



2019 Annual Security and Fire Safety Report (ASF SR)

Containing Information for the
2019-2020 Academic Year

Issued: September 27, 2019

District Campus Addresses and Map

All of the policy statements and procedures listed in this 2019 Annual Security and Fire Safety Report (ASFSR) apply universally to all Collin College campuses, centers, and locations unless noted otherwise.

Allen Center (AL)

300 Rivercrest Blvd.
Allen, TX 75002
972.377.1060

Collin Higher Education Center (CHEC)

3452 Spur 399
McKinney, TX 75069
972.599.3100

Courtyard Center (CYC)

4800 Preston Park Blvd.
Plano, Texas 75093
972.985.3790

Frisco Campus (Preston Ridge)

9700 Wade Blvd.
Frisco, Texas 75035
972.377.1790

McKinney Campus (Central Park)

2200 W. University Drive
McKinney, Texas 75071
972.548.6790

Plano Campus (Spring Creek)

2800 E. Spring Creek Parkway
Plano, Texas 75074
972.881.5790

Public Safety Training Center (PSTC)

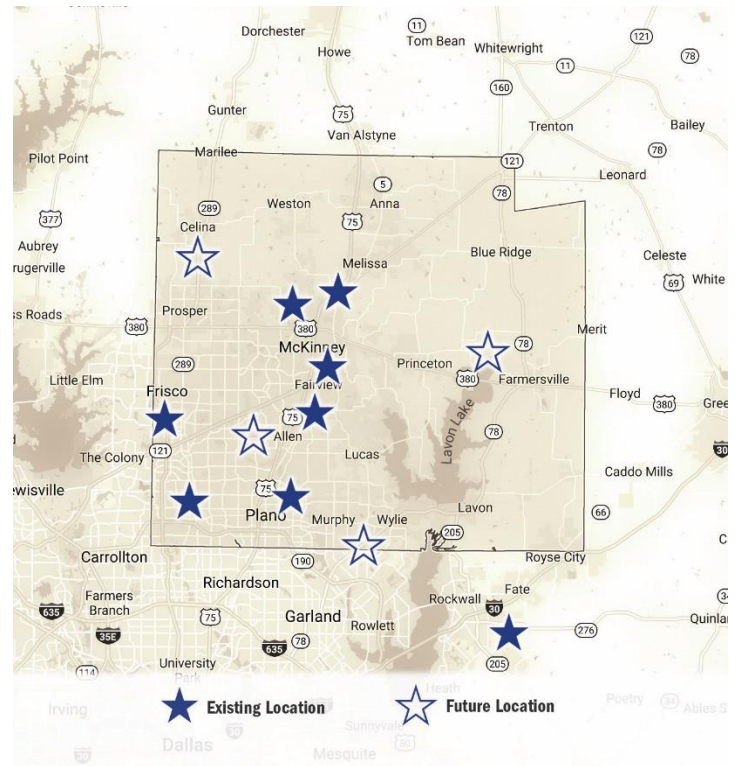
3600 Redbud Blvd.
McKinney, TX 75069
972.548.6790
Fire Science: 972.548.6836
Law Enforcement Academy: 972.548.6561

Rockwall Center (RB)

2301 South John King Blvd.
Rockwall, TX 75032
469.698.7499

Collin College Internet Address

www.collin.edu



Collin County Community College District (Collin College)

Collin County Community College District (Collin College) is a multi-campus institution with various campuses, centers, and locations spread throughout Collin County, Texas. All of the policy statements and procedures listed in this *Annual Security and Fire Safety Report (ASFSR)* apply universally to all Collin College campuses, centers, and locations unless noted otherwise.

In accordance with federal and state law, 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 assault in violation of applicable laws should contact the Dean of Students Office at 972.881.5604 or dos@collin.edu. Faculty and staff with concerns regarding discrimination, harassment, retaliation, and/or sexual assault in violation of applicable laws should contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

Collin College provides reasonable accommodations to afford equal educational opportunities to all people, in accordance with the [Americans with Disabilities Act of 1990](#) and [Section 504](#) of the [Rehabilitation Act of 1973](#). Students requesting accommodations under these provisions should contact Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Office at 972.881.5898 (voice). Faculty and staff requesting accommodations under these provisions should contact the Human Resources Office (HR) at 972.985.3783 or hr@collin.edu.

The *Annual Security and Fire Safety Report (ASFSR)* 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 (ASFSR)* is available in an alternate format for individuals with print-oriented disabilities. For more information, contact the ACCESS Office at 972.881.5898 (voice) or the Human Resources Office (HR) at 972.985.3783 (voice) or hr@collin.edu. 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, faculty, staff, and community members, 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.

Important Phone Numbers

For the most current information, go to www.collin.edu/aboutus/contact_us.html.

District-Wide Offices

Collin College Police Department.....	972.578.5555
Dean of Students Office and Title IX Coordinator for Students (Student Advocacy and Conduct).....	972.881.5604
Deputy Title IX Coordinator for Employees.....	972.758.3856
eCollin Learning Center.....	972.881.5870
Evening and Weekend College.....	972.881.5801
Human Resources Office (HR).....	972.985.3783
International Student Office (ISO).....	972.516.5012
Office of Emergency Management.....	972.881.5617
Student Technical Support 24/7.....	972.377.1777
Title IX Coordinator for Employees.....	972.599.3159

Allen Center (AL)

Information Center.....	972.377.1060
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Collin Higher Education Center (CHEC)

Facilities and Plant Operations.....	972.599.3155
Information Center.....	972.599.3100

Courtyard Center (CYC)

Cashier's Office.....	972.985.3724
Collin Corporate College.....	972.599.3110
Continuing Education (CE).....	972.985.3750
Facilities and Plant Operations.....	972.985.3777
Information Center.....	972.985.3790
Registration.....	972.985.3711
Seniors Active in Learning (SAIL).....	972.985.3788

Frisco Campus (Preston Ridge)

Academic Affairs.....	972.377.1078
Academic Affairs – Technology, Engineering, and Workforce.....	972.377.1501
Accommodations at Collin College for Equal Support Services (ACCESS) Office (Disability Services).....	972.377.1781
Admissions.....	972.377.1710
Advising.....	972.377.1779
Cashier's Office.....	972.377.1638
Counseling Services.....	972.377.1781
Facilities and Plant Operations.....	972.377.1690
Financial Aid and Veterans Services.....	972.377.1760
Information Center.....	972.377.1790
Student and Enrollment Services.....	972.377.1770
Testing Center.....	972.377.1522

McKinney Campus (Central Park)

Academic Affairs.....	214.491.6270
Accommodations at Collin College for Equal Support Services (ACCESS) Office (Disability Services).....	972.548.6816
Admissions.....	972.548.6710
Advising.....	972.548.6782
Cashier's Office.....	972.548.6616
Counseling Services.....	972.548.6648
Facilities and Plant Operations.....	972.548.6690
Financial Aid and Veterans Services.....	972.548.6760
Health Sciences and Emergency Services.....	972.548.6679
Information Center.....	972.548.6790
Nursing.....	972.548.6772
Student and Enrollment Services (Admissions and Financial Aid and Veterans Services, Suite D-118).....	214.491.6228
Student and Enrollment Services (Advising, Suite D-117).....	972.548.6770
Testing Center.....	972.548.6849

Plano Campus (Spring Creek)

Academic Affairs – Business, Communications, and Humanities.....	972.516.5081
Academic Affairs – Fine Arts and Child Development.....	972.881.5162
Academic Affairs – Sciences and Social Sciences.....	972.516.5881
Accommodations at Collin College for Equal Support Services (ACCESS) Office (Disability Services).....	972.881.5898
Admissions.....	972.881.5710
Advising.....	972.881.5782
Cashier's Office.....	972.881.5634
Collin College Student Housing.....	972.881.5151
Counseling Services.....	972.881.5126
Facilities and Plant Operations.....	972.881.5690
Financial Aid and Veterans Services.....	972.881.5760
Information Center.....	972.881.5790
Student and Enrollment Services.....	972.881.5849
Testing Center.....	972.881.5922

Public Safety Training Center (PSTC)

Fire Science.....	972.548.6836
Information Center.....	972.548.6790
Law Enforcement Academy.....	972.548.6561

Rockwall Center (RB)

Information Center.....	469.698.7499
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Section 1: *Clery Act* Information and Definitions

Policy for Preparing and Publishing the *Annual Security and Fire Safety Report (ASFSR)* and Disclosure of Crime Statistics

Safety and security are concerns for all members of the Collin College community including students, employees, and visitors. Collin College's Dean of Students Office prepares this *Annual Security and Fire Safety Report (ASFSR)* 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 (ASFSR)* is prepared in cooperation with the local law enforcement agencies surrounding Collin College's main campuses, centers, and alternative sites; the Collin College Police Department; Collin College Student Housing and Resident Life staff; the Human Resources Office (HR); and the Office of Emergency Management (OEM). 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 the current *Annual Security and Fire Safety Report (ASFSR)*, and the website to access this document. Collin College faculty and staff members receive an identical email notification annually prior to October 1st. Additionally, information on the Collin College Police Department's policies and procedures and a link to the current *Annual Security and Fire Safety Report (ASFSR)* are published annually in the current [*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 the current

Annual Security and Fire Safety Report (ASFSR), and the website to access this document during the admissions process and mandatory New Student Orientation sessions. A link to Collin College's current *Annual Security and Fire Safety Report (ASFSR)* is also located on the Admissions and Aid website at <https://www.collin.edu/gettingstarted/index.html>.

Prospective employees are provided with information on the [*Clery Act*](#), a brief description of the current *Annual Security and Fire Safety Report (ASFSR)*, and the website to access this document during the hiring process. A link to Collin College's current *Annual Security and Fire Safety Report (ASFSR)* is also located on the Human Resources Office (HR) Employment website at www.collin.edu/hr/employment/index.html.

Copies of this *Annual Security and Fire Safety Report (ASFSR)* may be obtained on Collin College's website at www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html and in print at the following locations on campus:

1. Collin College Police Department
Headquarters
Plano Campus (Spring Creek)
2800 East Spring Creek Parkway
Suite K-119
Plano, TX 75074;
2. Dean of Students Office
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 457
McKinney, TX 75069;
3. Dean of Students Office
Frisco Campus (Preston Ridge)
9700 Wade Boulevard
Suite F-109
Frisco, TX 75035;

4. Dean of Students Office
McKinney Campus (Central Park)
2200 West University Drive
Suite B-336
McKinney, TX 75071; and
5. Dean of Students Office
Plano Campus (Spring Creek)
2800 East Spring Creek Parkway
Suite D-128
Plano, TX 75074.

Definitions of *Clery Act* Geography

The [Clery Act](#) requires Collin College to use the following definitions to classify the geography of each campus.

1. **On-Campus:**
 - a. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls.
 - b. Any building or property that is within or reasonably contiguous to the area identified in the paragraph above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
2. **Non-Campus:**
 - a. Any building or property owned or controlled by a student organization that is officially recognized by the institution.
 - b. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is

frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

3. **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
4. **Residential Facilities:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Collin College periodically reviews the geography for each campus to ensure it is in compliance with the [Clery Act](#).

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. Note: The [Clery Act](#) definition does not require that any findings be made by a fire official before classifying an incident as arson. All Collin College Police Department officers have the authority to determine whether an incident should be classified as arson for purposes of [Clery Act](#) reporting.
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 (1) 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. **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.
2. **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.
3. **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).
4. **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).

5. **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
6. **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.).
7. **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.).
8. **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

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.

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.

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.

For more information on the specific crimes that are included under each of these categories and their

definitions, see the [Definitions of Clery Act Crimes](#) section of this document.

Campus crime statistics are collected annually by the Collin College Police Department. These statistics include all incidents reported to the Collin College Police Department, campus security authorities (CSAs), and local law enforcement agencies that occur within Collin College's [Clery Act](#) geography. Reports of crimes that are submitted anonymously are also counted and disclosed in the annual campus crime statistics.

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 Collin College'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](#).

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 59,000 credit and continuing education students annually as well as faculty, staff, and community members.

Collin College Police Department Authority, Jurisdiction, and Working Relationships

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. The Collin College Police Department Communications Center is staffed with Texas Commission on Law Enforcement (TCOLE) licensed police telecommunicators. 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 Collin College 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 may also refer the individual to the Dean of Students Office for appropriate disciplinary action. If offenses involving Collin College policies and procedures are committed by a Collin College employee, the Collin College Police Department may also refer the individual to the Human Resources Office (HR) for appropriate disciplinary action.

When major offenses (e.g., aggravated assault, motor vehicle theft, murder and non-negligent manslaughter, robbery, sexual assault, etc.) are reported to the Collin College Police Department, assistance may be requested from local law enforcement 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 the following local, state, and/or federal agencies:

1. Allen Police Department,
2. Collin County Sheriff's Office,
3. Frisco Police Department,
4. McKinney Police Department,

5. Plano Police Department, and
6. Rockwall Police Department.

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.

The Collin College Police Department participates in the Dallas-Fort Worth Law Enforcement Agency Mutual Aid Agreement through a memorandum of understanding (MOU) that includes most of the law enforcement agencies in the Dallas-Fort Worth metroplex. Additionally, MOUs are in place with the following agencies in the event the Collin College Police Department should require assistance investigating a criminal incident:

1. Frisco Police Department,
2. McKinney Police Department, and
3. Plano Police Department.

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/.

Monitoring and Recording of Criminal Activity at Non-Campus Locations of Student Organizations

Collin College does not currently recognize any student organizations that own or control property on campus or at non-campus locations. Therefore, the Collin College Police Department does not monitor and record, on its own or through local police agencies, criminal activity by Collin College students at non-campus locations of student organizations.

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 and other first (1st) responders, 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 to the Collin College Police Department,
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 in person at any of the following Collin College Police Department office locations:

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

Security of and Access to Collin College Facilities

Academic and Administrative Buildings

All Collin College campuses and centers are part of the cities in which they are located, and, as such, are open to students, faculty, staff, and the public. The academic and administrative buildings are open to the public, at a minimum, during normal business hours (i.e., Monday through Friday from 8:00 a.m. to 5:00 p.m.). Some facilities have individual hours

which may 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.

When buildings are closed, access to Collin College facilities is by key (if issued) or by admittance via the Collin College Police Department or Facilities and Plant Operations. In the case of periods of extended closing, Collin College will admit only those with prior written approval to its facilities.

Most academic and administrative buildings do not have a specific Collin College Police Department officer assigned to them. However, Collin College Police Department officers patrol all academic and administrative buildings on a regular basis.

The table below lists academic and administrative building hours for each of Collin College’s campuses and centers.

Campus	Days	Times
Allen Center (AL)	Mon. - Fri.	8:00 a.m. - 4:00 p.m.
	Sat. - Sun.	Closed
Collin Higher Education Center (CHEC)	Mon. - Thurs.	7:00 a.m. - 11:00 p.m.
	Fri.	7:00 a.m. - 7:00 p.m.
	Sat.	8:00 a.m. - 5:00 p.m. (Closed Sat. During Summer)
	Sun.	Closed
Courtyard Center (CYC)	Mon. - Fri.	7:00 a.m. - 10:30 p.m.
	Sat.	7:00 a.m. - 9:00 p.m.
	Sun.	12:00 p.m. - 7:00 p.m.
Frisco Campus (Preston Ridge)	Mon. - Fri.	6:30 a.m. - 11:00 p.m.
	Sat.	7:00 a.m. - 6:00 p.m.
	Sun.	10:00 a.m. - 6:00 p.m.
McKinney Campus (Central Park)	Mon. - Fri.	7:00 a.m. - 11:00 p.m.
	Sat.	7:00 a.m. - 5:00 p.m.
	Sun.	1:00 p.m. - 5:00 p.m.
Plano Campus (Spring Creek)	Mon. - Sat.	7:00 a.m. - 11:00 p.m.
	Sun.	11:00 a.m. - 7:00 p.m.
Public Safety	Mon. - Wed.	6:00 a.m. - 11:00 p.m.

Campus	Days	Times
Training Center (PSTC)	Thurs. - Sat.	6:00 a.m. - 5:30 p.m.
	Sun.	Closed
Rockwall Center (RB)	Mon. - Thurs.	8:00 a.m. - 10:00 p.m.
	Fri. - Sun.	Closed

The table below lists the hours for the Library at each of Collin College's main campuses.

Campus Library	Days	Times
Frisco Campus (Preston Ridge)	Mon. - Thurs.	7:45 a.m. - 9:45 p.m.
	Fri.	7:45 a.m. - 5:00 p.m.
	Sat.	8:00 a.m. - 5:00 p.m.
	Sun.	1:00 p.m. - 5:00 p.m.
McKinney Campus (Central Park)	Mon. - Thurs.	7:45 a.m. - 9:45 p.m.
	Fri.	7:45 a.m. - 5:00 p.m.
	Sat.	9:00 a.m. - 5:00 p.m.
	Sun.	12:00 p.m. - 5:00 p.m.
Plano Campus (Spring Creek)	Mon. - Thurs.	7:45 a.m. - 9:45 p.m.
	Fri.	7:45 a.m. - 5:00 p.m.
	Sat.	8:00 a.m. - 5:00 p.m.
	Sun.	1:00 p.m. - 5:00 p.m.

For information regarding the access protocol for a specific building, contact the Collin College Police Department at 972.578.5555.

Residential Buildings

Access to Collin College Student Housing residential buildings is restricted to student residents, their approved guests, Student Housing and Resident Life staff, and other approved members of the Collin College community. Student residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to check in at the Collin College Student Housing office.

Collin College Police Department officers actively patrol Collin College Student Housing on a regular basis. Student Housing and Resident Life staff also enforce safety and security measures at Collin College Student Housing and work with student residents to achieve a community that is respectful of individual and group rights and responsibilities. Student

Housing and Resident Life staff and Collin College Police Department officers also conduct periodic educational sessions on prevention of various crimes, including, but not limited to, sexual assault and acquaintance rape.

The Collin College Student Housing Leasing Office hours are Monday through Friday from 9:00 a.m. to 6:00 p.m. The office may occasionally close for holidays, inclement weather, or other circumstances. If the office is closed, a sign will be placed on the office front door. The sign will include information as to when the office will be closed, when it will reopen, and the number to call for maintenance emergencies. For scheduled closing, the director of student housing operations or designee will provide a minimum of 72 hours' notice prior to the date of closing.

The Collin College Student Housing grounds and individual student residents' apartments are accessible by access code and keys, issued to each student resident during the check-in process, 24 hours a day, seven (7) days a week. Overnight guests are allowed to stay for 72 hours if the student resident completes an *Overnight Guest Form* with the Collin College Student Housing Office. Only one (1) overnight guest is allowed per apartment. Contact the Collin College Student Housing Office at 972.881.5151 to obtain the *Overnight Guest Form*.

Quiet Hours for Collin College Student Housing begin at 10:00 p.m. every night. Residents should not congregate in the hallways or stairwells during Quiet Hours. Violations could result in the loss of privileges.

Changes to Normal Building Hours

Any changes to normal building hours will be noted by signs posted on the doors at each building's entrances and exits. Emergencies may necessitate changes or alterations to posted schedules. In an emergency situation, the Collin College community will be notified of the changes to building hours via Collin College's [CougarAlert](#) emergency notification system. See the [CougarAlert](#) section in this document for additional information.

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, Facilities and Plant Operations, and other concerned areas review the results of these surveys and recommend appropriate measures to resolve the issues, as necessary.

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

1. ensure 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 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.

During the 2017, 2018, and 2019 calendar years, Collin College has taken major steps to improve campus safety and security as part of the Safety Plan. These improvements include, but are not limited to:

1. hiring additional police officers, sergeants, lieutenants, and dispatchers;
2. hiring a director of safety and emergency management who is currently in the process of updating Collin College's comprehensive emergency management plan;
3. installing emergency information signs in every classroom at all campuses;
4. adding one-touch emergency calling on every multi-line phone;
5. installing cellular-powered Blue Light emergency phones for the parking garages and parking lots on all campuses;
6. installing interior locks on all classroom doors and electronic external locks across all campuses; and

7. upgrading the CougarAlert emergency broadcasting system.

Additionally, the Collin College Safety Committee was established in 2017 to review Collin College's safety policies and procedures, any new legislation and legal decisions relating to these issues, and the effectiveness of the implementation of Collin College's Safety Plan. To contact Collin College's Safety Committee directly, email safety@collin.edu.

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>.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Facilities and Plant Operations staff at each campus regularly evaluate both interior and exterior lighting and perform necessary changes or repairs as needed. Collin College Police Department officers regularly patrol all campuses, and reports of maintenance concerns such as malfunctioning lights and other unsafe physical conditions are submitted to Facilities and Plant Operations staff for correction. All members of the Collin College community are helpful when they promptly report equipment, facilities, landscaping, and maintenance concerns to Facilities and Plant Operations staff.

To report a safety or security concern, contact the Collin College Police Department at 972.578.5555.

To report a maintenance concern (e.g., landscaping, lighting, locking mechanisms), contact the Facilities and Plant Operations Department at any of the following campus locations:

1. Collin Higher Education Center (CHEC), 972.599.3155,
2. Courtyard Campus (CYC), 972.985.3777,

3. Frisco Campus (Preston Ridge), 972.377.1690,
4. McKinney Campus (Central Park), 972.548.6690, or
5. Plano Campus (Spring Creek), 972.881.5690.

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.

Court Orders and Orders of Protection

Victims have the right to seek a no-contact order, order of protection, restraining order, or similar lawful orders through a civil, criminal, or tribal court. The Collin College Police Department does not issue court orders or orders of protection. Victims must contact a local law enforcement agency and/or a local court to obtain court orders or orders of protection. Once a victim notifies the Collin College Police Department he or she is in possession of a court order or order of protection, the Collin College Police Department will enforce the order, as appropriate.

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

Upon written request, Collin College will disclose to the alleged victim of a crime of violence, as defined in [Title 18, § 16, United States Code](#), or 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 will treat the victim's next of kin as the alleged victim.

According to [Title 18, § 16, United States Code](#), the term "crime of violence" means:

1. an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
2. any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

For the purpose of this policy and in accordance with Board policy [FJ \(EXHIBIT\)](#), Collin College considers the following crimes to be crimes of violence:

1. Arson
2. Assault Offenses:
 - a. Aggravated Assault
 - b. Intimidation
 - c. Simple Assault
3. Burglary
4. Destruction/Damage/Vandalism of Property
5. Kidnapping/Abduction (Note: This is not a [Clery Act](#)-reportable crime.)
6. Manslaughter by Negligence
7. Murder and Non-Negligent Manslaughter
8. Robbery

9. Sex Offenses:
 - a. Fondling
 - b. Forcible Sodomy
 - c. Incest
 - d. Rape
 - e. Sexual Assault with an Object
 - f. Statutory Rape

For the purpose of this policy, Collin College defines "the results of any disciplinary proceeding" as the institution's final determination with respect to the alleged crime of violence or non-forcible sex offense and any sanction that is imposed on the accused through:

1. the student disciplinary and appeal process, or
2. the employee disciplinary and appeal process.

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>.

Weapons on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=weapons%20on%20campus>.

For more information regarding Campus Concealed Carry at Collin College, go to <https://www.collin.edu/aboutus/concealedcarry.html>.

Concealed Carry and Other General Provisions

The purpose of this policy is to implement [Texas Government Code, Section 411.2031, Carrying of Handguns by License Holders on Certain Campuses](#), at Collin College effective August 1, 2017, and to outline prohibited firearms and weapons on all College District campuses.

Firearms

Collin College prohibits the use, possession, or display of a firearm on Collin College property or at a Collin College-sponsored or -related activity in violation of the law or Collin College policies and procedures, unless written authorization is granted in advance by the College District president or designee.

Procedures

After consulting with students, staff, and faculty of Collin College regarding the nature of the student population, specific safety considerations, and the uniqueness of Collin College, the College District president has established the following rules regarding the carrying of concealed handguns by license holders on the campuses of Collin College:

1. Only individuals with a valid License to Carry a Handgun (LTC) issued by the Texas Department of Public Safety (TxDPS) under [Texas Government Code, Chapter 411,](#)

[Subchapter H](#), as well as licenses* from other states, the validity of which are recognized by the State of Texas, may carry a concealed handgun on or about his or her person on the property of Collin College. *Licenses are collectively referred to as LTC herein.

2. Collin College prohibits the use, possession, or display of any illegal knife, club, or prohibited weapons, as defined by the [Texas Penal Code](#) and described in Board policy [CHF \(LEGAL\)](#), on Collin College property or at a Collin College-sponsored or -related activity, unless written authorization is granted in advance by the College District president or designee.
3. While on Collin College campuses it is the responsibility of the holder of the LTC to conceal the handgun so that it is not partially or wholly visible to another person.
4. While on a Collin College campus, an LTC holder who is in possession of a handgun must keep that handgun on or about his or her person or in a locked vehicle, as permitted by law.
5. Handguns may not be stored overnight on Collin College campuses, unless in a locked, privately owned or leased motor vehicle.
6. Possession of a handgun on Collin College property while intoxicated, under the influence of illegal drugs, or while taking prescription drugs that impair judgment or physical abilities is prohibited.
7. This policy applies to persons traveling in Collin College-owned vehicles. However, the policies of the owner of the vehicle apply when private or commercial transportation is used for Collin College travel.
8. Individuals who do not possess a valid LTC are prohibited from possessing a handgun on Collin College campuses.

9. This policy applies to all students, staff, faculty, and visitors of Collin College, except for law enforcement officers licensed by a state of the United States or a federal agency and school marshals licensed by the State of Texas and appointed by the Collin College Board of Trustees.
10. Open carry of a handgun on a campus of Collin College is restricted to law enforcement officers licensed by a state of the United States or a federal agency.
11. Students and employees of Collin College, with the exception of police officers employed by Collin College, will not inquire as to whether any person is carrying a concealed weapon or possesses an LTC.
12. The storage or transportation of a firearm or ammunition is allowed by Collin College students, faculty, staff, and employees if the individual is authorized to such possession in a locked, privately owned or leased motor vehicle on those specific premises allowed by law and described in Board policy [CHF \(LEGAL\)](#).

Other Weapons

All other weapons are strictly prohibited for students, staff, faculty, and visitors on Collin College property or at any Collin College-sponsored or -related activity, including, but not limited to, long guns, location-restricted knives, brass knuckles, clubs, explosives, fireworks of any kind, incendiary devices, instruments designed to expel a projectile with the use of pressurized air, such as a BB gun, martial arts throwing stars, chemical dispensing devices (other than a small chemical dispenser sold commercially for personal protection), or any weapons described in Board policy [CHF \(LEGAL\)](#). An exception is authorized for the limited purpose of honor guards who carry ceremonial swords at a Collin College-sponsored event (e.g., Military Ball). The possession or use of articles not generally considered to be weapons may be prohibited when the College District president or

designee determines that a danger exists for any student, Collin College employee, or Collin College property by virtue of possession or use.

Possession of other weapons on Collin College campuses is grounds for immediate disciplinary action and possible prosecution for violations of state law.

Exclusion Zones

Possession of a handgun is prohibited on Collin College campuses in the following locations by any person except law enforcement officers licensed by a state of the United States or a federal agency:

1. child-care facilities;
2. polling locations;
3. in the room or rooms where a meeting of a governmental entity is held, and if the meeting is an open meeting subject to [Chapter 551, Government Code](#), and notice as required by that chapter is provided;
4. high-hazard laboratories and health science education facilities where the presence of high-hazard materials or operations creates a significant risk of catastrophic harm due to a negligent discharge;
5. designated meeting room(s) at each campus in Student and Enrollment Services that can be used, as needed, for disciplinary meetings or counseling meetings;
6. facilities where professional, high school, college sporting, or interscholastic events are in progress;
7. locker and dressing rooms where individuals change clothes, including those at athletic, theatre, and health science education facilities; and
8. any location or facility of Collin College, as directed or approved by the College District

president as necessary for campus safety, where effective notice on a temporary basis pursuant to [Sections 30.06](#) and [30.07, Texas Penal Code](#), has been given by the required signage. An example might include a Collin College facility where alcohol is being served for a special event.

These locations will be appropriately identified by signage as specified under [Sections 30.06](#) and [30.07](#) of the [Texas Penal Code](#). A violation of these specific prohibitions is considered an offense under [Section 46.035 \(a-3\), Texas Penal Code](#).

Violations

Violations of this policy should be reported immediately to the Collin College Police Department at 972.578.5555. Such violations may result in disciplinary action by Collin College up to and including criminal prosecution for violation of the [Texas Penal Code](#).

Employees and students found to be in violation of this policy will be subject to disciplinary action. For more information, see the *Student Code of Conduct* in the current [Collin College Student Handbook](#) as well as Board policies DH (LOCAL), FM (LOCAL), and FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=student%20and%20employee%20discipline>.

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 of or witness to any crime or public safety-related incident on a Collin College campus to promptly and accurately 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. Police reports are public records under state law; however, voluntary confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Collin College chief of police or designee. See the [Voluntary Confidential Reporting](#) section of this document for additional information.

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.

Any individual who needs to report a crime or an emergency to the Collin College Police Department may do so by:

1. dialing extension **5555** from any Collin College system phone;
2. dialing **972.578.5555** from any phone outside the Collin College system;
3. pressing the "Emergency" button located on any Collin College system phone;
4. picking up any of the Blue Light phones located in the parking garages and parking

lots at the Frisco Campus (Preston Ridge), McKinney Campus (Central Park), and Plano Campus (Spring Creek); or

5. utilizing the Collin Mobile App "Call Campus Police" function under the "Emergency" menu.

In a medical emergency, dial **911**, and then dial extension **5555** or **972.578.5555**.

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 emergency notifications and timely warning notices 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 <https://www.collin.edu/studentresources/deanofstudents/CleryAct.html>.

Once complete, the *Campus Security Authority (CSA) Crime Reporting Form* must be submitted to Collin College Police Department Lieutenant Bobby McCoy at the Plano Campus (Spring Creek), 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/.

Voluntary Confidential Reporting

Victims of crime who do not want to pursue action within the Collin College system or the criminal justice system, may still want to consider making a confidential report. With the victim's permission, the Collin College chief of police or designee 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 future safety of the victim and others. With such information, Collin College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where 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.

Anonymous Reports of Sexual Assault

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

Additionally, if a victim of sexual assault files a report and later determines he or she would like to remain anonymous, the Collin College Police Department can assign a pseudonym to the victim. The pseudonym will be used in place of the victim's name to identify

the victim on any further documentation that could become public information.

Reporting to Local Law Enforcement Agencies

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

Contact Information for Local Law Enforcement Agencies

In an immediate life-threatening emergency, the victim or witness should contact Emergency Services at **911**.

Contact information for local law enforcement agencies with jurisdiction in Collin and Rockwall Counties is listed below.

Allen Police Department
205 W. McDermott Drive
Allen, TX 75013
Phone: 214.509.4200
Non-Emergency Dispatch: 214.509.4321
Crime Tip: 214.509.4278
Website: <https://www.cityofallen.org/904/Police>

Collin County Sheriff's Office
4300 Community Ave.
McKinney, TX 75071
Phone: 972.547.5100
Metro Phone: 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

Non-Emergency Phone: 972.547.2700

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

Plano Police Department

909 14th Street

Plano, TX 75074

Non-Emergency Phone: 972.424.5678

Website: www.plano.gov/214/Police

Rockwall Police Department

205 W. Rusk Street

Rockwall, TX 75087

Non-Emergency Phone: 972.771.7717

Website: www.rockwallpolice.org

Wylie Police Department

2000 North Highway 78

Wylie, TX 75098

Phone: 972.442.8171

Website: <https://www.wylietexas.gov/police.php>

Campus Security Authorities (CSAs)

“Campus security authority (CSA)” is a [Clery Act](#)-specific term that encompasses the following four (4) groups of individuals and organizations associated with an institution.

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police

department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).

3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An “official” is defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the institution.

Collin College students and employees are encouraged to report crimes to a CSA for the purpose of issuing emergency notifications and timely warning notices 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. the director of student housing operations and all resident life staff;

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

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 <https://www.collin.edu/studentresources/deanofstudents/CleryAct.html>. CSAs 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. Responsible employees 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
 Plano Campus (Spring Creek)
 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 and daily crime log.

For more information, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu, or the Collin College Police Department at 972.578.5555.

Pastoral Counselors and Professional Counselors

Campus pastoral counselors and professional counselors, when acting as such, are not considered to be a campus security authority (CSA), and are not required by the [Clery Act](#) to report crimes for inclusion in the annual crime statistics and daily crime log. As a matter of policy, the professional counselors at Collin College 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 to the Collin College Police Department for inclusion in the annual disclosure of campus crime statistics and daily crime log.

Collin College does not currently employ any pastoral counselors. Collin College's licensed professional counselors (LPCs) are informed during monthly staff meetings and various training sessions throughout each calendar year of the procedures to report crimes to the Collin College Police Department. Collin College's LPCs are encouraged to 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. Additionally, crimes can be confidentially discussed with Collin College's LPCs, and victims have the right to not report crimes if they so choose.

In accordance with the [Texas Higher Education Code, Section 51.252](#), an employee of a postsecondary educational institution designated by the institution as a person with whom students may speak

confidentially concerning dating violence, sexual assault, sexual harassment, or stalking or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law shall, promptly report the incident to the institution's Title IX coordinator or deputy Title IX coordinator. In making a report, the employee shall state only the type of incident reported and may not include any information that would violate a student's expectation of privacy.

Therefore, Collin College's licensed professional counselors (LPCs) must report any incident of dating violence, sexual assault, sexual harassment, or stalking to Collin College's Title IX coordinator for students, Title IX coordinator for employees, or deputy Title IX coordinator, even if the incident was reported during a confidential counseling session. However, the LPC is only required to report the type of incident, and is not required to report identifying information regarding the victim, respondent, or details of the incident.

Missing Student Notification for Collin College Student Housing Located at the Plano Campus (Spring Creek)

The [Clery Act](#) requires institutions that maintain on-campus student housing facilities to establish a missing student notification policy and related procedures. When it is determined that a student resident is missing from Collin College Student Housing, the director of student housing operations, Collin College Police Department, and Dean of Students Office, in collaboration with local law enforcement, will be guided by the Missing Student Notification policy and related procedures below. This information can also be found in the current *Resident Life Handbook* located on Collin College's website at www.collin.edu/studenthousing/.

Missing Person Contact(s)

Collin College will provide every student resident living in Collin College Student Housing on the Plano Campus (Spring Creek) the opportunity and means to

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 resident is missing, the student resident's missing person contact(s) will be notified by Collin College within 24 hours of the determination.

Student residents' 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 in furtherance of a missing person investigation.

Missing Student Contact Information Form

The director of student housing operations or designee distributes the *Missing Student Contact Information Form* to all student residents annually and upon signing the *Collin College Student Housing Lease Agreement* when new students move into Collin College Student Housing mid-year. Contact the director of student housing operations or designee at 972.881.5151 or studenthousing@collin.edu to obtain the *Missing Student Contact Information Form* and register a missing person contact(s). The *Missing Student Contact Information Form* is also located in [Appendix B.2](#) and in both web form and downloadable PDF formats on Collin College's website at <https://www.collin.edu/studentresources/deanofstudents/CleryAct.html>.

Student residents' completed *Missing Student Contact Information Forms* are kept in the Dean of Students Office at the Collin Higher Education Center (CHEC). If a student resident chooses to complete the web form version of the *Missing Student Contact Information Form*, it is automatically sent to the Dean of Students Office once the student resident clicks the "Submit" button. If a student resident chooses to download and complete the PDF version of the *Missing Student Contact Information 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 resident should then return the sealed envelope containing the completed form to the Collin College Dean of Students Office in person at any of the following campus locations:

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

Missing Student Notification Procedures

Any individual who believes a student living in Collin College Student Housing 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. the director of student housing operations or designee at **972.881.5151**, and/or
4. the Collin College Dean of Students Office at **972.881.5604**.

Any missing person report regarding a student resident that is received by the director of student housing operations or designee, Collin College Dean of Students Office, or any other Collin College employee must be immediately forwarded to the Collin College Police Department.

A student resident 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 resident's behavior patterns, plans, and routines. All concerns

regarding a Collin College Student Housing student resident's unexplained absence or lack of contact that is contrary to the student resident's normal behavior or is unusual based on existing circumstances will be immediately investigated in an effort to locate the student resident 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 resident 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 resident 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 resident.

The following procedures will be utilized when the Collin College Police Department is notified of a missing student resident who lives in Collin College Student Housing:

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 resident (e.g., last date and time seen; place of employment; places where the student resident normally hangs out; make, model, and year of vehicle student resident drives; student resident's hometown; etc.).
3. The responding Collin College Police Department officer will notify the director of student housing operations or designee, the dean of students or designee, and the Collin College Police Department chain of command (i.e., sergeants, lieutenants, and chief of police), of the report and pertinent details.

4. The dean of students or designee will check the Banner Student Information System to obtain the student resident's current class schedule, and will then contact each of the student resident's professors to find out whether the student resident 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 resident has been admitted as a patient.
6. The responding Collin College Police Department officer will obtain the student resident's missing person contact(s) information from the dean of students or designee, if the student resident chose to register this information with the Dean of Students Office.
7. Within 24 hours of the Collin College Police Department's determination that a student resident who is the subject of a missing person report has been missing for more than 24 hours and has not returned to Collin College Student Housing or a Collin College campus, the Collin College Police Department will contact:
 - a. the person(s) identified confidentially by the student resident as a designated missing person contact(s);
 - b. the custodial parent or guardian and any other designated missing person contact(s) of a student resident 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.

The Collin College Police Department and Dean of Students Office, in collaboration with local law enforcement, will coordinate their efforts to locate

the missing student resident. The dean of students or designee will notify and update Collin College's vice president of student and enrollment services and members of Collin College's Executive Leadership Team, as appropriate.

When the missing student resident is located, the dean of students or designee will contact the student resident to offer support and provide referrals to appropriate on- and off-campus resources. At this time, the Collin College Police Department will also contact the student resident's missing person contact(s) and custodial parent or guardian (if the student resident is under 18 years of age and not emancipated) to confirm the student resident has been located.

If the initial investigation is unsuccessful in locating the missing student resident, the Collin College Police Department will continue to investigate, in collaboration with local law enforcement, according to established police procedures. The dean of students or designee will determine whether further action(s) is warranted by the Dean of Students Office, and will initiate such action(s), as appropriate.

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: Emergency Response and Evacuation Procedures

Emergency Management at Collin College

The Office of Emergency Management (OEM) maintains and updates Collin College's emergency management plan, which provides the framework for the structure of Collin College's response and resources during an emergency or incident affecting the campus community. Collin College activates the emergency management plan when an emergency or incident affecting the campus community reaches proportions that cannot be handled by established measures. The emergency may be sudden and unforeseen, or there may be varying periods of warning before it occurs. Collin College intends for the emergency management plan to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and durations. The priorities of Collin College's emergency management plan include, but are not limited to, the following:

1. life safety, infrastructure integrity, and environmental protection during an emergency or incident;
2. coordination with various Collin College departments to write, maintain, test, and exercise the emergency management plan; and
3. cooperation, integration, and mutual aid with local, state, and federal planning, response, and public safety agencies and their respective emergency management plans.

Contact the Office of Emergency Management (OEM) at 972.881.5617 or emergencymanagement@collin.edu to obtain details regarding Collin College's emergency management plan.

Evacuation and Relocation

In an alarm situation, the complete evacuation of a building is recommended. Departmental evacuation

plans provide detailed information regarding the evacuation procedures for individual buildings. If necessary, transportation of persons will be coordinated with appropriate Collin College Police Department and Office of Emergency Management (OEM) personnel for the purpose of evacuation and relocation of persons threatened or displaced by an incident. Responding emergency managers will identify a temporary shelter or facility (e.g., athletic facility, campus conference center) or another facility, as needed. The OEM designates key functions and critical roles, and assigns them based on situational factors.

A summary of Collin College's emergency response procedures is available at www.collin.edu/campus-police/. For detailed information regarding Collin College's emergency notification system, including how to ensure you receive emergency alerts via text and email, see the [CougarAlert](#) section in this document or go to www.collin.edu/cougaralert.html.

Drills, Exercises, and Training

Collin College conducts emergency management drills, exercises, and training on campus annually to test emergency procedures. The scenarios for these exercises change from year to year, and include several departments from across the College District.

To ensure Collin College's emergency management plan remains current and actionable, Collin College will conduct an emergency management exercise one (1) time per year at a minimum. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. Collin College conducts situational reports (SITREPs) and after-action reviews (AARs) of all emergency management drills, exercises, and emergency responses.

In conjunction with at least one (1) emergency management exercise each year, Collin College will

notify the entire campus community of the exercise and remind the community about Collin College's publicly available information regarding emergency response procedures. Contact the Office of Emergency Management (OEM) at 972.881.5617 or emergencymanagement@collin.edu to obtain details regarding Collin College's emergency management plan, drills, exercises, and training.

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 emergency 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 involving an immediate threat to the health or safety of students, faculty, and/or staff occurring on campus. 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.).

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The Collin College Police Department, Office of Emergency Management (OEM), and/or other local first (1st) responders may become aware of a significant emergency or dangerous situation that potentially affects the health and safety of the Collin College community. Generally, first (1st) responders become aware of these situations through reports to the police dispatch office or during a routine patrol or other assignments.

Once first (1st) responders confirm that there is, in fact, a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Collin College community, first (1st) responders will notify the Collin College Police Department chain of command (i.e., sergeants, lieutenants, and the chief of police) and any other authorized Collin College official(s) to issue an emergency notification.

One (1) or more of Collin College's authorized official(s) will immediately initiate all or some portions of the CougarAlert system. If, in the professional judgment of first (1st) responders, issuing an emergency notification potentially compromises efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency, Collin College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, Collin College will issue the emergency notification to the Collin College community.

Determining the Appropriate Segment(s) of the Collin College Community to Receive an Emergency Notification

The Collin College Police Department and/or local first (1st) responders on the scene of a significant emergency or dangerous situation will assist the authorized official(s) preparing the emergency notification by determining what segment(s) of the Collin College community should receive the notification. Generally, Collin College community members in the immediate area of the significant emergency or dangerous situation (e.g., the particular campus, building, adjacent buildings, surrounding area, etc.) will be the first (1st) individuals to receive the emergency notification. Collin College may issue subsequent notifications to a wider group of community members, as appropriate. In addition to the emergency notification that may be issued via the CougarAlert system, Collin College will post applicable messages about the significant emergency or dangerous situation on the homepage of its website, www.collin.edu, to ensure the rest of the Collin

College community is aware of the situation and knows the steps they should take to maintain personal and community safety. If the emergency affects a significant portion of Collin College's campuses, the authorized official(s) will distribute the notification to the entire Collin College community.

Determining the Content of the Emergency Notification

Collin College has developed a wide range of template messages addressing several types of emergencies. The authorized official(s) issuing the emergency notification will select the template message most appropriate to the ongoing situation and modify it, as necessary, to address the specifics of the present incident. Messages are typically composed of predetermined text that requires minor modification (e.g., campus or building name). In instances where there are no predetermined template messages in the system, the authorized official(s) will develop a succinct message to convey the appropriate information to the Collin College community. The goal is to ensure individuals are aware of the significant emergency or dangerous situation and know the steps they should take to safeguard their own and the Collin College community's safety.

In the event an emergency notification is warranted, Collin College's chief public relations officer in consultation with the director of emergency management and College District president will, without delay, and taking into account the safety of the campus 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. Emergency notifications may be sent to the entire campus community or only to the segment(s) of the campus community directly affected by the emergency.

Procedures Used to Notify the Collin College Community

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, 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.

Messages may direct individuals to evacuate, shelter in place, stay away from a certain area, or contain other information pertinent to the situation. Collin College may also send follow-up messages to update the community, change the actions individuals should take, or provide other pertinent information as the significant emergency or dangerous situation unfolds. In all cases, Collin College will provide an "all clear" or "end of incident" message when there is no longer a danger to the Collin College community.

Procedures for Disseminating Emergency Information to the Larger Community

During critical incidents, Collin College's Public Relations Department (PR) will work with the Collin College Police Department, Office of Emergency Management (OEM), the College District president, authorized official(s), and/or other organizational units, as necessary, to gather accurate and substantial information regarding the situation and details of Collin College's response. The chief public relations officer, working with city and county public information officers, as appropriate, will provide information to the general public on progress toward recovery, utilizing one (1) or more of the following methods: newspaper, radio, and/or television.

At its discretion, Collin College may release information regarding a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and staff off campus. Such information would have to be provided by another agency, organization, or jurisdiction, and release allowed by the supplying entity. Collin College has no way to compel the release of information by another agency, organization, or jurisdiction; nor can Collin College determine the time period in which that entity may provide information to Collin College.

Reporting Information Warranting an Emergency Notification

All campus security authorities (CSAs) must report crimes to the Collin College Police Department for the purpose of issuing an emergency notification. 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 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. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Campus (CYC) Room 125,
3. Frisco Campus (Preston Ridge) Room LH-179,

4. McKinney Campus (Central Park) Room C-119, or
5. Plano Campus (Spring Creek) Room K-119.

Timely Warning Notice Procedures

In the event a [Clery Act](#) crime occurs within Collin College's [Clery Act](#) geography that, in the judgment of the Collin College Police Department, constitutes a serious or continuing threat to members of the Collin College community, a campus-wide timely warning notice will be issued. The purpose of a timely warning notice is to notify the Collin College community of the [Clery Act](#) crime and provide information that may enable Collin College students, faculty, and staff to better protect themselves.

Determining When to Issue a Timely Warning Notice

To provide timely notice in the event of a [Clery Act](#) crime that occurs within Collin College's [Clery Act](#) geography and may pose a serious or continuing 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 notice for the following [Clery Act](#) crimes:

1. murder and non-negligent manslaughter,
2. manslaughter by negligence,
3. rape,
4. fondling,
5. incest,
6. statutory rape,
7. robbery,
8. aggravated assault,
9. burglary,
10. motor vehicle theft,

11. arson, and
12. hate crimes.

Timely warning notices may also be issued for other crime classifications, 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 notice when the following criteria are met:

1. a [Clery Act](#) crime is reported,
2. the crime occurred in a [Clery Act](#)-reportable location (i.e., within Collin College's [Clery Act](#) geography),
3. the perpetrator has not been apprehended, and
4. there is a serious or continuing threat to the Collin College community because of this crime.

The decision to issue a timely warning notice will be made on a case-by-case basis considering the following criteria.

1. Was the suspect identified?
2. Was the suspect apprehended?
3. What is the potential impact on various law enforcement operations?
4. If known, does the suspect have prior arrests, reports, complaints, or any other history of violent behavior?
5. 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?
6. Did the crime involve physical violence?
7. Has the suspect threatened to commit physical violence?

8. Did the crime involve multiple victims?
9. Does it appear to be an isolated criminal act involving a specifically targeted victim?
10. 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)?
11. Did the suspect use "date-rape" or similar drugs or intoxicants?
12. Did the crime occur while the victim was unconscious, physically helpless, or unaware of what was occurring?
13. Was the victim under 18 years of age?
14. Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or continuing threat?

Responsibility for Drafting and Distributing a Timely Warning Notice

The Collin College chief of police and designated Collin College officials are responsible for determining whether a timely warning notice is warranted using the criteria listed above. If the timely warning notice criteria are met, a timely warning notice will be drafted and distributed 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.

Content of a Timely Warning Notice

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

1. the nature of the crime,
2. the date and time of the incident,
3. the location of the incident,
4. the severity of the threat and the person(s) or location(s) that might be affected,

5. any connection to a previous crime(s),
6. a physical description and/or composite drawing of the suspect,
7. other relevant and important information (e.g., gender of the victim, whether the victim and suspect are students, etc.), and
8. appropriate crime prevention and safety tips.

When issuing a timely warning notice, 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 notice, Collin College will not include personally identifying information about victims, including, but not limited to, victims' names, which will be kept confidential.

How Timely Warning Notices Are Distributed

Timely warning notices will be distributed through CougarAlert to students, faculty, and staff. For more information, see the [CougarAlert](#) section in this document. Timely warning notices may also be sent 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 notice. Official updates to and discontinuance of a timely warning notice will be sent through CougarAlert, and may also be sent 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.

Reporting Information Warranting a Timely Warning Notice

All campus security authorities (CSAs) must report crimes to the Collin College Police Department for the purpose of issuing a timely warning notice. 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 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 notice is required. Timely warning notices are not required when a crime is reported to a pastoral counselor or professional counselor, due to confidentiality. For additional information, see the [Pastoral Counselors and Professional Counselors](#) section in this document.

Anyone with information warranting a timely warning notice 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. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Campus (CYC) Room 125,
3. Frisco Campus (Preston Ridge) Room LH-179,
4. McKinney Campus (Central Park) Room C-119, or
5. Plano Campus (Spring Creek) 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. Collin College-issued email addresses and

home phone numbers are automatically loaded into CougarAlert, but students, faculty, and staff can and should add text and additional email contacts and update existing 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.

The CougarAlert system is tested on at least an annual basis to ensure contact information for all students, faculty, and staff is correct and the system is working properly. The CougarAlert system was successfully tested on Monday, September 16, 2019.

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 6:00 a.m. for day classes and 4:00 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
93.3 FM, KLIF	94.9 FM, KLTY
95.3 FM, KHYI	96.3 FM, KSCS
96.7 FM, KTCK	98.7 FM, KLUV
99.5 FM, KPLX	100.3 FM, KJKK
103.7 FM, KVIL	105.3 FM, KRLD
107.5 FM, KMKV	

Television Stations

KDFW Channel 4	WFAA Channel 8
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KTXA Channel 21

KXAS Channel 5

KTVT Channel 11

Emergency Procedures

If there is an emergency on any Collin College campus, immediately contact the Collin College Police Department at **972.578.5555** or **ext. 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 ext. 5555 from any campus phone.**

Allen Center

Report security issues to the Allen Center staff at 972.377.1060.

Rockwall Center

Report security issues to the site coordinator at 469.698.7499. If it is a life-threatening medical emergency, go to the nearest phone and dial **911** or contact the Rockwall Police Department at **972.771.7721**.

Approved Collin College Activities Off Campus

If an emergency arises, dial **911** and then immediately notify a faculty or staff member. The faculty or staff member will notify the appropriate administrator.

For more information on emergency procedures, go to the Collin College Police Department 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=Qvl-aMm5QSo&feature=youtu.be>.

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

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

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.
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, faculty, and staff should leave the building in a timely manner by the marked exit, 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, faculty, and staff should return to classes and offices quickly and quietly. If there are questions, ask a staff or faculty member.

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

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 one (1) of the campus Fitness Centers, also notify the Fitness Center staff member on duty.

Automated External Defibrillators (AED)

Automated external defibrillators (AED) can be found in the following locations on each campus.

1. Collin Higher Education Center (CHEC):

- a. First (1st) Floor Near the Elevator
- b. Third (3rd) Floor Near the Elevator
- 2. Courtyard Center (CYC): First (1st) floor
- 3. Frisco Campus (Preston Ridge):
 - a. Alumni Hall: Fitness Center Check-in Desk
 - b. Conference Center: Near the Restrooms
 - c. Founders Hall: First (1st) Floor Near the Elevator
 - d. Heritage Hall: First (1st) Floor Near the Elevator
 - e. J Building: Second (2nd) Floor Near the Elevator
- 4. McKinney Campus (Central Park):
 - a. B Wing on the Third (3rd) Floor
 - b. Conference Center
 - c. Dental Hygiene Office Room A-119
 - d. Fitness Center
 - e. Library
- 5. Plano Campus (Spring Creek):
 - a. Collin College Police Department Office Room K-119
 - b. Facilities and Plant Operations
 - c. Fitness Center Check-in Desk
 - d. Information Desk
 - e. Library on the (2nd) Floor
- 6. Public Safety Training Center (PSTC):
 - a. Fire Science Department Office Room 103

- b. Law Enforcement Academy Office Room 201

First Aid Kits

First aid kits are housed in the following locations on each campus.

- 1. Collin Higher Education Center (CHEC):
 - a. Collin College Police Department Office Room 134 and All Patrol Vehicles
 - b. Facilities and Plant Operations
 - c. Information Desk
- 2. Courtyard Center (CYC):
 - a. Collin College Police Department Office Room 125 and All Patrol Vehicles
 - b. Facilities and Plant Operations
 - c. Science Labs
- 3. Frisco Campus (Preston Ridge):
 - a. Cafeteria
 - b. Collin College Police Department Office Room LH-179 and All Patrol Vehicles
 - c. Conference Center
 - d. Facilities and Plant Operations
 - e. Fitness Center
 - f. Information Desk
 - g. Science Labs
- 4. McKinney Campus:
 - a. Collin College Police Department Office Room C-119 and All Patrol Vehicles
 - b. Conference Center
 - c. Facilities and Plant Operations
 - d. Fitness Center

- e. Information Desk
 - f. Science Labs
5. Plano Campus (Spring Creek):
- a. Cafeteria
 - b. Collin College Police Department Office Room K-119 and All Patrol Vehicles
 - c. Conference Center
 - d. Facilities and Plant Operations
 - e. Fitness Center
 - f. Information Desk
 - g. Science Labs

Severe Weather Emergency Procedures

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.

Shelters

Shelters can be found in the following locations on each campus.

1. Collin Higher Education Center (CHEC):
 - a. East Stairwell
 - b. West Stairwell
 - c. All First (1st) Floor Restrooms

2. Courtyard Center (CYC):
 - a. Room 101
 - b. Stairwell
 - c. All First (1st) Floor Restrooms
3. Frisco Campus (Preston Ridge):
 - a. Alumni Hall: Room A-116; All First (1st) Floor Restrooms
 - b. D Building: Rooms D-105 and D-138; All First (1st) Floor Restrooms
 - c. Founders Hall: Rooms F-140 and F-148; All First (1st) Floor Restrooms
 - d. Heritage Hall: Rooms H-122, H-123, H-131, and H-132; All First (1st) Floor Restrooms
 - e. J Building: All First (1st) Floor Restrooms
 - f. Library: Rooms L-121, L-129, L-144, and L-157; All First (1st) Floor Restrooms
 - g. Library Music Building: All First (1st) Floor Restrooms
 - h. University Hall: Rooms U-146 and U-155; All First (1st) Floor Restrooms
4. McKinney Campus (Central Park):
 - a. A-100 through A-152 Hallway
 - b. B-100 through B-125 Hallway
 - c. Room E-123
 - d. Room H-112
 - e. Room H-113
 - f. All First (1st) Floor Restrooms
5. Plano Campus (Spring Creek):
 - a. B-124 through B-129 Hallway

- b. BB-103 through BB-122 Hallway
 - c. J-109 through J-123 Hallway
 - d. J-114 through J-133 Hallway
 - e. All First (1st) Floor Restrooms
6. Public Safety Training Center (PSTC):
- a. Weapons Cleaning Room
 - b. All First (1st) Floor Restrooms

Threats Procedures

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:
 - a. location of the threat,
 - b. type of threat, and
 - c. 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: Policies Regarding Alcohol and Controlled Substances

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

Individuals seeking assistance or educational materials regarding alcohol, drugs, tobacco, or other substances should contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu.

State and federal laws regarding the possession, consumption, sale, manufacture, and distribution of alcohol and controlled substances will be strictly enforced at all times on all property owned and controlled by Collin College. The enforcement of these laws on campus is primarily the responsibility of the Collin College Police Department.

Alcohol

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

It is unlawful to sell, furnish, distribute, or provide alcohol to a person under the age of 21. The possession or use 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 a violation of Collin College's alcohol policy for anyone to consume, distribute, sell, 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 will 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 Collin College Foundation. State law will be strictly enforced at all times on all property owned and 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, consumption, sale, manufacture, or distribution of any controlled substance is illegal under both State of Texas and federal laws.

When on Collin College property or while attending Collin College-sponsored activities on or off campus, an individual will 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, an individual will not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herbal/natural euphoricants, and/or look-alike products or anything represented to be one (1) of these substances.

Notice Regarding Steroids

In accordance with the [Texas Higher Education Code Section 51.921](#), anabolic steroids and growth hormones are for medical use only. State law prohibits possessing, dispensing, delivering, or administering an anabolic steroid or growth hormones in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

Paraphernalia

An individual will 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 individual to terminate his or her control. In addition, items in a car under the care, custody, control, or management of the individual will be in the individual's possession.

Exception

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

Violation

Individuals who violate this policy will be subject to appropriate disciplinary action, criminal prosecution, a fine(s), and/or imprisonment. As defined in the [Student Code of Conduct](#), disciplinary action for a Collin College student may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Disciplinary action for a Collin College employee may include referral to drug and alcohol counseling or rehabilitation programs or assistance programs, coaching, warning, administrative leave, recommendation for termination, and referral to appropriate law enforcement officials for prosecution.

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) will be strictly prohibited anywhere on Collin College property or in Collin College facilities. An individual

who violates this policy may be issued a citation by the Collin College Police Department and may face legal fines. Collin College students who violate this policy are also subject to disciplinary action as defined in the [Student Code of Conduct](#).

The following definition of electronic smoking devices is listed in the *College Terminology* section in the current [Collin College 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 smoking devices 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. (2019-2020 Collin College Student Handbook, p. 13)

For assistance with cessation, contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu.

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.

Section 6: Policies Regarding Dating Violence, Domestic Violence, Sexual Assault, and Stalking

In June 2019, the State of Texas enacted several laws regarding the policies and procedures for reporting and investigating incidents of dating violence, domestic violence, sexual assault, sexual harassment, and stalking. Collin College is in the process of implementing this new legislation. Additionally, it is anticipated that the U.S. Department of Education Office for Civil Rights (OCR) will release new federal regulations related to [Title IX of the Education Amendments of 1972 \(Title IX\)](#) in fall 2019. Collin College will begin implementation of these new federal regulations as soon as they are released.

To view the most current policies and procedures related to investigation and resolution of complaints against a Collin College student regarding dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, sexual violence, stalking, and retaliation, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

To view the most current policies and procedures related to investigation and resolution of complaints against a Collin College employee regarding dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, sexual violence, stalking, and retaliation, contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

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 Assault, and Stalking

Collin College prohibits all forms of dating violence, domestic violence, 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.

Definitions

In accordance with the [Clery Act](#) and [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#), the following definitions will be used when investigating complaints of dating violence, domestic violence, sexual assault, and stalking against a Collin College student or employee. These definitions are included in primary and ongoing prevention and training programs.

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 will be determined based on the reporting party's statement and with 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 (1) partner to gain or maintain power and control over another intimate partner" (Office on Violence Against Women, United States Department of Justice, <https://www.justice.gov/ovw/domestic-violence>).

Examples

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 cohabitates 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 Assault

Collin College's Definition

Collin College's term for sexual assault is "sexual violence."

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' definition of sexual assault 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; or*
- (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 dating violence, domestic violence, sexual assault, and/or stalking or another student or employee who, in good faith, makes a report of dating violence, domestic violence, sexual assault, and/or stalking, serves as a witness, or otherwise participates in an investigation.

Examples

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. Unlawful retaliation does not include petty slights or annoyances.

Prohibited Conduct

The term “prohibited conduct” includes dating violence, domestic violence, sexual assault, stalking, and retaliation as defined above, even if the behavior does not rise to the level of unlawful conduct.

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 when investigating a complaint of sexual assault against a Collin College student or employee:

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 (i.e., sexual assault).
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 (i.e., sexual assault).
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

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.
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 Collin College's Policies and the *Student Code of Conduct*

Any Collin College student or employee who believes he or she has experienced prohibited conduct or believes another student or employee 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
Chief Talent Officer, 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, Employee Relations
3452 Spur 399
McKinney, TX 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

For more information on bystander intervention and Collin College's I Got Your Back (IGYB) Bystander Awareness Project, go to www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html.

Risk Reduction Strategies

Risk reduction consists of options designed to decrease perpetration and bystander inaction, and to increase empowerment in an effort to promote safety and help individuals and communities address conditions that facilitate violence. Risk reduction strategies include, but are not limited to, the following.

1. Trust your intuition. It's right most of the time. If a situation feels uncomfortable or you are uncertain about something, trust your instincts, remove yourself from the situation, and ask for help.
2. If someone is behaving disrespectfully or making you feel uncomfortable, take steps to remove yourself from the situation early, especially if you are concerned it may become violent.
3. If you feel afraid or threatened, look for a Blue Light emergency phone, call the Collin College Police Department at **972.578.5555**, or dial **911**.
4. If you feel as though someone may be stalking you, talk to someone who understands these issues (e.g., Collin College Police Department, local law enforcement, Dean of Students Office, Counseling

Services) to help you clarify what's happening and develop a safety plan.

5. If you are being stalked, tell everyone you know. Ask your friends to keep an eye out for your stalker and report any suspicious or unusual activity to the Collin College Police Department at **972.578.5555** or local law enforcement at **911**.
6. Do not second-guess yourself or the intentions of the person attempting to harm you.
7. 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.
8. 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."
9. If you have indicated you do not want to engage in a particular sexual activity and your partner ignores you, take this as a sign he or she has no intention of taking your feelings into consideration. This will help you decide what to do next.
10. There is no shame in being a victim. Talk to someone who has knowledge of Collin College and community resources. There are many people on campus and in the community who can help you identify resources and options, and who may be able to reduce the impact on your well-being and help you end the abuse.
11. You have the right to defend your body, personal integrity, and yourself.
12. Your voice and your body are your best weapons. Learn effective ways to use them by taking a self-defense class.

13. 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.
14. 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.
15. Take responsibility for your alcohol intake and/or drug use. Using these substances lowers inhibitions and may make you a target.
16. 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.
17. Do not assume, "It can't happen to me."
18. If you see something of concern, say something.

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

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 assault. 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.methodisthealthsystems.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 or to decline to notify authorities 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

Metro: 972.424.1460

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: <https://www.wylietexas.gov/police.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 currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed professional counselors (LPCs). Additionally, Counseling Services can provide appropriate referrals to both on- and off-campus resources for Collin College students and employees. The Counseling Services Office can be reached at 972.881.5126 or personalcounseling@collin.edu.

Collin College employees can contact the Human Resources Office (HR) for advocacy and support. HR can assist employees with accommodations and reporting to law enforcement. Additionally, HR provides appropriate referrals to the Employee Assistance Program (EAP) and off-campus resources. HR can be reached at 972.758.3856 or hr@collin.edu.

Keep a Journal

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

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

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

Preservation of Evidence

Collin College recognizes that making the decision to report dating violence, domestic violence, sexual assault, and stalking may take time. Nevertheless, pending the decision to report, all individuals are strongly encouraged to take immediate steps to preserve evidence that may assist in proving the alleged criminal offense occurred; be helpful in

obtaining a protective order; or assist with an investigation by the police, Collin College, or both, should the victim choose to report the incident. 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

Collin College will provide written notification to all students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims both within Collin College and in the community. Additionally, when a student or employee reports to Collin College he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Collin College will provide the student or employee with a written explanation of his or her rights and options, including but not limited to:

1. procedures victims should follow,
2. information regarding confidentiality of victims and others,
3. campus and community victim services,
4. information regarding accommodations and protective measures, and
5. procedures for institutional disciplinary action.

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. All students and employees can access Collin College's *Written Notification of Victim's Rights and Options* packet in [Appendix C.1](#) of this document and also on Collin College's website at <https://www.collin.edu/studentresources/deanofstudents/CleryAct.html>. A paper copy of the *Written Notification of Victim's Rights and Options* packet can also be obtained at any of the following Dean of Students Office locations:

1. Collin Higher Education Center Suite 457,
2. Frisco Campus (Preston Ridge) Suite F-109,
3. McKinney Campus (Central Park) Suite B-336, or
4. Plano Campus (Spring Creek) Suite D-128.

Available Options and Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, Collin College will 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.

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

Course Schedule Adjustments

Students should contact the Dean of Students Office for assistance with course schedule adjustments.

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

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 8:00 a.m. to 5:00 p.m.

Phone: 972.758.3856

Email: hr@collin.edu

Website: www.collin.edu/hr/

Student Housing Changes

Only available for students living in Collin College Student Housing on the Plano Campus (Spring Creek).

Contact the director of student housing operations or designee for assistance with student housing changes.

Office Hours: Monday through Friday 9:00 a.m. to 6:00 p.m.

Phone: 972.881.5151

Email: studenthousing@collin.edu

Website: www.collin.edu/studenthousing/

Collin College No Contact Directive

If appropriate and depending on the nature of the dating violence, domestic violence, sexual assault, or stalking incident, Collin College's 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 incident 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. To request a no contact directive, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Temporary Immediate Suspension

If appropriate and depending on the nature of the dating violence, domestic violence, sexual assault, or stalking incident, Collin College's dean of students or designee may issue a temporary immediate suspension to a student pending a formal investigation and resolution of the disciplinary matter. The purpose of a temporary immediate suspension is to protect the safety of the entire Collin College community by temporarily removing the student from campus while the Dean of Students Office conducts a formal investigation. During the temporary immediate suspension period, the student is not allowed on any Collin College property or to attend any official Collin College activity, and is required to contact the Dean of Students Office to obtain permission prior to arriving on any Collin College campus for official meetings pertaining to the disciplinary case.

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 at 972.881.5604 or dos@collin.edu 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 at 972.881.5604 or dos@collin.edu for reinstatement procedures.

Court Orders of Protection

A State of Texas criminal, civil, or tribal court order of protection or no contact order may also be available to a victim of dating violence, domestic violence, sexual assault, or stalking through the appropriate local law enforcement agency and/or the court system. Collin College does not issue court orders or no contact orders. To request a court order or no contact order, contact the appropriate local law enforcement agency or court in the jurisdiction in which the incident occurred. Once a court order or no contact order is issued, the Collin College Police Department will enforce it. Therefore, students and employees should notify the Collin College Police Department at 972.578.5555 as soon as an order of protection or no contact order is issued.

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 Investigating Complaints of Dating Violence, Domestic Violence, Sexual Assault, and Stalking Against a Collin College Employee

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

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

See also the [Collin College Employee Complaint Procedures – Pursuant to DGBA \(LOCAL\)](#) document on pages 56 and 57, 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%20TJ.pdf.

Reporting Procedures

An employee or student who believes that he or she has experienced prohibited conduct or believes that another employee or student 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 or student may report the alleged acts to one (1) of the Collin College officials below or electronically through Collin College’s website at www.collin.edu/hr/complaints/Employee_Complaints.html.

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

In accordance with the [Texas Higher Education Code Section 51.9365](#), Collin College students and employees can report prohibited conduct anonymously. However, the submission of an

anonymous electronic report may impair Collin College’s ability to investigate and address the prohibited conduct.

Definition of Collin College Officials

Reports of discrimination based on sex, including dating violence, domestic violence, sexual assault, sexual harassment, and stalking, 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
Chief Talent Officer, 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, Employee Relations
3452 Spur 399
McKinney, TX 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

Other Anti-Discrimination Laws

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

Alternative Reporting Procedures

An employee or student will 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 will appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct will 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.

Contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu, or go to <https://pol.tasb.org/Policy/Search/304?filter=diaa> for more information regarding reporting procedures. To file a complaint with the Human Resources Office (HR), go to <https://www.collin.edu/hr/complaints/Employee%20Complaints%20Form%20Anonymous.html>.

Victims may contact the Collin College Police Department at 972.578.5555 to report a crime. If a victim requests assistance with reporting to law enforcement, a Collin College official will help the victim with that process. Victims have the right not to report a crime or to decline to notify authorities, including law enforcement, if they so choose.

Students may contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu to schedule a confidential meeting with a licensed professional counselor (LPC). Employees may contact the Human Resources Office (HR) Employee Assistance Program (EAP) at 972.758.3856 to schedule a confidential meeting with a licensed professional counselor (LPC).

Notice of Report

Any Collin College supervisor who receives a report of prohibited conduct will 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 will not insist upon, a written report. If a report is made orally, the Collin College official will reduce the report to written form.

Upon receipt or notice of a report, the Collin College official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Collin College official will 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 but may constitute a violation of other Collin College rules or regulations, the Collin College official will refer the complaint for consideration under the appropriate policy.

If appropriate, Collin College will 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 will 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 will conduct a prompt, fair, and impartial process from the initial investigation to the final result. At a minimum, all investigators will receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation that protects victim safety and promotes accountability. This annual training is conducted in

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 and 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.

person and includes, but is not limited to, information on the following topics:

1. basic procedural rules for conducting an investigation;
2. relevant evidence and how it should be used during an investigation;
3. proper techniques for questioning witnesses;
4. avoiding actual and perceived conflicts of interest;
5. conducting trauma-informed investigations;
6. updates to and new local, state, and federal regulations; and
7. how to provide appropriate advocacy and interim measures while maintaining confidentiality.

Advisor Presence During Meetings

Both the complainant and respondent may have an advisor (i.e., any individual who provides support, guidance, or advice) of his or her choice present during any meetings with the investigator. Collin College will not limit the complainant or respondent's choice of advisor or the advisor's presence in any meeting or institutional disciplinary proceeding. However, Collin College may establish restrictions regarding the extent to which the advisor may participate in the disciplinary proceedings, as long as these restrictions apply equally to both the complainant's and respondent's advisors.

Anticipated Timeline

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

Concluding the Investigation

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

Standard of Evidence

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

Simultaneous Written Notification of the Outcome

Collin College will provide simultaneous written notification of the outcome, within the extent permitted by applicable law, to the victim and the person against whom the complaint is filed. The parties will be given the opportunity to respond to the report.

In accordance with federal laws, information about the outcome regarding an employee respondent will be disclosed in writing to the victim in cases involving crimes of violence, dating violence, domestic violence, sexual assault, and stalking. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the victim's next of kin as the alleged victim, in accordance with the law.

This simultaneous written notification will 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 assault, 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 will 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 will 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 the applicable grievance policy beginning at the appropriate level. See Board policy [DGBA \(LOCAL\)](#) for employees, [FLD \(LOCAL\)](#) for students, and [GB \(LOCAL\)](#) for community members.

Collin College will provide simultaneous written notification 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.

In accordance with federal laws, information about the outcome of any appeal(s) regarding an employee

respondent will be disclosed in writing to the victim in cases involving crimes of violence, dating violence, domestic violence, sexual assault, and stalking. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the victim's next of kin as the alleged victim, in accordance with the law.

This simultaneous written notification will 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 assault, 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.

Records Retention

Retention of records will 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>.

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

When a student is named as the respondent in a complaint alleging dating violence, domestic violence, sexual assault, 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 [Collin College Student Handbook](#) in the *Student Code of Conduct, Chapter 4: Dating Violence, Domestic Violence, Sex Discrimination, Sexual Assault, Sexual Harassment, Sexual Violence, Stalking and Retaliation Prohibited* and Board policy FFDA (LOCAL)

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

Allegations of dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, sexual violence, stalking, and retaliation against a Collin College student or prospective student will be handled by the Dean of Students Office, which may utilize the student disciplinary process. For more information, see *Chapter 7: Disciplinary Procedures* in the current [Student Code of Conduct](#). To view the Board policies associated with the student disciplinary process, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline%20procedures>.

See also the [Student Complaints Pursuant to Board Policy FFDA \(LOCAL\) Dating Violence, Domestic Violence, Sex Discrimination, Sexual Assault, Sexual Harassment, Sexual Violence, Stalking, and Retaliation Flowchart](#) on page 63 and the [Dean of Students Office Student Disciplinary Process Flowchart](#) on page 64, 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 dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, sexual violence, stalking, and/or retaliation will be subject to appropriate disciplinary action.

Reporting Procedures

Responsible Employee

For purposes of this policy, a “responsible employee” is an employee:

1. who has the authority to remedy prohibited conduct,
2. who has been given the duty of reporting incidents of prohibited conduct, 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 in the [Definition of Collin College Officials](#) subsection below.

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee or submit the report electronically through Collin College’s website at www.collin.edu/hr/complaints/Student_FFDA_Complaint.html.

In accordance with the [Texas Higher Education Code Section 51.9365](#), Collin College students can report prohibited conduct anonymously. However, the submission of an anonymous electronic report may impair Collin College’s ability to investigate and address the prohibited conduct.

Employee Report

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 will immediately notify the appropriate Collin College official listed in this policy and will take any other steps required by this policy. An employee who does not meet the description of a responsible employee in accordance with this policy may alternatively submit the report electronically via Collin College’s website at www.collin.edu/hr/complaints/Employee_Complaints.html.

In accordance with the [Texas Higher Education Code Section 51.9365](#), Collin College employees can report prohibited conduct anonymously. However, the submission of an anonymous electronic report may

impair Collin College's ability to investigate and address the prohibited conduct.

Definition of Collin College Officials

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

Title IX Coordinators

Reports of discrimination based on sex, including dating violence, domestic violence, gender-based harassment, sexual assault, sexual harassment, and stalking, 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
Chief Talent Officer, 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, Employee Relations
3452 Spur 399
McKinney, TX 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

Other Anti-Discrimination Laws

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

Alternative Reporting Procedures

A student will 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 of Trustees (Board). If a report is made directly to the Board, the Board will 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.

Contact the Dean of Students Office at 972.881.5604 or dos@collin.edu, or go to <https://pol.tasb.org/Policy/Search/304?filter=ffda> for more information regarding reporting procedures. To file a Student Incident Report with the Dean of Students Office, go to <https://k1.caspio.com/dp.asp?AppKey=eaab3000114b800ca9d8443991b1>.

Victims may contact the Collin College Police Department at 972.578.5555 to report a crime. If a victim requests assistance with reporting to law enforcement, a Collin College official will help the victim with that process. Victims have the right not to report a crime or to decline to notify authorities, including law enforcement, if they so choose.

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

the Human Resources Office (HR) Employee Assistance Program (EAP) at 972.758.3856 to schedule a confidential meeting with a licensed professional counselor (LPC).

Amnesty

In accordance with the [Texas Higher Education Code Section 51.9366](#), Collin College will give amnesty to (i.e., not take 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 prohibited conduct as defined by this policy. 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 or assistance in the commission of prohibited conduct as defined by this policy.

Investigation of the Report

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

Initial Assessment

Upon receipt or notice of a report, the Collin College official will determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Collin College official will immediately notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint.

If the Collin College official determines that the allegations, if proven, would not constitute prohibited conduct as defined by the policy but may constitute a violation of other Collin College rules or regulations, the Collin College official will refer the complaint for consideration under the appropriate policy.

Informal Resolution

If the parties voluntarily agree to participate in informal resolution of the complaint, the Collin

College official will determine if informal resolution is appropriate for the complaint. If the official determines that informal resolution is appropriate, then the official may facilitate that resolution. If the official does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.

Formal Resolution

If any of the parties decline to participate in informal resolution of the complaint or the Collin College official finds informal resolution of the complaint to be inappropriate, the Collin College official will authorize or undertake an investigation, except as provided below in the [Criminal Investigation](#) subsection.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, Collin College will promptly take interim action calculated to address prohibited conduct prior to the completion of Collin College's investigation. For more 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 will have received appropriate training regarding the issues related to the complaint and the relevant Collin College policy and procedures. The investigator will conduct a prompt, fair, and impartial process from the initial investigation to the final result.

At a minimum, all investigators will receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation that protects victim safety and promotes accountability. This annual training is conducted in person and includes, but is not limited to, information on the following topics:

Student Complaints Pursuant to Board Policy FFDA (LOCAL) Dating Violence, Domestic Violence, Sex Discrimination, Sexual Assault, Sexual Harassment, Sexual Violence, Stalking, and Retaliation Flowchart

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

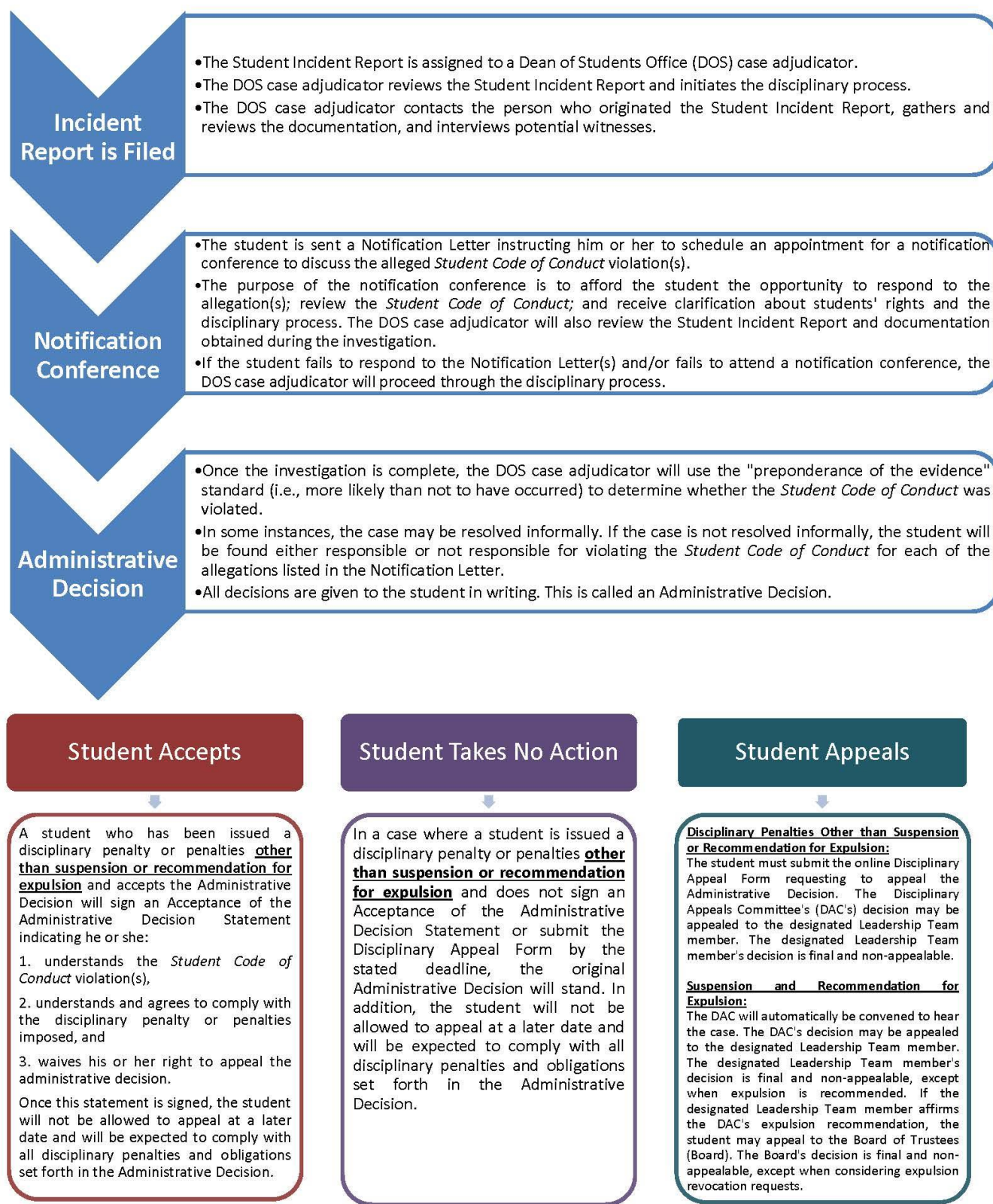
- The DOS case adjudicator initiates an investigation and meets separately with the complainant, respondent, and witnesses.
- If appropriate and approved by the Title IX coordinator for students or designee, the DOS case adjudicator imposes interim action, which may include but is not limited to: placing 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 U.S. 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 Disciplinary Process Flowchart



1. basic procedural rules for conducting an investigation;
2. relevant evidence and how it should be used during an investigation;
3. proper techniques for questioning witnesses;
4. avoiding actual and perceived conflicts of interest;
5. conducting trauma-informed investigations;
6. updates to and new local, state, and federal regulations; and
7. how to provide appropriate advocacy and interim measures while maintaining confidentiality.

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.

See the [Student Complaints Pursuant to Board Policy FFDA \(LOCAL\) Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, Sexual Violence, Stalking, and Retaliation Flowchart](#) on page 63 and the [Dean of Students Office Student Disciplinary Process Flowchart](#) on page 64 for more information regarding Collin College's investigation.

Advisor Presence During Meetings

Both the complainant and student respondent may have an advisor (i.e., any individual who provides support, guidance, or advice) of his or her choice present during any meetings with the investigator. Collin College will not limit the complainant or student respondent's choice of advisor or the advisor's presence in any meeting or institutional disciplinary proceeding. However, Collin College may establish restrictions regarding the extent to which the advisor may participate in the disciplinary proceedings, as long as these restrictions apply

equally to both the complainant's and student respondent's advisors.

Criminal Investigation

If a law enforcement or regulatory agency notifies Collin College that a criminal or regulatory investigation has been initiated, Collin College will confer with the agency to determine if Collin College's investigation would impede the criminal or regulatory investigation. Collin College will 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 will promptly resume its investigation.

Anticipated Timeline

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 will take additional time if necessary to complete a thorough investigation.

Concluding the Investigation

The investigator will prepare a written report of the investigation. The report will be filed with the Collin College official overseeing the investigation. The parties will be given the opportunity to respond to the report.

Standard of Evidence

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

Simultaneous Written Notification of the Outcome

Collin College will provide simultaneous written notification of the outcome, 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.

In accordance with federal laws, information about the outcome regarding a student respondent will be disclosed in writing to the victim in cases involving crimes of violence, dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, sexual violence, stalking, and retaliation. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the victim's next of kin as the alleged victim, in accordance with the law.

This simultaneous written notification will 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 assault, 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

Collin College will determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using the preponderance of the evidence standard (i.e., more likely than not to have occurred). If the results of an investigation indicate that prohibited conduct occurred, Collin College will 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%20procedures>.

Corrective Action

Examples of corrective action may include, but are not limited to, the following:

1. providing a training program for those involved in the complaint,
2. providing a comprehensive education program for the Collin College community,
3. providing counseling for the victim and the student who engaged in the prohibited conduct,
4. permitting the victim or student who engaged in the prohibited conduct to drop a course in which they are both enrolled without penalty,
5. conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred,
6. involving students in efforts to identify problems and improve the Collin College climate,
7. increasing staff monitoring of areas where prohibited conduct has occurred, and
8. reaffirming Collin College's policy against dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, sexual violence, stalking, and retaliation.

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

Exception

Collin College will minimize attempts to require a victim who complains of dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, sexual violence, stalking, and retaliation to resolve the problem directly with the person who engaged in the prohibited conduct; however, if that is the most appropriate resolution method, Collin College will be involved in an appropriate manner.

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%20procedures>.

Confidentiality

To the greatest extent possible, Collin College will 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 [Clergy 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 party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance process, beginning at the appropriate level. See Board policies DGBA (LOCAL) for employees, FMA

(LOCAL) for students, and GB (LOCAL) for community members located at <https://pol.tasb.org/Policy/Search/304?filter=appeals>. See also *Chapter 10: Appealing the Administrative Decision* and *Chapter 11: Appealing the Disciplinary Appeals Committee's (DAC's) Decision* in the [Student Code of Conduct](#) for students. A party will be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).

Collin College will provide simultaneous written notification of the outcome of any appeal(s), within the extent permitted by the [Family Educational Rights and Privacy Act \(FERPA\)](#) or other law, to the victim and the person against whom the complaint is filed. The parties will be given the opportunity to respond to the report.

In accordance with federal laws, information about the outcome of any appeal(s) regarding a student respondent will be disclosed in writing to the victim in cases involving crimes of violence, dating violence, domestic violence, sex discrimination, sexual assault, sexual harassment, sexual violence, stalking, and retaliation. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the victim's next of kin as the alleged victim, in accordance with the law.

This simultaneous written notification will 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 assault, 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.

Records Retention

Retention of records will 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 assault, 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

A student will be subject to discipline for violations of Collin College policies and procedures, including the rules outlining expectations for student conduct. See the *Student Code of Conduct, Chapter 6: Student Code of Conduct Violations* in the current [Collin College Student Handbook](#) for more information. If a student commits an infraction or engages in misconduct, including, but not limited to, dating violence, domestic violence, sexual assault, 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 will 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 will have the action noted in the student's permanent record.

For additional information regarding penalties for student misconduct, see the *Student Code of Conduct, Chapter 9: Disciplinary Penalties, Penalties for Student Misconduct* in the current [Collin College Student Handbook](#) and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>, or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Suspended or Expelled Students

No former student who has been suspended or expelled from Collin College for disciplinary reasons will 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 the Board of Trustees (Board).

For additional information regarding suspended or expelled students, see the *Student Code of Conduct, Chapter 9: Disciplinary Penalties, Suspended or Expelled Students* in the current [Collin College Student Handbook](#) and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>, or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Disciplinary Notations on Collin College Transcripts

In accordance with [Section 51.9364, Texas Higher Education Code](#), in disciplinary cases where a student is suspended or expelled, Collin College will include on the student's transcript a notation stating the student is ineligible to reenroll at Collin College for a disciplinary reason.

At the student's request, Collin College may remove from the student's transcript the disciplinary notation if:

1. the student is eligible to reenroll at Collin College, or
2. Collin College determines good cause exists to remove the disciplinary notation.

For additional information regarding disciplinary notations on Collin College transcripts, see the *Student Code of Conduct, Chapter 9: Disciplinary Penalties, Disciplinary Notations on Collin College Transcripts* in the current [Collin College Student Handbook](#) or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

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. This may include, but is not limited to, working with the student's professor(s) to permit the student to make up missed coursework, revoking a temporary immediate suspension, coordinating with the Collin College Police Department to revoke a criminal trespass warning notice, and at the student's request assisting with obtaining a late withdrawal.

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 will stand.

Reinstatement After Suspension

Once the student's suspension period has elapsed, the student will be required to meet with the dean of students or designee prior to returning to Collin College. During the reinstatement meeting, the dean of students or designee will review the current [Student Code of Conduct](#), reinforce that any additional violation(s) of the [Student Code of Conduct](#) will be considered grounds for additional disciplinary

action, up to and including expulsion from Collin College, and request the student sign the *Reinstatement After Suspension or Expulsion Form*. Once the meeting with the dean of students or designee is concluded, the student will be allowed to return to all Collin College campuses, and will be considered to be in good disciplinary standing.

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. The student must complete the *Expulsion Revocation Form* and return it to the dean of students or designee in order to initiate the process. Contact the Dean of Students Office at 972.881.5604 or dos@collin.edu to request an *Expulsion Revocation Form*.

Once the completed *Expulsion Revocation Form* is received, the dean of students or designee will forward it to the Board for consideration. The Board will vote on the petition to revoke the expulsion during a regular monthly meeting. If the petition to revoke the expulsion is approved, the student will be required to meet with the dean of students or designee prior to returning to Collin College.

During the reinstatement meeting, the dean of students or designee will review the current [Student Code of Conduct](#), reinforce that any additional violation(s) of the [Student Code of Conduct](#) will be considered grounds for additional disciplinary action, up to and including expulsion from Collin College, and request the student sign the *Reinstatement After Suspension or Expulsion Form*. Once the meeting with the dean of students or designee is concluded, the student will be allowed to return to all Collin College campuses, and will be considered to be in good disciplinary standing.

If the petition to revoke expulsion is not approved, the student's expulsion will remain in effect, and the student will not be allowed to return to Collin College.

For additional information regarding reinstatement procedures, see the *Student Code of Conduct, Chapter*

12: Petition to Revoke Expulsion and *Chapter 13: Reinstatement Procedures* in the current [Collin College Student Handbook](#) and Board policy FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fma>, or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Student Disciplinary Records

To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia> and <https://pol.tasb.org/Policy/Search/304?filter=fm>.

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

The disciplinary record will be maintained permanently in the event that a student is expelled or subject to an extended suspension (i.e., a 3- or 4-year suspension). In all other cases, the disciplinary record will 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](#)).

In certain disciplinary cases where a student is ineligible to reenroll at Collin College, a disciplinary notation will also be placed on his or her Collin College transcript. See the [Disciplinary Notations on Collin College Transcripts](#) section in this document for more information.

For additional information regarding student disciplinary records, see the *Student Code of Conduct, Chapter 7: Disciplinary Procedures, Disciplinary Records* in the current [Collin College Student](#)

[Handbook](#) or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Campus and Community Resources

If any member of the Collin College community is a victim of dating violence, domestic violence, sexual assault, and/or stalking, there are resources on campus and off campus from which the individual may seek support. With the exception of the Collin College Dean of Students Office and Human Resources Office (HR), contacting any of these resources is not considered an official report to Collin College of prohibited conduct. A written copy of this information can be obtained by contacting the Dean of Students Office at 972.881.5604 or dos@collin.edu or the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

Resources Available On Campus

Accommodations at Collin College for Equal Support Services (ACCESS) Office (Disability Services)

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:

Frisco Campus (Preston Ridge) – 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.

McKinney Campus (Central Park) – 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.

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

Phone: 972.881.5898

Website: <https://www.collin.edu/studentresources/disabilityservices/index.html>

Collin College Student Housing

Provides housing at the Plano Campus (Spring Creek) for current Collin College students. Assists with housing changes only for students who are already residing on the property.

Office Hours: Monday through Friday 9:00 a.m. to 6:00 p.m.

Phone: 972.881.5151

Email: studenthousing@collin.edu

Website: www.collin.edu/studenthousing/

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:

Frisco Campus (Preston Ridge) – 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.

McKinney Campus (Central Park) – 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.

Plano Campus (Spring Creek) – Monday through Thursday 8:00 a.m. to 8:00 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

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:

All Campuses – 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 and Veterans Services 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:

Frisco Campus (Preston Ridge) – 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.

McKinney Campus (Central Park) – 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.

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

Phone Numbers:

Frisco Campus (Preston Ridge) – 972.377.1760

McKinney Campus (Central Park) – 972.548.6760

Plano Campus (Spring Creek) – 972.881.5760

Website: <https://www.collin.edu/gettingstarted/financialaid/>

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: www.collin.edu/hr/

International Student Office – Visa and Immigration Assistance

Provides visa and immigration assistance for Collin College students.

Office Hours:

Plano Campus (Spring Creek) – 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

Resources Available Off Campus

Center for Changing Our Campus Culture

Email: info@changingourcampus.org

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

Collin County Council on Family Violence

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

CHETNA – Culture-Specific Services for South Asian Victims of Domestic Violence

Phone: 888.924.3862

Email: chetna@chetna-dfw.org

Website: www.chetna-dfw.org

Collin County Cares – Searchable Directory of Service Providers

Website: https://collincares.org/agency1_list.php

Department of Defense (DoD) Safe Helpline

Phone: 877.995.5247

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

End Violence Against Women International (EVAWI)

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

Family Law Line – Access to Legal Services for Family Law and Domestic Violence

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

Phone: 800.777.3247

Family Violence Legal Line – Access to Legal Services

Phone: 800.374.4673

Hope’s Door New Beginning Center – Shelter, Family Services, and Transitional Housing

24-Hour Hotline: 972.276.0057

Phone: 972.422.2911

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

Legal Aid for Survivors of Sexual Assault (LASSA)

Phone: 800.991.5153

Website: www.legalaidforsurvivors.org/

LGBT National Help Center

Phone: 888.843.4564

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

LifePath Systems – Mental Health Services

Crisis Hotline: 877.422.5939

Phone: 972.562.0190

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

Love Is Respect

Phone: 866.331.9474 or 866.331.8453 (TTY)

Text: “loveis” (22522)

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

National Coalition Against Domestic Violence (NCADV)

Phone: 800.799.7233

Website: www.ncadv.org/

The National Domestic Violence Hotline (The Hotline)

Available 24 Hours a Day

Phone: 800.799.7233 or 800.787.3224 (TTY)

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

National Human Trafficking Hotline

Phone: 888.373.7888

Text: “BeFree” (233733)

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

National Sexual Assault Hotline Operated by RAINN

Available 24 Hours a Day

Phone: 800.656.4673

National Sexual Violence Resource Center (NSVRC)

Phone: 877.739.3895 or 717.909.0715 (TTY)

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

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

Phone: 202.307.6026

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

Pandora’s Project – Support and Resources for All Survivors of Rape and Sexual Abuse (Including Male and LGBTQ Survivors), Their Families, and Friends

Phone: 612.234.4204

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

Partners in Prevention

Phone: 800.799.7233

Website: www.enddomesticabuse.org

Planned Parenthood – STI Testing, Birth Control, and Pregnancy Options

Phone: 800.230.7526

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

Rape, Abuse, and Incest National Network (RAINN)

24-Hour Hotline: 800.656.4673

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

Real Options for Women – Pregnancy Options, STI Testing, and Counseling

1776 W. McDermott Dr.

Suite 100

Allen, TX 75013

Phone: 214.238.9389

Text: 972.805.1454

Email: info@realoptionstx.com

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

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

9696 Skillman

Suite 320

Dallas, TX 75243

Phone: 214.821.4883

Email: dallas@rstx.org

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

Safe Horizon

Phone: 800.621.4673

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

Texas Abuse, Neglect, and Exploitation Reporting System and Hotline

Phone: 800.252.5400

Website: <https://www.txabusehotline.org/Login/Default.aspx>

Texas Advocacy Project

Phone: 800.374.4673

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

Texas Association Against Sexual Assault (TAASA)

Phone: 512.474.7190

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

Texas Attorney General's Office Crime Victim Services

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

Phone: 800.983.9933 or 512.936.1200

Website: <https://www.texasattorneygeneral.gov/crime-victims>

Texas Law Help

Phone: 844.303.7233

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

Texas Legal Services Center

Phone: 844.303.7233 or 512.477.6000

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

Texas Muslim Women's Foundation

24-Hour Domestic/Family Violence Hotline:
972.880.4192

Phone: 877.724.5699 or 469.467.6241

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

The Turning Point Rape Crisis Center

3325 Silverstone Dr.

Plano, TX 75023

24 Hour Crisis Hotline: 800.886.7273

Phone: 972.985.0951

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

Traffick 911

4575 Claire Chennault

Addison, TX 75001

Phone: 817.575.9923

Website: <https://www.traffick911.com/>

U.S. Citizenship and Immigration Services Dallas Field Office

6500 Campus Circle Drive East

Irving, TX 75063

By Appointment Only

Phone: 800.375.5283

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 and Intervention Programs

Collin College has developed an alcohol and substance abuse 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. [Table 7.1](#) lists all of Collin College's alcohol and substance abuse prevention and intervention programs.

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, 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 prevention, safety, and security awareness 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. [Table 7.2](#) lists all of Collin College's crime prevention, safety, and security awareness programs.

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. 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. Additionally, SOBI offers joint presentations and training sessions with the Collin College Police Department, Counseling Services, and Dean of Students Office. These presentations and training sessions teach participants tactics and practical tools to de-escalate difficult situations. Participants are able to bring in real-life examples and obtain assistance with effectively managing difficult situations they have had to face. 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.

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 and Prevention of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Periodically throughout the academic year, the Collin College Police Department, Counseling Services, Dean of Students Office, and Strategies of Behavioral Intervention (SOBI) Committee present programs and training sessions to promote prohibition, prevention, and awareness of dating violence, domestic violence, sexual assault, and stalking. Information on Collin College's and the State of Texas' definitions of dating violence, domestic violence, sexual assault, stalking, and consent to sexual activity; personal safety; safe and positive options for bystander intervention; the importance of preserving evidence; risk reduction strategies; and reporting options are presented during these programs and training sessions. Dating violence, domestic violence, sexual assault, and stalking awareness and prevention programs are offered on a continual basis.

In order to comply with the federal government's mandated training requirement under the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#), Collin College provides primary prevention and awareness programs on dating violence, domestic violence, sexual assault, stalking, and other relevant topics to all incoming students, faculty, and staff. These programs include information on Collin College's and the State of Texas' definitions of dating violence, domestic violence, sexual assault, stalking, and consent to sexual activity; personal safety; safe and positive options for bystander intervention; the importance of preserving evidence; risk reduction strategies; and reporting options. [Table 7.3](#) lists all of Collin College's primary prevention and awareness programs.

Ongoing prevention and awareness programs (e.g., presentations, seminars, trainings, videos, etc.) on dating violence, domestic violence, sexual assault, stalking, and other relevant topics are also offered to all new and returning students, faculty, and staff members throughout the academic year. These programs include information on Collin College's and

the State of Texas' definitions of dating violence, domestic violence, sexual assault, stalking, and consent to sexual activity; personal safety; safe and positive options for bystander intervention; the

importance of preserving evidence; risk reduction strategies; and reporting options. [Table 7.4](#) lists all of Collin College's ongoing prevention and awareness programs.

Table 7.1: Alcohol and Substance Abuse Prevention Programs

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
<p>Alcohol and Drugs Awareness Seminar and Essay Educational Project Experience (EPE)</p>	<p>This 2-hour 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 physiological effects of drugs and alcohol, including both physical and neurological effects; consequences for irresponsible drug use and drinking; and harm reduction techniques for drug and alcohol use. In addition, this seminar includes a discussion of stress management techniques and choices, options, and decision-making tips. Finally, the presenter and student discuss the benefits of change and the motivations for change.</p> <p>Students must write a 2- to 3-page reaction essay capturing the personal insight they gleaned after attending the Alcohol and Drugs Awareness</p>	<ol style="list-style-type: none"> 1. Counseling Services 2. Dean of Students Office 	<p>On an as-needed basis</p>	<p>Call 972.881.5604 or email dos@collin.edu</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	Seminar. Students are given a deadline by which the Drug/Alcohol Seminar must be completed and the reaction essay returned to the Dean of Students Office. Essays are evaluated by the case adjudicator(s) and run through Turnitin.com before the disciplinary hold is removed.			
Alcohol and Drugs Education	Collin College offers students, faculty, staff, and community members multiple ways to learn about the impact of alcohol and drug use and abuse. Examples include, but are not limited to, classes within the Kinesiology program such as Personal and Community Health, Introduction to Physical Fitness and Wellness, and Concepts of Physical Fitness. Additionally, the Sociology department offers a class titled Drug Use and Abuse. Furthermore, Student Engagement sponsors interactive educational experiences for students that demonstrate what it feels and looks like to walk and	<ol style="list-style-type: none"> 1. Collin College Kinesiology Classes 2. Collin College Sociology Classes 3. Counseling Services 4. Dean of Students Office 5. Human Resources Employee Assistance Program (EAP) 6. Student Engagement 	<p>Classes are offered through the Kinesiology and Sociology programs every semester, and enrollment is open to all individuals who meet Collin College's registration and pre-requisite requirements</p> <p>Events and programs sponsored by Student</p>	<p>For Kinesiology and Sociology Classes: See the current semester class schedule located on Collin College's website at https://studentself.serviceapplications.collin.edu/StudentRegistrationSsbTcc/ssb/term/termSelection?mode=search</p> <p>For Student Engagement Programs: Email</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>drive while under the influence.</p> <p>Students are also offered opportunities through the Counseling Services Office to receive personal resources and assistance. Faculty and staff have the option to utilize the Employee Assistance Program (EAP) offered through the Human Resources Office (HR). Programs include, but are not limited to, personal counseling referrals and alcohol and drug dependency referrals.</p> <p>The Dean of Students Office requires students who have been found responsible for a drug or alcohol violation to complete an Educational Project Experience (EPE) either online or in person with a licensed professional counselor. See “Alcohol and Other Drugs Canvas Module Educational Project Experience (EPE)” and “Alcohol and Drugs Awareness Seminar and Essay Educational Project Experience</p>		<p>Engagement are offered every spring semester at all three (3) of Collin College’s main campuses</p> <p>Counseling Services Office, Dean of Students Office, and Human Resources Office (HR) programs are offered on an as-needed basis</p>	<p>studentengagement@collin.edu</p> <p>For Counseling Services Programs: Call 972.881.5126, email personalcounseling@collin.edu, or go to www.collin.edu/studentresources/counseling/index.html</p> <p>For Dean of Students Office Programs: Call 972.881.5604 or email dos@collin.edu</p> <p>For Human Resources Office (HR) Programs and the Employee Assistance Program (EAP): Call</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	(EPE)" in this table for more information.			972.599.3164 or go to https://www.deeroakseap.com/
Alcohol and Other Drugs Canvas Module Educational Project Experience (EPE)	An overview of alcohol and controlled substances. This module includes information on alcohol use and abuse; health problems associated with alcohol abuse; what a standard drink is; questions to think about when considering whether an individual may have an alcohol use disorder; cigarettes, tobacco, and e-cigarettes; commonly abused stimulants, depressants, and hallucinogens; signs of substance dependence; prevention and treatment; the importance of seeking appropriate resources and assistance if students are dealing with issues related to use and abuse of alcohol or other drugs; and contact information if additional information or assistance is needed. After students watch the video they must complete a 10 question quiz.	1. Dean of Students Office	On an as-needed basis	Call 972.881.5604 or email dos@collin.edu
College Disciplinary Action	The appropriate disciplinary process is initiated when there is an allegation that a student or employee has	1. Dean of Students Office (Student Disciplinary Action)	On an as-needed basis when a Collin	For Student Disciplinary Action:

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>violated Collin College's alcohol or drug policy and/or local, state, or federal alcohol or drug laws.</p> <p>If a student is found responsible for an alcohol or drug violation of the Student Code of Conduct, the penalty imposed may range from Conditional Probation to recommendation for Expulsion.</p> <p>A Collin College employee who is convicted (including a plea of nolo contendere) of a criminal drug statute violation occurring in the workplace will notify Collin College of such conviction by informing the chief talent officer within five (5) days after the conviction. An employee or designee (if the employee is incarcerated) will provide written notification to his or her immediate supervisor via verifiable email or certified letter within three (3) calendar days of any arrest, indictment, conviction, no contest, guilty plea, or other adjudication of the employee for violation of a criminal drug statute occurring in the workplace. Violation of any policies,</p>	<p>2. Human Resources Office (HR; Faculty and Staff Disciplinary Action)</p>	<p>College student or employee is found responsible for a violation</p>	<p>See the current Student Code of Conduct, call 972.881.5604, email dos@collin.edu, or go to https://www.collin.edu/studentresources/deanofstudents/</p> <p>For Faculty and Staff Disciplinary Action: Call 972.758.3856, email tjacobson@collin.edu, or go to https://www.collin.edu/hr/index.html</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	regulations, or guidelines may result in disciplinary action through the Human Resources Office (HR), up to and including termination of employment.			
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 and the most recent biennial review are located on Collin College’s website.	<ol style="list-style-type: none"> 1. Know Now 2. Counseling Services 3. Dean of Students Office 	<p>Dissemination of Materials: Annually by October 1st</p> <p>Survey and Program Review: Every two (2) years (next survey and program review will be completed in 2020)</p>	<p>Call 972.881.5126 or go to www.collin.edu/studentresources/deanofstudents/DrugFreeSchoolsandCommunitiesAct.html</p>
Health and Safety Fair	The purpose of the annual Health and Safety Fair is to assist participants with discovering new ways to make healthy choices. The Health and Safety Fair is open to the public and offers free health screenings including, but not limited to, glucose, spinal, blood pressure, hearing, body fat checks, and HIV testing. Blood donations are taken on site. Education on healthy eating, exercise options, and other wellness	<ol style="list-style-type: none"> 1. The Health and Safety Fair Committee 2. McKinney Campus (Central Park) 3. Collin College’s Health Sciences and Nursing Programs 	One (1) time each academic calendar year on a Friday in March	Email Dr. Linda Muysson at lmuysson@collin.edu

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>activities is also offered. Representatives from dozens of local health care providers, wellness facilities, and Collin College's Health Sciences programs are on-hand to answer questions and provide services. Safety demonstrations, including the proper use of a fire extinguisher, car seat installation, and the chance to wear "drunk goggles" are available. Local emergency services including a helicopter, fire truck, and an ambulance are positioned for viewing by the public, and visitors have the opportunity to tour Collin College's Cary A. Israel Health Sciences Center.</p>			
Know Now	<p>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.</p>	<ol style="list-style-type: none"> 1. Counseling Services 	<p>A variety of presentations are offered at each of Collin College's three (3) main campuses during the fall and spring semesters</p>	<p>Call 972.881.5126 or go to www.collin.edu/studentresources/knownow/index.html</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
Personal Counseling	When an individual is experiencing difficulties in school, work, or life, including issues with alcohol and/or drug use and abuse, personal counseling can be of assistance. Personal counseling can help with self-confidence, problem solving, and decision making for emotional well-being.	<ol style="list-style-type: none"> 1. Counseling Services 2. Human Resources Office (HR) Employee Assistance Program (EAP) 	On an as-needed basis	<p>Students: Call 972.881.5126, email personalcounseling@collin.edu, or go to www.collin.edu/studentresources/counseling/index.html</p> <p>Employees: Call 972.758.3856</p>
Referral Services	If it is determined that a Collin College student, faculty, or staff member may need additional assistance which cannot be provided through a certain department, the individual may be referred to a more specified area. Students, who are in need of assistance with alcohol and/or drug issues may be referred to Collin College's Counseling Services Office and/or appropriate community resources off-campus. Collin College employees who are in need of assistance with alcohol and/or drug issues may be referred to the Employee Assistance Program (EAP) and/or appropriate community	<ol style="list-style-type: none"> 1. Counseling Services 2. Dean of Students Office 3. Human Resources Office (HR) Employee Assistance Program (EAP) 	On an as-needed basis	<p>Students: Call 972.881.5126 or 972.881.5604, email personalcounseling@collin.edu or dos@collin.edu, or go to www.collin.edu/studentresources/counseling/index.html</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	resources off-campus.			Employees: Call 972.758.3856
Safe Break Week	Safe Break Week is a district-wide event that takes place the week before Spring Break each year. During this event, Student Engagement offers multiple activities for students to participate in that cover topics such as distracted driving, water safety, travel safety, and safe sex. Distracted driving interactive events include, but are not limited to, a driving simulator where students can virtually drive a car while under the influence in order to better understand the impact of driving while intoxicated. Additionally, students can attempt walking in a straight line while wearing “drunk goggles.” This demonstration is intended to help students understand how balance is affected while under the influence.	1. Student Engagement	Every spring semester during the week before Spring Break at all three (3) of Collin College’s main campuses	Contact Student Engagement at studentengagement@collin.edu

Table 7.2: Crime Prevention, Safety, and Security Awareness Programs

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
<p>Advanced Home Disaster Preparedness</p>	<p>This course builds on the lessons from the Basic Home Disaster Preparedness course and provides a tabletop exercise to evaluate the home plan, discussion on low-cost preparedness options, and hands-on training.</p> <p>Suggested Prerequisites: Basic Home Disaster Preparedness, Medical Response, FEMA IS-909.</p>	<p>1. Office of Emergency Management (OEM)</p>	<p>As requested</p>	<p>Email emergencymanagement@collin.edu</p>
<p>Basic Home Disaster Preparedness</p>	<p>Emergencies happen, so what do you do when they happen at home? This session provides Collin College students, faculty, and staff with an overview of threats and hazards in the community, as well as information on how to protect your home and make sure you have the proper insurance coverage. This training also includes a step-by-step checklist to help you take action to become better prepared at home and a resource guide which includes tools and tips for home preparedness.</p>	<p>1. Office of Emergency Management (OEM)</p>	<p>As requested</p>	<p>Email emergencymanagement@collin.edu</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	Suggested Prerequisites: Medical Response.			
Campus Safety Training	<p>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:</p> <ol style="list-style-type: none"> 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 assault, 13. stalking, 	<ol style="list-style-type: none"> 1. Dean of Students Office 2. Admissions and Records Office (ARO) 	On an as-needed basis	<p>For more information regarding the Mandatory Campus Safety Training hold: Call 972.881.5902 or log into CougarWeb at https://cougarweb.collin.edu</p> <p>For more information regarding the Campus Safety Training content and resources: Call 972.881.5604 or email dos@collin.edu</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>14. the investigation and student disciplinary processes, and</p> <p>15. potential disciplinary penalties if a student is found responsible for a violation of the Student Code of Conduct.</p> <p>All incoming freshmen and transfer students are required to access the 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 the 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 the mandatory online Campus Safety Training is tracked by the Admissions and Records Office (ARO).</p>			
Civilian Response to Active Shooter	Collin College Police Department officers who have been trained in	1. Collin College Police Department	At least one (1) time per semester	Call 972.578.5555 or go to

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
Events (CRASE) Training	<p>Civilian Response to Active Shooter Events (CRASE) conduct training sessions 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 (ALERTT) 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.</p>		at each of Collin College’s main campuses	www.collin.edu/campuspolice/
The Clery Act and Campus Security Authorities Online Training	<p>This mandatory online training is intended to give Collin College’s faculty and staff an in-depth look at their responsibilities under the <i>Clery Act</i> as campus security authorities (CSAs). Topics covered include, but are not limited to:</p>	<ol style="list-style-type: none"> Human Resources Office (HR) 	Must be completed by every Collin College employee designated as a campus security authority (CSA) one (1) time each	Call 972.758.3856

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<ol style="list-style-type: none"> 1. <i>Clery Act</i> definitions and requirements; 2. who is a CSA; 3. CSA's responsibilities and reporting requirements; 4. how, what, and to whom to report; 5. emergency notifications; 6. timely warning notices; 7. campus crime statistics; and 8. appropriate resources on- and off-campus. 		academic calendar year	
Coffee with the Cops	<p>The Collin College Police Department offers "Coffee with the Cops" sessions 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.</p> <p>During these sessions, Collin College Police Department officers present information on campus safety and security, crime prevention and</p>	<ol style="list-style-type: none"> 1. Collin College Police Department 	At least one (1) time per academic year at each of Collin College's main campuses	Call 972.578.5555 or go to www.collin.edu/campuspolice/

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>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.</p>			
<p>Collin College Police Department Open House</p>	<p>In conjunction with National Police Week, the Collin College Police Department hosts an Open House and invites the entire Collin College community to come meet the Collin College Police Department officers. This event is intended to give Collin College students, faculty, and staff an opportunity to learn about the services provided by the Collin College Police Department, tour their offices on the major campuses, and view the newest police vehicles and equipment. Information on campus safety, security, and crime prevention is also shared with attendees during this event.</p>	<p>1. Collin College Police Department</p>	<p>One (1) time a year during National Police Week</p>	<p>Call 972.578.5555</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
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.	1. Collin College Police Department	At least one (1) time per academic year at each of Collin College’s main campuses	Call 972.578.5555 or go to www.collin.edu/aboutus/concealedcarry.html
Interdisciplinary Committee on Poverty, Race, and Crime (ICPRC) Events	The Interdisciplinary Committee on Poverty, Race, and Crime (ICPRC) explores the links between poverty, race, crime, and law enforcement through various events hosted at the Frisco Campus (Preston Ridge) each semester. Past events have included panel discussions on the issues of poverty, race, crime, and law enforcement; interactive discussions	1. Interdisciplinary Committee on Poverty, Race, and Crime (ICPRC) 2. Center for Scholarly and Civic Engagement (CSCE)	At least two (2) times per semester at the Frisco Campus (Preston Ridge)	Email Dr. Stephanie James at sjames@collin.edu

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>on criminology research, theories of the study of race, incidents of police brutality, and potential avenues for resolution; and a presentation on the damage caused by injustice in the legal system.</p> <p>During the 2019-2020 academic year, the ICPRC is focusing on hate crimes and hate speech. In collaboration with the Center for Scholarly and Civic Engagement (CSCE), the ICPRC will be hosting two (2) events during fall 2019. The first (1st) event is a showing of the Frontline/ProPublica Part 1 Series “Documenting Hate” which investigates the rise of hate groups in the United States. This will be followed by a panel discussion on hate crimes and hate speech. Representatives from the Anti-Defamation League (ADL), Federal Bureau of Investigation (FBI), and Collin College faculty will participate in the panel discussion. The second (2nd) event is an interactive workshop titled “No Place for Hate.” During this event, words, phrases, and</p>			

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>speech that have a history of bias or hate will be identified and analyzed, and there will be an exploration of how they were normalized over time. This event will conclude with potential tools and techniques attendees can employ when confronted with or exposed to questionable speech and hate speech.</p>			
<p>National Night Out</p>	<p>National Night Out is a community police awareness-raising event and cookout held annually at Collin College Student Housing on the Plano Campus (Spring Creek) that is all about community-building, safety and security awareness, food, live music, and fun activities. It is intended to allow police and students to break down barriers, understand each other better, and encourage community policing. The cookout gives students a chance to see beyond the stereotypical police officer and have a good, memorable experience with police. This event is free and open to the public.</p>	<ol style="list-style-type: none"> 1. National Night Out Committee 2. Collin College Police Department 3. Student Housing and Resident Life 	<p>One (1) time a year during the fall semester</p>	<p>Contact Zach Reagan, Collin College Police Department Police Telecommunicator, at 972.881.5656 or zreagan@collin.edu</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
New Employee Orientation	During New Employee Orientation, incoming faculty and staff are informed of services offered by the Collin College Police Department, Dean of Students Office, and Human Resources Office (HR). These presentations outline ways to maintain campus safety and security as well as personal safety. Incoming faculty and staff are also informed about crime on campus and in surrounding neighborhoods.	1. Human Resources Office (HR)	On an as-needed basis	Call 972.985.3783
New Student Orientation	During mandatory New Student Orientation, incoming students are informed of services offered by the Collin College Police Department and Dean of Students Office. 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	1. Student Engagement 2. Dean of Students Office	In-person New Student Orientations are offered multiple times at each of Collin College's main campuses during May, June, July, and August (for the fall semester) and November, December, and January (for the	Go to https://www.collin.edu/orientation/

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>crime on campus and in surrounding neighborhoods.</p> <p>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.</p>		<p>spring semester). Additionally, students who choose to do New Student Orientation online can access the program on an as-needed basis to complete the requirement.</p>	
Self-Defense Symposium	<p>This is an interactive presentation and demonstration given by Plano Police Department officers, Collin College administrators, and local area martial arts experts. The purpose of this symposium is to provide attendees with practical knowledge and hands-on application of self-defense techniques. This interactive presentation focuses on specific methods for students, faculty, and staff to be safe in their environments</p>	<ol style="list-style-type: none"> 1. The Dignity Initiative 2. Collin College Police Department 3. Plano Police Department 4. Dean of Students Office 	<p>At least one (1) time per academic year</p>	<p>Go to https://www.collin.edu/community/dignity/</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	and addresses defensive tools and methods to defend against an assault.			
Strategies of Behavioral Intervention (SOBI) Presentations and Seminars	<p>Periodically throughout each academic year, the SOBI Committee provides presentations and seminars on a variety of issues. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. history, evolution, and purpose of behavioral intervention teams (BITs) on college and university campuses; 2. differences between SOBI and the student disciplinary process, 3. types of behaviors that should be reported to SOBI, 4. how and when to submit a SOBI referral, 5. what a SOBI intervention looks like, 6. active shooter preparedness, 7. strategies to promote the safety and security of everyone on campus, 	1. SOBI Committee	Multiple times per semester at each of Collin College's main campuses	Email sobi@collin.edu or go to https://www.collin.edu/studentresources/SOBI/

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<ul style="list-style-type: none"> 8. suicidal ideation and self-injurious behaviors, 9. recognizing students in crisis, 10. responding to immediate threats, and 11. <u>Family Educational Rights and Privacy Act (FERPA)</u> considerations. 			

Table 7.3: Primary Prevention and Awareness Programs for Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
Campus Safety Training	<p>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:</p> <ol style="list-style-type: none"> 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 assault, 13. stalking, 14. suicide prevention, 	<ol style="list-style-type: none"> 1. Dean of Students Office 2. Admissions and Records Office (ARO) 	<p>On an as-needed basis</p>	<p>For more information regarding the Mandatory Campus Safety Training hold: Call 972.881.5902 or log into CougarWeb at https://cougarweb.collin.edu</p> <p>For more information regarding the Campus Safety Training content and resources: Call 972.881.5604 or email dos@collin.edu</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>15. the investigation and student disciplinary processes, and</p> <p>16. potential disciplinary penalties if a student is found responsible for a violation of the Student Code of Conduct.</p> <p>All incoming freshmen and transfer students are required to access the 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 the 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 the mandatory online Campus Safety Training is tracked by the Admissions and Records Office (ARO).</p>			
New Employee Orientation	During New Employee Orientation, the Human Resources Office (HR) presents information to incoming faculty and	1. Human Resources Office (HR)	On an as-needed basis	Call 972.985.3783

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>staff. Topics covered during New Employee Orientation include, but are not limited to:</p> <ol style="list-style-type: none"> 1. appropriate campus and community resources; 2. bystander awareness and intervention; 3. campus safety; 4. Collin College's policies and procedures; 5. personal safety; and 6. risk reduction strategies. 			
New Student Orientation	<p>During mandatory New Student Orientation, the Dean of Students Office 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:</p> <ol style="list-style-type: none"> 1. appropriate campus and community resources, 2. bystander awareness and intervention, 	<ol style="list-style-type: none"> 1. Student Engagement 2. Dean of Students Office 	<p>In-person New Student Orientations are offered multiple times at each of Collin College's main campuses during May, June, July, and August (for the fall semester) and November, December, and January (for the</p>	<p>Go to https://www.collin.edu/orientation/</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<ol style="list-style-type: none"> 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. risk reduction strategies; 10. sexual harassment, 11. sexual assault, 12. stalking, 13. the investigation and student disciplinary processes, and 14. potential disciplinary penalties if a student is found responsible for a violation of the Student Code of Conduct. <p>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</p>		<p>spring semester). Additionally, students who choose to do New Student Orientation online can access the program on an as-needed basis to complete the requirement.</p>	

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	mandatory New Student Orientation is tracked by Student Engagement.			
Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act for Non-Residential Faculty and Staff Online Training	<p>This mandatory online training is intended to inform Collin College 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:</p> <ol style="list-style-type: none"> 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. discrimination, 7. domestic violence, 8. risk reduction strategies, 9. sex discrimination, 10. sexual assault, 11. sexual harassment, 12. sexual violence, 13. stalking, and 	<ol style="list-style-type: none"> 1. Human Resources Office (HR) 	<p>Must be completed by every new Collin College faculty and staff member within 30 days of employment</p>	<p>Call 972.758.3856</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	tips on how to stay safe and prevent discrimination and sexual violence.			
Unlawful Harassment Prevention for Higher Education Staff Online Training	<p>This mandatory online training is intended to inform Collin College faculty and staff about unlawful harassment, including sexual harassment, sexual assault, and sexual violence. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. state and federal laws, 2. Collin College's policies and procedures, 3. harassment, 4. sexual harassment, 5. sexual assault, 6. sexual violence, and <p>tips on how to stay safe and prevent harassment, sexual harassment, sexual assault, and sexual violence.</p>	1. Human Resources Office (HR)	Must be completed by every new Collin College faculty and staff member within 30 days of employment	Call 972.758.3856

Table 7.4: Ongoing Prevention and Awareness Programs for Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
<p>Bystander Awareness and Intervention</p>	<p>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.</p> <p>The IGYB committee has created a series of videos on bystander awareness and intervention. 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; Dean of Students Office; and Dating Violence, Domestic Violence, Sexual</p>	<p>1. I Got Your Back (IGYB) Bystander Awareness Committee</p>	<p>At least one (1) time per semester at each of Collin College’s main campuses</p>	<p>Go to www.collin.edu/studentsources/deanofstudents/BystanderIntervention.html</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>Assault, and Stalking webpages). These videos can also be accessed directly at https://www.youtube.com/watch?v=QnPFwayMS8Y&feature=youtu.be and https://www.youtube.com/watch?v=ilkUvI0sjOo&feature=youtu.be.</p> <p>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.</p>			
Campus Well Magazine	<p><i>Campus Well</i> by 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 <i>Campus Well</i> is sent out each month by Collin College’s Public Relations Department (PR) to every student’s</p>	<ol style="list-style-type: none"> 1. Counseling Services 2. Public Relations Department (PR) 	<p>Emails are sent out to students, faculty, and staff once a month during the first (1st) week of each month. The magazine itself is</p>	<p>Call 972.881.5126 or go to https://collin.campuswell.com/</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>Collin Email 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, <i>Campus Well</i> has an edition that is geared specifically toward student advocates and parents, and the link to that edition is included in the monthly emails.</p> <p>Topics covered in <i>Campus Well</i> include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Collin College's Counseling Services and other appropriate resources; 2. dating violence; 3. domestic violence; 4. healthy relationships; 5. post-traumatic stress disorder (PTSD); 6. sexual assault awareness and prevention; 7. sexuality and sexually transmitted infections (STIs); 8. stalking; 		accessible on a continuous basis using the links contained in the emails.	

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<ul style="list-style-type: none"> 9. strategies to assist and support a friend who may be in an abusive relationship; 10. strategies to assist and support sexual assault survivors; and 11. tips for college health and safety. 			
Collin College Policies and Acceptance Online Training	<p>This mandatory online training requires Collin College faculty and staff to review various Board policies and procedures and record their acceptance and understanding of each item. Topics, policies, and procedures covered include, but are not limited to:</p> <ul style="list-style-type: none"> 1. Collin College Board policies DIAA (LOCAL), DGBA (LOCAL), and FFDA (LOCAL); 2. dating violence; 3. discrimination; 4. harassment; 5. retaliation; 6. sexual harassment; 7. sexual assault; 8. sexual violence; and 9. stalking. 	<ul style="list-style-type: none"> 1. Human Resources Office (HR) 	<p>Must be completed by every Collin College employee one (1) time each academic calendar year</p>	<p>Call 972.758.3856</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
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: <ol style="list-style-type: none"> 1. dating violence, 2. domestic violence, 3. healthy relationships, 4. mental health, 5. risk reduction strategies, 6. sexual assault, and 7. stalking. 	1. Counseling Services	Multiple times per semester at each of Collin College's main campuses	Call 972.881.5126 or go to www.collin.edu/studentresources/counseling/ServicesProvided.html .
Dating Violence, Domestic Violence, Sexual Assault, and Stalking Webpage	In order to make it easier for Collin College students, employees, and other interested parties to access information, procedures, and various resources related to dating violence, domestic violence, sexual assault, and stalking, the Dean of Students Office has created a webpage titled "Dating Violence, Domestic Violence, Sexual Assault, and Stalking: What You Should Know." This webpage contains the most accurate, up-to-date information on the various state and federal laws, Collin College's policies and	1. Dean of Students Office	This website is available to Collin College students, faculty, staff, and community members on a continual basis	Go to www.collin.edu/studentresources/deanofstudents/SexualViolence.html

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	procedures, and links to campus and community resources.			
The Dignity Initiative	<p>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:</p> <ol style="list-style-type: none"> 1. aggressor roles and responsibilities, 2. objectification of women, 3. sex trafficking, 4. gender violence, and 5. the global impact of oppression. <p>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.</p>	<ol style="list-style-type: none"> 1. Committee Against Gender Violence and Oppression 	Multiple times per semester at each of Collin College’s main campuses	Go to www.collin.edu/community/dignity/

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>The Dignity Initiative is entering its sixth (6th) year at Collin College. Over the last five (5) 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 and gender violence.</p>			
<p>Healthy Relationships Canvas Module Educational Project Experience (EPE)</p>	<p>This online module may be issued by the Dean of Students Office as part of the disciplinary penalty for students found responsible for an allegation of dating violence, domestic violence, sexual assault, or stalking.</p> <p>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</p>	<p>1. Dean of Students Office</p>	<p>On an as-needed basis</p>	<p>Call 972.881.5604 or email dos@collin.edu</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>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.</p>			
<p>Paired Relationships Seminar and Essay Educational Project Experience (EPE)</p>	<p>This 2-hour seminar may be issued by the Dean of Students Office as part of the disciplinary penalty for students found responsible for an allegation of dating violence, domestic violence, sexual assault, 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</p>	<ol style="list-style-type: none"> 1. Dean of Students Office 2. Counseling Services 	<p>On an as-needed basis</p>	<p>Call 972.881.5604 or email dos@collin.edu</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>and student discuss the benefits of change and the motivations for change.</p> <p>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. The student is given a deadline by which the Paired Relationships Seminar must be completed and the reaction essay returned to the Dean of Students Office. Essays are evaluated by the Dean of Students Office case adjudicator(s) and run through Turnitin.com before the disciplinary hold is removed from the student's records.</p>			
Preventing Discrimination and Sexual Violence: Title IX, VAWA, and Clery Act for Non-Residential Faculty and Staff Online Training	<p>This mandatory online training is intended to inform Collin College 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</p>	<p>1. Human Resources Office (HR)</p>	<p>Must be completed by every Collin College employee one (1) time every two (2) academic calendar years</p>	<p>Call 972.758.3856</p>

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>these laws affect them. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 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. discrimination, 7. domestic violence, 8. risk reduction strategies, 9. sex discrimination, 10. sexual assault, 11. sexual harassment, 12. sexual violence, 13. stalking, and 14. tips on how to stay safe and prevent discrimination and sexual violence. 			
Sexual Misconduct and Relationship Violence Training	Periodically throughout each academic year, Dean of Students Office staff members provide presentations and training sessions on sexual misconduct and relationship violence. Additionally, during the fall and spring semesters, Dean of	1. Dean of Students Office	Multiple times per semester at each of Collin College's main campuses	Call 972.881.5604, email dos@collin.edu , or go to www.collin.edu/studentresources/dean

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<p>Students Office 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.</p> <p>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:</p> <ol style="list-style-type: none"> 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. risk reduction strategies, 8. sexual assault, 			ofstudents/index.html

Program Title:	Description:	Sponsored By:	How Often the Program is Offered:	Where to Find Additional Information and/or a Current Schedule of Events:
	<ul style="list-style-type: none"> 9. stalking, and 10. tips on how to stay safe and prevent sexual assault. 			
Unlawful Harassment Prevention for Higher Education Staff Online Training	<p>This mandatory online training is intended to inform Collin College faculty and staff about unlawful harassment, including sexual harassment, sexual assault, and sexual violence. Topics covered include, but are not limited to:</p> <ul style="list-style-type: none"> 1. state and federal laws, 2. Collin College’s policies and procedures, 3. harassment, 4. sexual harassment, 5. sexual assault, 6. sexual violence, and 7. tips on how to stay safe and prevent harassment, sexual harassment, sexual assault, and sexual violence. 	<ul style="list-style-type: none"> 1. Human Resources Office (HR) 	<p>Must be completed by every Collin College employee one (1) time every two (2) academic calendar years</p>	<p>Call 972.758.3856</p>

Section 8: Annual Fire Safety Report for Collin College Student Housing at the Plano Campus (Spring Creek)

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 Collin College Student Housing. Additionally, this report includes fire statistics for Collin College Student Housing 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. As required by the [Clery Act](#), fire statistics for Collin College Student Housing during the three (3) previous calendar years are located in [Appendix D](#).

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 or Residential Facility:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing or residential facility.
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.

Collin College Student Housing

Collin College Student Housing 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. Collin College Student Housing is located on the west side of the Plano Campus (Spring Creek), and was purchased from the Collin College Student Housing Foundation in the summer of 2019. Collin College operates Collin College Student Housing under the rules and regulations of community college dormitories in Texas. Additional information about Collin College Student Housing is located on Collin College's website at www.collin.edu/studenthousing/.

Collin College Student Housing 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 current *Collin College Student Housing Lease Agreement*, [Collin College Resident Handbook](#), and [Collin College Student Handbook](#). The current *Collin College Resident Handbook* includes the information listed in the sections below.

Alcohol, Controlled Substances, Smoking, Tobacco, and Electronic Smoking Devices

Collin College is an alcohol-, drug-, smoking-, and tobacco-free institution. The possession or use of any alcoholic beverage, controlled substance, tobacco product, or electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) is strictly prohibited anywhere on Collin College property or in Collin College facilities. Policies prohibiting the use of these substances and items also apply at Collin College Student Housing. For more information, see the current [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.

Student residents who violate this policy will be subject to termination of tenancy and appropriate disciplinary action, as defined in the Collin College [Student Code of Conduct](#). Termination of tenancy does not release student residents from their financial obligations under the Collin College Student Housing Terms and Conditions.

Appliances

Electrical appliances should display the “Underwriters Laboratory” (UL) approval. They must not disrupt electrical circuits or disturb other residents. Electrical appliances permitted in Collin College Student Housing apartments include:

1. clock,
2. coffee makers,
3. curlers,
4. curling irons,
5. desk lamp,
6. personal computer (PC) or laptop,
7. radio,
8. shaver,
9. stereo, and
10. television.

The following appliances are not permitted in Collin College Student Housing apartments because they present health and safety hazards:

1. barbecue grills,
2. Emerson heaters,
3. open-faced electrical or heating appliances (e.g., hot plates, broilers, electric skillets),
4. space heaters, and
5. window/portable air conditioners.

These items will be confiscated and held in the Collin College Student Housing office until the student resident goes home, at which time they can be returned to the student resident. Any student resident caught with an unauthorized appliance will be subject to fines.

Candles and Open Flames

Candles and open flames are not allowed in Collin College Student Housing. This includes, but is not limited to, incense, scented wax warmers (except those warmed by a light bulb), oil lamps, wax sculptures, and other devices that use an open flame.

Cooking and Kitchen Maintenance

Student residents are responsible for ensuring proper sanitation, ventilation, and fire safety precautions are taken while cooking. Any damage resulting from improper food preparation or disposal will be billed to the student resident(s) responsible. Student residents should ensure garbage disposals are not overloaded and only appropriate food waste is put down them. Use of unapproved cooking appliances may be reported to the Dean of Students Office for disciplinary action, in accordance with the current [Student Code of Conduct](#).

Decorating, Painting, and Wall Hangings

For fire safety reasons, no items may be hung or placed within 18 inches of a fire sprinkler head.

Doors: Propping and Tampering

It is against Resident Life rules to prop or hold open any door within the Collin College Student Housing

community for any reason. It is also a violation to tamper with any electronic or key-operable mechanism that operates the doors. Individuals found tampering with or propping open doors will be reported to the Dean of Students Office for disciplinary action, in accordance with the current [Student Code of Conduct](#).

Fireworks

Possession of fireworks or any explosive device(s) is prohibited by City of Plano ordinance. Possession will result in disciplinary action and damage assessments to the violator(s) or the student resident(s).

Grills and Outdoor Cooking Appliances

Personal grills and other outdoor cooking devices are not allowed anywhere in Collin College Student Housing, including balconies and patios.

Health, Safety, and Preventative Maintenance

The director of student housing operations or designee will enter apartments and rooms to perform inspections, ensure health and safety standards are being met, and identify potential hazards. Student residents will receive advance notification and will be expected to cooperate. Failure to comply will result in disciplinary action. Inspections will include, but are not limited to the items listed below.

1. Safety Equipment:
 - a. smoke detectors,
 - b. sprinkler heads, and
 - c. other security features (e.g., self-closing door hinges, window and door locks, etc.).
2. Fire Hazards:
 - a. frayed or overloaded electrical wiring, including multiple cords or power strips plugged together (i.e., "daisy chained"),
 - b. stacks of newspapers or magazines,

- c. covered heaters,
- d. buildup of grease in ovens or on stovetops, and
- e. storage of gasoline, other flammable materials, or gas-powered vehicle(s) in unit.

3. Health Hazards:

- a. improperly stored or disposed of garbage and food,
- b. unclean bathtub or shower surfaces,
- c. improperly disposed of aluminum cans, glass, bottles, and paper bags,
- d. obstructions blocking interior safety equipment or ease of ingress and egress,
- e. unreported water intrusion or leaks,
- f. pest control issues,
- g. prohibited pets,
- h. potential illegal occupancy,
- i. excessively dirty or cluttered rooms, and
- j. any other violations of the *Collin College Student Housing Lease Agreement*.

Corrective warning notices will be given in writing within a reasonable time following the inspection. Any violations that mandate an automatic fine will also be communicated and charged to the student resident's account. Damages to the unit may be cause for disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

Identification

For the safety and welfare of all student residents, and to protect the property of Collin College Student Housing, the director of student housing operations

or designee may request proof of identity of any person on the premises. Individuals who are unable to provide identification may be asked to leave, and the Collin College Police Department may be contacted to assist with the situation. A student resident's failure to identify him- or herself to a Collin College staff member upon request may result in disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

Keys and Locks

Apartment keys are issued during the check-in process. Student residents should carry their apartment keys at all times and never leave their keys unattended. For safety purposes, student residents should not place any identifying markers on their key rings. Making, causing to be made, or possessing any key for a Collin College facility without proper authorization is strictly prohibited, and may lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

If a key is lost, a new key will be issued and the student resident will be charged a replacement fee. Lost or broken keys must be immediately reported to the director of student housing operations or designee. Student residents may not loan or give their apartment key to any individual in order to give them access to Collin College Student Housing or the student resident's apartment.

Jeopardizing the security of Collin College Student Housing by interfering with entrance doors or tampering with a lock is a serious violation. Student residents who tamper with room door locks (e.g., pin locking) will be assessed a fee for resulting damage. Additionally, tampering with locks will lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

Lockouts

Student residents who lose or temporarily misplace their keys should immediately report the issue to the director of student housing operations or designee. If a student resident is locked out after office hours, he or she should contact the director of student housing operations or designee on call at 972.881.5151.

Maintenance

Requests for routine maintenance service may be placed by phone at 972.881.5151, in person at the Collin College Student Housing Office, or through email to studenthousing@collin.edu. Requests for any security-related matters must be submitted in writing, except in the case of life or building safety emergencies. **Call the Collin College Student Housing Office at 972.881.5151 to report a maintenance emergency. Do not submit emergency maintenance issues online.**

Student residents must promptly notify the director of student housing operations or designee of water leaks, mold, electrical problems, malfunctioning lights, broken or missing locks or latches, and other conditions that pose a hazard to property, health, or safety. Failure to do so may cause the student resident to be liable for any damage caused by the delayed or non-reporting of such problem in the student resident's apartment or bedroom.

Maintenance Emergencies

Call the Collin College Student Housing Office at 972.881.5151 to report a maintenance emergency. The on-call technician will be notified and respond as quickly as possible. When calling to report a maintenance emergency, be as detailed as possible and leave current contact information (e.g., cell phone, home phone, etc.). The correct contact information is critical to ensure a quick and effective response.

Emergency Calls vs. Priority Calls

In an attempt to effectively manage after-hours calls, the director of student housing operations or

designee categorizes calls into two (2) groupings: Emergency and Priority.

1. Priority Calls are calls that do not conform to criteria for after-hours emergencies. They are routine service calls that can wait until the next morning, at which time the work order will be given priority status.
2. Emergency Calls are defined as any breakdown or malfunction in which life, health, or property is threatened if immediate, corrective action is not taken. Though it is impossible to predict all possible scenarios, the list below includes acceptable reasons for emergency calls:
 - a. no heat when outside temperature is less than 50 degrees or air conditioning when outside temperature is higher than 80 degrees;
 - b. electrical failure of any kind;
 - c. overflowing toilet;
 - d. stopped up toilet;
 - e. water problems (e.g., no water, leaks, severe backups, broken pipes, no hot water when it is affecting more than one (1) unit or when the outside temperature is below 50 degrees);
 - f. malfunction of an essential appliance (e.g., non-working refrigerator);
 - g. any unsecured entry;
 - h. any threatening situation such as fire, flood, severe weather, police action, protecting a crime scene (e.g., broken windows, locks, doors, etc.);
 - i. bio hazards; and
 - j. lock outs.

Patios and Balconies

Pursuant to City of Plano Fire Code, the use and storage of any outdoor cooking grill is prohibited on the patios and balconies. Smoking or using any tobacco product or electronic smoking device and the disposal of tobacco is prohibited everywhere on Collin College property, including Collin College Student Housing apartment patios and balconies.

Reporting a Crime or Emergency to the Collin College Police Department

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.

Any individual who needs to report a crime or an emergency to the Collin College Police Department may do so by:

1. dialing extension **5555** from any Collin College system phone;
2. dialing **972.578.5555** from any phone outside the Collin College system;
3. pressing the "Emergency" button located on any Collin College system phone;
4. picking up any of the Blue Light phones located in the parking garages and parking lots at the Frisco Campus (Preston Ridge), McKinney Campus (Central Park), and Plano Campus (Spring Creek); or

- utilizing the Collin Mobile App “Call Campus Police” function under the “Emergency” menu.

In a medical emergency, dial **911**, and then dial extension **5555** or **972.578.5555**.

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 ccccpublicsafety@collin.edu.

Safety

Campus safety and security is a shared responsibility. Student residents can protect themselves, the community, and their property by taking steps to decrease their exposure to risk. Student residents should be aware of their physical surroundings and the people around them at all times. Travel with friends at night or use the Collin College Police Department’s walking escort services. Keep doors and windows locked, even when inside. Trust your instincts and use common sense to help keep you safe and deter an attacker. Remember, a crime cannot occur if the opportunity for crime is not present!

The Collin College Student Housing community is patrolled by the Collin College Police Department; however, no police department can function effectively without the collaborative assistance of the community it serves. If there is an immediate physical or medical emergency, call **911**. Attempting to locate

a police vehicle on patrol or calling the Collin College Student Housing Office will delay response time.

Collin College Student Housing cannot guarantee or assure your personal safety and security while residing on campus. It is each student resident’s responsibility to report acts of mischief or criminal activity in the community to the Collin College Police Department immediately. The provision of safety devices, locks, and Collin College Police Department services does not constitute a guarantee of their effectiveness. Student residents should exercise caution at all times when on campus and around their housing units.

Security Phone Numbers and Websites

Emergencies: **911**

Collin College Police Department: **972.578.5555**, www.collin.edu/campuspolice/

Smoke Detectors

Each apartment has smoke detectors located throughout the unit. These smoke detectors are hardwired to the electrical system and have battery backup. It is a violation of the law and the *Collin College Student Housing Lease Agreement* to remove or tamper with smoke detectors.

Smoke detectors are tested prior to move-in to ensure they are working properly. Student residents are responsible for ensuring their smoke detectors continue to work properly. Student residents should test the smoke detectors on a monthly basis. Student residents should immediately report any malfunctioning smoke detectors to the Collin College Student Housing Office at 972.881.5151 or by submitting a maintenance work order online at www.collin.edu/studenthousing/.

If the smoke detector is beeping, the battery may be low. Do not disassemble the unit or render it inoperable. To have the battery replaced, student residents should call the Collin College Student Housing Office at 972.881.5151 or submit a

maintenance work order online at www.collin.edu/studenthousing/.

Do not disable smoke detectors. **Disabling a smoke detector or removing working batteries is a misdemeanor offense**, and violators are not only subject to fines and disciplinary action, but also legal prosecution and eviction.

Fire Safety Systems

Collin College Student Housing facilities are inspected for fire safety annually by municipal fire marshals, in accordance with the relevant City of Plano codes as well as state and federal guidelines. Each Collin College Student Housing residential unit is equipped with smoke detectors and sprinkler systems. Additionally, fire extinguishers are provided in the kitchens of each residential unit. Collin College Student Housing'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 were zero (0) fire drills held at Collin College Student Housing during the 2018 calendar year.

Policies Regarding Fire Safety Education and Training Programs

Collin College purchased Collin College Student Housing from the Collin College Student Housing Foundation in the summer of 2019. Collin College is currently in the process of establishing a comprehensive resident life program, which will include policies for Collin College Student Housing regarding fire safety education and training programs. Once these policies are established, they will be distributed to all Collin College Student Housing staff and student residents. Additionally, they will be disseminated to new student residents during the application and leasing process. Contact the Collin College Student Housing Office at 972.881.5151 for additional information.

Procedures for Reporting a Fire

Any Collin College Student Housing employee or student resident 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 Collin College Student Housing employee or student resident 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 the director of student housing operations or designee at **972.881.5151** 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 Collin College Student Housing employee or student resident 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 campus location:

Collin College Police Department Headquarters
Plano Campus (Spring Creek)
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

Never assume a fire alarm is a drill or false alarm – treat each alarm as if it is the real thing. 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, student residents and guests must do the following:

1. Evacuate the building immediately, move at least 100 feet away from the building, and stay out of fire lanes.
2. After everyone has exited the area, close the door and leave it unlocked.
3. Take personal belongings (e.g., keys, bags, etc.) if it is safe to do so.
4. Use stairways.
5. Remain calm and assist others, if necessary and safe to do so.
6. Notify emergency personnel or **911** if there is anyone trapped or injured in the building. Provide the individual's location in the building and any additional information the first (1st) responders need to know.
7. Upon receiving verbal authorization from a Plano Fire-Rescue Department official, Collin College Police Department officer, or the director of student housing operations or designee, student residents and their guests should return to their residences quickly and quietly.

If there are questions or concerns, contact the director of student housing operations or designee at 972.881.5151.

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 (1st) 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 Collin College Student Housing policies.

Almost three-quarters (¾) 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, including student residents' apartments and bedrooms.

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

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 (1) 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

Collin College purchased Collin College Student Housing from the Collin College Foundation in the summer of 2019, and is in the process of improving the grounds and renovating all buildings on the property. Collin College Facilities and Plant Operations staff and the director of student housing operations or designee will coordinate with any contractor(s) assigned to complete the renovations in order to identify any necessary improvements in fire safety. Any necessary improvements in fire safety will be incorporated into the renovations in order to ensure the grounds and buildings at Collin College Student Housing are up-to-date with all fire safety programs; fire protection systems; and local, state, and federal requirements prior to the planned grand re-opening in fall 2020.

Appendix A: Campus Crime Statistics

A.1 Allen Center (AL) Crime Statistics

Allen Center (AL)*									
Offense	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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	1	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	1	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	4	7	0	0	0	0	0	0	0
Liquor Law Violations	3	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 Allen Center (AL) does not have any residential facilities.

Hate Crimes:

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

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

2018 – There were no hate crimes at the Allen Center (AL).

A.2 Collin Higher Education Center (CHEC) Crime Statistics

Collin Higher Education Center (CHEC)*									
Offense	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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	1	0	0	0	0	0	0	0

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

Hate Crimes:

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).

2018 – There were no hate crimes at the Collin Higher Education Center (CHEC).

A.3 Courtyard Center (CYC) Crime Statistics

Courtyard Center (CYC)*									
Offense	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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:

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

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

2018 – There were no hate crimes at the Courtyard Center (CYC).

A.4 Frisco Campus (Preston Ridge) Crime Statistics

Frisco Campus (Preston Ridge)*									
Offense	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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	1	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	1	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	1	0	0	0	0	0	0	0
Drug Abuse Violations	0	1	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	1	0	0	0	0	0	0	0
Stalking	0	6	1	0	0	0	0	0	0

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

Hate Crimes:

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

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

2018 – There were no hate crimes at the Frisco Campus (Preston Ridge).

A.5 McKinney Campus (Central Park) Crime Statistics

McKinney Campus (Central Park)*									
Offense	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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	2	1	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	1	3	0	0	0	0	0	0

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

Hate Crimes:

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

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

2018 – There were no hate crimes at the McKinney Campus (Central Park).

A.6 Plano Campus (Spring Creek) Crime Statistics

Plano Campus (Spring Creek)												
Offense	On-Campus			Non-Campus			Public Property			Residential Facilities (i.e., Collin College Student Housing)		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
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	1	0	0	0	0	0	0	0	0	1	0	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	1	0	0	0	0	0	0	0	0	1
Aggravated Assault	0	0	2	0	0	0	0	0	0	0	0	1
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	1	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	5	0	1	0	0	0	0	0	0	4	0	1
Liquor Law Violations	0	0	1	0	0	0	0	0	0	0	0	1
Disciplinary Referrals												
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	2	0	0	0	0	0	0	0	0	1
Liquor Law Violations	0	3	2	0	0	0	0	0	0	0	1	1
VAWA Offenses												
Domestic Violence	1	4	1	0	0	0	0	0	0	1	2	0
Dating Violence	2	5	1	0	0	0	0	0	0	2	0	1
Stalking	4	2	6	0	0	0	0	0	0	0	0	0

Hate Crimes:

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

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

2018 – There were no hate crimes at the Plano Campus (Spring Creek).

A.7 Public Safety Training Center (PSTC) Crime Statistics

Public Safety Training Center (PSTC)*									
Offense	On-Campus			Non-Campus			Public Property		
	2016 ⁺	2017	2018	2016 ⁺	2017	2018	2016 ⁺	2017	2018
Criminal Offenses									
Murder and Non-Negligent Manslaughter	N/A	0	0	N/A	0	0	N/A	0	0
Manslaughter by Negligence	N/A	0	0	N/A	0	0	N/A	0	0
Rape	N/A	0	0	N/A	0	0	N/A	0	0
Fondling	N/A	0	0	N/A	0	0	N/A	0	0
Incest	N/A	0	0	N/A	0	0	N/A	0	0
Statutory Rape	N/A	0	0	N/A	0	0	N/A	0	0
Robbery	N/A	0	0	N/A	0	0	N/A	0	0
Aggravated Assault	N/A	0	0	N/A	0	0	N/A	0	0
Burglary	N/A	0	0	N/A	0	0	N/A	0	0
Motor Vehicle Theft	N/A	0	0	N/A	0	0	N/A	0	0
Arson	N/A	0	0	N/A	0	0	N/A	0	0
Arrests									
Weapons: Carrying, Possessing Etc.	N/A	0	0	N/A	0	0	N/A	0	0
Drug Abuse Violations	N/A	0	0	N/A	0	0	N/A	0	0
Liquor Law Violations	N/A	0	0	N/A	0	0	N/A	0	0
Disciplinary Referrals									
Weapons: Carrying, Possessing Etc.	N/A	0	0	N/A	0	0	N/A	0	0
Drug Abuse Violations	N/A	0	0	N/A	0	0	N/A	0	0
Liquor Law Violations	N/A	0	0	N/A	0	0	N/A	0	0
VAWA Offenses									
Domestic Violence	N/A	0	0	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0	N/A	0	0

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

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

Hate Crimes:

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

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

2018 – There were no hate crimes at the Public Safety Training Center (PSTC).

A.8 Rockwall Center (RB) Crime Statistics

Rockwall Center (RB)*									
Offense	On-Campus			Non-Campus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
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 (RB) does not have any residential facilities.

Hate Crimes:

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

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

2018 – There were no hate crimes at the Rockwall Center (RB).

A.9 Unfounded Crimes Statistics

	Year		
	2016	2017	2018
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



**COLLIN
COLLEGE**

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
Plano Campus, Room K-128
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 Both Unknown

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)?

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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 3-8.

Clery Act Offense(s):

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

Violence Against Women Act (VAWA) Offense(s):

- 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 Crime(s):

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

Type(s) 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 |

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Clery Act Crimes and Offenses Definitions

The following definitions should be used when classifying *Clery Act* crimes and offenses. These definitions are taken from the FBI's [Uniform Crime Reporting Handbook \(UCR\)](#) and the most recent version of [The Handbook for Campus Safety and Security Reporting](#).

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.).

Arrests: Persons processed by arrest, citation or summons, including:

1. Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)
2. Juveniles taken into custody or arrested by merely warned and released without being charged. A juvenile should be counted as "arrested" when the circumstances are such that if the individual were an adult and arrest would have been counted.
3. Any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court, or similar official, for a violation of the law.
4. Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

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.

Disciplinary Referrals: The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

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).

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.

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,

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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.

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.

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.

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.

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

The following definitions should be used when classifying *Violence Against Women Act (VAWA)* crimes and offenses. These definitions are taken from the [*Violence Against Women Reauthorization Act of 2013 \(VAWA\)*](#).

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.

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.

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 Definitions

A Hate Crime is defined for *Clery Act* reporting purposes as a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following definitions should be used when classifying Hate Crimes. These definitions are taken from the FBI's [*Uniform Crime Reporting Handbook \(UCR\)*](#) and the most recent version of [*The Handbook for Campus Safety and Security Reporting*](#).

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.

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.

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.

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.

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.

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.

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.

Simple Assault: An unlawful physical attack by one (1) person upon another where

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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.

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.

Type of Bias Definitions for Hate Crimes

When a Hate Crime is reported, the appropriate type(s) of bias must also be reported. The following definitions of the eight (8) categories of bias which are reported under the *Clery Act* are taken from the FBI's [*Uniform Crime Reporting Handbook \(UCR\)*](#) and the most recent version of [*The Handbook for Campus Safety and Security Reporting*](#).

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 residing in Collin College Student Housing located on the Plano Campus may register one (1) or more individuals to be a missing person contact. If the student resident is determined to be missing by the Collin College Police Department or a local law enforcement agency, the student resident's missing person contact or contacts will be notified by Collin College within 24 hours of the determination.

Student residents' 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. Student residents who choose to register one (1) or more individuals to be a missing person contact must complete this form. Student residents' 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 in person at any campus.

CHEC: Room 457 Frisco Campus: Room F-127 McKinney Campus: Room B-336 Plano Campus: 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:	Collin College Student Housing 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"/>

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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 Assault, 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 assault, 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 assault, and stalking.

Your immediate and long-term safety is what's most important. This document outlines steps to take depending on what services you may 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)

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:

Frisco Campus - Monday and Tuesday 8 a.m. - 8 p.m., Wednesday and Thursday 8 a.m. - 5 p.m., Friday 9 a.m. - 5 p.m.

McKinney Campus - Monday, Tuesday, and Thursday 8 a.m. - 5 p.m., Wednesday 8 a.m. - 8 p.m., Friday 9 a.m. - 5 p.m.

Plano Campus - Monday through Thursday 8 a.m. - 8 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

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

Website: www.collin.edu/studentresources/deanofstudents/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 a.m. - 5 p.m.

Phone: 972.758.3856

Email: hr@collin.edu

Website: www.collin.edu/hr/

Do you need medical attention?

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

It is important to preserve evidence that may assist in proving the alleged criminal offense occurred; be helpful in obtaining a protective order; or assist with an investigation by the police, Collin College, or both, should you choose to report the incident. 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 assault, or stalking.

*Dating violence, domestic violence, sexual assault, 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 assault, 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

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 E. Spring Creek Parkway
Plano, TX 75074
Phone: 972.578.5555
Website: www.collin.edu/campuspolice/

Collin County Sheriff's Office

4300 Community Avenue
McKinney, TX 75071
Phone: 972.547.5100
Metro: 972.424.1460
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: <https://www.wylietexas.gov/police.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 decide to report, Collin College will protect your identity in publicly available information, such as within our *Annual Security and Fire Safety Report (ASFSR)* or timely warning notices 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 immediate life-threatening 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, students should contact the Dean of Students Office at 972.881.5604 or dos@collin.edu, and employees should contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

If the incident occurred on a Collin College 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 of or witness to any crime to promptly and accurately report the incident to the Collin College Police Department when the victim of a crime elects or, or is unable to, make such a report. Police reports are public records under state law; however, voluntary confidential reports for purposes of inclusion in the annual disclosure or crime statistics can be made to the Collin College chief of police or designee. For more information regarding Collin College Police Department policies and procedures, go to 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.

Court Orders and Orders of Protection

Victims have the right to seek a no-contact order, order of protection, restraining order, or similar lawful orders through a civil, criminal, or tribal court. The Collin College Police Department does not issue court orders or orders of protection. Victims must contact a local law enforcement agency (see sidebar at left for contact information) and/or a local court to obtain court orders or orders of protection. Once a victim notifies the Collin College Police Department he or she is in possession of a court order or order of protection, the Collin College Police Department will enforce the order as appropriate. Therefore, it is important to notify the Collin College Police Department at **972.578.5555** as soon as possible if you have a court order or order of protection against another individual.

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Making a Report (Continued)

Reporting to Collin College Officials

Regardless of whether or not you report to the Collin College Police Department or local law enforcement, you can report to Collin College by contacting one (1) or more of the officials listed below:

- 1. Title IX Coordinator for Students**
Terrence Brennan Phone: 972.881.5734
Office: CHEC Room 454 Email: tbrennan@collin.edu
- 2. Title IX Coordinator for Employees**
Floyd Nickerson Phone: 972.599.3159
Office: CHEC Room 349 Email: fnickerson@collin.edu
- 3. Deputy Title IX Coordinator for Employees**
Tonya Jacobson Phone: 972.758.3856
Office: CHEC Room 345 Email: tjacobson@collin.edu
- 4. A Campus Security Authority (CSA)**
A CSA is a Collin College official who has significant responsibility for student and campus activities (e.g., athletic coach, student organization advisor, etc.). For more information or a list of CSAs, contact the Collin College Police Department at 972.578.5555 or the Dean of Students Office at 972.881.5604, email dos@collin.edu, or go to <https://www.collin.edu/studentresources/deanofstudents/CleryAct.html>.
- 5. Submit a Complaint Against a Collin College Employee Online**
http://www.collin.edu/hr/complaints/Employee_Complaints.html
- 6. Submit a Complaint Against a Collin College Student Online**
<http://www.collin.edu/hr/studentcomplaints/index.html>

See the "Collin College's Disciplinary Process: Rights and Options" section in this document for more information on pursuing an investigation under Collin College policy.

Voluntary Confidential Reporting

Victims of crime who do not want to pursue action within the Collin College system or the criminal justice system, may still want to consider making a confidential report. With the victim's permission, the Collin College chief of police or designee 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 future safety of the victim and others. With such information, Collin College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where 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.

Anonymous Reports of Sexual Assault

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

Additionally, if a victim of sexual assault files a report and later determines he or she would like to remain anonymous, the Collin College Police Department can assign a pseudonym to the victim. The pseudonym will be used in place of the victim's name to identify the victim on any further documentation that could become public information.

Available Options and Interim Action

Collin College must provide certain options and interim action if you request them and they are reasonably available, regardless of whether you choose to report to local law enforcement, the Collin College Police Department, or the student or employee complaint or disciplinary process. Available options and interim action along with information on who to contact to access them are outlined below.

Course Schedule Adjustments for Students

Contact: Dean of Students Office
Office Hours: Monday - 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

Criminal Trespass Warning Notice

Collin College may issue a criminal trespass warning notice to prohibit an individual from entering any Collin College buildings or properties for a specified period of time.
Contact: Collin College Police Department
Office Hours: 24 hours a day, 365 days a year
Phone: 972.578.5555
Website: www.collin.edu/campuspolice/

Employment Options and Employee Resources

Only available for full-time, part-time, and student employees of Collin College.
Contact: Human Resources Office (HR)
Office Hours: Monday - Friday 8 a.m. - 5 p.m.
Phone: 972.758.3856 Email: hr@collin.edu
Website: www.collin.edu/hr/

No Contact Directive and Immediate Temporary Suspension

If appropriate, and depending on the nature of the incident, Collin College may issue a no contact directive or immediate temporary suspension to the respondent. The purpose of these interim measures is to prevent contact between the victim and respondent and protect the safety of the entire Collin College community.
Contact: Dean of Students Office
Office Hours: Monday - 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

Student Housing Changes

Only available for students living in Collin College Student Housing at the Plano Campus.
Contact: Director of Student Housing Operations
Office Hours: Monday - Friday 9 a.m. - 6 p.m.
Phone: 972.881.5151
Email: studenthousing@collin.edu
Website: www.collin.edu/studenthousing/



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, at 972.881.5734 or tbrennan@collin.edu.

To make a report against a Collin College employee, contact Floyd Nickerson, Title IX Coordinator for Employees, at 972.599.3149 or fnickerson@collin.edu or Tonya Jacobson, Deputy Title IX Coordinator for Employees, at 972.758.3856 or tjacobson@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 victim/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 issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation process that protects victim safety and promotes accountability.
3. Have an advisor (i.e., any individual who provides support, guidance, or advice) of your choice present during any meetings with the investigator. Collin College will not limit your choice of advisor or the advisor's presence in any meeting or institutional disciplinary proceeding. However, the point of these meetings is to hear and gather evidence directly from the victim/complainant or respondent. Therefore, Collin College may establish restrictions regarding the extent to which the advisor may participate in the disciplinary proceedings, as long as these restrictions apply equally to both the victim/complainant's and respondent's advisors. Additionally, should you choose to have legal counsel attend meetings, you must notify the appropriate Collin College official no less than three (3) College District business days prior to the meeting in order for the College District official to also secure legal counsel.
4. Notification, in writing of:
 - a. the results of any disciplinary proceeding and/or appeal(s) that arise from your complaint of dating violence, domestic violence, sexual assault, or stalking;
 - b. Collin College's procedures to appeal the results of the disciplinary proceeding and/or appeal(s);
 - c. any change to the results (e.g., through the appeal process); and
 - d. when the results become final.

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

Collin College's process for investigating complaints of dating violence, domestic violence, sexual assault, and stalking against a current student is detailed in the flowcharts on pages 5 and 6 of this document, in the current [Student Code of Conduct](#), and in Board policy *FFDA (LOCAL)* located online at <https://pol.tasb.org/Home/Index/304>. 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 assault, 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 Assault, Sexual Harassment, 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 U.S. 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.

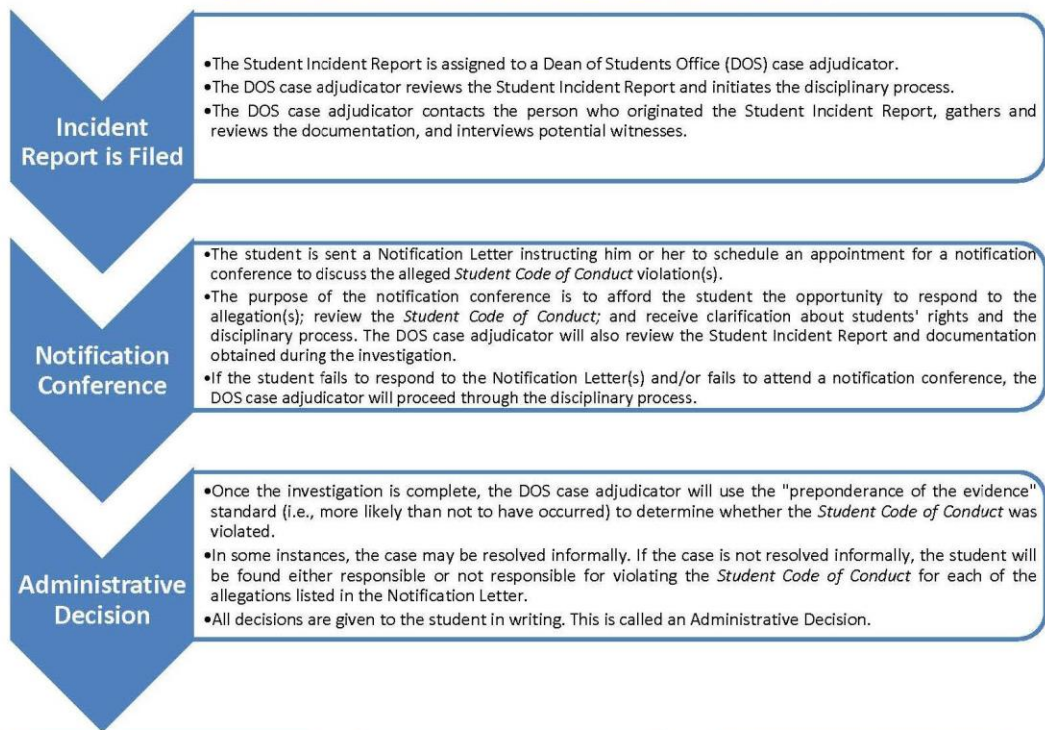
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Dean of Students Office Disciplinary Process Flowchart

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.



Student Accepts

A student who has been issued a disciplinary penalty or penalties **other than suspension or recommendation for expulsion** and accepts the Administrative Decision will sign an Acceptance of the Administrative Decision Statement indicating he or she:

1. understands the *Student Code of Conduct* violation(s),
2. understands and agrees to comply with the disciplinary penalty or penalties imposed, and
3. waives his or her right to appeal the administrative decision.

Once this statement is signed, the student will not be allowed to appeal at a later date and will be expected to comply with all disciplinary penalties and obligations set forth in the Administrative Decision.

Student Takes No Action

In a case where a student is issued a disciplinary penalty or penalties **other than suspension or recommendation for expulsion** and does not sign an Acceptance of the Administrative Decision Statement or submit the Disciplinary Appeal Form by the stated deadline, the original Administrative Decision will stand. In addition, the student will not be allowed to appeal at a later date and will be expected to comply with all disciplinary penalties and obligations set forth in the Administrative Decision.

Student Appeals

Disciplinary Penalties Other than Suspension or Recommendation for Expulsion:
 The student must submit the online Disciplinary Appeal Form requesting to appeal the Administrative Decision. The Disciplinary Appeals Committee's (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.

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**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.

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- 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.

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Resources Available On Campus

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

Accommodations at Collin College for Equal Support Services (ACCESS) Office (Disability Services)

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:

Frisco Campus (Preston Ridge) – 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.

McKinney Campus (Central Park) – 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.

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

Phone: 972.881.5898

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

Collin College Student Housing

Provides housing at the Plano Campus (Spring Creek) for current Collin College students. Assists with housing changes only for students who are already residing on the property.

Office Hours: Monday through Friday 9:00 a.m. to 6:00 p.m.

Phone: 972.881.5151

Email: studenthousing@collin.edu

Website: www.collin.edu/studenthousing/

Counseling Services Office (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:

Frisco Campus (Preston Ridge) – 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.

McKinney Campus (Central Park) – 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.

Plano Campus (Spring Creek) – Monday through Thursday 8:00 a.m. to 8:00 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

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:

All Campuses – 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 and Veterans Services 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:

Frisco Campus (Preston Ridge) – 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.

McKinney Campus (Central Park) – 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.

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

Phone Numbers:

Frisco Campus (Preston Ridge) – 972.377.1760

McKinney Campus (Central Park) – 972.548.6760

Plano Campus (Spring Creek) – 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: www.collin.edu/hr/index.html

International Student Office - Visa and Immigration

Assistance

Provides visa and immigration assistance for Collin College students.

Office Hours:

Plano Campus (Spring Creek) – 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

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 assist survivors of sexual assault. 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/>

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Resources Available Off Campus

If you are a victim of dating violence, domestic violence, sexual assault, and/or stalking, there are resources off campus from which you may seek support. Contacting any of these resources is not considered an official report to Collin College of prohibited conduct.

Center for Changing Our Campus Culture

Email: info@changingourcampus.org
Website: <http://changingourcampus.org>

Collin County Council on Family Violence

Website: <http://cccfcv.com/>

CHETNA - Culture-Specific Services for South Asian

Victims of Domestic Violence

Phone: 888.924.3862
Email: chetna@chetna-dfw.org
Website: www.chetna-dfw.org

Collin County Cares – Searchable Directory of Service Providers

Website: http://collincare.org/agency1_list.php

Department of Defense (DoD) Safe Helpline

Phone: 877.995.5247
Website: <http://safehelpline.org/>

End Violence Against Women International (EVAWI)

Website: <http://www.evawintl.org/>

Family Law Line - Access to Legal Services for Family Law and Domestic Violence

Hours: Monday through Friday 8:30 a.m. to 5:30 p.m.
Phone: 800.777.3247

Family Violence Legal Line - Access to Legal Services

Phone: 800.374.4673

Hope's Door New Beginning Center- Shelter, Family Services, and Transitional Housing

24-Hour Hotline: 972.276.0057
Phone: 972.422.2911
Website: <http://hdnbc.org/>

Legal Aid for Survivors of Sexual Assault (LASSA)

Phone: 800.991.5153
Website: www.legalaidforsurvivors.org/

LGBT National Help Center

Phone: 888.843.4564
Website: <http://www.glbthotline.org/>

LifePath Systems - Mental Health Services

Crisis Hotline: 877.422.5939
Phone: 972.562.0190
Website: <http://www.lifepathsystems.org/>

Love Is Respect

Phone: 866.331.9474 or 866.331.8453 (TTY)
Text: "loveis" (22522)
Website: <http://www.loveisrespect.org/>

National Coalition Against Domestic Violence (NCADV)

Phone: 800.799.7233
Website: www.ncadv.org/

The National Domestic Violence Hotline (The Hotline)

Available 24 Hours a Day
Phone: 800.799.7233 or 800.787.3224 (TTY)
Website: <http://www.thehotline.org>

National Human Trafficking Hotline

Phone: 888.373.7888
Text: "BeFree" (233733)
Website: <https://humantraffickinghotline.org/>

National Sexual Assault Hotline Operated by RAINN

Available 24 Hours a Day
Phone: 800.656.4673

National Sexual Violence Resource Center (NSVRC)

Phone: 877.739.3895 or 717.909.0715 (TTY)
Website: <https://www.nsvrc.org/>

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

Phone: 202.307.6026
Website: <https://www.justice.gov/archives/ovw/protecting-students-sexual-assault>

Pandora's Project - Support and Resources for Survivors of Rape and Sexual Abuse (Including Male and LGBTQ Survivors), Their Families, and Friends

Phone: 612.234.4204
Website: <https://pandys.org/>

Partners in Prevention

Phone: 800.799.7233
Website: www.enddomesticabuse.org

Planned Parenthood - STI Testing, Birth Control, and Pregnancy Options

Phone: 800.230.7526
Website: <https://www.plannedparenthood.org/>

Rape, Abuse, and Incest National Network (RAINN)

24-Hour Hotline: 800.656.4673
Website: <http://www.rainn.org/>

Real Options for Women - Pregnancy Options, STI Testing, and Counseling

1776 W. McDermott Dr.
Suite 100
Allen, TX 75013
Phone: 214.238.9389
Text: 972.805.1454
Email: info@realoptionstx.com
Website: <https://realoptionstx.com/>

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

9696 Skillman
Suite 320
Dallas, TX 75243
Phone: 214.821.4883
Email: dallas@rstx.org
Website: <https://www.rstx.org/dallas>

Safe Horizon

Phone: 811.621.4673
Website: <https://www.safehorizon.org/>

Texas Abuse, Neglect, and Exploitation Reporting System and Hotline

Phone: 800.252.5400
Website: <https://www.txabusehotline.org/Login/Default.aspx>

Texas Advocacy Project

Phone: 800.374.4673
Website: <https://www.texasadvocacyproject.org/>

Texas Association Against Sexual Assault (TAASA)

Phone: 512.474.7190
Website: <http://taasa.org>

Texas Attorney General's Office Crime Victim Services

Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.
Phone: 800.983.9933 or 512.936.1200
Website: <https://www.texasattorneygeneral.gov/crime-victims>

Texas Law Help

Website: <https://texaslawhelp.org>

Texas Legal Services Center

Phone: 844.303.7233 or 512.477.6000
Website: <https://www.tlsc.org/>

Texas Muslim Women's Foundation

24-Hour Family/Domestic Violence Hotline:
972.880.4192
Phone: 877.724.5699 or 469.467.6241
Website: <https://tmwf.org/>

The Turning Point Rape Crisis Center

3325 Silverstone Dr.
Plano, TX 75023
24 Hour Crisis Hotline: 800.886.7273
Phone: 972.985.0951
Website: <https://www.theturningpoint.org>

Traffic 911

4575 Claire Chennault
Addison, TX 75001
Phone: 817.575.9923
Website: <https://www.traffic911.com/>

U.S. Citizenship and Immigration Services Dallas Field Office

6500 Campus Circle Drive East
Irving, TX 75063
By Appointment Only
Phone: 800.375.5283
Website: <https://www.uscis.gov/about-us/find-uscis-office/field-offices/texas-dallas-field-office>

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		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Collin College Student Housing 5800 Jupiter Road Plano, Texas, 75074	0	0	0	N/A	N/A	N/A	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00

Purpose Statement

Through its campuses, centers, and programs, Collin College 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 state needs.
- Other purposes as may be directed by the Board and/or the laws of the State of Texas.

Mission

Collin County Community College District is a student- and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Vision

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

