multiple offenses are committed during the same distinct operation as the arson offense, the most serious offense is reported along with the arson, and
3. incidents in which persons are killed as a direct result of arson must be included as either murder and non-negligent manslaughter and arson, or manslaughter by negligence and arson.

The rules for counting sexual assaults are:

1. if fondling, incest, rape, or statutory rape occurs in the same incident as murder, both the sexual assault and the murder must be counted;
2. because fondling is recognized as an element of the other sexual assaults, an incident should be counted as fondling if that was the only sexual assault that occurred; and
3. if fondling occurs in the same incident as murder, both the fondling and the murder must be counted.

Arrests and Referrals for Disciplinary Action only include violations of the law, not violations of Collin College's policies that resulted in persons being referred for disciplinary action if there was no violation of the law. Therefore, if an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be included in the crime statistics. Arrests and Referrals for Disciplinary Action are not covered by the Hierarchy Rule. Therefore, arrests for weapons, drug abuse, and liquor law violations must be counted in addition to the most serious Criminal

Offense when multiple offenses occur in a single incident.

The Hierarchy Rule does not apply to *Violence Against Women Act (VAWA)* Offenses. Therefore, for any Criminal Offense, Hate Crime, or Arrests and Referrals for Disciplinary Action crime that is also a *VAWA* Offense, the statistics must reflect both the original offense and the *VAWA* Offense.

Additionally, the Hierarchy Rule does not apply to Hate Crimes. Therefore, all of the offenses committed in a bias-motivated incident must be counted in the statistics for each crime. For example, if a single bias-motivated incident is reported that involves both an aggravated assault and motor vehicle theft, the incident must be included in both categories. For any Criminal Offense that is also a Hate Crime, the crime statistics must indicate the offense and also the offense with the category of bias. For example, if an aggravated assault is a Hate Crime, it must be included in the aggravated assault statistics under the Criminal Offenses category and also in the aggravated assault motivated by the appropriate type of bias in the Hate Crimes category.

Definitions of *Clery Act* Crimes

The *Clery Act* requires Collin College to use the definitions provided by the Federal Bureau of Investigation's (FBI's) [Uniform Crime Reporting \(UCR\) Program](#) when counting and disclosing statistics in the Criminal Offenses, Arrests and Referrals for Disciplinary Action, and Hate Crimes categories. When counting and disclosing statistics in the *Violence Against Women Act (VAWA)* Offenses category, the *Clery Act* requires Collin College to use the definitions provided by the [Violence Against Women Act](#). The definitions for each *Clery Act* crime are listed alphabetically under the appropriate category below.

Criminal Offenses

1. **Aggravated Assault:** An unlawful attack by one (1) person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually

is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. This includes assaults or attempts to kill or murder, poisoning (including the use of date rape drugs), assault with a dangerous or deadly weapon, maiming, mayhem, assault with explosives, and assault with disease (i.e., offender is aware he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

2. **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
3. **Burglary:** The unlawful entry of a structure to commit a felony or a theft, including forcible entry; unlawful entry – no force; attempted forcible entry; unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses. The following three (3) conditions must be met to classify a crime as burglary:
 - a. there must be evidence of unlawful entry (i.e., trespass). This means the person did not have the right to be in the structure at the time the incident occurred;
 - b. the unlawful entry must occur within a structure, which is defined as having four (4) walls, a roof, and a door; and
 - c. the structure was unlawfully entered to commit a felony or theft.
4. **Criminal Homicide:**
 - a. **Manslaughter by Negligence:** The killing of another person through gross negligence. Any death caused by the gross negligence of another (i.e.,

something a reasonable and prudent person would not do). “Gross negligence” is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

- b. **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime. Suicides, fetal deaths, traffic fatalities, accidental deaths, assaults with intent to murder, attempts to murder, deaths by negligence, or justifiable homicides are not included in this definition.
5. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. Theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts, and motorized wheelchairs. This includes all incidents where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, and joy riding. Does not include thefts from a motor vehicle.
6. **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. This definition includes armed robbery, robbery where only personal weapons (e.g., hands, fists, feet, etc.) are used, and carjacking. The essential elements of a robbery include:
 - a. committed in the presence of a victim (usually the owner or person having custody of the property);

- b. victim is directly confronted by the perpetrator;
 - c. victim is threatened with force or put in fear that force will be used; and
 - d. it involves a theft or larceny.
7. **Sexual Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes attempted sexual assaults. Only includes the four (4) types of sexual assault listed below.
- a. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
 - b. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - c. **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females, incidents in which force was used or threatened, incidents in which the victim was incapable of giving consent because of his or her age, and incidents in which the victim was incapable of giving consent due to temporary or permanent mental impairment.
 - d. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. Note: the statutory age of consent in Texas is 17.

Arrests and Referrals for Disciplinary Action

1. **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (e.g., morphine, heroin, codeine); marijuana; synthetic narcotics (e.g., Demerol, methadone); and dangerous non-narcotic drugs (e.g., barbiturates, Benzedrine).
2. **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
3. **Weapons: Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Violence Against Women Act (VAWA) Offenses

1. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement

and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

2. **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's actions under the domestic or family violence laws of the jurisdiction in which the violence occurred.
3. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. "Course of conduct" means two (2) or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third (3rd) parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require

medical or other professional treatment or counseling.

Hate Crimes

A Hate Crime is a criminal offense that manifests evidence the victim was intentionally selected because of the perpetrator's bias against the victim. When a hate crime is reported, the appropriate type of bias must also be reported. The following definitions apply to the eight (8) categories of bias which are reported under the [*Clery Act*](#):

1. **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features; etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites, etc.).
2. **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists, etc.).
3. **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
4. **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender (e.g., male or female).
5. **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender non-conforming individuals).

6. **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other through a common heritage, often consisting of a common language, common culture (often including a shared religion), and/or ideology that stresses common ancestry.
7. **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
8. **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

For [Clery Act](#) purposes, Hate Crimes include the following seven (7) Criminal Offenses that are motivated by bias:

1. aggravated assault,
2. arson,
3. burglary,
4. motor vehicle theft,
5. murder and non-negligent manslaughter,
6. robbery, and
7. sexual assault.

These offenses are defined in the [“Criminal Offenses”](#) subsection above. In addition, the following four (4) offenses must be included in the crime statistics only if they are Hate Crimes:

1. **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it (e.g., cutting automobile tires, drawing obscene pictures on walls, smashing windows, destroying school records, defacing library books, etc.).
2. **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. This category includes cyber-intimidation if the victim was threatened via electronic means while on Collin College’s [Clery Act](#) geography.
3. **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. “Constructive possession” is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
4. **Simple Assault:** An unlawful physical attack by one (1) person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Section 2: Collin College Police Department Information and Procedures

Collin College Police Department Mission

The Collin College Police Department, in partnership with students, staff, faculty, and visitors, enables learning and personal growth for all individuals by establishing and maintaining an educational environment that is civil, unbiased, welcoming, supportive, enriching, and safe. This is accomplished through open communication, service, integrity, vigilance, diligence, veracity, and compassion for the members of the community we serve.

Collin College Police Department History

Due to the rapid growth of Collin College's student population, the Collin College Police Department was formed in December 2002 to serve students, faculty, staff, and community members throughout the College District. Collin College Police Department officers are located at each campus and currently serve more than 55,000 credit and continuing education students annually as well as Collin College faculty, staff, and community members.

Collin College Police Department Authority and Jurisdiction

The Collin College Police Department is staffed with Texas State Licensed Law Enforcement Officers who are trained to protect life as well as Collin College and personal property. All municipal, local, state, and federal laws, as well as the [Student Code of Conduct](#), Board Policies, and Collin College procedures, including motor vehicle laws, will be enforced on Collin College campuses. Collin College Police Department officers patrol all College District campuses 24 hours a day, seven (7) days a week.

The Collin College Police Department's primary jurisdiction is any property owned or controlled by Collin College. Local, county, and state law

enforcement agencies have concurrent jurisdiction on Collin College property. Per the [Texas Education Code, Section 51.203 Campus Peace Officers](#), Collin College Police Department officers are empowered with county-wide jurisdiction and work under the same authority as municipal and county agencies. Therefore, they have complete authority to apprehend and arrest anyone involved in illegal acts throughout Collin County. If offenses involving Collin College policies and procedures are committed by a Collin College student, the Collin College Police Department will also refer the individual to the Dean of Students Office (DOS) for appropriate disciplinary action.

When major offenses (e.g., aggravated assault, motor vehicle theft, murder, robbery, sexual assault, etc.) are reported to the Collin College Police Department, assistance may be requested from local city police departments to solve these serious felony crimes. The prosecution of all felony and misdemeanor criminal offenses is conducted at Municipal, Justice of the Peace, or Collin County Courts.

Collin College Police Department personnel work closely with local, state, and federal agencies. By mutual agreement with state and federal agencies, the Collin College Police Department maintains a National Law Enforcement Telecommunications System (NLETS) network terminal. Through this system, Collin College Police Department personnel can access the National Crime Information Center (NCIC) as well as the Texas Law Enforcement Telecommunication System (TLETS). These databases are used for accessing criminal history data; nationwide police records; driver/vehicle identification; and other local, state, and federal enforcement information.

Collin College does not currently recognize any student organizations with non-campus locations.

The Collin College Police Department has a policy prohibiting racial profiling and offers a complaint procedure. For more information, contact the Collin College Police Department at 972.578.5555.

For additional information on Collin College Police Department authority and jurisdiction, go to www.collin.edu/campuspolice/.

Collin College Police Department Emergency Response

The Collin College Police Department is a key element in area emergency management. Due to Collin College's high profile in the community, the Collin College Police Department maintains close ties to the Collin County Department of Homeland Security as well as each municipal agency in Collin County. Collin College Police Department officers are trained to be first (1st) level responders and to coordinate these efforts with other local agencies. The Collin College Police Department also takes a proactive approach to crime prevention. Efforts such as community policing, enhanced patrols, and strict enforcement of parking restrictions aid in ensuring a safe environment.

Collin College Police Department officers are stationed at each campus throughout the College District, and will respond to medical emergencies along with local city paramedics, as necessary.

All calls to the Collin College Police Department are answered by trained communications operators. Calls are then dispatched to Collin College Police Department officers stationed at each campus. Campuses are monitored by a state-of-the-art surveillance system, which is housed in the Collin College Police Department Communications Center.

Daily Crime Log

The Collin College Police Department maintains a daily log of police activity. The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the

Collin College Police Department. The daily crime log includes information on the:

1. date the crime was reported,
2. date and time the crime occurred,
3. nature of the crime,
4. general location of the crime, and
5. disposition of the complaint (if known).

For the most current information contained in the daily crime log, contact the Collin College Police Department at 972.578.5555 or see any Collin College Police Department officer.

Collin College Facilities Access Policy

During business hours, Collin College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all Collin College facilities is by key (if issued), or by admittance via the Collin College Police Department or Plant Operations. In the case of periods of extended closing, Collin College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which can vary at different times of the year (e.g., the Fitness Centers and the Libraries). In these cases, the facilities will be secured according to schedules developed by the department responsible for that specific facility.

Emergencies may necessitate changes or alterations to posted schedules. In these situations, the Collin College community will be notified of the changes or alterations via Collin College's CougarAlert emergency notification system. See the [CougarAlert](#) section in this document for additional information.

In accordance with the current [student handbook](#) and Board policy [GF \(LOCAL\)](#), unattended children shall not be allowed in Collin College facilities at any time. For the purpose of this policy, children

are defined as minors who are not currently enrolled in classes or approved programs with Collin College. Children shall not be taken to orientations, classes, labs, Testing Centers, or other academic programs. Furthermore, children shall not be taken to work with Collin College employees, other than for approved programs with Collin College. The Collin College Police Department will be notified of unattended children.

In accordance with the current [student handbook](#) and Board policy [GF \(LOCAL\)](#), Collin College shall allow certain animals to accompany a student or visitor on campus, in accordance with the following:

1. Instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission shall be obtained from the appropriate academic dean. The permission statement shall clearly designate the date, location, and purpose for the animal's presence on campus. Each animal shall be on a leash, or equivalent, and fully under the control of the handler. The handler shall have documentation of current vaccinations for the animal. The care and supervision of the animal shall be the sole responsibility of the handler.
2. Service animals as defined by the [Americans with Disabilities Act \(ADA\)](#) and used as guide dogs or signal dogs, or other animals individually trained to provide assistance to an individual with a disability. Service animals are working animals not pets. Animals that meet this definition shall be considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals shall have a harness, leash, other tether, or otherwise be under the handler's control (e.g., voice control, signals, or other effective means). The care and supervision

of the animal shall be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations under the [ADA](#). Students utilizing a service animal shall complete a registration form with Collin College's ACCESS Office.

3. All other animals shall not be permitted on any Collin College campus or in any Collin College facility.

Security Considerations for the Maintenance of Collin College Facilities

Collin College is committed to safety and security at all its facilities and grounds. Collin College designs security and safety into systems for locks, landscaping, and outdoor lighting. Sidewalk designs and illumination of sidewalks and building entrances provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Security surveys are conducted on areas that are revealed as problematic to examine various security issues (e.g., landscaping, locks, alarms, lighting, etc.). Administrators from each campus Vice President/Provost's Office, Plant Operations, and other concerned areas review the results of these surveys and recommend appropriate measures to resolve the issues, as necessary.

Additionally, the Collin College Board of Trustees (Board) approved a multi-year comprehensive Safety Plan for the College District in November 2017. The purpose of the Safety Plan is to:

1. ensure that everyone working and learning at any facility operated by Collin College is able to do so with an expectation not only of excellence but of personal safety, and
2. safeguard the investment of Collin County's taxpayers by ensuring that Collin College's facilities are secure.

Collin College is already working to accomplish the goals of the Safety Plan, and will continue to roll out various campus safety improvements over the next several years. Key components of the Safety Plan include, but are not limited to:

1. establishing a standard access control system to retrofit existing facilities and serve as the model for new facilities,
2. improving emergency communication systems,
3. enhancing and expanding video surveillance systems,
4. integrating new systems with existing systems,
5. upgrading crime prevention initiatives,
6. improving traffic management and controls,
7. enhancing classroom signage for better locational awareness in case of an emergency,
8. constructing a new headquarters for the Collin College Police Department, and
9. reorganizing and expanding safety and security staff to appropriately meet Collin College's needs resulting from growth of both the College District's physical footprint and student enrollment.

For additional information on Collin College's Safety Plan, go to <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=41485027> and <https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=41477852>.

Facility and landscape maintenance occurs in a manner that minimizes hazardous conditions. Plant Operations staff at each campus regularly evaluate both interior and exterior lighting and perform necessary changes or repairs as needed. Maintenance concerns observed by Collin College Police Department officers during routine campus

patrols are reported to Plant Operations staff. All Collin College community members are encouraged to promptly report any safety and security concerns, including, but not limited to, concerns regarding locking mechanisms, lighting, or landscaping, to the Collin College Police Department and/or Plant Operations.

Citations

All citations issued by the Collin College Police Department are adjudicated in Justice of the Peace courts in Collin County or Rockwall County.

Criminal Trespass Warning Notice

The Collin College Police Department may issue a criminal trespass warning notice to a Collin College student, employee, or community member. Criminal trespass warning notices prohibit individuals from entering any Collin College buildings or properties for a specified period of time. Violating the criminal trespass warning notice is a class B misdemeanor (first [1st] offense) and carries a penalty of up to 180 days in jail. For more information, contact the Collin College Police Department at 972.578.5555.

No-contact Orders, Orders of Protection, and Restraining Orders

Victims have the right to seek a no-contact order, order of protection, restraining order, or similar lawful orders with a civil, criminal, or tribal court. Once a victim notifies the Collin College Police Department he or she is in possession of a court order, the Collin College Police Department will enforce the court order as appropriate.

Disclosure of Results of Disciplinary Proceeding to the Alleged Victim of a Crime of Violence or a Non-forcible Sex Offense

Upon written request, Collin College shall disclose to the alleged victim of a crime of violence, as defined in [*Title 18, § 16, United States Code*](#), or a non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by Collin College against a

student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim.

Registered Sex Offenders

Information provided by the State of Texas concerning registered sex offenders who are on campus may be obtained from the Collin College Police Department.

In compliance with the [Campus Sex Crimes Prevention Act \(Section 1601 of Public Law 106-386\)](#) and the [Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act](#), any convicted sex offender who is a student,

employee, or an individual who frequents Collin College must register with the Collin College Police Department. To register, an individual must schedule an appointment with a Collin College Police Department administrator at 972.578.5555.

For additional information regarding registered sex offenders, contact the Collin College Police Department at 972.578.5555 or go to the Texas Department of Public Safety's (TxDPS) Texas Public Sex Offender Registry available on the web at <https://records.txdps.state.tx.us/SexOffenderRegistry>. Individuals may also refer to Board policy FL (LEGAL) available on the web at [https://pol.tasb.org/Policy/Search/304?filter=fl\(legal\)](https://pol.tasb.org/Policy/Search/304?filter=fl(legal)).

Section 3: Procedures for Reporting a Crime or Emergency

Reporting a Crime or Emergency to the Collin College Police Department

The Collin College Police Department encourages anyone who is the victim or witness to any crime or public safety-related incident on a Collin College campus to promptly report the incident to the Collin College Police Department when the victim of a crime elects to, or is unable to, make such a report.

Making a police report does not obligate the victim to file criminal charges, but it does create a record of the incident. The police report will include the victim's name, witnesses' names, the respondent's name, and details of the incident. Because police reports are, with some exceptions, public records under state law, the Collin College Police Department cannot guarantee the confidentiality of information included in reports of crime. If requested, a sexual assault victim can be provided a pseudonym for reporting purposes.

To report a crime or an emergency on a Collin College campus, dial extension **5555** from any Collin College phone or dial **972.578.5555** from any phone outside the Collin College system. In a medical emergency, dial **911**, and then dial extension **5555** or **972.578.5555**.

Collin College Police Department officers are available 24 hours a day, 365 days a year to answer calls. If assistance is required from another police department, Collin College Police Department officers will contact the appropriate agency. If a sexual assault should occur, responding officers will inform the victim of the support services available.

If a fire occurs in a Collin College building, the individual who discovers it should immediately notify the Collin College Police Department at **972.578.5555** or dial **911**. The Collin College Police Department will initiate a response, and can summon the local fire department quickly through

their communication links, if necessary. If a member of the Collin College community finds evidence of a fire that has been extinguished and is unsure whether the Collin College Police Department has already responded, he or she should immediately notify the Collin College Police Department so an officer can investigate and document the incident.

For any non-emergency complaint or concern, the Collin College Police Department can be contacted via email at cccdpublicsafety@collin.edu.

In order to ensure inclusion in the annual crime statistics and to aid in providing timely warnings and emergency notifications to the Collin College community, all *Clery Act* crimes should be reported to the Collin College Police Department at 972.578.5555. Additionally, when a *Clery Act* crime is reported to a campus security authority (CSA), the CSA must complete the *Campus Security Authority (CSA) Crime Reporting Form* located in [Appendix B.1](#) and on Collin College's website at www.collin.edu/studentresources/deanofstudents/forms/CSA%20Crime%20Reporting%20Form%20with%20Crime%20Definitions.pdf.

Once complete, the *Campus Security Authority (CSA) Crime Reporting Form* must be submitted to Collin College Police Department Lieutenant Bobby McCoy at the Spring Creek Campus (SCC) in Plano, Room K-128, or by email to bmccoy@collin.edu. This process is used to ensure crimes reported to a CSA, but not to a law enforcement agency, will be included in the annual crime statistics.

For more information regarding Collin College Police Department policies and procedures, go to www.collin.edu/campuspolice/.

Reporting to Local Law Enforcement Agencies

If an incident occurred off campus, the victim or witness should dial **911** and contact the

appropriate law enforcement agency in the jurisdiction in which the incident occurred when the victim of a crime elects to, or is unable to, make such a report. If a victim requests assistance, a Collin College official will help the victim with this process. Contact information for local law enforcement agencies is located in the [Contact Information for Local Law Enforcement Agencies](#) section of this document.

Making a police report does not obligate the victim to file criminal charges, but it does create a record of the incident. The police report will include the victim's name, witnesses' names, the respondent's name, and details of the incident.

Contact Information for Local Law Enforcement Agencies

The following information can also be found on the Collin College Police Department's website www.collin.edu/campuspolice.

[Allen Police Department](#)
205 W. McDermott Drive
Allen, TX 75013
Phone: 214.509.4200
Website: <https://www.cityoffallen.org/904/Police>

[Collin County Sheriff's Office](#)
4300 Community Ave.
McKinney, TX 75071
Phone: 972.547.5100 or 972.424.4797
Website: <https://www.collincountytexas.gov/sheriff/pages/default.aspx>

[Frisco Police Department](#)
7200 Stonebrook Parkway
Frisco, TX 75034
Phone: 972.292.6010
Website: <https://www.friscotexas.gov/239/Police>

[McKinney Police Department](#)
2200 Taylor Burk Drive
McKinney, TX 75071
Phone: 972.547.2700
Website: <https://www.mckinneytexas.org/166/Police>

[Plano Police Department](#)
909 14th Street
Plano, TX 75074
Phone: 972.424.5678
Website: www.plano.gov/214/Police

[Rockwall Police Department](#)
205 W. Rusk Street
Rockwall, TX 75087
Phone: 972.771.7717
Website: www.rockwallpolice.org

[Wylie Police Department](#)
2000 North Highway 78
Wylie, TX 75098
Phone: 972.442.8171
Website: www.wylietexas.gov/departments/police/index.php

Confidentiality and Anonymous Reports

Collin College recognizes incidents of crime can be difficult to discuss, and victims may want complete confidentiality in addition to support. If the victim of a crime does not want to pursue action within the Collin College system or the criminal justice system, he or she may still want to consider making a confidential report. With the victim's permission, a Collin College Police Department officer can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the safety of the victim and others. With such information, Collin College can keep an accurate record of the number of criminal incidents; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in Collin College's annual

crime statistics. Additionally, victims have the right not to report a crime if they so choose.

Victims can submit an anonymous report of sexual violence. However, doing so may limit Collin College's ability to conduct a thorough investigation, respond appropriately, and stop the behavior from reoccurring.

The Counseling Services staff is encouraged to inform their clients of the procedures to report a crime to the Collin College Police Department on a voluntary, confidential basis, should they feel it is in the best interest of the client.

Campus Security Authorities (CSAs)

A campus security authority (CSA) is a Collin College employee who has significant responsibility for student and campus activities.

Collin College students and employees are encouraged to report crimes to a CSA for the purpose of making timely warning reports and inclusion in the annual disclosure of crime statistics. At Collin College, CSAs include the following employees:

1. all Collin College Police Department officers, sergeants, lieutenants, and the chief of police;
2. the dean of students, associate deans of students, and student conduct officers;
3. the vice president of student and enrollment services, deans of student and enrollment services, and associate deans of student and enrollment services;
4. all campus vice president/provosts;
5. all academic/workforce deans, associate deans, and program directors;
6. all evening and weekend administrators;
7. all athletics directors and associate athletics directors;

8. all athletics coaches, assistant coaches, volunteer coaches, and trainers;
9. all student organization advisors; and
10. any other employees who have a significant responsibility for student and campus activities (e.g., student travel responsible parties).

Campus "pastoral counselors" and "professional counselors," when acting as such, are not considered to be a CSA, and are not required to report crimes for inclusion in the annual crime statistics. However, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of campus crime statistics. Collin College does not currently employ any pastoral counselors. Collin College's licensed professional counselors (LPCs) are informed of the procedures to report crimes during various training sessions throughout each academic calendar year.

When a [Clery Act](#) crime is reported to a CSA, the CSA must complete the *Campus Security Authority (CSA) Crime Reporting Form* located in [Appendix B.1](#) and on Collin College's website at www.collin.edu/studentresources/deanofstudents/forms/CSA%20Crime%20Reporting%20Form%20with%20Crime%20Definitions.pdf. The CSA must promptly forward all crime reports to the Collin College Police Department so crimes can be accurately counted, disclosed in the annual crime statistics, and entered on the daily crime log.

In addition to reporting potential *Title IX* violations to the Title IX coordinator(s), an employee who is designated as a "responsible employee" under Collin College's [Title IX](#) policies and procedures must complete and submit the *Campus Security Authority (CSA) Crime Reporting Form* when a [Clery Act](#) crime is reported. The responsible employee must promptly forward all crime reports to the Collin College Police Department so crimes can be accurately counted, disclosed in the annual crime

statistics, and entered on the daily crime log. The Title IX coordinator(s) will also report information about any *Clery Act* crimes to the Collin College Police Department for inclusion in the annual crime statistics and daily crime log.

Once complete, the *Campus Security Authority (CSA) Crime Reporting Form* must be submitted to:

Lt. Bobby McCoy
Collin College Police Department
Spring Creek Campus (SCC) in Plano
Room K-128
Phone: 972.881.5795
Email: bmccoy@collin.edu

This process is used to ensure crimes reported to a CSA or responsible employee, but not to a law enforcement agency, will be accurately counted and included in the annual crime statistics.

For more information on CSAs, contact the Collin College Police Department at 972.578.5555 or the Dean of Students Office (DOS) at 972.881.5604.

Missing Student Notification

Collin College students living in Century Court Student Housing (Century Court), located at 5800 Jupiter Road, Plano, Texas, 75074, may register one (1) or more individuals to be a missing person contact(s). If it is determined by the Collin College Police Department or a local law enforcement agency that the student is missing, the student's missing person contact(s) will be notified by Collin College within 24 hours of the determination.

Students' missing person contact information will be registered confidentially and accessible only to authorized Collin College officials. Additionally, this contact information will not be disclosed, except to law enforcement personnel who are authorized to access it during a missing person investigation.

Century Court management distributes the *Missing Student Contact Information Form* (see [Appendix B.2](#)) to all student residents annually and upon

signing the lease agreement when new students move into Century Court mid-year. Contact the Century Court management staff at 972.509.0247 or info@centurycourt.com to obtain the *Missing Student Contact Information Form* and register a missing person contact(s). The *Missing Student Contact Information Form* is also located on Collin College's website at www.collin.edu/studentresources/deanofstudents/forms/Missing%20Student%20Contact%20Information%20Form.pdf.

Students' completed *Missing Student Contact Information Forms* are kept in the Dean of Students Office (DOS) at the Collin Higher Education Center (CHEC). Once a student has completed the entire form, he or she should place it in an envelope, seal the envelope, and type or print his or her full name and College Wide ID (CWID) number on the front of the envelope. The student should then return the sealed envelope containing the completed form to the Collin College Dean of Students Office (DOS) in person at any of the following campus locations:

1. Central Park Campus (CPC) in McKinney, Room B-336,
2. Collin Higher Education Center (CHEC), Room 457,
3. Preston Ridge Campus (PRC) in Frisco, Room F-127, or
4. Spring Creek Campus (SCC) in Plano, Room D-128.

Any individual who believes a student living in Century Court has been missing for 24 hours should contact at least one (1) of the following organizations:

1. Collin College Police Department at 972.578.5555,
2. Plano Police Department at 911 or 972.424.5678,
3. Century Court management staff at 972.509.0247, and/or

4. Collin College Dean of Students Office (DOS) at 972.881.5604.

Any missing person report regarding a Collin College student that is received by the Century Court management staff, Collin College Dean of Students Office (DOS), or any other Collin College employee must be immediately forwarded to the Collin College Police Department.

A student is determined to be missing when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious given consideration of the student's behavior patterns, plans, and routines. All concerns regarding a Century Court resident student's unexplained absence or lack of contact that is contrary to the student's normal behavior or is unusual based on existing circumstances will be immediately investigated in an effort to locate the student and confirm his or her safety.

Collin College will notify the local law enforcement agency that has jurisdiction in the area within 24 hours of the determination that a student is missing, unless the local law enforcement agency was the entity that made the determination. Additionally, Collin College must notify a custodial parent or guardian within 24 hours of the determination that a student who is under 18 years of age and not emancipated is missing, in addition to notifying any additional contact person(s) designated by the student.

The following procedures will be utilized when the Collin College Police Department is notified of a missing student who resides in Century Court:

1. The Collin College Police Department officer on duty will respond to the location.
2. The responding Collin College Police Department officer will initiate an investigation by interviewing the reporting party, and will obtain as much information as possible about the reported missing student (e.g., last date

and time seen; place of employment; places where the student normally hangs out; make, model, and year of vehicle student drives; student's hometown; etc.).

3. The responding Collin College Police Department officer will notify Century Court management, the Collin College Police Department chain of command (i.e., sergeants, lieutenants, and chief of police), and the Dean of Students Office (DOS).
4. A DOS staff member will check the Banner Student Information System to obtain the student's current class schedule, and will then contact each of the student's professors to find out whether the student has been attending classes or has contacted them.
5. The responding Collin College Police Department officer will conduct a check of the local hospitals to ascertain whether the student has been admitted as a patient.
6. The responding Collin College Police Department officer will obtain the student's emergency contact information on file with DOS, if the student chose to register this information.
7. Within 24 hours of the Collin College Police Department's determination that a resident student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to Century Court or a Collin College campus, the Collin College Police Department will contact:
 - a. the person(s) identified confidentially by the student as a designated missing person contact(s);
 - b. the custodial parent or guardian and any other designated missing person contact(s) of a student under 18 years of age who is not emancipated; and

- c. the local county or municipal law enforcement agency with concurrent jurisdiction in the area.

Offense and Penalties for False Alarm or Report

According to the [Texas Penal Code, Section 42.06 False Alarm or Report:](#)

(a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

- (1) cause action by an official or volunteer agency organized to deal with emergencies;*

(2) place a person in fear of imminent serious bodily injury; or

(3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

(b) An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public or private institution of higher education or involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

Section 4: Collin College's Emergency and Safety Procedures

Emergency Notification Procedures

Collin College is committed to ensuring its community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of Collin College students, faculty, and staff. Collin College has a multi-tiered notification system, which employs various means for communicating information quickly.

Collin College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on a Collin College campus that involves an immediate threat to the health or safety of students, faculty, and staff. An "immediate threat" includes an imminent or impending threat, significant emergency, or dangerous situation (e.g., approaching tornado or other extreme weather condition, armed intruder, bomb threat, chemical or hazardous waste spill, explosion, fire, gas leak, outbreak of a serious illness, etc.). In these instances, Collin College's chief public relations officer in consultation with the chief of police and College District president will, without delay, and taking into account the safety of the community, determine the content of the emergency notification and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of Collin College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

CougarAlert is Collin College's official emergency notification system, providing critical information to the entire Collin College community via text message, phone message, and/or email. For additional information on CougarAlert, see the [CougarAlert](#) section in this document. Additionally, Collin College utilizes a public address system through campus phones and posts information prominently throughout the campuses and on the homepage of its website, www.collin.edu.

Traditionally, all of these methods of communication are utilized in the event an emergency notification is needed. Official updates to and discontinuance of an emergency notification will be posted prominently on the homepage of Collin College's website, www.collin.edu, and may also be sent through the CougarAlert and public address systems.

All *Student Incident Reports* and *Strategies of Behavioral Intervention (SOBI) Referral Forms* will be screened by Dean of Students Office (DOS) staff and SOBI Executive Committee members, respectively, and, when appropriate, promptly forwarded to the Collin College Police Department as campus security authority (CSA) reports for the purposes of determining whether issuance of an emergency notification is required.

Anyone with information warranting an emergency notification should immediately report the circumstances to the Collin College Police Department by phone at 972.578.5555 or in person at any of the following Collin College Police Department office locations:

1. Central Park Campus (CPC) in McKinney Room C-119,
2. Collin Higher Education Center (CHEC) Room 134,
3. Courtyard Campus (CYC) Room 125,
4. Preston Ridge Campus (PRC) in Frisco Room LH-179, or
5. Spring Creek Campus (SCC) in Plano Room K-119.

Timely Warning Procedures

In the event a [Clery Act](#) criminal offense occurs, either on or off campus, that in the judgment of the Collin College Police Department constitutes an ongoing or continuing threat to members of the

college community, a campus wide “timely warning” will be issued. Timely warnings will be issued through Collin College email systems and CougarAlert to students, faculty, and staff. For additional information on CougarAlert, see the [CougarAlert](#) section in this document.

The purpose of a timely warning is to notify the Collin College community of the [Clery Act](#) criminal offense and provide information that may enable community members to better protect themselves from similar incidents.

Determining When to Issue a Timely Warning

To provide timely notice in the event of a [Clery Act](#) crime that may pose a serious or ongoing threat to members of the Collin College community, the Collin College Police Department, Collin College’s Public Relations Department (PR), and designated Collin College officials will coordinate information and may issue a “timely warning” for the following crimes:

1. aggravated assault,
2. arson,
3. burglary,
4. criminal homicide,
5. robbery,
6. sexual assault (i.e., fondling, rape, incest, and statutory rape), and
7. hate crimes.

Timely warnings may also be issued for other [Clery Act](#) crimes, as deemed necessary.

The Collin College Police Department, Collin College’s Public Relations Department (PR), and designated Collin College officials will issue a timely warning when the following criteria are met:

1. a [Clery Act](#) crime is reported,

2. the crime occurred in a [Clery Act](#)-reportable location,
3. the perpetrator has not been apprehended, and
4. there is a serious or ongoing threat to the Collin College community because of this crime.

The decision to issue a timely warning will be decided on a case-by-case basis considering the following criteria:

1. Was the suspect identified?
2. Was the suspect apprehended?
3. If known, does the suspect have prior arrests, reports, or complaints or any other history of violent behavior?
4. If known, does the suspect have a history of failure to comply with a Collin College no contact directive, other protective measures, or a judicial protective order?
5. Did the crime involve physical violence?
6. Has the suspect threatened to commit physical violence?
7. Did the crime involve multiple victims?
8. Does it appear to be an isolated criminal act involving a specifically targeted victim?
9. Does the report reveal a pattern of behavior (e.g., by the suspect, by a particular group or organization, around a particular recurring event or activity, or at a particular location)?
10. Did the suspect use “date-rape” or similar drugs or intoxicants?
11. Did the crime occur while the victim was unconscious, physically helpless, or unaware of what was occurring?

12. Was the victim under 18 years of age?
13. Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or ongoing threat?

The Collin College chief of police and designated Collin College officials are responsible for making a timely warning consideration using the criteria previously listed. If the timely warning criteria are met, a notice will be drafted and issued by the Collin College Police Department, Collin College's Public Relations Department (PR), and designated Collin College officials as soon as pertinent information is available. Timely warnings are generally issued via CougarAlert, but may also be distributed through Collin College email systems, press releases, and notices posted prominently on the campus-wide bulletin boards and homepage of Collin College's website, www.collin.edu. Collin College may not use all of these distribution methods for every timely warning. Official updates to and discontinuance of a timely warning will be sent through CougarAlert, and may also be distributed through Collin College email systems and notices posted prominently on the campus-wide bulletin boards and homepage of Collin College's website, www.collin.edu.

Content of a Timely Warning

The following information is typically included in a timely warning, if available:

1. a statement of the criminal offense, including the nature and severity of the threat and the person(s) or location(s) that might be affected,
2. any connection to a previous criminal offense(s),
3. a physical description and/or composite drawing of the suspect,
4. the date and time the warning was released,

5. other relevant and important information (e.g., gender of the victim, whether the victim and suspect are students, etc.), and
6. appropriate safety tips.

When issuing a timely warning, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. Additionally, when issuing a timely warning, Collin College will not include personally identifying information about victims, including, but not limited to, victims' names, which will be kept confidential.

Reporting Information Warranting a Timely Warning

All campus security authorities (CSAs) must report crimes to the Collin College Police Department for the purpose of issuing a timely warning. For additional information, see the [*Reporting a Crime or Emergency to the Collin College Police Department*](#) and [*Campus Security Authorities \(CSAs\)*](#) sections in this document.

All *Student Incident Reports* and *Strategies of Behavioral Intervention (SOBI) Referral Forms* will be screened by Dean of Students Office (DOS) staff and SOBI Executive Committee members, respectively, and, when appropriate, promptly forwarded to the Collin College Police Department as campus security authority (CSA) reports for the purposes of determining whether issuance of a timely warning is required.

Anyone with information warranting a timely warning should immediately report the circumstances to the Collin College Police Department by phone at 972.578.5555 or in person at any of the following Collin College Police Department office locations:

1. Central Park Campus (CPC) in McKinney Room C-119,
2. Collin Higher Education Center (CHEC) Room 134,

3. Courtyard Campus (CYC) Room 125,
4. Preston Ridge Campus (PRC) in Frisco Room LH-179, or
5. Spring Creek Campus (SCC) in Plano Room K-119.

CougarAlert

CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, social media, and/or email. CougarAlert may be triggered when a situation places Collin College community members at risk and may provide information for evacuation, inclement weather, power outages, unscheduled closures, etc., but not for promotional purposes or scheduled closures (e.g., holidays). Collin College issued email and home phone numbers are automatically loaded into CougarAlert, but students can and should add text and additional email contacts as needed. Standard text messaging fees from service providers may apply. During emergencies, go to www.collin.edu for details. If a closure notice is not posted on the website, Collin College is open.

For more information and instructions on how to update or add phone, text, and email contacts, go to www.collin.edu/cougaralert.html.

Emergency Closing of the College District

If classes are canceled, the announcement will be made through CougarAlert, Collin College's website www.collin.edu, and local radio and television stations. A decision to cancel classes will usually be made by 6 a.m. for day classes and 4 p.m. for evening classes. If a closure notice is not posted on the website, Collin College is open.

Radio Stations

570 AM, KLIF	820 AM, WBAP
1080 AM, KRLD	1310 AM, KTCK
90.1 FM, KERA	93.3 FM, KLIF/Hot
94.9 FM, KLTY	95.3 FM, KHYI

96.3 FM, KSCS	96.7 FM, KTCK The Ticket
98.7 FM, KLUV	99.5 FM, KPLX The Wolf
100.3 FM, KJJK Jack	103.7 FM, KVIL
105.3 FM, The Fan	107.5 FM, KMVK La Grande

Television Stations

KDFW Channel 4	WFAA Channel 8
KTXA Channel 21	KXAS Channel 5
KTVT Channel 11	

Emergency Procedures

If there is an on-campus emergency, immediately contact the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone to reach the officer on duty. **If it is a life-threatening medical emergency, go to the nearest phone and dial 911, then contact the Collin College Police Department at 972.578.5555 or extension 5555 from any campus phone.**

Allen Center

Report security issues to the Allen Center staff at 972.377.1060.

Public Safety Training Center

Report security issues to the Public Safety Training Center staff at 972.548.6836 (Fire Science) or 972.548.6561 (Law Enforcement Academy).

Rockwall Center

Report security issues to the site coordinator at 469.698.2617. If it is a life-threatening medical emergency, go to the nearest phone and dial 911 or contact the Rockwall Police Department at 972.771.7717.

Approved Collin College Activities Off Campus

If an emergency arises, notify a faculty or staff member immediately. He or she will notify the appropriate administrator.

For more detailed information on emergency procedures, go to the Collin College Police Department's website www.collin.edu/campuspolice/.

Active Shooter Procedures

Collin College developed a video to illustrate how to react in the event of an active shooting on campus. Collin College's active shooter training video can be found on YouTube at <https://www.youtube.com/watch?v=QvI-aMm5QSo&feature=youtu.be>.

The following information can also be found on the Collin College Police Department's website www.collin.edu/campuspolice/.

1. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher your name, the location of the incident, and the type of activity.
2. Give a phone number where you can be contacted for further information.
3. Dial **911** if instructed by the Collin College Police Department.
4. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

Criminal Activity Procedures

The following information can also be found on the Collin College Police Department's website www.collin.edu/campuspolice/.

1. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher your name, the location of the incident, and the type of activity.
2. Give a phone number where you can be contacted for further information.
3. Dial **911** if instructed by the Collin College Police Department.

4. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

Evacuation Procedures

The following information can also be found on the Collin College Police Department's website www.collin.edu/campuspolice/.

1. In the event of a building evacuation you will be notified by CougarAlert, public address, or the fire alarm system.
2. Walk calmly to the nearest exit.
3. Use stairways. **Do Not Use Elevators.** Assist disabled persons when possible. Rescue chairs are located near elevators and in stairwells.
4. Do not re-enter the building until the Collin College Police Department gives the "all clear."
5. Notify emergency crews if you suspect someone is still in the building.
6. In some situations you may be instructed to "shelter in place."

Fire and Fire Evacuation Procedures

Fire exits are posted on each floor on all campuses. If an alarm is activated, students should leave the building in a timely manner by the marked exits, unless otherwise instructed, and move as far away from the building as possible. Upon receiving verbal authorization from a Collin College Police Department officer, an administrator in charge, or a faculty member, students should return to classes quickly and quietly. If there are questions, ask a staff or faculty member.

The following information can also be found on the Collin College Police Department's website www.collin.edu/campuspolice/.

1. If you discover a fire, isolate the fire by closing doors or windows.

2. Immediately sound the fire alarm. Pull stations are located throughout the buildings.
3. Dial **911** and give the location of the fire. Stay on the phone with the 911 dispatcher until instructed otherwise.
4. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher your name and the location of the fire.
5. Evacuate the building.

Medical Emergency Procedures

The following information can also be found on the Collin College Police Department's website www.collin.edu/campuspolice/.

1. Dial **911** for medical emergencies.
2. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher your name, the location of the emergency, and the type of emergency.
3. If the injury or illness occurs in the Fitness Center, also notify the Fitness Center staff member on duty.

Automated external defibrillators (AED) can be found in various locations on each campus. While on campus, make yourself aware of AED locations in case they are ever needed.

First aid kits are housed in the following locations:

1. Cafeterias: Preston Ridge Campus (PRC) in Frisco and Spring Creek Campus (SCC) in Plano.
2. Collin College Police Department Offices and Patrol Vehicles: all campuses.
3. Conference Centers: Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano.

4. Fitness Centers: Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano.
5. Information Desks: Central Park Campus (CPC) in McKinney, Collin Higher Education Center (CHEC), Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano.
6. Plant Operations: Central Park Campus (CPC) in McKinney, Collin Higher Education Center (CHEC), Courtyard Center (CYC), Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano.
7. Science Labs: Central Park Campus (CPC) in McKinney, Courtyard Center (CYC), Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano.

Severe Weather Emergency Procedures

The following information can also be found on the Collin College Police Department's website www.collin.edu/campuspolice/.

1. In the event of severe weather, Collin College officials will monitor weather information.
2. If an emergency develops, you will be notified by CougarAlert, public address, and/or emergency warning sirens.
3. If the Collin College or city warning system activates, move to interior hallways away from glass windows or doors.
4. Evacuate the building if instructed to do so by the Collin College Police Department.
5. Always be prepared.

Threats Procedures

The following information can also be found on the Collin College Police Department's website www.collin.edu/campuspolice/.

If you receive a threatening phone call, you should:

1. Remain calm and obtain as much information as possible from the caller.
2. Ask the caller questions such as: the location of the threat, type of threat, and time the incident will occur.
3. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher

your name, the location, the type of threat, and a phone number where you can be contacted.

4. Officials will contact you for further information.

Section 5: Collin College's Policies Regarding Alcohol, Controlled Substances, Smoking, Tobacco, and Electronic Smoking Devices

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=flbe>.

Students seeking assistance or educational materials about alcohol, drugs, tobacco, or other substances should contact Counseling Services at 972.881.5126.

Alcohol

The possession, sale, or furnishing of alcohol on Collin College campuses is governed by Collin College's alcohol policy and Texas State law. Laws regarding the possession, sale, consumption, or furnishing of alcohol are controlled by the Texas Alcoholic Beverage Commission (TABC; <https://www.tabc.state.tx.us/>).

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. State of Texas underage drinking laws will be strictly enforced at all times on all Collin College property.

It is also a violation of the Collin College alcohol policy for anyone to consume or possess alcohol in any public or private area of a Collin College campus without prior approval from the appropriate Collin College administrator(s). Organizations or groups violating alcohol policies and/or laws may be subject to sanctions by Collin College. Only under certain regulated circumstances is the consumption of alcohol permitted on a Collin College campus.

The use of intoxicating beverages shall be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public

campus areas. The College District president is authorized by the Board of Trustees (Board) to permit the serving and consumption of alcohol at special fundraising functions for Collin College, at specially designated events in Collin College facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts). With the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by Collin College and/or the College District Foundation. State law shall be strictly enforced at all times on all property controlled by Collin College in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

All Collin College campuses and property have been designated "drug free." The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws.

When on Collin College property or while attending Collin College-sponsored activities on or off campus, a student shall not, or attempt to, possess, have under his or her control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. alcohol;
2. any controlled substance as defined by the [*Texas Controlled Substances Act*](#);
3. abusable volatile chemicals in violation of manufacturer's directions;
4. a dangerous drug as defined by state or federal law;
5. steroids;

6. substances referred to as designer drugs; and/or
7. any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student shall not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herbal/natural euphorants, and/or look-alike products or anything represented to be one of these substances.

Paraphernalia

A student shall not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

Definition of Possession

Possession means actual care, custody, control, or management and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the item possessed or is aware of his or her control over the item for a sufficient time to permit the student to terminate his or her control. In addition, items in a car under the care, custody, control, or management of the student will be in the student's possession.

Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action, as defined in the Collin College [*Student Code of Conduct*](#).

State and federal laws regarding the possession, sale, manufacture, or distribution of alcohol and

controlled substances will be strictly enforced at all times on all Collin College property. The enforcement of these laws on campus is the primary responsibility of the Collin College Police Department. Violators are subject to college disciplinary action, criminal prosecution, a fine(s), and/or imprisonment.

Drug Testing

Student participation in certain academic and extra-curricular programs may require drug testing. The student may be tested upon beginning participation in the identified programs and/or a random basis. The requirements are defined and available for review prior to a student enrolling in Collin College or participating in the affected programs and activities.

Smoking, Tobacco, and Electronic Smoking Devices

Collin College is a smoke- and tobacco-free institution. The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) shall be strictly prohibited anywhere on Collin College property or in Collin College facilities. A student who violates this policy may be issued a citation by the Collin College Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in the Collin College [*Student Code of Conduct*](#). For assistance with cessation, contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu.

The following definition of electronic smoking devices is also listed in the *College Terminology* section of the current [*student handbook*](#):

Electronic smoking devices, also known as electronic cigarettes or personal vaporizers, are products often shaped like cigarettes, cigars, or pipes that are designed to deliver nicotine or other substances to a user in the form of a vapor. Typically, electronic cigarettes contain battery-powered heating elements, replaceable

cartridges containing nicotine or other chemicals, and an atomizer that converts the contents of the cartridge into a vapor the user

inhales. (2018 – 2019 Collin College Student Handbook, p. 12)

Section 6: Collin College's Policies Regarding Dating Violence, Domestic Violence, Sexual Violence, and Stalking

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=dgba>, <https://pol.tasb.org/Policy/Search/304?filter=diaa>, <https://pol.tasb.org/Policy/Search/304?filter=ffda>, <https://pol.tasb.org/Policy/Search/304?filter=fm>, and <https://pol.tasb.org/Policy/Search/304?filter=fma>.

Prohibition Against Dating Violence, Domestic Violence, Sexual Violence, and Stalking

Collin College prohibits **all** forms of dating violence, domestic violence, sexual violence (including sexual assault), and stalking, as those terms are defined for purposes of the [Clery Act](#).

Statement of Nondiscrimination

Collin College prohibits discrimination, including harassment, against any student or employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited.

Prohibited Conduct

The term "prohibited conduct" includes sex discrimination, sexual harassment, sexual violence, and retaliation as defined by Board policies DIAA (LOCAL) and FFDA (LOCAL), even if the behavior does not rise to the level of unlawful conduct.

Dating Violence

Collin College's Definition

In accordance with the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#), the term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. the length of the relationship,
2. the type of relationship, and
3. the frequency of interaction between the persons involved in the relationship.

State of Texas' Definition

The State of Texas' definition of dating violence is located in the [Family Code, Chapter 71, Section 71.0021 Dating Violence](#):

- (a) "Dating violence" means an act, other than a defensive measure to protect oneself, by an actor that:
- (1) is committed against a victim or applicant for a protective order:
 - (A) with whom the actor has or has had a dating relationship; or
 - (B) because of the victim's or applicant's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
 - (2) is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault.
- (b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:
- (1) the length of the relationship;

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

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

Domestic Violence

Collin College's Definition

In accordance with the [*Violence Against Women Reauthorization Act of 2013 \(VAWA\)*](#), the term "domestic violence" includes felony or misdemeanor crimes of violence committed "in a relationship by one partner to gain or maintain power and control over another intimate partner" (Office on Violence Against Women, United States Department of Justice, www.justice.gov/ovw/domestic-violence).

Examples of domestic violence may include abuse committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

State of Texas' Definition

The State of Texas' term for domestic violence is "family violence," and its definition is located in the [*Family Code, Chapter 71, Section 71.004 Family Violence*](#):

"Family violence" means:

- (1) *an act by a member of a family or household against another member of the family or household that is intended*

to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;

- (2) *abuse, as that term is defined by [Sections 261.001](#) (1) (C), (E), (G), (H), (I), (J), (K), and (M), by a member of a family or household toward a child of the family or household; or*
- (3) *dating violence, as that term is defined by [Section 71.0021](#).*

Sexual Violence

Collin College's Definition

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

State of Texas' Definition

The State of Texas' term for sexual violence is "sexual assault," and its definition is located in the [*Texas Penal Code, Chapter 22, Section 22.011 Sexual Assault*](#):

- (a) *A person commits an offense if:*
 - (1) *the person intentionally or knowingly:*
 - (A) *causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;*
 - (B) *causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or*
 - (C) *causes the sexual organ of another person, without that person's*

consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

(2) regardless of whether the person knows the age of the child at the time of the offense, the person intentionally or knowingly:

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

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

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

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

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

Stalking

Collin College's Definition

In accordance with the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#), the term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

State of Texas' Definition

The State of Texas' definition of stalking is located in the [Texas Penal Code, Chapter 42, Section 42.072 Stalking](#):

(a) A person commits an offense if the person, on more than one occasion and pursuant to

the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

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

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

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

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

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

(3) would cause a reasonable person to:

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

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

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

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

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

(1) *the laws of another state;*

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

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

(4) *federal law.*

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

(d) *In this section:*

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

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

Retaliation

Collin College prohibits retaliation by a student or Collin College employee against a student or employee alleged to have experienced sex discrimination, sexual harassment, sexual violence, and/or retaliation or another student or employee who, in good faith, makes a report of sex discrimination, sexual harassment, sexual violence, and/or retaliation, serves as a witness, or otherwise participates in a Collin College investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, unwarranted grade reductions, termination, refusal to hire, demotion, denial of promotion, unjustified negative evaluations, unjustified negative references, or increased surveillance. Additionally, students and employees may not harass, stalk, intimidate, interfere with, or coerce another individual to not report or participate in a disciplinary proceeding. Unlawful retaliation does not include petty slights or annoyances.

Consent to Sexual Activity

Collin College's Definition

Sexual activity requires consent, which is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. The following guidelines will be used to determine whether consent was obtained:

1. Consent to sexual activity can be communicated in a variety of ways, but one should not presume consent has been given in the absence of a clear, positive agreement.
2. Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. The absence of the word "no" or the like (e.g., "stop") does not imply consent.
3. Although consent can be nonverbal, verbal communication is the most reliable form of asking for and obtaining consent. Discussing your desires, needs, and limitations with sexual partners provides a basis for positive sexual experiences shaped by mutual willingness and respect.
4. Presumptions based upon contextual factors (e.g., provocative clothing or dancing, etc.) are unwarranted, and should not be considered grounds for consent.
5. As defined in the [State of Texas Penal Code § 22.011 Sexual Assault](#), the age of sexual

consent is 17. Therefore, consent cannot be obtained from someone who is under the age of 17, as that person is legally considered to be a minor.

6. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition (e.g., an intellectual or other disability). A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual violence.
7. Consent to some sexual acts does not constitute consent to other sexual acts.
8. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. If you proceed despite your partner’s verbal and/or nonverbal communication to stop, you have committed sexual violence.
9. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
10. A prior sexual encounter or pre-existing relationship does not indicate consent to current or future sexual activity.

State of Texas’ Definition

The [*Texas Penal Code, Section 22.011 Sexual Assault*](#) states:

- (b) *A sexual assault under Subsection (a) (1) is without the consent of the other person if:*
 - (1) *the actor compels the other person to submit or participate by the use of physical force, violence, or coercion;*

- (2) *the actor compels the other person to submit or participate by threatening to use force or violence against the other person or to cause harm to the other person, and the other person believes that the actor has the present ability to execute the threat;*
- (3) *the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;*
- (4) *the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;*
- (5) *the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;*
- (6) *the actor has intentionally impaired the other person’s power to appraise or control the other person’s conduct by administering any substance without the other person’s knowledge;*
- (7) *the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;*
- (8) *the actor is a public servant who coerces the other person to submit or participate;*
- (9) *the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person’s emotional dependency on the actor;*

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

(11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under [Chapter 2, Family Code](#).

Safe and Positive Options for Bystander Intervention

The following information can also be found on Collin College's website at <http://www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html>.

Bystander intervention occurs when a witness speaks up and/or steps in to stop a potentially dangerous situation. Bystanders often do not become involved in a situation because they do not know what to do, are worried about their own safety, or think other witnesses will intervene.

Empowered Bystanders...

1. are mindful of their environment,
2. take care of their friends and classmates,
3. ask their friends and classmates to take care of them,
4. are empathetic,
5. familiarize themselves with campus resources,
6. have the Collin College Police Department's phone number (972.578.5555) programmed into their cell phones,
7. speak up to stop violence, and
8. are willing to act.

The entire campus community plays a vital role in preventing acts that violate Collin College's *Core Value of Dignity and Respect*. As a friend, classmate, partner, family member, etc., you are in a unique position – you have the power to intervene and stop an incident before it occurs. You can use your power to stop a potentially dangerous situation by:

Intervening

Questions to Ask Before Taking Action

1. Am I concerned about a situation becoming a potential problem?
2. Do I recognize someone who may need help?
3. Do I see others and myself as part of the solution?
4. Do I have a responsibility to act?
5. If the roles were reversed would I want or need someone to intervene?

Questions to Ask During the Situation

1. How can I keep myself and others safe if I intervene?
2. What are my available options? Options may include, but are not limited to:
 - a. creating a distraction,
 - b. interrupting a situation,
 - c. removing others and myself from the situation,
 - d. checking in to make sure friends and any vulnerable individuals make it home safely, and
 - e. speaking out against social norms that support violence.
3. Are there others I can call for help, including **911** and the Collin College Police Department (**972.578.5555**)?
4. What are the benefits and costs of taking action?

Being a Supportive Ally

1. Educate yourself and others about gender inequality, prohibited conduct, the causes of violence, healthy relationships, and consent to sexual activity.
2. Challenge the myths surrounding violence and prohibited conduct. Understand how your attitudes and actions may perpetuate these myths, and work toward changing them.
3. Don't make excuses for other people's inappropriate behavior.
4. Don't blame the victim.
5. Gently offer support if you suspect someone close to you has been a victim of violence.

Reporting Incidents that Violate the Student Code of Conduct

Any student who believes he or she has experienced prohibited conduct or believes another student has experienced prohibited conduct should immediately report the alleged act(s) to one (1) of the following Collin College officials:

1. **Title IX Coordinator for Students**
Terrence Brennan
Dean of Students
3452 Spur 399
McKinney, TX 75069
Phone: 972.881.5734
Email: tbrennan@collin.edu
2. **Title IX Coordinator for Employees**
Floyd Nickerson
Vice President of Human Resources
3452 Spur 399
McKinney, TX 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

3. **Deputy Title IX Coordinator for Employees**

Tonya Jacobson
Manager, HR/Compliance
3452 Spur 399
McKinney, TX 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

Ways to Reduce Risk of Becoming a Victim

The following information can also be found on Collin College's website at www.collin.edu/studentresources/deanofstudents/SexualViolence.html.

The following are suggestions for how to reduce your risk of becoming a victim of dating violence, domestic violence, sexual violence, and stalking.

1. Have a plan. Tell someone you trust where you are going and when you expect to return. If you go together, leave together. Do not leave a friend behind.
2. Take care of your friends, and ask them to take care of you. Respect them when they do.
3. In social situations, do not accept food or open beverages, as it can be easy for someone to slip a drug into them without your knowledge. Warn your friends if you see someone tampering with their food or drink.
4. Take responsibility for your alcohol intake and/or drug use. Using these substances lowers inhibitions and may make you a target.
5. Know that you have the right to set limits concerning your sexual activity. Make your limits known as early as possible and communicate them clearly and consistently.
6. If you change your mind during sexual activity, speak up and communicate your decision to no longer proceed clearly and

firmly. Say something like, "No" or "I want you to stop."

7. If a situation feels uncomfortable or you are uncertain about something, trust your instincts, remove yourself from the situation, and ask for help.
8. If you feel you have been victimized, find a safe place away from the aggressor and call the police or a community agency, such as a rape crisis center, domestic violence hotline, or hospital.
9. Do not assume, "It can't happen to me."
10. If you see something of concern, say something.

Procedures Victims of Dating Violence, Domestic Violence, Sexual Violence, and Stalking Should Follow

The following information can also be found on Collin College's website at www.collin.edu/studentresources/deanofstudents/SexualViolence.html.

Seek Medical Attention Immediately

If you request it or if you have already reported the incident to a law enforcement official, a [sexual assault nurse examiner \(SANE\)](#) or doctor will conduct both a forensic and medical exam and collect evidence. Having a forensic exam conducted does not require you to file a police report or proceed through the criminal justice process, but it will preserve evidence in the event you decide to do so at a later time.

For evidence collection to take place, it is best for an exam to occur within five (5) days (i.e., 120 hours) of the incident. It is advised that you do not shower, bathe, eat, drink, wash your hands, change clothes, brush your teeth, or do anything that may interfere with the collection of evidence. If you do change your clothes, be sure to take the clothes you had on when the incident occurred with you to the hospital in a paper (not plastic) bag. It is also important to share as much information as you can

remember with medical personnel. Learn more about the sexual assault exam process online at www.rainn.org/articles/rape-kit.

Collin County has a mobile [SANE](#) team. If you go to any hospital in Collin County, the staff can contact the mobile SANE team, and they will come to that hospital to assist you.

You can receive attention at any medical facility; however, the following local hospitals have specially-trained staff to assist survivors of sexual violence. Victims 17 years of age and under must be seen at a hospital with an approved colposcope. These hospitals are noted with an asterisk (*) below. Collin College does not provide transportation to any of these hospitals.

Baylor Scott & White Medical Center – Plano

4700 Alliance Boulevard

Plano, TX 75093

Phone: 469.814.2000

Website: <https://www.bswhealth.com/locations/plano/>

Baylor Scott & White Medical Center – McKinney*

5252 West University Drive

McKinney, TX 75071

Phone: 469.764.1000

Website: <https://www.bswhealth.com/locations/mckinney/>

Medical City McKinney

4500 Medical Center Drive

McKinney, TX 75069

Phone: 972.547.8000

Website: <https://medicalcitymckinney.com/>

Medical City Plano*

3901 West 15th Street

Plano, TX 75075

Phone: 972.596.6800

Website: <https://medicalcityplano.com/>

Methodist Dallas Medical Center*

1441 North Beckley Avenue

Dallas, TX 75203

Phone: 214.947.8181

Website: <https://www.methodisthealthsystem.org/methodist-dallas-medical-center/>

Texas Health Presbyterian Hospital Allen

1105 North Central Expressway

Allen, TX 75013

Phone: 972.747.1000

Website: <https://www.texashealth.org/allen/>

Texas Health Presbyterian Hospital Plano*

6200 West Parker Road

Plano, TX 75093

Phone: 972.981.8000

Website: <https://www.texashealth.org/plano/>

Consider Reporting the Incident to the Appropriate Law Enforcement Official

For immediate notification to local law enforcement, call **911**. To report the incident to the Collin College Police Department, call **972.578.5555** or extension **5555** from any campus phone. Contact information for local law enforcement agencies is also listed below.

If you need assistance with reporting to law enforcement, you can ask the medical professionals at the hospital if you received medical attention. Additionally, if you request assistance, a Collin College official will help you with the process of reporting to law enforcement. Note: victims have the right not to report a crime if they so choose.

Allen Police Department

205 W. McDermott Drive

Allen, TX 75013

Phone: 214.509.4200

Website: <https://cityofallen.org/904/Police>

Collin College Police Department

2800 East Spring Creek Parkway

Plano, TX 75074

Phone: 972.578.5555

Website: www.collin.edu/campuspolice/

Collin County Sheriff's Office

4300 Community Ave.

McKinney, TX 75071

Phone: 972.547.5100 or 972.424.4797

Website: <https://www.collincountytx.gov/sheriff/Pages/default.aspx>

Frisco Police Department

7200 Stonebrook Parkway

Frisco, TX 75034

Phone: 972.292.6010

Website: <https://www.friscotexas.gov/239/Police>

McKinney Police Department

2200 Taylor Burk Drive

McKinney, TX 75071

Phone: 972.547.2700

Website: <https://www.mckinneytexas.org/166/Police>

Plano Police Department

909 14th Street

Plano, TX 75074

Phone: 972.424.5678

Website: www.plano.gov/214/Police

Rockwall Police Department

205 W. Rusk Street

Rockwall, TX 75087

Phone: 972.771.7717

Website: www.rockwallpolice.org

Wylie Police Department

2000 North Highway 78

Wylie, TX 75098

Phone: 972.442.8171

Website: www.wylietexas.gov/departments/police/index.php

Consider Counseling and/or Other Support Services

This is a difficult and stressful time, and you may need assistance now or in the future. Counseling services are offered free of charge to all current Collin College students. The Counseling Services

Office can be reached at 972.881.5126 or personalcounseling@collin.edu.

Keep a Journal

Write down everything you can remember about what occurred including, but not limited to:

1. the events that led up to the incident,
2. the date the incident occurred,
3. the time the incident occurred,
4. names of any potential witnesses or persons who may have additional information, etc.

If applicable, keep any voicemails, harassing letters, texts, online postings, emails, etc. as evidence.

Preservation of Evidence

The following information can also be found on Collin College's website at www.collin.edu/studentresources/deanofstudents/SexualViolence.html.

Collin College recognizes that making the decision to report sexual violence may take time. Nevertheless, pending the decision to report, all individuals are strongly encouraged to take immediate steps to preserve evidence that might support a future report of sexual violence; a protective order; or an investigation by the police, Collin College, or both. Such evidence may include, but is not limited to, the following:

1. a forensic sexual assault examination completed within five (5) days (i.e., 120 hours) of the incident;
2. any clothing, sheets, or other materials containing bodily fluids. These items should be stored in cardboard boxes or paper bags, not plastic;
3. electronic exchanges to the extent that they can be captured or preserved (e.g., emails; text messages; and social media

posts in Facebook, Instagram, Snapchat, Twitter, etc.);

4. photographs, including photographs stored on smartphones, tablets, and other electronic devices;
5. voicemail messages; and
6. any other physical, documentary, or electronic data that might be helpful or relevant in an investigation.

Written Notification of Victim's Rights and Options

When a student or employee reports to Collin College he or she has been a victim of dating violence, domestic violence, sexual violence, or stalking, whether the offense occurred on or off campus, Collin College will provide the student or employee with written notification explaining:

1. his or her rights and options;
2. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other appropriate services available for victims, both at Collin College and in the local community; and
3. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Note: Collin College must make such accommodations or provide such protective measures if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to the Collin College Police Department or local law enforcement.

Collin College's *Written Notification of Victim's Rights and Options* packet outlines steps a victim may want to take depending on the services he or she needs. The resources and options outlined in this document may be helpful as a victim decides

the next steps that are best for him or her. Collin College's *Written Notification of Victim's Rights and Options* packet is located in [Appendix C.1](#) and also on Collin College's website at www.collin.edu/studentresources/deanofstudents/pdf_documents/Victims%20Written%20Notification%20of%20Rights%20and%20Options.pdf.

Available Options and Interim Action

If appropriate, and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, Collin College shall promptly take interim action calculated to address prohibited conduct prior to the completion of Collin College's investigation.

The dean of students or designee may take immediate disciplinary action, including, but not limited to, temporary immediate suspension pending resolution of the matter through the student disciplinary process, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment. The Human Resources Office (HR) may take immediate disciplinary action against a Collin College employee pending resolution of the matter through the employee disciplinary process.

Regardless of whether a victim chooses to report to local law enforcement, the Collin College Police Department, or the student or employee disciplinary process, Collin College must provide certain options and interim action if the victim requests them and they are reasonably available. Available options and interim action may include, but are not limited to:

Course Schedule Adjustments

Contact the Dean of Students Office (DOS) for assistance with course schedule adjustments.

Office Hours: Monday through Thursday 8 a.m. to 5 p.m., Friday 9 a.m. to 5 p.m.
Phone: 972.881.5604
Email: dos@collin.edu

Website: www.collin.edu/studentresources/deanofstudents/index.html

Employment Options and Employee Resources

Only available for full-time, part-time, and student employees of Collin College. Contact the Human Resources Office (HR) for assistance with employment options and employee resources.

Office Hours: Monday through Friday 8 a.m. to 5 p.m.

Phone: 972.758.3856

Email: hr@collin.edu

Website: www.collin.edu/hr/

Student Housing Changes

Only available for students living in Century Court Student Housing (Century Court) adjacent to the Spring Creek Campus (SCC) in Plano. Contact Century Court management for assistance with student housing changes.

Office Hours: Monday through Friday 9 a.m. to 5 p.m.

Phone: 972.509.0247

Email: info@centurycourt.com

Website: <https://centurycourt.com/>

No Contact Directive

If appropriate, the dean of students or designee may issue a no contact directive to a student. The no contact directive will instruct the student to have no contact with the other party or parties involved in the disciplinary matter through any means (e.g., physical contact, phone calls, text messages, emails, online postings, stalking, having anyone else initiate contact with the other party, etc.). The no contact directive will remain in effect until revoked or altered by the dean of students or designee.

Temporary Immediate Suspension

When the dean of students or designee issues a temporary immediate suspension, the student is afforded a three (3) College District business day grace period prior to meeting with the dean of

students or designee. If the student wants to meet during the grace period, the student should contact the Dean of Students Office (DOS) for appointment availability.

If a student on temporary immediate suspension receives a favorable administrative decision or favorable appeal, and the case is final, the student may seek reinstatement into his or her course(s) and/or Collin College. Contact the Dean of Students Office (DOS) at 972.881.5604 or dos@collin.edu for reinstatement procedures.

Criminal Trespass Warning Notice

The Collin College Police Department may issue a criminal trespass warning notice to a Collin College student, employee, or community member. Criminal trespass warning notices prohibit individuals from entering any Collin College buildings or properties for a specified period of time. Violating the criminal trespass warning notice is a class B misdemeanor (first [1st] offense) and carries a penalty of up to 180 days in jail. For more information, contact the Collin College Police Department at 972.578.5555.

Procedures for Reporting and Investigating Complaints of Dating Violence, Domestic Violence, Sexual Violence, and Stalking Against a Collin College Employee

When an employee is named as the respondent in a complaint alleging dating violence, domestic violence, sexual violence, and/or stalking, Collin College will follow the procedures listed below to investigate and resolve the matter.

The following information can also be found in Board policy DIAA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=diaa>.

See also [Appendix C.2](#) for the *Collin College Employee Complaint Procedures – Pursuant to DGBA (LOCAL)* document, which details the actions taken at each step during an investigation. This

document is also located on Collin College’s Human Resources Office (HR) website at www.collin.edu/hr/complaints/pdf/DGBA%20Local%20Complaint%20Procedures%2003.22.2018%20TI.pdf.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by Board policy DIAA (LOCAL), even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one (1) of the Collin College officials listed below.

For the purposes of this policy, Collin College officials are the Title IX coordinators and the College District president.

To file a formal complaint with Collin College’s Human Resources Office (HR), go to [www.collin.edu/hr/complaints/Employee Complaints.html](http://www.collin.edu/hr/complaints/Employee%20Complaints.html).

Definition of Collin College Officials

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinators. Collin College designates the following persons to coordinate its efforts to comply with *Title IX of the Education Amendments of 1972 (Title IX)*, as amended:

1. **Title IX Coordinator for Employees**
Floyd Nickerson
Vice President of Human Resources
3452 Spur 399
McKinney, TX 75069
Phone: 972.599.3159

Email: fnickerson@collin.edu

2. **Deputy Title IX Coordinator for Employees**

Tonya Jacobson
Manager, HR/Compliance
3452 Spur 399
McKinney, TX 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

The College District president or designee shall serve as coordinator for purposes of Collin College compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the College District president or designee.

A report against the College District president may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made immediately after the alleged act or knowledge of the alleged act. A failure to promptly report may impair Collin College's ability to investigate and address the prohibited conduct.

Notice of Report

Any Collin College supervisor who receives a report of prohibited conduct shall immediately notify the appropriate Collin College official listed above and take any other steps required by this policy.

Investigation of the Report

Collin College may request, but shall not insist upon, a written report. If a report is made orally,

the Collin College official shall reduce the report to written form.

Upon receipt or notice of a report, the Collin College official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Collin College official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the Collin College official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the Collin College official shall refer the complaint for consideration under Board policy DIAB (LOCAL), as appropriate. To view Board policy DIAB (LOCAL), go to <https://pol.tasb.org/Policy/Search/304?filter=diab>.

If appropriate, Collin College shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation. For additional information on interim action, see the [Available Options and Interim Action](#) section in this document.

The investigation may be conducted by the Collin College official or a designee or by a third (3rd) party designated by Collin College, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The investigator shall conduct a prompt, fair, and impartial process from the initial investigation to the final result. At a minimum, all investigators shall receive annual training on issues related to dating violence, domestic violence, sexual violence,

and stalking as well as how to conduct an investigation that protects victim safety and promotes accountability.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within 10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the Collin College official overseeing the investigation.

Standard of Evidence

The investigator shall use the “preponderance of the evidence” standard (i.e., more likely than not to have occurred) when determining whether an employee committed prohibited conduct.

Notification of the Outcome

Collin College shall provide simultaneous, written notice of the outcome, within the extent permitted by applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any disciplinary proceedings conducted with the employee respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim’s next of kin as the alleged victim, in accordance with the law.

This notification shall include, but is not limited to, the following information:

1. the results of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual violence, or stalking;

2. Collin College’s procedures for the victim and the respondent to appeal the results of the disciplinary proceeding;
3. any change to the results (e.g., through the appeal process); and
4. when such results become final.

Collin College Action

If the results of an investigation indicate that prohibited conduct occurred, Collin College shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Collin College may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, Collin College shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Collin College will complete publicly available recordkeeping, including *Clery Act* reporting and disclosures, without inclusion of personally identifying information about the victim. Additionally, Collin College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality does not impair Collin College’s ability to provide the accommodations or protective measures.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through Board policy DGBA (LOCAL), beginning at the appropriate level. To view Board policy DGBA (LOCAL), go to https://pol.tasb.org/Policy/Search/304?filter=dg_ba.

Collin College shall provide written notice of the outcome of any appeal(s), within the extent permitted by applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any appeal(s) conducted with the employee respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

This notification shall include, but is not limited to, the following information:

1. the results of any appeal(s) that arise from an allegation of dating violence, domestic violence, sexual violence, or stalking;
2. Collin College's procedures for the victim and the respondent to appeal the results of the appeal(s);
3. any change to the results (e.g., through the appeal process); and
4. when such results become final.

Procedures for Reporting and Investigating Complaints of Dating Violence, Domestic Violence, Sexual Violence, and Stalking Against a Collin College Student

When a student is named as the respondent in a complaint alleging dating violence, domestic violence, sexual violence, and/or stalking, Collin College will follow the procedures listed below to investigate and resolve the matter.

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 4: Freedom from Sex Discrimination, Sexual Harassment, Sexual Violence, and Retaliation* and Board policy FFDA (LOCAL)

located at <https://pol.tasb.org/Policy/Code/304?filter=FFDA>.

See also [Appendix C.3](#) for the *Student Complaints Pursuant to Board Policy FFDA (LOCAL) Dating Violence, Domestic Violence, Sexual Harassment, Sexual Violence, and Stalking Flowchart* and [Appendix C.4](#) for the *Dean of Students Office Student Disciplinary Process Flowchart*, which detail the actions taken at each step during an investigation.

False Claims

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Collin College investigation regarding sex discrimination, sexual harassment, or sexual violence shall be subject to appropriate disciplinary action.

Prohibited Conduct

The term "prohibited conduct" includes sex discrimination, sexual harassment, sexual violence, and retaliation as defined by Board policy FFDA (LOCAL), even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

Any student who believes he or she has experienced prohibited conduct or believes another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Any Collin College employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate Collin College official listed below and shall take any other steps required.

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in Collin College's annual security report under the *Clery Act*. For more information, see Board policy GCC (LEGAL) located at <https://pol.tasb.org/Policy/Search/304?filter=gcc>.

Responsible Employee

A "responsible employee" is an employee:

1. who has authority to remedy prohibited conduct,
2. who has been given the duty of reporting incidents of prohibited conduct, and/or
3. whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

Collin College designates the following persons as responsible employees: any instructor, any administrator, or any Collin College official defined below.

Definition of Collin College Officials

For the purpose of this policy, Collin College officials are the Title IX coordinators and the College District president.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinators. Collin College designates the following persons to coordinate its efforts to comply with [*Title IX of the Education Amendments of 1972 \(Title IX\)*](#), as amended:

1. **Title IX Coordinator for Students**

Terrence Brennan
Dean of Students
3452 Spur 399
McKinney, TX 75069
Phone: 972.881.5734
Email: tbrennan@collin.edu

2. **Title IX Coordinator for Employees**

Floyd Nickerson
Vice President of Human Resources
3452 Spur 399
McKinney, TX 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

3. **Deputy Title IX Coordinator for Employees**

Tonya Jacobson
Manager, HR/Compliance
3452 Spur 399
McKinney, TX 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

In addition, students can file the appropriate complaint form online at www.collin.edu/hr/studentcomplaints/index.html.

The College District president or designee shall serve as coordinator for purposes of Collin College compliance with all other anti-discrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the College District president.

A report against the College District president may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct the investigation.

Timely Reporting

Reports of prohibited conduct should be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair Collin College's ability to investigate and address the prohibited conduct. For more information regarding reporting procedures, contact the Dean of Students Office (DOS) at 972.881.5604 or dos@collin.edu, or go to <https://pol.tasb.org/Policy/Code/304?filter=FFD>. To file a *Student Incident Report* with the Dean of Students Office (DOS), go to <https://k1.caspio.com/dp/eaab300008e40c269e0846389ee0>.

In accordance with [*Texas Senate Bill 968*](#), Collin College students and employees can report prohibited conduct anonymously.

Students may contact the Collin College Police Department at 972.578.5555 to report a crime.

Students may contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu to schedule a confidential meeting with a licensed professional counselor (LPC).

Amnesty

In accordance with [*Texas Senate Bill 969*](#), Collin College will give amnesty to (i.e., not take any disciplinary action against) a student who reports, in good faith, that he or she was the victim of or a witness to an incident of sexual assault. This amnesty policy applies regardless of the location at which the incident occurred or the outcome of Collin College's disciplinary process regarding the incident, if any. This amnesty policy does not apply to a student who reports his or her own commission of sexual assault or assistance in the commission of sexual assault.

Investigation of the Report

Collin College may request, but shall not require, a written report. If a report is made orally, the Collin College official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Collin College official shall determine whether the allegations, if proven, would constitute prohibited conduct (i.e., sex discrimination, sexual harassment, sexual violence, and/or retaliation). If so, the Collin College official shall immediately authorize or undertake an investigation, except as provided below in the subsection titled "[Criminal Investigation.](#)"

If the Collin College official determines the allegations, if proven, would not constitute prohibited conduct (i.e., sex discrimination, sexual harassment, sexual violence, and/or retaliation), the Collin College official shall refer the complaint for consideration under the appropriate complaint or disciplinary process.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, Collin College shall promptly take interim action calculated to address prohibited conduct prior to the completion of Collin College's investigation. For additional information on interim action, see the [Available Options and Interim Action](#) section in this document.

Collin College Investigation

The investigation may be conducted by the Collin College official or a designee or by a third (3rd) party designated by Collin College, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant Collin College policy and procedures. The investigator shall conduct a prompt, fair, and impartial process from the initial investigation to the final result.

At a minimum, all investigators shall receive annual training on issues related to dating violence, domestic violence, sexual violence, and stalking as well as how to conduct an investigation that protects victim safety and promotes accountability.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. Both the complainant and student respondent may have an observer(s) present during any meetings with the investigator.

For more information on Collin College's investigation, see the *Student Complaints Pursuant to Board Policy FFDA (LOCAL) Dating Violence, Domestic Violence, Sexual Harassment, Sexual Violence, and Stalking Flowchart* in [Appendix C.3](#).

Criminal Investigation

If a law enforcement or regulatory agency notifies Collin College that a criminal or regulatory investigation has been initiated, Collin College shall confer with the agency to determine if Collin College's investigation would impede the criminal or regulatory investigation. Collin College shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, Collin College shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the investigation should be completed within 60 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the Collin College official overseeing the investigation.

Standard of Evidence

The dean of students or designee shall use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) when determining whether a student committed misconduct that violates the [Student Code of Conduct](#), Board policies, laws, and/or Collin College procedures.

Notification of the Outcome

Collin College shall provide written notice of the outcome, within the extent permitted by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) or other applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any disciplinary proceedings conducted with the student respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

This simultaneous, written notification shall include, but is not limited to, the following information:

1. the results of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual violence, or stalking;
2. Collin College's procedures for the victim and the respondent to appeal the results of the disciplinary proceeding;
3. any change to the results (e.g., through the appeal process); and
4. when such results become final.

Collin College Action Prohibited Conduct

If the results of an investigation indicate prohibited conduct occurred, Collin College shall promptly

respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with Collin College policy and procedures. To view the Board policies associated with the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

Corrective Action

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the Collin College community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the Collin College climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming Collin College's policy against sex discrimination, sexual harassment, sexual violence, and retaliation.

Additionally, corrective action may include disciplinary penalties outlined in the current [student handbook](#) in the *Student Code of Conduct, Chapter 9: Disciplinary Penalties* and the [Potential Disciplinary Penalties](#) section in this document.

Exception

Collin College shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, Collin College shall be involved in an appropriate manner. Mediation shall not be used to resolve complaints of prohibited conduct.

Collin College Action Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, Collin College may take disciplinary action in accordance with Collin College policy and procedures or other corrective action reasonably

calculated to address the conduct. To view the Board policies associated with the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

Confidentiality

To the greatest extent possible, Collin College shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Collin College will complete publicly available recordkeeping, including [Clery Act](#) reporting and disclosures, without inclusion of personally identifying information about the victim. Additionally, Collin College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality does not impair Collin College's ability to provide the accommodations or protective measures.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through the student disciplinary appeals process. To view the Board policies associated with the student disciplinary appeals process, go to <https://pol.tasb.org/Policy/Code/304?filter=FMA>.

Collin College shall provide written notice of the outcome of any appeal(s), within the extent permitted by the [Family Educational Rights and Privacy Act \(FERPA\)](#) or other applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any appeal(s) conducted with the student respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin

College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

This notification shall include, but is not limited to, the following information:

1. the results of any appeal(s) that arise from an allegation of dating violence, domestic violence, sexual violence, or stalking;
2. Collin College's procedures for the victim and the respondent to appeal the results of the appeal(s);
3. any change to the results (e.g., through the appeal process); and
4. when such results become final.

A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with Collin College's records retention procedures. To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

Potential Disciplinary Penalties

Penalties for Employee Misconduct

When a Collin College employee is found responsible for a violation of dating violence, domestic violence, sexual violence, and/or stalking, potential disciplinary penalties include, but are not limited to the following:

1. Coaching
2. Level 1 Warning
3. Level 2 Warning
4. Administrative Leave
5. Recommendation for Termination

For additional information regarding penalties for employee misconduct, contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

Penalties for Student Misconduct

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 9: Disciplinary Penalties, Penalties for Student Misconduct* and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>. See also [Appendix C.5](#) for the *Dean of Students Office Disciplinary Penalties Handout*.

A student shall be subject to discipline for violations of Collin College policies and procedures, including the rules outlining expectations for student conduct. If a student commits an infraction or engages in misconduct, including, but not limited to, dating violence, domestic violence, sexual violence, and/or stalking, Collin College may impose one (1) or more of the following penalties:

1. **Reprimand:** a verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. **Restitution:** reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. **Conditional Probation:** the placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from Collin College. Conditional probation may include restrictions on a student's rights and privileges, specified community service, and/or completion of an Educational Project Experience (EPE). The probation may be for a specified length of time or an indefinite period according to the relative severity of the

infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion. Note: conditional probation is typically imposed for either one (1) calendar year, two (2) calendar years, or three (3) calendar years depending on the facts of the case and severity of the violation(s).

4. **Suspension:** forced withdrawal from Collin College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one (1) regular long semester (with summer sessions not counting in the one [1] semester minimum time lapse). However, suspension may exceed the one (1) semester minimum. Note: suspension is typically imposed for one (1) regular long semester, one (1) calendar year, two (2) calendar years, three (3) calendar years, or four (4) calendar years depending on the facts of the case and severity of the violation(s).
5. **Expulsion:** permanent forced withdrawal from Collin College. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

For additional information regarding penalties for student misconduct, contact the Dean of Students Office (DOS) at 972.881.5604 or dos@collin.edu.

Suspended or Expelled Students

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 9: Disciplinary Penalties, Suspended or Expelled Students* and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>. See also [Appendix C.5](#) for the *Dean of Students Office Disciplinary Penalties Handout*.

No former student who has been suspended or expelled from Collin College for disciplinary reasons shall be permitted on the campus or other facilities of Collin College, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the appropriate administrator (i.e., the dean of students or designee) or administrative entity (i.e., Collin College's Board of Trustees).

Reinstatement Procedures

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 13: Reinstatement Procedures*.

Favorable Administrative Decision or Appeal

The dean of students or designee will make reasonable efforts to reinstate a student who receives a favorable administrative decision or appeal.

Non-favorable Administrative Decision or Appeal

In a case where a student does not receive a favorable administrative decision and does not appeal, or has exhausted all levels of appeal, the final decision of the case shall stand.

Petition to Revoke Expulsion

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 12: Petition to Revoke Expulsion* and Board policy FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fma>. See also [Appendix C.5](#) for the *Dean of Students Office Disciplinary Penalties Handout*.

Once five (5) calendar years from the date of the Board's decision has elapsed, the student may petition to revoke the expulsion. Contact the Dean of Students Office (DOS) at 972.881.5604 or dos@collin.edu to request an *Expulsion Revocation Form*.

Student Disciplinary Files and Records

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 7: Disciplinary Procedures, Disciplinary Files and Records* and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>.

Collin College shall maintain for every student alleged or determined to have committed misconduct at Collin College a disciplinary record that shall reflect the charge(s), the disposition of the charge(s), the sanction(s) assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with Collin College's records retention schedule (i.e., three [3] years from the end of the academic calendar year of the most recent alleged incident) or other applicable law (e.g., *Clery Act*). To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

Campus and Community Resources

If any member of the Collin College community is a victim of dating violence, domestic violence, sexual violence, and/or stalking, there are resources on campus and in the community from which he or she may seek support. With the exception of the Collin College Dean of Students Office (DOS) and Human Resources Office (HR), contacting any of these resources is not considered an official report to Collin College of prohibited conduct.

On Campus Resources

ACCESS Office

Provides disability services, reasonable accommodations, individual attention, and support for Collin College students who need assistance with any aspect of their campus experience (e.g., accessibility, academics, testing, and registration).

Office Hours: Monday through Thursday 8:00 a.m. to 5:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Phone: 972.881.5898

Website: www.collin.edu/studentresources/disabilityservices/index.html

Counseling Services (Confidential Resource)

Provides counseling services free of charge to currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed professional counselors (LPCs).

Office Hours: Monday through Thursday 8:00 a.m. to 5:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Phone: 972.881.5126

Email: personalcounseling@collin.edu

Website: www.collin.edu/studentresources/counseling/index.html

Dean of Students Office (DOS)

Provides advocacy and support. Assists students with reporting to appropriate law enforcement agencies. Investigates complaints of prohibited conduct in which a Collin College student is the respondent.

Office Hours: Monday through Thursday 8:00 a.m. to 5:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Phone: 972.881.5604

Email: dos@collin.edu

Website: www.collin.edu/studentresources/deanofstudents/index.html

Financial Aid/Veterans Affairs Office

Provides federal, state, and veterans financial assistance for Collin College students. Assists students with identifying and obtaining resources to support their educational pursuits.

Office Hours:

Central Park Campus (CPC) in McKinney – Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Preston Ridge Campus (PRC) in Frisco – Monday and Tuesday 8:00 a.m. to 8:00 p.m., Wednesday and Thursday 8:00 a.m. to 5:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Spring Creek Campus (SCC) in Plano – Monday through Thursday 8:00 a.m. to 8:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Phone Numbers:

Central Park Campus (CPC) in McKinney – 972.548.6760

Preston Ridge Campus (PRC) in Frisco – 972.377.1760

Spring Creek Campus (SCC) in Plano – 972.881.5760

Website: www.collin.edu/gettingstarted/financialaid/index.html

Human Resources Office (HR)

Provides advocacy and support, and assists with accommodations and reporting to law enforcement for Collin College employees. HR also investigates complaints of prohibited conduct in which a Collin College employee is the respondent.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Phone: 972.758.3856

Email: hr@collin.edu

Website:

International Student Office

Provides visa and immigration assistance for students.

Office Hours: Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Phone: 972.516.5012

Email: ISO@collin.edu

Website: www.collin.edu/gettingstarted/advising/international/index.html

Off Campus and Community Resources

Center for Changing Our Campus Culture

Email: info@changingourcampus.org

Website: <http://changingourcampus.org/>

Department of Defense (DoD) Safe Helpline

Phone: 877.995.5247

Website: www.safehelpline.org

Domestic Abuse Hotline – Access to Legal Services

Hours: Monday through Friday 8:30 a.m. to 5:30 p.m.

Phone: 800.777.3247

Family Violence Legal Line

Phone: 800.374.4673

Hope's Door – Shelter, Family Services, and Transitional Housing

Crisis Line: 972.276.0057

Phone: 972.422.2911

Website: www.hopesdoorinc.org

Legal Aid for Survivors of Sexual Assault (LASSA)

Phone: 800.991.5153

Website: www.legalaidforsurvivors.org/

LifePath Systems – Mental Health Services

Crisis Line: 877.422.5939

Phone: 972.562.0190

Website: www.lifepathsystems.org

National Sexual Assault Hotline

Available 24 Hours a Day

Phone: 800.656.4673

Office on Violence Against Women (OVW) –
Protecting Students from Sexual Assault

Phone: 202.307.6026

Website: <https://www.justice.gov/ovw/protecting-students-sexual-assault>

Pandora's Project – Support and Resources for All
Survivors of Rape and Sexual Abuse, Including
LGBTQ Survivors

Phone: 612.234.4204

Website: <http://pandys.org/index.html> and
<http://pandys.org/lgbtsurvivors.html>

Partners in Prevention

Phone: 800.799.7233

Website: www.enddomesticabuse.org

Planned Parenthood – STI Testing and Birth
Control

Phone: 800.230.7526

Website: www.plannedparenthood.org

Rape, Abuse, and Incest National Network (RAINN)

Phone: 800.656.4673

Website: www.rainn.org

Real Options for Women – Pregnancy and STI
Testing, Counseling

Phone: 214.238.9389

Website: www.realoptionsforwomen.com

Refugee Services of Texas, Dallas – Resettlement,
Legal Services, and Social Services

Phone: 214.821.4883

Website: <https://www.rstx.org/dallas>

Texas Abuse, Neglect, and Exploitation Reporting
System and Hotline

Phone: 800.252.5400

Website: www.txabusehotline.org/Login/Default.aspx

Texas Association Against Sexual Assault (TAASA)

Phone: 512.474.7190

Website: <http://taasa.org/>

Texas Attorney General's Office Crime Victim
Services

Phone: 512.463.2100

Website: <https://www.texasattorneygeneral.gov/cvs/crime-victim-services-assisting-victims-of-violent-crime>

Texas Muslim Women's Foundation

Family Violence Hotline: 972.880.4192

Phone: 877.724.5699 or 469.467.6241

Website: <http://tmwf.org/>

Texas Law Help – Texas Legal Services Center

Phone: 844.303.7233

Website: <https://texaslawhelp.org/>

The Hotline - National Domestic Violence Hotline

Available 24 Hours a Day

Phone: 800.799.7233

Website: <https://www.thehotline.org/>

The Turning Point Rape Crisis Center

24 Hour Crisis Hotline: 800.886.7273

Phone: 972.985.0951

Website: <https://www.theturningpoint.org/>

U.S. Citizenship and Immigration Services Dallas
Field Office

By Appointment Only

Website: <https://www.uscis.gov/about-us/find-uscis-office/field-offices/texas-dallas-field-office>

Section 7: Awareness and Prevention Programs

Alcohol and Substance Abuse Prevention Programs

Collin College has developed a prevention and intervention program to educate, empower, and provide resources that address the use and abuse of drugs and alcohol by students and employees. This program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

Drug Free School Program

Collin College's Counseling Services provides overall coordination of the Drug Free School Program, as required by the [*Higher Education Act, § 120 \(a\) through \(d\)*](#). The materials Collin College disseminates annually to comply with the requirements of the [*Drug-Free Schools and Communities Act Amendments of 1989*](#) are located on the Counseling Services website at www.collin.edu/studentresources/counseling/additionalresources.html.

Know Now

In an effort to fulfill the requirements of the Drug Free School Program, Collin College's Counseling Services coordinates Know Now, an initiative which began programming in the fall 2017 semester. The purpose of Know Now is to educate Collin College students about issues related to substance use and abuse, empower students to make positive choices for their futures, and encourage utilization of campus and community resources for recovery. The objectives of this initiative are to:

1. Develop prevention and education regarding current trends, statistics, and issues related to the consumption of alcohol and other substances through:

- a. presentations coordinated by Counseling Services about issues concerning substance use and abuse,
 - b. promoting alcohol-free social options in partnership with Student Engagement events, and
 - c. campaigns to share statistics and trends in the community that may affect the normative environment.
2. Conduct early intervention awareness in order to empower students to self-refer by:
 - a. promoting use of online screening tools (available on the Counseling Services website, www.collin.edu/studentresources/counseling/index.html) to identify problematic substance use and
 - b. providing assessment and referral for students concerned about substance use.
 3. Increase awareness of resources that may assist students affected by addiction (either personally or those who have peers and/or family in need of support) by educating them about community resources for treatment (e.g., no- or low-cost treatment options, support services such as Alcoholics Anonymous [AA] and Narcotics Anonymous [NA], and off-campus counseling options).

Additional information on the Know Now initiative and their current schedule of events can be found on Collin College's website at www.collin.edu/studentresources/knownow/index.html.

Other Alcohol and Substance Abuse Prevention Programs

Many services regarding alcohol and substance abuse prevention are the responsibility of other areas of the institution. These services and responsible areas include:

1. Alcohol and Drug Education: Collin College Health/Kinesiology Classes, Counseling Services, Dean of Students Office (DOS), Employee Assistance Program (EAP), and Student Engagement.
2. Personal Counseling: Counseling Services and EAP.
3. Referral Services: Counseling Services, DOS, and EAP.
4. College Disciplinary Action: DOS and Human Resources Office (HR).

Collin College also offers information on alcohol and substance abuse prevention during the following annual programs and events:

1. Distracted Driving Event organized by Student Engagement,
2. Health and Safety Fair at the Central Park Campus (CPC) in McKinney,
3. Alcohol and Other Drugs Canvas Module Educational Project Experience (EPE) provided by DOS,
4. Alcohol/Drug Awareness Seminar and Essay Educational Project Experience (EPE) provided by Counseling Services and DOS, and
5. "Marijuana Myths" presentation provided by Counseling Services.

Crime Prevention, Safety, and Security Awareness Programs

Periodically during the academic year, the Collin College Police Department, in cooperation with other college departments, presents crime

prevention and awareness sessions on topics such as alcohol and drug abuse, personal safety, sexual assault, theft, and vandalism. Collin College Police Department officers facilitate these programs for Collin College students, parents, faculty, staff, student organizations, and community organizations.

Information is also disseminated to Collin College students, faculty, and staff through the following media:

1. articles on Collin College's online college news site, *Collin College News* (www.collincollegenews.com);
2. articles in Collin College's monthly electronic newsletter, *CougarNews*, which is emailed to all students, faculty, and staff;
3. crime prevention awareness packets, displays, and videos;
4. security alert posters, and
5. the Collin College Police Department website www.collin.edu/campuspolice/.

Crime and sexual assault awareness and prevention programs are offered on a continual basis. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Civilian Response to Active Shooter Events (CRASE) Training

Collin College Police Department officers who have been trained in Civilian Response to Active Shooter Events (CRASE) will be conducting training sessions at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano throughout the academic year. These CRASE training sessions are based on the "avoid, deny, defend (ADD)" strategy of responding to active shooter events, which was originally developed by the [Advanced Law Enforcement Rapid Response Training \(ALERRT\)](#) program in 2004. The CRASE

training will provide strategies, guidance, and a proven plan for surviving an active shooter event. Topics covered in these programs include, but are not limited to, the history and prevalence of active shooter events, civilian response options, and considerations for conducting active shooter drills.

During the fall 2018 semester, the following CRASE training sessions will be offered:

1. Courtyard Center (CYC) on Thursday, September 27, 2018, from 9:00 a.m. to 11:00 a.m. in Room 122;
2. Collin Higher Education Center (CHEC) on Monday, November 12, 2018, from 6:00 p.m. to 8:00 p.m. in the Boardroom;
3. Spring Creek Campus (SCC) in Plano on Wednesday, October 10, 2018, from 6:00 p.m. to 8:00 p.m. in the Living Legends Conference Center;
4. Preston Ridge Campus (PRC) in Frisco on Thursday, October 25, 2018, from 10:00 a.m. to 12:00 p.m. in the Conference Center; and
5. Central Park Campus (CPC) in McKinney on Thursday, November 8, 2018, from 2:00 p.m. to 4:00 p.m. in the Conference Center.

For additional information on the CRASE training sessions, contact the Collin College Police Department at 972.578.5555 or go to www.collin.edu/campuspolice/.

Coffee with the Cops

The Collin College Police Department also offers “Coffee with the Cops” sessions at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano throughout the academic year. These informational sessions give Collin College students and employees the opportunity to meet and interact with the Collin College Police Department officers, sergeants, and lieutenants located on their campuses.

During these sessions, Collin College Police Department officers present information on campus safety and security, crime prevention and awareness, and personal safety. Additionally, students, faculty, and staff are given the opportunity to ask the Collin College Police Department officers, sergeants, and lieutenants questions regarding safety and security topics that affect their daily business on the campuses.

For additional information on the “Coffee with the Cops” sessions, contact the Collin College Police Department at 972.578.5555 or go to www.collin.edu/campuspolice/.

Concealed Carry on Campus

Collin College implemented [*Texas Government Code, Section 411.2031, Carrying of Handguns by License Holders on Certain Campuses*](#), effective August 1, 2017. In an effort to inform the entire Collin College community about the details of this law, commonly known as “Campus Carry,” and Collin College’s policies and procedures, the Collin College Police Department often presents educational programs for students, faculty, and staff. These informational sessions are intended to promote open discussion of the law and its provisions. For additional information on Campus Carry and these information sessions, contact the Collin College Police Department at 972.578.5555 or go to www.collin.edu/aboutus/concealedcarry.html.

New Student Orientation and New Employee Orientation

During mandatory New Student Orientation, incoming students are informed of services offered by the Collin College Police Department. All entering freshmen students are required to complete New Student Orientation either online or in person. These presentations outline ways to maintain campus safety and security as well as personal safety. Incoming students are also informed about crime on campus and in surrounding neighborhoods.

A registration hold is placed on all incoming freshmen students’ records until the mandatory

New Student Orientation is completed. Once students complete the mandatory New Student Orientation, their holds are removed and they are allowed to register for classes. Completion of the mandatory New Student Orientation is tracked by Student Engagement and the Admissions and Records Office (ARO).

Similar information is presented to new employees during the hiring process and New Employee Orientation sessions. The Human Resources Office (HR) coordinates and offers New Employee Orientation sessions on an as-needed basis. For more information on New Employee Orientation, contact HR at 972.985.3783.

Strategies of Behavioral Intervention (SOBI)

To extend its efforts on emergency preparedness and prevention, Collin College has established a behavioral intervention team (BIT) called Strategies of Behavioral Intervention (SOBI). SOBI is made up of Collin College administrators, faculty, staff, and police from each campus throughout the College District, and serves as a central network focused on preventive and timely intervention before a crisis arises. SOBI has designed a process that reflects the best practices for referring, assessing, responding to, and assisting students who may display various levels of distressed, disturbed, and/or unregulated behavior.

SOBI serves as a resource for the entire Collin College community, and its goals are to:

1. centralize collection and assessment of “red flags” raised by students’ behaviors;
2. determine, on an individual basis, the need to further assess the potential for harmful behavior;
3. intervene early to provide support and respond appropriately to students’ concerning behaviors;

4. coordinate various interventions and services, and ensure resources are deployed effectively; and
5. balance students’ educational needs with Collin College’s mission.

SOBI only responds to referrals regarding student behaviors of concern. Reports regarding faculty and/or staff members should be sent directly to Collin College’s Human Resources Office (HR). Additionally, SOBI actions are not a substitute for student disciplinary or law enforcement interventions. Referrals regarding [Student Code of Conduct](#) violations will be immediately forwarded to the Dean of Students Office (DOS). Referrals regarding criminal or threatening activity will be immediately forwarded to the Collin College Police Department.

Throughout the academic year, SOBI offers informational and training sessions on various topics related to behavioral intervention, campus safety and security, identifying and responding to student behaviors of concern, and other pertinent issues. These sessions are open to students, faculty, and staff; and information on session dates, times, and locations is disseminated to the entire Collin College community through email, SOBI’s website (www.collin.edu/studentresources/SOBI/index.html), Collin College’s online calendar, [CougarCal](#), and campus postings.

During the fall 2018 semester, SOBI and DOS will be offering joint presentations titled “Managing Difficult Situations.” These training sessions will teach participants tactics and practical tools to de-escalate difficult situations. Participants will be able to bring in real-life examples and obtain assistance with effectively managing and defusing difficult situations they have had to face. These “Managing Difficult Situations” training sessions will be offered at the following locations:

1. Spring Creek Campus (SCC) in Plano on Friday, September 14, 2018, from 2:00 p.m. to 4:00 p.m. in Room D-113;

2. Collin Higher Education Center (CHEC) on Tuesday, September 18, 2018, from 9:00 a.m. to 11:00 a.m. in Room 114;
3. Courtyard Center (CYC) on Tuesday, October 2, 2018, from 6:00 p.m. to 8:00 p.m. in Room 229;
4. Central Park Campus (CPC) in McKinney on Monday, October 29, 2018, from 10:00 a.m. to 12:00 p.m. in Room LA-220; and
5. Preston Ridge Campus (PRC) in Frisco on Thursday, November 15, 2018, from 6:00 p.m. to 8:00 p.m. in Room LH-164.

For additional information on SOBI, go to www.collin.edu/studentresources/SOBI/index.html or contact SOBI directly at sobi@collin.edu. To submit a SOBI Referral, go to <https://k1.caspio.com/dp.asp?AppKey=eaab3000dc4d032413574af896f0>.

Programs to Promote Awareness of Dating Violence, Domestic Violence, Sexual Violence, and Stalking

Periodically throughout the academic year, the Collin College Police Department, Counseling Services, Dean of Students Office (DOS), and the Strategies of Behavioral Intervention (SOBI) Committee present programs and training sessions to promote awareness of dating violence, domestic violence, sexual violence, and stalking. Information on personal safety, bystander intervention, the importance of preserving evidence, and reporting options are also presented during these programs and training sessions.

Primary Prevention and Awareness Programs

Campus Safety Training

In order to comply with the federal government's mandated training requirement under the [*Violence Against Women Reauthorization Act of 2013 \(VAWA\)*](#), Collin College instituted a mandatory online Campus Safety Training for all entering freshmen and transfer students during the spring 2015 semester. This mandatory online training

provides incoming students with information on the following topics:

1. active shooter preparedness,
2. appropriate campus and community resources,
3. bystander awareness and intervention,
4. campus safety,
5. Collin College's policies and procedures,
6. consent to sexual activity,
7. dating violence,
8. domestic violence,
9. hazing,
10. personal safety,
11. sexual harassment,
12. sexual violence,
13. stalking,
14. the investigation and student disciplinary processes, and
15. potential disciplinary penalties if a student is found responsible for a violation of the [*Student Code of Conduct*](#).

All incoming freshmen and transfer students are required to access mandatory Campus Safety Training through Collin College's online portal, [*CougarWeb*](#). A registration hold is placed on all incoming freshmen and transfer students' records until mandatory Campus Safety Training is completed. Once students complete this mandatory online training, their holds are removed and they are allowed to register for classes. Completion of mandatory online Campus Safety Training is tracked by the Admissions and Records Office (ARO).

New Student Orientation and New Employee Orientation

During mandatory New Student Orientation, the Dean of Students Office (DOS) presents information to incoming students. All entering freshmen students are required to complete New Student Orientation either online or in person. Topics covered during both the online and in-person New Student Orientations include, but are not limited to:

1. appropriate campus and community resources,
2. bystander awareness and intervention,
3. campus safety,
4. Collin College's policies and procedures,
5. consent to sexual activity,
6. dating violence,
7. domestic violence,
8. personal safety,
9. sexual harassment,
10. sexual violence,
11. stalking,
12. the investigation and student disciplinary processes, and
13. potential disciplinary penalties if a student is found responsible for a violation of the [Student Code of Conduct](#).

A registration hold is placed on all incoming freshmen students' records until mandatory New Student Orientation is completed. Once students complete mandatory New Student Orientation, their holds are removed and they are allowed to register for classes. Completion of mandatory New Student Orientation is tracked by Student Engagement and the Admissions and Records Office (ARO).

Similar information is presented to new employees during the hiring process and New Employee Orientation sessions. The Human Resources Office (HR) coordinates and offers New Employee Orientation sessions on an as-needed basis. For more information on New Employee Orientation, contact HR at 972.985.3783.

Ongoing Prevention and Awareness Programs

Ongoing training (e.g., seminars, presentations, videos, etc.) on dating violence, domestic violence, sexual violence, stalking, and other relevant topics are also offered to all new and returning students at each of the three (3) main campuses throughout the academic year.

Bystander Awareness

Collin College's I Got Your Back (IGYB) Bystander Awareness Project is an educational campaign to inform the entire Collin College community about and improve bystander intervention. IGYB's purpose is to raise awareness, educate all individuals on their roles as bystanders, and make Collin College a safer community for students, staff, and faculty. Through its various initiatives, IGYB aims to teach everyone to be an active, effective bystander.

The IGYB committee has created a series of videos on bystander awareness and intervention in collaboration with Counseling Services, the Dean of Students Office (DOS), and the Strategies of Behavioral Intervention (SOBI) Committee. The first (1st) and second (2nd) videos in this series, titled "Have a Heart" and "Empowered Bystanders," respectively, are linked in several places on Collin College's website (e.g., Bystander Intervention and Awareness, Counseling Services, DOS, and Sexual Violence webpages). These videos can also be accessed directly at www.youtube.com/watch?v=QnPFwayMS8Y&feature=youtu.be and www.youtube.com/watch?v=ilkUvlOsjOo&feature=youtu.be.

The IGYB committee has also created a webpage titled "Bystander Awareness and Intervention" to house information and various resources related to

this issue. This webpage contains accurate, up-to-date information on how to become an empowered bystander as well as links to the bystander intervention video series and various campus and community resources. It is located on Collin College's website at www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html.

Counseling Services Presentations and Seminars

Periodically throughout each academic year, Counseling Services staff members provide presentations and seminars on a variety of issues. Topics covered include, but are not limited to:

1. dating violence,
2. domestic violence,
3. healthy relationships,
4. mental health,
5. sexual assault and sexual violence,
6. substance use and abuse, and
7. stalking.

For more information and a list of the presentations and training sessions that will be offered during the 2018-2019 academic year, contact Counseling Services at 972.881.5126 or go to www.collin.edu/studentresources/counseling/ServicesProvided.html.

The Dignity Initiative

Collin College's Committee Against Gender Violence and Oppression has launched The Dignity Initiative, which is a multi-year district-wide campaign to educate the campus community about the following five (5) specific elements of gender violence:

1. aggressor roles and responsibilities,
2. objectification of women,
3. sex trafficking,
4. gender violence, and

5. the global impact of oppression.

The Dignity Initiative seeks to empower the campus community with specific action steps to end gender-based oppression. Additionally, the Dignity Initiative envisions a future in which women are treated with respect and honored as valuable members of cultures around the world.

The Dignity Initiative is entering its fifth (5th) year at Collin College. Over the last four (4) years, approximately 11,000 students, faculty, staff, and community members have attended The Dignity Initiative events. Each semester, The Dignity Initiative focuses on a specific aspect of violence and how to stop violence against women. During the fall 2018 semester, The Dignity Initiative will be focusing on the dangers of sex trafficking, which is growing at an alarming rate in Texas, the United States, and abroad. Additional information on The Dignity Initiative and the current schedule of events can be found on Collin College's website at www.collin.edu/community/dignity/.

Healthy Relationships Canvas Module Educational Project Experience (EPE)

This online module may be issued by the Dean of Students Office (DOS) as part of the disciplinary penalty for students found responsible for an allegation of dating violence, domestic violence, sexual violence, or stalking.

The Healthy Relationships Canvas module gives an overview of healthy personal relationships. This module includes information on the differences between healthy and unhealthy relationships, the premises and building blocks of a healthy relationship, respect, honesty, trust, communication, the importance of seeking appropriate resources and assistance if students are in an unhealthy relationship, and contact information if additional information or assistance is needed. After the student watches the video, he or she must complete a 10-question quiz. The student must earn a minimum grade of 70% on the quiz over the material covered before the disciplinary hold is removed from his or her records.

Paired Relationships Seminar and Essay Educational Project Experience (EPE)

This 2-hour seminar may be issued by the Dean of Students Office (DOS) as part of the disciplinary penalty for students found responsible for an allegation of dating violence, domestic violence, sexual violence, or stalking. This seminar is facilitated by Counseling Services, but is not a mandated counseling session. This seminar can be tailored to address the reasons an individual student was brought in for disciplinary action. Topics covered include: the characteristics of healthy relationships, tips for anger management in relationships, and effective communication in relationships. Finally, the presenter and student discuss the benefits of change and the motivations for change.

The student must then write a 2- to 3-page reaction essay capturing the personal insight he or she gleaned after attending the Paired Relationships Seminar. This reaction essay must address the following points:

1. Summarize the main points covered in your EPE Seminar.
2. What new information did you learn from your EPE Seminar?
3. Summarize the incident that led to your involvement with the EPE Seminar. If you are confronted with a similar incident in the future, how will you respond differently?

The student is given a deadline by which the Paired Relationships Seminar must be completed and the reaction essay returned to the DOS Office. Essays are evaluated by the DOS case adjudicator(s) and run through [Turnitin.com](https://www.turnitin.com) before the disciplinary hold is removed from the student's records.

Sexual Misconduct and Relationship Violence Training

Periodically throughout each academic year, Dean of Students Office (DOS) staff members provide presentations and training sessions on sexual

misconduct and relationship violence at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano. Additionally, during the fall and spring semesters, DOS staff members go into classes that are randomly selected by the vice president/provosts at each of the three (3) main campuses to present on sexual misconduct and relationship violence.

These presentations and training sessions are intended to inform Collin College students, faculty, and staff about the [*Clery Act*](#), [*Title IX of the Education Amendments of 1972 \(Title IX\)*](#), the [*Violence Against Women Reauthorization Act of 2013 \(VAWA\)*](#), and how the provisions of these laws affect them. Topics covered include, but are not limited to:

1. appropriate campus and community resources,
2. bystander intervention,
3. Collin College's policies and procedures,
4. consent to sexual activity,
5. dating violence,
6. domestic violence,
7. sexual assault and sexual violence,
8. stalking, and
9. tips on how to stay safe and prevent sexual violence.

For more information and a list of the presentations and training sessions that will be offered during the 2018-2019 academic year, contact DOS at 972.881.5604 or go to www.collin.edu/studentresources/deanofstudents/index.html.

Sexual Violence Webpage

In order to make it easier for students and other interested parties to access information, procedures, and various resources related to

dating violence, domestic violence, sexual violence, and stalking, the Dean of Students Office (DOS) has created a webpage titled "Sexual Violence: What Students Should Know." This webpage contains the most accurate, up-to-date information on the various federal laws, Collin College's policies and procedures, and links to campus and community resources. It is located on Collin College's website at www.collin.edu/studentresources/deanofstudents/SexualViolence.html.

Student Health 101 Magazine

Student Health 101 is an online magazine that features articles on various topics affecting Collin College students. An email containing the link to the latest edition of *Student Health 101* is sent out each month by Collin College's Public Relations Department (PR) to every student's CougarMail account. Counseling Services also sends the link through email to Collin College faculty and staff members, who are encouraged to share this information with their students. Additionally, *Student Health 101* has an edition that is geared specifically toward student advocates and parents, and the link to that edition is included in the monthly emails.

Topics covered in *Student Health 101* include, but are not limited to:

1. Collin College's Counseling Services and other appropriate resources;
2. healthy relationships;
3. post-traumatic stress disorder (PTSD);
4. sexual assault awareness and prevention;
5. sexuality and sexually transmitted infections (STIs);
6. strategies to assist and support a friend who may be in an abusive relationship;
7. strategies to assist and support sexual assault survivors;
8. stress management;
9. substance use, abuse, and prevention; and
10. tips for college health and safety.

To access the latest edition of *Student Health 101*, go to <http://collin.readsh101.com/>. For more information on *Student Health 101* or to have information included in an upcoming edition, contact Counseling Services at 972.881.5126.

Section 8: Annual Fire Safety Report

Policy for Publishing the Annual Fire Safety Report

Collin College publishes this annual fire safety report as part of its [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092\(f\) \(Clery Act\)](#) compliance document. This report contains information on fire protection systems, fire safety practices, and fire safety standards for Century Court Student Housing (Century Court). Additionally, this report includes fire statistics for Century Court concerning the number of fires, the cause of each fire, the number of injuries and deaths related to each fire, and the value of the property damage caused by each fire.

Definitions

In accordance with the [Clery Act](#), Collin College uses the following definitions when preparing this annual fire safety report.

1. **On-campus Student Housing:** A student housing facility that is owned or controlled by Collin College, or is located on property that is owned or controlled by Collin College, and is within a reasonable contiguous area that makes up the campus.
2. **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
3. **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

Century Court Student Housing (Century Court)

Century Court Student Housing (Century Court) is a 128-unit complex located at 5800 Jupiter Road, Plano, Texas, 75074, and is the only residential facility located on any Collin College campus.

Century Court is located on the west side of the Spring Creek Campus (SCC) in Plano, and is under the ownership and direction of the Collin College Student Housing Foundation, which operates under the rules and regulations of community college dormitories in Texas. Additional information about Century Court can be found on their website <https://centurycourt.com/>.

Century Court Lease and Community Policies

Policies for safe occupation of the residential units, including standards for community living, prohibited items, portable electrical appliances, smoking, and open flames are governed by the Century Court lease and community policies.

The [Century Court Lease Addendum](#) (effective 2017-2018) includes the following information under the “Maintenance, Alteration and Repairs” section on pages 6-7:

- B. ***You must not disconnect or intentionally damage a smoke detector or remove the battery without immediately replacing it work [sic] a working one. If you do not comply with this, you may be subject to damages, civil penalties and attorneys’ fees under Section 92.2611 of the Texas Property Code. You alone are responsible for keeping the smoke detector in working order and will be fined \$250.00 if your smoke detector is disconnected.***
- D. ***Except in the event of an emergency, all requests for repairs or replacements must be in writing to us. In case of malfunction of utilities or damage by fire, water, or similar cause, you must notify the office or after hours staff immediately, and call 911 for immediate help with health or safety emergencies. In addition, you are required to notify us in writing by going to the Century Court website and reporting under “Maintenance” promptly of water***

leaks, electrical problems, carpet holes; broken glass, broken locks or latches, and any condition which you reasonably believe poses a material hazard to health or safety. On receipt of such notice, we will act with reasonable diligence in making repairs and reconnections, but during that time you will still be responsible for full payment of all rent.

- G. If you fail to comply with these provisions, you will be considered in violation of your lease and can be held responsible for property damage to the Premises or any health problems that might result.

For additional information, see the *Century Court Community Lease Addendum* located at <https://centurycourt.com/wp-content/uploads/sites/242/2018/03/2017-18LeaseAddendum.pdf>.

The [Century Court Community Policies](#) (effective April 2016) includes the following information on page 3:

You must follow the **STUDENT CODE OF CONDUCT** [sic] of the College. By enrolling at the College a student neither loses the rights nor escapes the responsibilities of citizenship. All students are expected to obey federal, state and local laws, the rules and regulations of the College and directives issued by an administrative official in the course of his/her duties. A student who enrolls at the College is charged with the obligation to conduct himself/herself in a manner compatible with the College's function as an educational institution; consequently, conduct which interferes with the use or utilization of College facilities by other persons may be punished regardless of whether such conduct is specifically proscribed by the provisions of the Student Code of Conduct. **APPEALS** [sic] may first be addressed in writing to the on-site Manager. If you are unsatisfied with this decision a written appeal may be forwarded to: Student Housing Foundation Chair, Century Court, 5800 Jupiter Rd., Plano, TX 75074.

SAFETY

S1. SECURITY – It is not possible for any property owner or manager to insure [sic] “security” or “safety.” However, Century Court does have safety features, including video camera surveillance. The Plano Police Department and Collin College Campus Police provide police services in the Project from time to time at their sole discretion. You should not assume their presence. We believe in the effectiveness of neighbors looking out for each other and we encourage residents to get to know their neighbors. You must promptly report any incident of theft, vandalism, or unsafe conditions to the Plano Police and our office. Whenever possible, please furnish a detailed description of the offender, date and time of day, make and color of car, license plate number, etc. Please call 972-509-0247 during office hours, and 214-680-9699 after hours for non-emergencies and 911 to report any emergency. We will support your vigilance and will, where appropriate, prosecute acts of vandalism, trespassing, and theft.

S2. ACCESS TO THE PROJECT – Access to the Project is limited to you and your invited guests. While on the Project your guests are expected to comply with the same Community Policies as our residents. Access to the Project is not actively monitored by Century Court staff; however, Century Court reserves the right to request your guests to leave if they are not compliance [sic] with our Community Policies and the local, state and federal laws.

S3. VIDEO SURVEILLANCE – The community is equipped with a number of Closed Circuit TV [sic] cameras. These cameras have been installed for the purpose of recording events for later viewing. The cameras are NOT monitored and are NOT installed for the purpose of stopping an event in progress. You should always protect yourself by always being aware of your surroundings and by being alert for dangerous circumstances. Further, since the cameras and recording equipment are mechanical and require the involvement of

humans, they may not always be working properly due to mechanical or operator problems. Do NOT rely upon these cameras in any way for any purpose.

The [Century Court Community Policies](#) (effective April 2016) includes the following information under the "Community Living" section on pages 5-6:

L7. BARBECUE GRILLS – The local fire code prohibits the storage or use of barbecue grills on the sidewalks in front of each building and on the unit patios and balconies. You may be referred to the local Fire Marshal if you fail to comply. Flammable liquids may not be stored in your suite nor [sic] Unit. Any and all such items will be confiscated by Century Court staff and removed from property. **Violation will result in \$200. Fine.** [sic]

L8. SMOKE DETECTORS – At the beginning of your lease we will test the smoke detector(s) in your Unit for proper operation and working batteries. Thereafter, it is your responsibility to replace the batteries. Do not render the smoke detector(s) inoperable or fail to keep working batteries installed. Report to us any malfunctioning or inoperable smoke detector(s). **Removal of batteries and/or tampering with smoke detectors will result in a \$250.00 fine** from Century Court and possible additional fines by the local Fire Marshal.

L10. SMOKING PROHIBITED – We do not allow smoking in our office, the model, the clubroom or the laundry rooms. Smoking within a Unit is permitted only if all roommates agree that the unit is earmarked as a smoking unit. Properly dispose of cigarette butts in containers and do not dispose of them on the grounds, on walkways or parking areas. Improper disposal of cigarette butts will result in cleaning fines and or [sic] disciplinary action. **Smoking or evidence of smoking in a non-smoking unit or common area will result in resident(s)**

being fined \$75.00. Smoking of hookah is prohibited in all areas of the property and units.

**L15. PROPERTY INSPECTION/ENTRY/
HEALTH AND SAFETY INSPECTION/
ENTRY**

– Residents have both a right and a responsibility to abide by College and Community policies, and state and civil laws while living in student housing. The management, through its representatives, reserves the right to enter a Unit or room for the purpose of inspection, repair, inventory, verification of safety-regulation compliance, or to correct a potentially hazardous, disruptive, or life threatening situation. The Manager and/or his/her designee may enter Units/rooms at their discretion if they believe a College or Community policy or state or civil law is being broken, or a person is in danger or needs assistance. Staff may also enter a Unit/room during a fire alarm, for noise violations, and for any suspected drug and/or alcohol related infractions. Residents are not required to be present for staff members to enter a Unit or room. Items that represent a violation of College or Community Policies or that are against state or civil laws will be confiscated. All such incidents will be documented and Residents held accountable for the violation.

L16. UNITS – We recognize the importance of personalizing your housing suite. However, in order to comply with fire codes (which exist for your protection and safety), to reduce the risk of accidents, and to prevent other damage to the Unit, we have established the policies that follow. **If you fail to follow these policies, we will charge you a minimum fine of \$75.00.**

- A. We do not allow hot plates in your Unit.
- B. We do not allow multiple-outlet, "octopus," plugs in your Unit unless they have a self-contained circuit breaker. All extension cords must be U.L. approved.
- C. You may not have **halogen lamps, candles, incense, hookah pipes or**

any type of open flame items in your Unit. If the power goes out, use flashlights only for light. Do not store flammable liquids in or around your Unit.

- D. You may not hang, stick, or erect anything in, on, or about any windows or anywhere else on the outside of any building.
- E. All decorations should be temporary in nature so as to not permanently deface or damage any of your Unit finishes. You can hang posters and other wall decorations with poster putty, thumbtacks, or any other method that will not damage painted wall surfaces. No wall papering or painting is permitted in your Unit.
- F. Do not use nails, stickers or tape on the Unit entrance, bedroom and closet doors, or kitchen cabinet surfaces.
- G. We do not allow waterbeds.
- H. **Do not hang anything from sprinkler heads. Damage to these may result in flood damage, which you will be responsible.** [sic]
- I. Aluminum foil may not be placed in windows as insulation or decoration. No Exterior TV Dishes [sic] or TV antennas are allowed.
- J. Live Plants [sic] with electric lights (e.g. Christmas Trees [sic]) are not permitted.

ANY OF THE ABOVE MENTIONED ITEMS A. – J. MAY BE CONFISCATED BY CENTURY COURT STAFF AND HELD FOR 3 DAYS BEFORE BEING REMOVED FROM CENTURY COURT PROPERTIES.

For additional information on Century Court's policies, see the *Century Court Community Policies*

document located at <https://centurycourt.com/wp-content/uploads/sites/242/2016/04/2016Community-Policies.pdf>.

Fire Safety Systems

Century Court facilities are inspected for fire safety annually by municipal fire marshals, in accordance with the relevant city codes as well as state and federal guidelines. Each Century Court residential unit is equipped with smoke detectors and sprinkler systems. Additionally, fire extinguishers are provided in the kitchens of each residential unit. Century Court's fire safety and suppression system is maintained and monitored 24 hours a day, 365 days a year by [Frontline Fire Protection, Inc.](#)

Number of Fire Drills Held

There was one (1) fire drill held at Century Court during the 2017 calendar year. This drill was planned, supervised, and required mandatory building evacuations.

Policies Regarding Fire Safety Education and Training Programs

Century Court has established policies regarding fire safety and training education programs for its employees and student residents. This information is disseminated to new student residents during the application and leasing process. Contact Century Court management at 972.509.0247 for additional information.

Procedures for Reporting a Fire

Any Century Court employee or resident student who discovers a fire should immediately sound the fire alarm and dial **911** to report the fire to the Plano Fire-Rescue Department. If a Century Court employee or resident student finds evidence of a fire that has been extinguished, and is unsure whether the Plano Fire-Rescue Department has already responded, he or she should immediately dial **911** to report the fire and also notify Century Court management so the incident can be investigated and documented appropriately.

For purposes of including a fire in the annual fire safety report and fire statistics, any Century Court employee or resident student should report that a fire occurred to a Collin College Police Department officer, sergeant, lieutenant, or the chief of police by phone at **972.578.5555** or in person at the following location on campus:

Collin College Police Department
Headquarters
Spring Creek Campus (SCC) in Plano
2800 East Spring Creek Parkway
Suite K-119
Plano, TX 75074

When reporting a fire for purposes of inclusion in the annual fire safety report, provide as much information as possible about the location, date, time, and cause of the fire as well as any property damage that occurred and any injuries that may have resulted. All fires that occur, including minor fires that do not require an emergency response, must be reported to the Collin College Police Department as soon as possible to ensure inclusion in the annual fire safety report and fire statistics.

Procedures for Evacuation in Case of a Fire

For your safety and protection, remember: in case of a fire, get out as quickly as possible and leave the firefighting to the professionals. If a fire alarm is activated, students and guests must leave their Century Court residence in a timely manner by the marked exits and move as far away from the building as possible. Never assume it is a drill or false alarm – treat each alarm as if it is the real thing. Upon receiving verbal authorization from a Plano Fire-Rescue Department official, Collin College Police Department officer, or Century Court management, students and guests should return to their residences quickly and quietly. If there are questions or concerns, contact Century Court management at 972.509.0247.

Fire Safety Information and Tips

Buildings are equipped with a variety of features that are designed to detect, stop, and suppress the

spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one (1) area to another. Some doors, such as fire doors in corridors or stairwells, are designed to stand up to fire longer than those of an individual room. It is important that these doors remain **closed** for them to work. Additionally, if a door has a device that automatically closes the door, it should **not** be propped open.

Sprinklers are effective in preventing the spread of fire when operating properly in 98% of fire incidents (*Effectiveness and Reliability of Fire Protection Systems*, Milke, J. [2014], Society of Fire Protection Engineers [SFPE], https://www.sfpe.org/page/2014_Q4_4). **Do not** obstruct the sprinkler heads with materials like clothing hanging from the piping.

Smoke detectors cannot do their job if they are disabled or covered. Disabling or covering smoke detectors is a violation of Collin College and Century Court policies.

Almost three-quarters ($\frac{3}{4}$) of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly (*Smoking-Related Fires in Residential Buildings (2008-2010)*, Topical Fire Report Series [2012], <https://www.usfa.fema.gov/downloads/pdf/statistics/v13i6.pdf>). Collin College is a smoke- and tobacco-free institution; therefore, smoking is **not permitted** in any Collin College building or on any Collin College property. Smoking is only permitted in designated units and areas at Century Court.

Safe evacuations require familiarization with the exits in each facility so the evacuees use the nearest stairwell or exit from the facility. Safe evacuations also include not using an elevator as a means of escape. The elevators that have not been recalled for fire department use may operate erratically in a fire situation, which may result in entrapment. Emergency phones in the elevators should be used to call **911** should entrapment occur.

Prepare in Advance

Know the locations of alternate exits from your area. Know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door, since exit signs may be invisible in heavy smoke. Even in heavy smoke, you can count the number of doors you pass so you will know when you reach the exit door.

If There is a Fire on Your Floor

1. Immediately call **911** and report the location of the fire.
2. When it is safe to do so, also call **972.578.5555** and report the fire to the Collin College Police Department.
3. Activate the fire alarm, alert others, and move everyone away from the fire.
4. Use a fire extinguisher on small (i.e., wastebasket size) fires only if it is safe to do so.
5. For larger fires, get out and close the doors to contain the fire as much as possible.
6. If clothing catches fire, **STOP, DROP, and ROLL.**
7. Follow all directions given to you by emergency personnel, if present.

Fire Extinguisher Instructions

1. **PULL** the safety pin from the handle.
2. **AIM** the nozzle, cone, and horn at the base of the fire.
3. **SQUEEZE** the trigger handle.
4. **SWEEP** the nozzle from side to side, and watch for re-flash (i.e., rekindling of the fire).

When a Fire Alarm is Activated on Your Floor

1. Proceed to the nearest exit.

2. Feel the top and bottom of the door for heat using the back of your hand. If the door is hot, do not open it. If the door is not hot, open it slowly. Stand behind the door and to one side, and be prepared to close it quickly if fire is present.
3. Use stairways for exit. Do not use elevators. Close stairwell doors behind you.
4. Stay low when moving through smoke.
5. Walk down to the ground floor and exit the building.
6. Do not return to the area until instructed to do so by emergency personnel.

If You Are Trapped in a Room

1. Place cloth material around and under the door to prevent smoke from entering.
2. Retreat, and close as many doors as possible between you and the fire.
3. Be prepared to signal from a window, but do not break the glass unless absolutely necessary, as outside smoke may be drawn in.

If You Are Caught in Smoke

1. Drop to your hands and knees, and crawl or crouch low with your head 30" to 36" above the floor. Watch the base of the wall as you go.
2. Hold your breath as much as possible, and breathe shallowly through your nose while using your shirt as a filter.

Plans for Future Improvements in Fire Safety

The Collin College Student Housing Foundation and Century Court management continually evaluate the Century Court fire safety program and fire protection systems. Upgrades and improvements are made based on need and funding. At this point in time, the Collin College Student Housing

Foundation and Century Court management have not determined that plans for future improvements

in fire safety are necessary for Century Court Student Housing.

Appendix A: Crime Statistics

A.1 Allen Center (AL) Statistics

Allen Center (AL)*									
Offense	On-campus			Non-campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offenses									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	4	7	0	0	0	0	0	0
Liquor Law Violations	0	3	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* Note: the Allen Center (AL) does not have any residential facilities.

Hate Crimes:

2015 – There were no hate crimes at the Allen Center (AL).

2016 – There were no hate crimes at the Allen Center (AL).

2017 – There were no hate crimes at the Allen Center (AL).

A.2 Central Park Campus (CPC) in McKinney Statistics

Central Park Campus (CPC) in McKinney*									
Offense	On-campus			Non-campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offenses									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possessing, Etc.	1	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	1	0	2	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0

* Note: the Central Park Campus (CPC) in McKinney does not have any residential facilities.

Hate Crimes:

2015 – There were no hate crimes at the Central Park Campus (CPC) in McKinney.

2016 – There were no hate crimes at the Central Park Campus (CPC) in McKinney.

2017 – There were no hate crimes at the Central Park Campus (CPC) in McKinney.

A.3 Collin Higher Education Center (CHEC) Statistics

Collin Higher Education Center (CHEC)*									
Offense	On-campus			Non-campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offenses									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0

* Note: the Collin Higher Education Center (CHEC) does not have any residential facilities.

Hate Crimes:

2015 – There were no hate crimes at the Collin Higher Education Center (CHEC).

2016 – There were no hate crimes at the Collin Higher Education Center (CHEC).

2017 – There were no hate crimes at the Collin Higher Education Center (CHEC).

A.4 Courtyard Center (CYC) Statistics

Courtyard Center (CYC)*									
Offense	On-campus			Non-campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offenses									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* Note: the Courtyard Center (CYC) does not have any residential facilities.

Hate Crimes:

2015 – There were no hate crimes at the Courtyard Center (CYC).

2016 – There were no hate crimes at the Courtyard Center (CYC).

2017 – There were no hate crimes at the Courtyard Center (CYC).

A.5 Preston Ridge Campus (PRC) in Frisco Statistics

Preston Ridge Campus (PRC) in Frisco*									
Offense	On-campus			Non-campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offenses									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	1	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possessing Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	1	0	1	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: Carrying, Possessing Etc.	0	0	1	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	0	0
Liquor Law Violations	1	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	1	0	0	0	0	0	0
Stalking	0	0	6	0	0	0	0	0	0

* Note: the Preston Ridge Campus (PRC) in Frisco does not have any residential facilities.

Hate Crimes:

2015 – There were no hate crimes at the Preston Ridge Campus (PRC) in Frisco.

2016 – There were no hate crimes at the Preston Ridge Campus (PRC) in Frisco.

2017 – There were no hate crimes at the Preston Ridge Campus (PRC) in Frisco.

A.6 Public Safety Training Center (PSTC) Statistics

Public Safety Training Center (PSTC)*									
Offense	On-campus			Non-campus			Public Property		
	2015+	2016+	2017	2015+	2016+	2017	2015+	2016+	2017
Criminal Offenses									
Murder and Non-negligent Manslaughter	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Manslaughter by Negligence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Rape	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Fondling	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Incest	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Statutory Rape	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Robbery	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Aggravated Assault	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Burglary	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Motor Vehicle Theft	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Arson	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Arrests									
Weapons: Carrying, Possessing Etc.	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Drug Abuse Violations	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Liquor Law Violations	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Disciplinary Referrals									
Weapons: Carrying, Possessing Etc.	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Drug Abuse Violations	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Liquor Law Violations	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
VAWA Offenses									
Domestic Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Dating Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Stalking	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

* Note: the Public Safety Training Center (PSTC) does not have any residential facilities.

+ Note: the PSTC was not in existence during the 2015 and 2016 calendar years. Therefore, the first (1st) year of crime statistics for the PSTC is 2017.

Hate Crimes:

2015 – N/A: The Public Safety Training Center (PSTC) was not in existence during the 2015 and 2016 calendar years. Therefore, the first (1st) year of hate crime statistics for the PSTC is 2017.

2016 – N/A: The Public Safety Training Center (PSTC) was not in existence during the 2015 and 2016 calendar years. Therefore, the first (1st) year of hate crime statistics for the PSTC is 2017.

2017 – There were no hate crimes at the Public Safety Training Center (PSTC).

A.7 Rockwall Center (RW) Statistics

Rockwall Center (RW)*									
Offense	On-campus			Non-campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offenses									
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* Note: the Rockwall Center (RW) does not have any residential facilities.

Hate Crimes:

2015 – There were no hate crimes at the Rockwall Center (RW).

2016 – There were no hate crimes at the Rockwall Center (RW).

2017 – There were no hate crimes at the Rockwall Center (RW).

A.8 Spring Creek Campus (SCC) in Plano Statistics

Spring Creek Campus (SCC) in Plano												
Offense	On-campus			Non-campus			Public Property			Residential Facilities (i.e., Century Court Student Housing)		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Criminal Offenses												
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	1	0	0	0	0	0	0	0	0	1	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	1	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrests												
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	2	5	0	0	0	0	0	0	0	1	4	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals												
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	1	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	3	0	0	0	0	0	0	0	0	1
VAWA Offenses												
Domestic Violence	0	1	4	0	0	0	0	0	0	0	1	2
Dating Violence	1	2	5	0	0	0	0	0	0	0	2	0
Stalking	1	4	2	0	0	0	0	0	0	0	0	0

Hate Crimes:

2015 – There were no hate crimes at the Spring Creek Campus (SCC) in Plano.

2016 – There were no hate crimes at the Spring Creek Campus (SCC) in Plano.

2017 – There were no hate crimes at the Spring Creek Campus (SCC) in Plano.

A.9 Unfounded Crimes Statistics

	Year		
	2015	2016	2017
Number of Unfounded Crimes	0	0	0

Appendix B: Campus Security Authority (CSA) and Missing Student Notification Documents

B.1 Campus Security Authority (CSA) Crime Reporting Form with Crime Definitions



Campus Security Authority (CSA) Crime Reporting Form

Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, Collin College is required to collect and disclose statistics regarding the occurrence of certain criminal offenses that are reported to college officials designated as a campus security authority (CSA). Additionally, Collin College has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community. Therefore, CSAs are **obligated by federal law** to report crimes which fall under one (1) or more of the classifications listed below to the Collin College Police Department.

This form is to be completed by the CSA **every** time a criminal offense is reported that occurs on campus, in or on non-campus buildings or property owned or controlled by Collin College, and on public property within or immediately adjacent to campus. If there is an **ongoing threat or imminent danger** to members of the campus community, **contact the Collin College Police Department immediately at 972.578.5555.**

Completed forms must be submitted as soon as possible to:

Lt. Bobby McCoy
Collin College Police Department
Spring Creek Campus in Plano
Phone: 972.881.5795
Email: bmccoy@collin.edu

CSA's Information

CSA's First and Last Names:

CSA's Phone Number:

CSA's Collin College Email Address:

Incident Information

Date Incident Reported to CSA:

Incident Reported By:

Date(s) Incident Occurred:

Location of Incident:

Did the incident occur in a building or on the street?

Building

Street

Did the incident occur on property owned or controlled by Collin College?

Yes

No

Did the incident occur at a Collin College-sponsored activity or event?

Yes

No

Has this incident been reported to any other individual(s) or organization(s)?

Yes*

No

*If yes, to which individual(s) or organization(s)?

Brief Description of Incident:

Crime Classification

Select the appropriate crime from the lists below. If more than one (1) crime occurred, select all that apply. Crime definitions can be found on pages 3-7.

Clery Act Offenses:

- | | |
|--|---|
| <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Referrals for Disciplinary Action: Drug Abuse Violations |
| <input type="checkbox"/> Arrests: Drug Abuse Violations | <input type="checkbox"/> Referrals for Disciplinary Action: Liquor Law Violations |
| <input type="checkbox"/> Arrests: Liquor Law Violations | <input type="checkbox"/> Referrals for Disciplinary Action: Weapons Violations |
| <input type="checkbox"/> Arrests: Weapons Violations | <input type="checkbox"/> Robbery |
| <input type="checkbox"/> Arson | <input type="checkbox"/> Sexual Assault: Fondling |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Sexual Assault: Incest |
| <input type="checkbox"/> Manslaughter by Negligence | <input type="checkbox"/> Sexual Assault: Rape |
| <input type="checkbox"/> Motor Vehicle Theft | <input type="checkbox"/> Sexual Assault: Statutory Rape |
| <input type="checkbox"/> Murder and Non-negligent Manslaughter | |

Violence Against Women Act (VAWA) Offenses:

- Dating Violence Domestic Violence Stalking

If a hate crime was reported, select both the hate crime and the appropriate type of bias from the lists below.

Hate Crimes:

- | | |
|---|--|
| <input type="checkbox"/> Aggravated Assault | <input type="checkbox"/> Murder and Non-negligent Manslaughter |
| <input type="checkbox"/> Arson | <input type="checkbox"/> Robbery |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Sexual Assault: Fondling |
| <input type="checkbox"/> Destruction/Damage/Vandalism of Property | <input type="checkbox"/> Sexual Assault: Incest |
| <input type="checkbox"/> Intimidation | <input type="checkbox"/> Sexual Assault: Rape |
| <input type="checkbox"/> Larceny - Theft | <input type="checkbox"/> Sexual Assault: Statutory Rape |
| <input type="checkbox"/> Motor Vehicle Theft | <input type="checkbox"/> Simple Assault |

Type of Bias:

- | | | | |
|--|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Disability | <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Gender | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Sexual Orientation |

Crime and Offense Definitions

The following definitions should be used when classifying crimes and offenses. These definitions are taken from the FBI's *Uniform Crime Reporting Handbook (UCR)* and the *Violence Against Women Reauthorization Act of 2013 (VAWA)*.

Aggravated Assault: An unlawful attack by one (1) person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Note: include assaults or attempts to kill or murder, poisoning (including the use of date rape drugs), assault with a dangerous or deadly weapon, maiming, mayhem, assault with explosives, assault with disease (i.e., offender is aware he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

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

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses. Three (3) conditions must be met to classify a crime as burglary:

1. There must be evidence of unlawful entry (i.e., trespass). This means the person did not have the right to be in the structure at the time the incident occurred.
2. The unlawful entry must occur within a structure, which is defined as having four (4) walls, a roof, and a door.
3. The structure was unlawfully entered to commit a felony or theft.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's actions under the domestic or family violence laws of the jurisdiction in which the violence occurred.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (e.g., morphine, heroin, codeine); marijuana; synthetic narcotics (e.g., Demerol, methadone); and dangerous non-narcotic drugs (e.g., barbiturates, Benzedrine).

Hate Crime: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

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

Larceny – Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. "Constructive possession" is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Manslaughter by Negligence: The killing of another person through gross negligence. Any death caused by the gross negligence of another (i.e., something a reasonable and prudent person would not do). Note: "gross negligence" is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Does not include thefts from a motor vehicle. Classify as motor vehicle theft all incidents where

automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime. Note: do not include suicides, fetal deaths, traffic fatalities, accidental deaths, assaults with intent to murder, attempts to murder, deaths by negligence, or justifiable homicides.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. Essential elements: committed in the presence of a victim (usually the owner or person having custody of the property); victim is directly confronted by the perpetrator; victim is threatened with force or put in fear that force will be used; and involves a theft or larceny. Includes both armed robbery and robbery where only personal weapons (e.g., hands, fists, feet, etc.) are used.

Sexual Assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

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

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

Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. Note: the statutory age of consent in Texas is 17.

Simple Assault: An unlawful physical attack by one (1) person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. "Course of conduct" means two (2) or more acts

including, but not limited to, acts in which the stalker directly, indirectly, or through third (3rd) parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Weapons Violations (Carrying, Possessing, Etc.): The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Type of Bias Definitions

When a hate crime is reported, the appropriate type of bias must also be reported. The following definitions apply to the eight (8) categories of bias which are reported under the *Clery Act*:

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

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

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender (e.g., male or female).

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender non-conforming individuals).

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

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

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

B.2 Missing Student Contact Information Form



Missing Student Contact Information Form

In accordance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092\(f\) \(Clery Act\)](#), Collin College students living in Century Court Student Housing (Century Court) located at 5800 Jupiter Road, Plano, Texas, 75074, may register one (1) or more individuals to be a missing person contact. If the student is determined to be missing by the Collin College Police Department or a local law enforcement agency, the student's missing person contact or contacts will be notified by Collin College within 24 hours of the determination.

Students' missing person contact information will be registered confidentially and accessible only to authorized Collin College officials. Additionally, this contact information will not be disclosed, except to law enforcement personnel who are authorized to access it during a missing person investigation. Students who choose to register one (1) or more individuals to be a missing person contact must complete this form. Students' completed *Missing Student Contact Information Forms* will be kept in the Dean of Students Office at the Collin Higher Education Center (CHEC).

Once you have filled out this entire form, place it in an envelope, seal the envelope, and print or type your name and College Wide ID (CWID) number on the front of the envelope. Return the sealed envelope with your completed form to the Collin College Dean of Students Office (DOS) in person at any campus.

CHEC: Room 457 CPC: Room B-336 PRC: Room F-127 SCC: Room D-128

Student's Information

First Name:	Middle Initial:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
9-Digit CWID Number:	Century Court Apartment Number:	Phone Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Collin College Email Address:		
<input type="text"/>		

First Contact's Information

First Name:	Last Name:	
<input type="text"/>	<input type="text"/>	
Phone Number:	Email Address:	
<input type="text"/>	<input type="text"/>	
Street Address:		
<input type="text"/>		
City:	State:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Second Contact's Information

First Name: Last Name:

Phone Number: Email Address:

Street Address:

City: State: Zip Code:

Third Contact's Information

First Name: Last Name:

Phone Number: Email Address:

Street Address:

City: State: Zip Code:

Appendix C: Dating Violence, Domestic Violence, Sexual Violence, and Stalking Documents

C.1 Written Notification of Victim's Rights and Options Packet



If you or someone you know has been hurt by dating violence, domestic violence, sexual violence, or stalking, Collin College is here to help. **You have the right to live, learn, and work in a safe and welcoming environment.**

Violence is unacceptable, and Collin College policy prohibits **all** forms of dating violence, domestic violence, sexual violence, and stalking.

Your immediate and long-term safety is what's most important. This document outlines steps to take depending on what services you want or need. The resources and options outlined in this document may be helpful as you decide the next steps that are best for you.

Unsure where to start?

You may want more information or to talk to someone confidentially as you decide what you'd like to do moving forward. You can access crisis counseling, information, and support by connecting with the resources listed below.

Counseling Services Office (Confidential Resource on Campus)

Counseling services are offered free of charge to currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed professional counselors (LPCs).
Office Hours: Monday through Thursday 8 a.m. - 5 p.m., Friday 9 a.m. - 5 p.m.
Phone: 972.881.5126
Email: personalcounseling@collin.edu

Dean of Students Office (DOS)

Provides advocacy and support. Assists students with reporting to appropriate law enforcement agencies. Investigates complaints of prohibited conduct in which a Collin College student is the respondent.
Office Hours: Monday through Thursday 8 a.m. - 5 p.m., Friday 9 a.m. - 5 p.m.
Phone: 972.881.5604
Email: dos@collin.edu

Human Resources Office (HR)

Provides advocacy and support, and assists with accommodations and reporting to law enforcement for Collin College employees. HR also investigates complaints of prohibited conduct in which a Collin College employee is the respondent.
Office Hours: Monday through Friday 8 a.m. - 5 p.m.
Phone: 972.758.3856
Email: hr@collin.edu

Do you need medical attention?

You can receive attention at any medical facility; however, certain hospitals have specially-trained staff to help survivors of sexual violence. Contact information for local hospitals is on [page 9](#) of this document.

It is important to preserve evidence that may be useful in obtaining a protective order or in proceeding with a criminal investigation should you choose to do so. Completing a forensic medical examination does not require you to file a police report or submit a report to Collin College, although we encourage these reports if you are comfortable with doing so.

Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections (STIs) or pregnancy. If possible, do not: shower, bathe, douche, eat, drink, wash your hands, change your clothes, brush your teeth, smoke, use the toilet, or clean the location where the incident occurred.

Save the clothing you were wearing, sheets, or towels in a paper (not plastic) bag. Keep any text messages, records of phone calls, emails, pictures, notes, gifts, etc., as this information can be pertinent for a report of dating violence, domestic violence, sexual violence, or stalking.

Dating violence, domestic violence, sexual violence, and stalking are crimes and are not tolerated at Collin College.

Members of the Collin College community, including visitors, have the right to be free from all forms of dating violence, domestic violence, sexual violence, and stalking.

Are you in danger?

- If yes, call **911**.
- The Collin College Police Department can also provide assistance. Call **972.578.5555** to report an incident or emergency.

Law Enforcement Contact Information

[Collin College Police Department](#)
2800 E. Spring Creek Parkway
Plano, TX 75074
Phone: 972.578.5555
Website: www.collin.edu/campuspolice/

[Allen Police Department](#)
205 W. McDermott Drive
Allen, TX 75013
Phone: 214.509.4200
Website: <https://cityofallen.org/904/Police>

[Collin County Sheriff's Office](#)
4300 Community Avenue
McKinney, TX 75071
Phone: 972.547.5100 or 972.424.4797
Website: <https://www.collincountytx.gov/sheriff/Pages/default.aspx>

[Frisco Police Department](#)
7200 Stonebrook Parkway
Frisco, TX 75034
Phone: 972.292.6010
Website: <https://www.friscotexas.gov/239/Police>

[McKinney Police Department](#)
2200 Taylor Burk Drive
McKinney, TX 75071
Phone: 972.547.2700
Website: <https://www.mckinneytexas.org/166/Police>

[Plano Police Department](#)
909 14th Street
Plano, TX 75074
Phone: 972.424.5678
Website: www.plano.gov/214/Police

[Rockwall Police Department](#)
205 W. Rusk Street
Rockwall, TX 75087
Phone: 972.771.7717
Website: www.rockwallpolice.org/

[Wylie Police Department](#)
2000 North Highway 78
Wylie, TX 75098
Phone: 972.442.8171
Website: www.wylietexas.gov/departments/police/index.php

Making a Report

You may choose to report to local law enforcement, the Collin College Police Department, Collin College's student or employee complaint and disciplinary processes, or all of these entities. You may also choose not to report to any of these entities, and you are not obligated to report the incident if you choose not to do so. If you do decide to report, Collin College will protect your identity in publicly available information, such as within our annual security report (ASR) or timely warnings sent to the campus community.

You can also access the resources listed in this document regardless of whether or where you choose to report. Collin College will keep referrals to resources confidential, as long as it does not limit our ability to provide them to you. If Collin College needs to share information in order to refer you to a resource, we will notify you of what information needs to be shared, why, and with whom prior to sharing the information.

Reporting to Law Enforcement

In an emergency, dial **911**.

Many victims find law enforcement to be a great resource, and others choose not to report to law enforcement. We always encourage reporting, but only you can determine whether doing so is the right decision for you. Making a police report does not obligate you to file criminal charges, but it does create a record of the incident. The police report will include your name, the respondent's name, and details of the incident.

It is important to note which law enforcement agency you report to can vary depending on the specifics of your case and where the incident(s) occurred. Additionally, there are people on campus who can assist you in reporting to law enforcement if you choose to do so. For assistance in reporting to law enforcement, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

If the incident occurred on campus, contact the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone. The Collin College Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are, with some exceptions, public records under state law, the Collin College Police Department cannot guarantee the confidentiality of information included in reports of crime. For more information regarding Collin College Police Department policies and procedures, refer to their website www.collin.edu/campuspolice/.

If the incident occurred off campus, contact the appropriate police department in your home city and/or the city in which the incident occurred. If you request assistance, a Collin College official will help you with this process. Contact information for local law enforcement agencies is located in the left-hand sidebar.

Regardless of whether or not you report to law enforcement, there are campus options available to you, including resolution through the Collin College student or employee complaint and disciplinary processes.

No Contact Directives and Orders of Protection

Depending on the nature of the incident, Collin College may be able to issue a no contact directive to prevent contact between two (2) individuals. To request a no contact directive, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

A Texas criminal, civil, or tribal court order of protection or no contact order may also be available. To request a court order of protection or no contact order, contact the appropriate law enforcement entity (see sidebar at left for contact information) or court in the jurisdiction in which the incident(s) occurred. The Collin College Police Department enforces these court orders, so it is important to notify them as soon as possible if you have an order of protection or no contact order against a person.



Collin College's Disciplinary Process: Rights and Options

To make a report against a Collin College student, contact: Terrence Brennan, Title IX Coordinator for Students, 972.881.5604 or tbrennan@collin.edu.

To make a report against a Collin College employee, contact: Floyd Nickerson, Title IX Coordinator for Employees, 972.599.3149 or fnickerson@collin.edu.

You have the right to:

1. A prompt, fair, and impartial process from the initial investigation to the final result.
2. An investigation that is completed within the timeframes laid out by Collin College policy in a manner that is transparent, provides timely notice of meetings, and gives both the complainant and respondent equal access to information. Investigations will be conducted without a conflict of interest or bias toward either party by Collin College officials who, at a minimum, receive annual training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
3. Have an observer(s) of your choice present during any meetings or institutional disciplinary proceedings related to the complaint of dating violence, domestic violence, sexual violence, or stalking. Collin College will not limit your choice of observer(s). The point of these meetings is to hear and gather evidence directly from the complainant or respondent. Additionally, should you choose to have legal counsel attend meetings, you must notify the appropriate Collin College official prior to the start of the meeting in order for the College District to secure legal counsel.
4. Notification, in writing of:
 - a. the results of any disciplinary proceeding arising from your complaint of dating violence, domestic violence, sexual violence, or stalking;
 - b. Collin College's procedures to appeal the results of such proceeding;
 - c. any change to the results (i.e., through Collin College's appeal process); and
 - d. when the results become final.

The rights and options listed above will be afforded to both the complainant and respondent.

Collin College's process for investigating complaints of dating violence, domestic violence, sexual violence, and stalking against a student is detailed in the flowcharts on pages 5 and 6 of this document. For additional information on the student investigation and disciplinary process, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Collin College's process for investigating complaints of dating violence, domestic violence, sexual violence, and stalking against an employee is detailed on pages 7 and 8 of this document and in Board policies *DIAA (Local)* and *DGBA (Local)* located online at <https://pol.tasb.org/Home/Index/304>. For additional information on the employee investigation and disciplinary process, contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

**Student Complaints Pursuant to Board Policy FFDA (LOCAL)
Dating Violence, Domestic Violence, Sexual Harassment, Sexual Violence, and Stalking**

Complaint process responsibilities are designated by color: **DOS Case Adjudicator** **Title IX Coordinator for Students or Designee**

Step 1: Receipt of Notice

- Notice of an incident is received through a Student Incident Report, SOBI Referral, police narrative, etc.
- The person receiving the notice requests the complainant submit a written complaint using the online student complaint system.
- If the complainant is unable or unwilling to submit a written complaint, the person receiving the notice reduces the complaint to writing using the online student complaint system.



Step 2: Determination to Proceed

- The Title IX coordinator for students or designee is notified of the complaint and determines whether the allegation(s), if proven, constitute prohibited conduct as defined by Board policy FFDA (LOCAL).
- If so, the Title IX coordinator for students or designee assigns a Dean of Students Office (DOS) case adjudicator to investigate the complaint.
- If the allegations should be addressed through another Collin College process, the Title IX coordinator for students or designee forwards the complaint to the appropriate party (e.g., employee complaint process, general student complaint process, grade appeals, etc.).



Step 3: Investigation

- The DOS case adjudicator initiates an investigation and meets separately with the complainant, respondent, and witnesses.
- If appropriate and approved by the Title IX coordinator for students or designee, the DOS case adjudicator imposes interim action, which may include but is not limited to: placing a hold on the respondent's records, issuing a temporary immediate suspension to the respondent, issuing a no contact directive to the complainant and/or respondent, changing the complainant and/or respondent's class schedule, etc.
- The DOS case adjudicator follows Collin College's student disciplinary and appeals processes, and conducts a prompt, fair, and impartial investigation and resolution.
- The DOS case adjudicator notifies both the complainant and respondent of their rights and options, including their rights to file a complaint with the United States Department of Education Office for Civil Rights (OCR).
- At the conclusion of the investigation, the DOS case adjudicator submits the investigation summary and recommended findings to the Title IX coordinator for students or designee for approval.
- See the current *Student Code of Conduct*, Board policies FM (LOCAL) and FMA (LOCAL), and the *Dean of Students Office Disciplinary Process Flowchart* for additional information.



Step 4: Approval of the Report

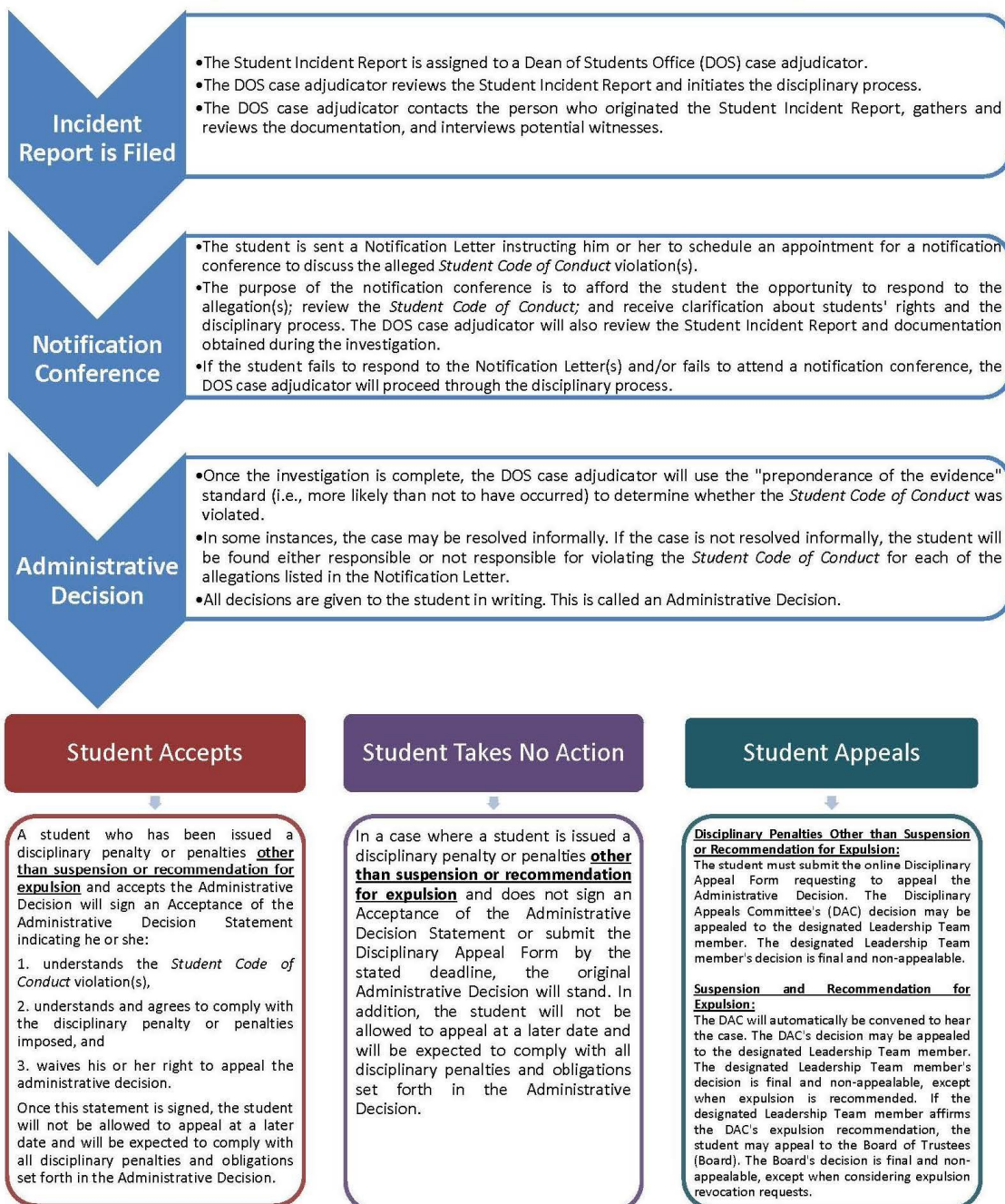
- The Title IX coordinator for students or designee reviews the DOS case adjudicator's report.
- Once the Title IX coordinator for students or designee confirms the investigation is complete, both the complainant and respondent are notified simultaneously in writing of the decision, any disciplinary penalties imposed, and both parties' rights to appeal by the date and time specified, in accordance with federal law.
- Disciplinary penalties imposed can range from a reprimand to expulsion.

Dean of Students Office

Revised 6/5/2018

Dean of Students Office Disciplinary Process Flowchart

This information is also located in the current student handbook, which can be found on Collin College's website:
www.collin.edu/studentresources/personal/studenthandbook.html.



COLLIN COLLEGE
EMPLOYEE COMPLAINT PROCEDURES – PURSUANT TO DGBA (LOCAL)

When an employee seeks to file a formal complaint, the following procedures will be followed:

1. Complaint Filing

- a. Employee submits a formal complaint within 10 business days of the date he/she knew or should have known of the action(s) giving rise to the complaint.
- b. The complaint form is located online at the college's website at http://www.collin.edu/hr/complaints/Employee_Complaints.html

2. Level One:

- a. The Human Resources Department will assign a Resolution Review Panel (RRP) or hearing officer, who will follow procedures outlined in Board Policy [DGBA \(LOCAL\)](#) and will, within 10 business days of the filing, schedule a meeting with the employee.
- b. Human Resources will send a notice of hearing procedures to the employee prior to the meeting, which will include the date, time, and place of the meeting, and set forth the procedures that will be followed at the meeting.
- c. A Human Resources representative will be present at the meeting and shall audio record the meeting.
- d. The RRP/hearing officer shall investigate the matter, as appropriate including meeting with the employee respondent.
- e. Within 10 business days following all meetings related to the complaint, a response will be sent to the complainant and respondent, along with forms for a Level Two appeal, if applicable. If an extension is necessary, each party will be notified in writing of the extension.

3. Level Two:

- a. If the complainant is not satisfied with the Level One response, he or she may submit a Level Two appeal form (which will accompany the Level One response) within 10 business days to the vice president of human resources or designee.
- b. Human Resources will assign the appropriate vice president as the Level Two hearing officer, and provide the hearing officer with a copy of the complaint file. The Level Two hearing officer will review the complaint file, and conduct any further investigation, as appropriate.
- c. Within 10 business days following the receipt of the appeal, a Level Two response will be sent to the employee. The decision of the vice president is final for all complaints except complaints regarding the termination of a full-time contract employee.

4. Level Three

- a. Level Three appeals apply only to complaints filed by an employee complainant regarding the termination of a full-time contract.
- b. If the employee meets the criteria above and is not satisfied with the Level Two response, he or she may submit a Level Three appeal form (which will accompany the Level Two response) to the manager of HR/employee relations within 10 business days of the receipt of the executive vice president or designee's decision.

DGBA Formal Complaint Procedures.docx 03/22/2018tj

- c. The Level Three appeal is a two-part process that requires review by the District President and, if applicable, reviews by the Collin College Board of Trustees, in accordance with the procedures set forth in [DGBA \(Local\)](#).
- d. The District President will review the record of all prior levels. If additional investigation or information is required, the District President may request such information or meet with the individuals as necessary to clarify issues raised in the record. If additional time is required for such investigation or information gathering, the complainant will be notified in writing of the modified timeline.
- e. If the District President reverses the decision of the executive vice president, the recommendation for termination will be vacated and the complainant will be notified in writing of the District President's findings and related actions regarding the matter. In this case, the matter will not proceed to the Board. If the District President affirms the executive vice president's decision, the matter will be placed on the Board agenda, providing at least 10 business days advance written notice to the complainant.
- f. The complainant will be notified in writing of the date, time, and place of the Board meeting at which the complainant will present his/her concerns to the Board.
- g. After considering the complaint, the Board may give notice of its decision orally or in writing at any time up to an including the next regularly scheduled Board meeting after the Board considers or hears the complaint. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision.

Additional Available Resources

On Campus Resources

ACCESS Office (Disability Services)

Office Hours: Monday through Thursday 8 a.m. - 5 p.m.,
Friday 9 a.m. - 5 p.m.
Phone: 972.881.5898
Website: www.collin.edu/studentresources/disabilityservices/index.html

Counseling Services Office (Confidential Resource)

Office Hours: Monday through Thursday 8 a.m. - 5 p.m.,
Friday 9 a.m. - 5 p.m.
Phone: 972.881.5126
Email: personalcounseling@collin.edu
Website: www.collin.edu/studentresources/counseling/index.html

Dean of Students Office (DOS)

Office Hours: Monday through Thursday 8 a.m. - 5 p.m.,
Friday 9 a.m. - 5 p.m.
Phone: 972.881.5604
Email: dos@collin.edu
Website: www.collin.edu/studentresources/deanofstudents/index.html

Financial Aid/Veterans Affairs Office

Office Hours: Vary by campus, please call
CPC in McKinney Phone: 972.548.6760
PRC in Frisco Phone: 972.377.1760
SCC in Plano Phone: 972.881.5760
Website: www.collin.edu/gettingstarted/financialaid/index.html

Human Resources Office (HR)

Office Hours: Monday through Friday 8 a.m. - 5 p.m.,
Phone: 972.758.3856
Email: hr@collin.edu
Website: www.collin.edu/hr/index.html

International Student Office - Visa and Immigration Assistance

Office Hours: Mon., Tues., and Thurs. 8 a.m. - 5 p.m.,
Wed. 8 a.m. - 8 p.m., Fri. 9 a.m. - 5 p.m.
Phone: 972.516.5012
Email: ISO@collin.edu
Website: www.collin.edu/gettingstarted/advising/international/index.html

Off Campus and Community Resources

Center for Changing Our Campus Culture

Email: info@changingourcampus.org
Website: <http://changingourcampus.org>

Department of Defense (DoD) Safe Helpline

Phone: 877.995.5247
Website: www.safehelpline.org

Domestic Abuse Hotline - Access to Legal Services

Hours: Monday through Friday 8:30 a.m. to 5:30 p.m.
Phone: 800.777.3247

Family Violence Legal Line

Phone: 800.374.4673

Hope's Door - Shelter, Family Services, and Transitional Housing

Crisis Line: 972.276.0057
Phone: 972.422.2911
Website: www.hopesdoorinc.org

Legal Aid for Survivors of Sexual Assault (LASSA)

Phone: 800.991.5153
Website: www.legalaidforsurvivors.org/

LifePath Systems - Mental Health Services

Crisis Line: 877.422.5939
Phone: 972.562.0190
Website: www.lifepathsystems.org

National Sexual Assault Hotline

Available 24 Hours a Day
Phone: 800.656.4673

Office on Violence Against Women (OVW) - Protecting Students from Sexual Assault

Website: <https://www.justice.gov/ovw/protecting-students-sexual-assault>

Pandora's Project - Support and Resources for Survivors, Including LGBTQ Survivors

Phone: 612.234.4204
Website: <http://pandys.org/index.html> and <http://pandys.org/lgbtsurvivors.html>

Partners in Prevention

Phone: 800.799.7233
Website: www.enddomesticabuse.org

Planned Parenthood - STI Testing and Birth Control

Phone: 800.230.7526
Website: www.plannedparenthood.org

Rape, Abuse, and Incest National Network (RAINN)

Phone: 800.656.4673
Website: www.rainn.org

Real Options for Women - Pregnancy and STI Testing, Counseling

Phone: 214.238.9389
Website: www.realoptionsforwomen.com

Refugee Services of Texas, Dallas - Resettlement, Legal Services, and Social Services

Phone: 214.821.4883
Website: <https://www.rstx.org/dallas>

Texas Abuse, Neglect, and Exploitation Reporting System and Hotline

Phone: 800.252.5400
Website: www.txabusehotline.org/Login/Default.aspx

Texas Association Against Sexual Assault (TAASA)

Phone: 512.474.7190
Website: <http://taasa.org>

Texas Attorney General's Office Crime Victim Services

Phone: 512.463.2100
Website: www.texasattorneygeneral.gov/cvs/crime-victim-services-assisting-victims-of-violent-crime

Texas Law Help - Texas Legal Services Center

Phone: 844.303.7233
Website: <https://texaslawhelp.org>

Texas Muslim Women's Foundation

Family Violence Hotline: 972.880.4192
Phone: 877.724.5699 or 469.467.6241
Website: <http://tmwf.org/>

The Hotline - National Domestic Violence Hotline

Available 24 Hours a Day
Phone: 800.799.7233
Website: <https://www.thehotline.org>

The Turning Point - Rape Crisis Center

24 Hour Crisis Hotline: 800.886.7273
Phone: 972.985.0951
Website: <https://www.theturningpoint.org>

U.S. Citizenship and Immigration Services Dallas Field Office

By Appointment Only
Website: <https://www.uscis.gov/about-us/find-uscis-office/field-offices/texas-dallas-field-office>

If You Need Medical Attention

Collin County has a mobile sexual assault nurse examiner (SANE) team. If you go to any hospital in Collin County, the staff can contact the mobile SANE team, and they will come to that hospital to assist you. Additionally, the following local hospitals have specially-trained staff to help survivors of sexual violence. Collin College does not provide transportation to any of these hospitals.

Victims 17 years of age and under must be seen at a hospital with an approved colposcope. These hospitals are noted with an asterisk (*) below.

Baylor Scott & White Medical Center - Plano

4700 Alliance Boulevard
Plano, TX 75093
Phone: 469.814.2000
Website: <https://www.bswhealth.com/locations/plano/>

Baylor Scott & White Medical Center - McKinney*

5252 West University Drive
McKinney, TX 75071
Phone: 469.764.1000
Website: <https://www.bswhealth.com/locations/mckinney/>

Medical City McKinney

4500 Medical Center Drive
McKinney, TX 75069
Phone: 972.547.8000
Website: <https://medicalcitymckinney.com/>

Medical City Plano*

3901 West 15th Street
Plano, TX 75075
Phone: 972.596.6800
Website: <https://medicalcityplano.com/>

Methodist Dallas Medical Center*

1441 North Beckley Avenue
Dallas, TX 75203
Phone: 214.947.8181
Website: <https://www.methodisthealthsystem.org/methodist-dallas-medical-center/>

Texas Health Presbyterian Hospital Allen

1105 North Central Expressway
Allen, TX 75013
Phone: 972.747.1000
Website: <https://www.texashealth.org/allen/>

Texas Health Presbyterian Hospital Plano*

6200 West Parker Road
Plano, TX 75093
Phone: 972.981.8000
Website: <https://www.texashealth.org/plano/>

C.2 Collin College Employee Complaint Procedures – Pursuant to DGBA (LOCAL)

COLLIN COLLEGE EMPLOYEE COMPLAINT PROCEDURES – PURSUANT TO DGBA (LOCAL)

When an employee seeks to file a formal complaint, the following procedures will be followed:

1. *Complaint Filing*

- a. Employee submits a formal complaint within 10 business days of the date he/she knew or should have known of the action(s) giving rise to the complaint.
- b. The complaint form is located online at the college's website at http://www.collin.edu/hr/complaints/Employee_Complaints.html

2. *Level One:*

- a. The Human Resources Department will assign a Resolution Review Panel (RRP) or hearing officer, who will follow procedures outlined in Board Policy [DGBA \(LOCAL\)](#) and will, within 10 business days of the filing, schedule a meeting with the employee.
- b. Human Resources will send a notice of hearing procedures to the employee prior to the meeting, which will include the date, time, and place of the meeting, and set forth the procedures that will be followed at the meeting.
- c. A Human Resources representative will be present at the meeting and shall audio record the meeting.
- d. The RRP/hearing officer shall investigate the matter, as appropriate including meeting with the employee respondent.
- e. Within 10 business days following all meetings related to the complaint, a response will be sent to the complainant and respondent, along with forms for a Level Two appeal, if applicable. If an extension is necessary, each party will be notified in writing of the extension.

3. *Level Two:*

- a. If the complainant is not satisfied with the Level One response, he or she may submit a Level Two appeal form (which will accompany the Level One response) within 10 business days to the vice president of human resources or designee.
- b. Human Resources will assign the appropriate vice president as the Level Two hearing officer, and provide the hearing officer with a copy of the complaint file. The Level Two hearing officer will review the complaint file, and conduct any further investigation, as appropriate.
- c. Within 10 business days following the receipt of the appeal, a Level Two response will be sent to the employee. The decision of the vice president is final for all complaints except complaints regarding the termination of a full-time contract employee.

4. *Level Three*

- a. Level Three appeals apply only to complaints filed by an employee complainant regarding the termination of a full-time contract.
- b. If the employee meets the criteria above and is not satisfied with the Level Two response, he or she may submit a Level Three appeal form (which will accompany the Level Two response) to the manager of HR/employee relations within 10 business days of the receipt of the executive vice president or designee's decision.

DGBA Formal Complaint Procedures.docx 03/22/2018tj

- c. The Level Three appeal is a two-part process that requires review by the District President and, if applicable, reviews by the Collin College Board of Trustees, in accordance with the procedures set forth in [DGBA \(Local\)](#).
- d. The District President will review the record of all prior levels. If additional investigation or information is required, the District President may request such information or meet with the individuals as necessary to clarify issues raised in the record. If additional time is required for such investigation or information gathering, the complainant will be notified in writing of the modified timeline.
- e. If the District President reverses the decision of the executive vice president, the recommendation for termination will be vacated and the complainant will be notified in writing of the District President's findings and related actions regarding the matter. In this case, the matter will not proceed to the Board. If the District President affirms the executive vice president's decision, the matter will be placed on the Board agenda, providing at least 10 business days advance written notice to the complainant.
- f. The complainant will be notified in writing of the date, time, and place of the Board meeting at which the complainant will present his/her concerns to the Board.
- g. After considering the complaint, the Board may give notice of its decision orally or in writing at any time up to an including the next regularly scheduled Board meeting after the Board considers or hears the complaint. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision.

C.3 Student Complaints Pursuant to Board Policy FFDA (LOCAL) Dating Violence, Domestic Violence, Sexual Harassment, Sexual Violence, and Stalking Flowchart

Student Complaints Pursuant to Board Policy FFDA (LOCAL) Dating Violence, Domestic Violence, Sexual Harassment, Sexual Violence, and Stalking

Complaint process responsibilities are designated by color: **DOS Case Adjudicator** **Title IX Coordinator for Students or Designee**

Step 1: Receipt of Notice

- Notice of an incident is received through a Student Incident Report, SOBI Referral, police narrative, etc.
- The person receiving the notice requests the complainant submit a written complaint using the online student complaint system.
- If the complainant is unable or unwilling to submit a written complaint, the person receiving the notice reduces the complaint to writing using the online student complaint system.



Step 2: Determination to Proceed

- The Title IX coordinator for students or designee is notified of the complaint and determines whether the allegation(s), if proven, constitute prohibited conduct as defined by Board policy FFDA (LOCAL).
- If so, the Title IX coordinator for students or designee assigns a Dean of Students Office (DOS) case adjudicator to investigate the complaint.
- If the allegations should be addressed through another Collin College process, the Title IX coordinator for students or designee forwards the complaint to the appropriate party (e.g., employee complaint process, general student complaint process, grade appeals, etc.).



Step 3: Investigation

- The DOS case adjudicator initiates an investigation and meets separately with the complainant, respondent, and witnesses.
- If appropriate and approved by the Title IX coordinator for students or designee, the DOS case adjudicator imposes interim action, which may include but is not limited to: placing a hold on the respondent's records, issuing a temporary immediate suspension to the respondent, issuing a no contact directive to the complainant and/or respondent, changing the complainant and/or respondent's class schedule, etc.
- The DOS case adjudicator follows Collin College's student disciplinary and appeals processes, and conducts a prompt, fair, and impartial investigation and resolution.
- The DOS case adjudicator notifies both the complainant and respondent of their rights and options, including their rights to file a complaint with the United States Department of Education Office for Civil Rights (OCR).
- At the conclusion of the investigation, the DOS case adjudicator submits the investigation summary and recommended findings to the Title IX coordinator for students or designee for approval.
- See the current *Student Code of Conduct*, Board policies FM (LOCAL) and FMA (LOCAL), and the *Dean of Students Office Disciplinary Process Flowchart* for additional information.



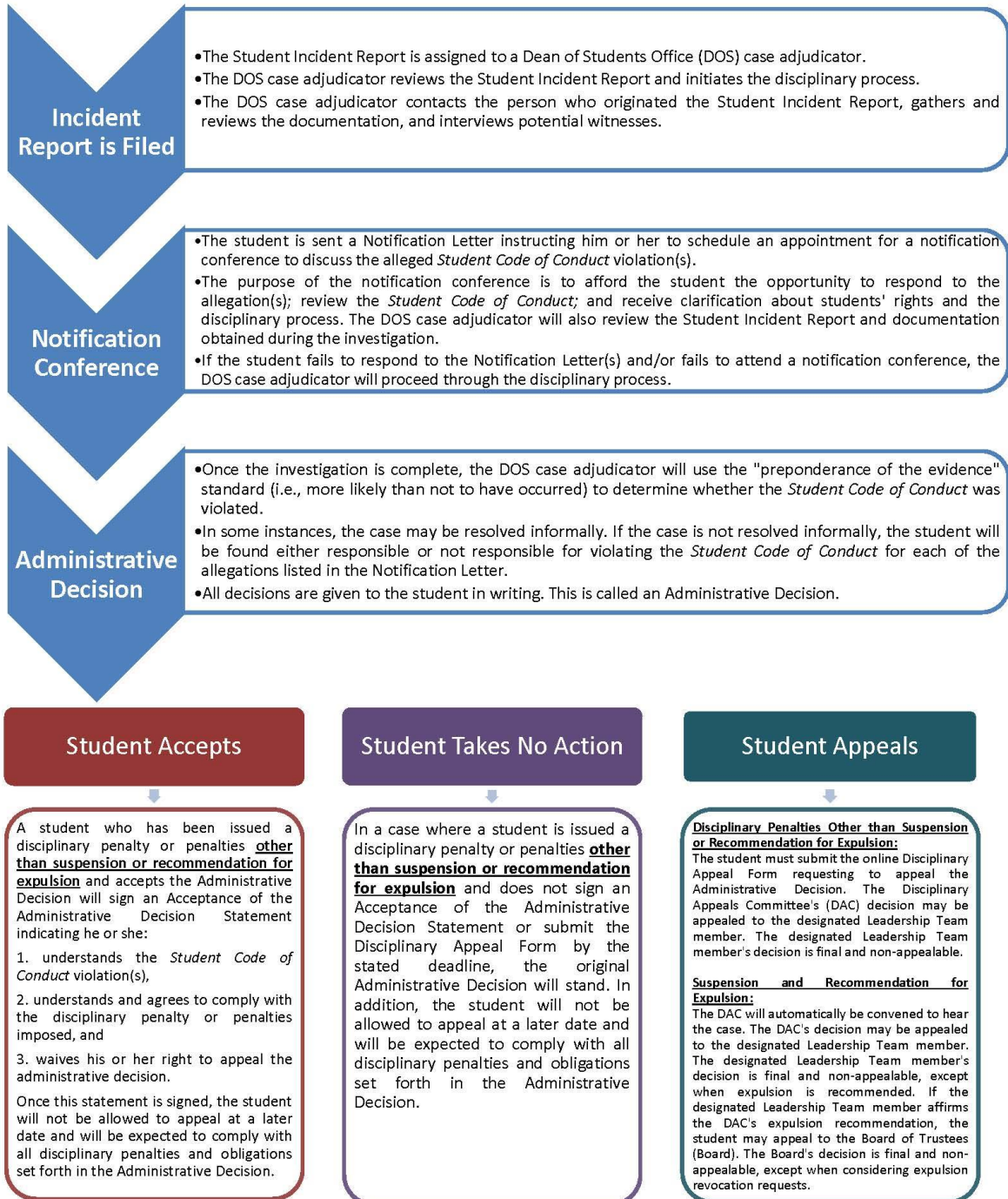
Step 4: Approval of the Report

- The Title IX coordinator for students or designee reviews the DOS case adjudicator's report.
- Once the Title IX coordinator for students or designee confirms the investigation is complete, both the complainant and respondent are notified simultaneously in writing of the decision, any disciplinary penalties imposed, and both parties' rights to appeal by the date and time specified, in accordance with federal law.
- Disciplinary penalties imposed can range from a reprimand to expulsion.

C.4 Dean of Students Office Student Disciplinary Process Flowchart

Dean of Students Office Disciplinary Process Flowchart

This information is also located in the current student handbook, which can be found on Collin College's website: www.collin.edu/studentresources/personal/studenthandbook.html.



C.5 Dean of Students Office Disciplinary Penalties Handout



Dean of Students Office Disciplinary Penalties

A student will be subject to discipline for violations of Collin College policies and procedures, including the rules outlining expectations for student conduct. If a student commits an infraction or engages in misconduct, Collin College may impose one (1) or more of the following penalties:

1. Reprimand
2. Restitution
3. Conditional Probation (may include an Educational Project Experience [EPE] or Other Requirements)
4. Suspension
5. Expulsion

Disciplinary Penalties Other than Suspension or Recommendation for Expulsion:

The student has the right to appeal the Administrative Decision of the dean of students or designee to the Disciplinary Appeals Committee (DAC). The student must submit the online Disciplinary Appeal Form requesting to appeal the Administrative Decision. The DAC's decision may be appealed to the designated Leadership Team member. The designated Leadership Team member's decision is final and non-appealable.

Suspension and Recommendation for Expulsion:

The DAC will automatically be convened to hear the case. The DAC's decision may be appealed to the designated Leadership Team member. The designated Leadership Team member's decision is final and non-appealable, except when expulsion is recommended. If the designated Leadership Team member affirms the DAC's expulsion recommendation, the student may appeal to the Board of Trustees (Board). The Board's decision is final and non-appealable, except when considering expulsion revocation requests.

No former student who has been suspended or expelled from Collin College for disciplinary reasons shall be permitted on the campus or other facilities of Collin College, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the appropriate administrator (i.e., the dean of students or designee) or administrative entity (i.e., Collin College's Board of Trustees).

Petition to Revoke Expulsion:

Once five (5) calendar years from the date of the Board's decision has elapsed, the student may petition to revoke the Expulsion. Contact the Dean of Students Office to request an Expulsion Revocation Form.

Appendix D: Fire Statistics

D.1 Fire Statistics for Collin College Residential Facilities

Fire Statistics															
Residential Facility	Total Number of Fires			Cause of Fire			Number of Injuries Requiring Treatment at a Medical Facility			Number of Fire-related Deaths			Value of Property Damage Caused by Fire		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Century Court Student Housing	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

Philosophy and Purpose Statement

Through its campuses, centers, and programs Collin County Community College District fulfills community and industry needs and its statutory charge by providing:

- academic courses in the arts and sciences to transfer to senior institutions;
- programs leading to baccalaureate degrees, associate degrees, or certificates, including technical programs, designed to develop marketable skills and promote economic development;
- continuing adult education programs for academic, professional, occupational, and cultural enhancement;
- developmental education and literacy programs designed to improve the basic skills of students;
- a program of student support services including counseling and learning resources designed to assist individuals in achieving their educational and career goals;
- workforce, economic, and community development initiatives designed to meet local and statewide needs; and
- other purposes as may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.

Mission Statement

Collin County Community College District is a student- and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Vision Statement

Delivering a brighter future for our students and communities.

Core Values

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

