



# **Mandatory Reporting**

Best Practices for  
Compliance

# Agenda

- **Clery Act Reporting**
- **Child Abuse and Neglect Reporting**
- **Mandatory Reporting Under Texas State Law**
- **When and How to Report**
- **Best Practices and FAQs**
- **Scenarios**
- **Q&A**

# A Brief History of the Clery Act

Now called the Jeanne Clery Campus Safety Act, this law amended federal financial aid laws to require all participating postsecondary institutions to disclose campus crime statistics, safety policies, and security information.

1990

Signed into law as the “Crime Awareness and Campus Security Act” and codified under the Higher Education Act.

1998

Renamed in memory of slain student Jeanne Clery.

2013

VAWA/Campus SaVE Act amendments mandated extensive prevention and awareness programs for sexual misconduct offenses and made these offenses Clery-reportable crimes.

2025

Stop Campus Hazing Act amendments required extensive hazing education and prevention programs and made hazing a Clery-reportable crime.

# Clery Act Crimes

## ■ Criminal Offenses

- Aggravated Assault
- Arson
- Burglary
- Criminal Homicide:
  - Manslaughter by Negligence
  - Murder and Non-Negligent Manslaughter
- Hazing
- Motor Vehicle Theft
- Robbery
- Sexual Assault:
  - Fondling
  - Incest
  - Rape
  - Statutory Rape

## ■ Arrests and Referrals for Disciplinary Action

- Drug Abuse Violations
- Liquor Law Violations
- Weapons: Carrying, Possessing, Etc.

## ■ Violence Against Women Act (VAWA) Offenses

- Dating Violence
- Domestic Violence
- Stalking

# Clery Act Crimes (Cont.)

## ■ Hate Crimes

- Must be motivated by bias, and the appropriate type of bias must also be reported
- Everything listed under the Criminal Offenses plus:
  - Destruction/Damage/Vandalism of Property
  - Intimidation
  - Larceny-Theft
  - Simple Assault

## ■ Definitions of Clery Act Crimes:

[www.collin.edu/studentresources/deanofstudents/documents/Clery Act VAWA and Hate Crimes Definitions.pdf](http://www.collin.edu/studentresources/deanofstudents/documents/Clery_Act_VAWA_and_Hate_Crimes_Definitions.pdf)

## ■ Categories of Bias

- Disability
- Ethnicity
- Gender
- Gender Identity
- National Origin
- Race
- Religion
- Sexual Orientation

# Clery Act Geography

- **Campus:**

- 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.
- 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).

- **Non-Campus Building or Property:**

- Any building or property owned or controlled by a student organization that is officially recognized by the institution.
- 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.

# Clery Act Geography (Cont.)

- **Public Property:**

- All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare; or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.
- Public property encompasses all public property, including thoroughfares, streets, sidewalks; and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

- **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.

# Campus Security Authority (CSA)

- Under the Clery Act, a CSA is a Collin College employee who has significant responsibility for student and campus activities.
- CSAs include, but are not limited to, the following employees:
  - An institution's campus police department or campus security department
  - Any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department
  - 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
  - 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



# Who Is Not Considered a CSA?

- **Faculty**

- Unless they are acting in a capacity where they have significant responsibility for student or campus activities beyond the classroom (e.g., student organization advisor, student travel responsible party).

- **Pastoral Counselors and Professional Counselors**

- Campus pastoral counselors and professional counselors, when acting as such, are not considered to be a CSA, and are not required by the Clery Act to report crimes for inclusion in the annual crime statistics and daily crime log.

- **Most Support Staff**

- Clerical (e.g., administrative assistants, receptionists)
- Facilities staff (e.g., plumbers, electricians)
- Food service workers (e.g., cashiers, cooks)

# What Are CSAs Required to Do?

- CSAs are responsible for ensuring that information regarding a Clery Act crime that has been reported to or is known to them is conveyed to the appropriate Collin College official(s) for record keeping and reporting purposes.
- 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.
- CSAs are not obligated to investigate allegations of Clery Act crimes that are reported to them, but they are required to report such crimes to the Collin College Police Department.
- When a Clery Act crime is reported to a CSA, the CSA must complete the [Campus Security Authority \(CSA\) Crime Reporting Form](#).

# How to Submit a CSA Form

- Log into OneLogin (<https://collin.onelogin.com/>), click on the “Guardian” tile, and then click on “New Incident”



- Under “Report Type” select “Campus Security Authority (CSA) Crime Reporting Form”

Report Type<sup>\*</sup>

Campus Security Authority (CSA) Crime Reporting Form



# Child Abuse and Neglect Reporting

- **Relevant Laws and Policies:**
  - [Texas Education Code Section 51.9761](#)
  - [Texas Family Code Chapter 261](#)
  - [Collin College Board Policy DHB \(Legal\)](#)
  - [Collin College Board Policy DHB \(Local\)](#)
- **Definitions related to child abuse and neglect:**  
<https://statutes.capitol.texas.gov/Docs/FA/htm/FA.261.htm#261.001>
- **Child abuse and neglect include, but are not limited to, both sex and labor trafficking of a child.**
- **The term “child” is defined in state law as a person younger than 17 years of age.**

# Child Abuse and Neglect Reporting (Cont.)

- Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.
- A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of the crime of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring.
- A person is also required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or of an elderly or disabled person.

# **Child Abuse and Neglect Reporting (Cont.)**

- The identity of a person making a report of suspected child abuse or neglect will be kept confidential and will be disclosed only in accordance with law and the rules of the investigating agency.
- A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.
- By failing to report suspicion of child abuse or neglect, an employee:
  - May be placing a child at risk of continued abuse or neglect.
  - Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report.
  - Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

# **Child Abuse and Neglect Reporting (Cont.)**

- It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.
- Collin College District employees are will cooperate fully and without parental consent with an investigation of reported child abuse or neglect.
- Collin College prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

# How to Submit a Report of Child Abuse or Neglect

- **Reports of child abuse or neglect may be made to any of the following:**
  - A state or local law enforcement agency.
    - Dial **911** immediately if there is an emergency or life-threatening situation.
  - The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS).
    - Call the Texas Abuse Hotline at **800.252.5400** if the situation is urgent and needs to be investigated within 24 hours.
    - Use the [Texas Abuse Hotline Website](https://www.dfps.texas.gov/ContactUs/locations.asp?apsd=dfw) to report situations that do not need to be investigated right away, as it may take more than 48 hours to process online reports.
  - A local CPS office.
    - Offices in DFW District: [www.dfps.texas.gov/Contact Us/locations.asp?apsd=dfw](https://www.dfps.texas.gov/ContactUs/locations.asp?apsd=dfw)
  - If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.



# Information on Reporting to DFPS

- **As required by law, an oral report made to DFPS is recorded.**
- **DFPS cannot accept anonymous reports of abuse and neglect involving children and their families.**
  - The reporting individual must provide their first and last names and a home or business telephone number.
  - If the individual making the report is a professional, as defined by law, the individual must also provide their business address and profession, such as title.
  - Reporters' names are confidential by law.
- **Anonymous reports of child abuse and neglect may be made to local and state law enforcement agencies.**

# Mandatory Reporting Under Texas State Law

- **Texas Education Code Section 51.252 (aka Texas Senate Bill 212)**
  - Requires a Collin College employee who witnesses or receives information regarding an incident of **Dating Violence, Sexual Assault, Sexual Harassment, or Stalking** that is alleged to have been committed by or against a person who was a student enrolled at or an employee of Collin College at the time of the incident to promptly report the incident to Collin College's Title IX Coordinator or Deputy Title IX Coordinator.
  - Confidential employees (e.g., Counselors) are only required to state the type of incident reported and may not include and information that would violate a student's expectation of privacy.
  - Collin College procedures also require employees to report **Domestic Violence**.
  - Employees **must** complete the **Mandatory Reporting Form for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking**.

# Definitions

## ■ Dating Violence

In accordance with the [Violence Against Women Act \(VAWA\)](#), 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 a consideration of:

1. The length of the relationship,
2. The type of relationship, and
3. 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.

# Definitions (Cont.)

## ■ Domestic Violence

In accordance with the [Violence Against Women Act \(VAWA\)](#), the term “domestic violence” includes felony or misdemeanor crimes of violence committed by:

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child in common;
3. A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. Any other member of the victim’s family as defined by state law;
5. Any other current or former member of the victim’s household as defined by state law (i.e., 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, including, but not limited to, student housing roommates); or
6. Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs (i.e., 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).

# Definitions (Cont.)

- **Sexual Assault**

Sexual assault is a form of sexual harassment. Sexual assault 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. In accordance with the [Clery Act](#), sexual assault is any sexual act directed at another person, without consent of the victim, including instances where the victim is incapable of giving consent; and includes attempted sexual acts, fondling, incest, rape, and statutory rape.

# Definitions (Cont.)

- **Sexual Harassment**

For the purpose of mandatory reporting required by the [Texas Education Code Section 51.252](#), “sexual harassment” means unwelcome, sex-based verbal or physical conduct that:

1. In the employment context, unreasonably interferes with a person’s work performance or creates an intimidating, hostile, or offensive work environment; or
2. In the education context, is sufficiently severe, persistent, or pervasive that the conduct interferes with a student’s ability to participate in or benefit from educational programs or activities at a postsecondary educational institution.

# Definitions (Cont.)

## ■ Stalking

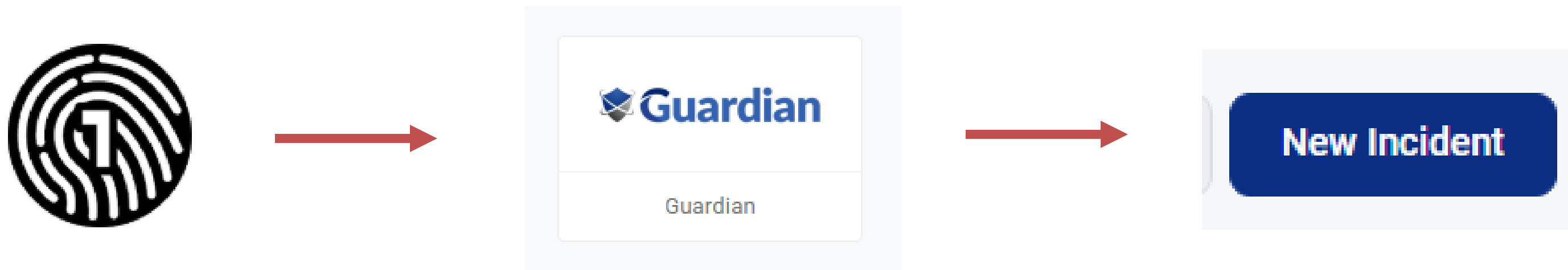
In accordance with the [Violence Against Women Act \(VAWA\)](#), the term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third 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.
2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
3. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

# How to Submit a Mandatory Report

- Log into OneLogin (<https://collin.onelogin.com/>), click on the “Guardian” tile, and then click on “New Incident”



- Under “Report Type” select “Mandatory Reporting Form for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking”

Report Type<sup>\*</sup>

Mandatory Reporting Form for Incidents of Dating Violence, D ▼



# Best Practices

- **When Working with Individuals Who Disclose Reportable Information:**
  - **Do not** discourage them from sharing the information with you.
  - **Do not** promise confidentiality but do protect their privacy as much as possible.
  - “Thank you for sharing this information with me.”
  - “I’m sorry to hear you have been dealing with this difficult situation.”
  - Even if you are a licensed mental health professional, as a Collin College faculty or staff member that is not your primary job duty.
    - **Do not** attempt to counsel the individual.
    - Be **very clear** about your boundaries, what you can do to assist them, and what they can expect from you.

# Best Practices (Cont.)

- **When Working with Individuals Who Disclose Reportable Information:**

- Inform them you are a mandatory reporter and will need to submit a report to the appropriate Collin College authority.
- Let them know they may be contacted by an appropriate Collin College staff member who can provide additional information, resources, and assistance.
- Refer them to appropriate campus resources (e.g., Collin College Police Department, Counseling Services, Employee Assistance Program, TimelyCare, Title IX Coordinator or Deputy Title IX Coordinator).
- Refer them to appropriate off-campus resources (e.g., local law enforcement, LifePath Systems, The Turning Point).
- Do not give them your personal home or cell phone numbers.
- Submit a report **as soon as possible** after the individual discloses the information.

# When Submitting a Report

- **Stick to the Facts**

- Who was involved?
- What information was disclosed?
- When did the alleged incident(s) occur?
- Where did the alleged incident(s) occur?
- Has anyone else been informed of the alleged incident(s) (e.g., academic administrators, Collin College Police Department, local law enforcement, Title IX Coordinator or Deputy Title IX Coordinator)?

- **Do not:**

- Editorialize.
- Give personal opinions about the involved parties or the alleged incident(s).
- Make definitive statements (e.g., “The victim is anxious and depressed,” “The alleged perpetrator is a sexual predator”) unless you have information to back them up.

# What Happens After a Mandatory Report is Submitted?

- **The appropriate Title IX coordinator, deputy Title IX coordinator, or designee will:**
  - Review the report and any documentation provided.
  - Contact the reporter to inform them the report has been received.
  - Contact the alleged victim to provide appropriate resources and attempt to gather additional information regarding the alleged incident(s).
  - Determine whether the alleged incident(s) rises to the level of a Clery Act, Title IX, Student Conduct, and/or Employee Disciplinary violation.
    - If Yes: Initiate the appropriate grievance/investigation procedures
    - If No: Determine whether other supportive measures may be appropriate

# Frequently Asked Questions

- **Am I required to investigate the alleged incident prior to submitting a report?**
  - No, the reporter is not obligated to investigate the alleged incident.
  - The reporter should **promptly** submit the appropriate report and include the information they know about the alleged incident.
  - If an investigation is initiated, it will be assigned to an appropriate investigator.
- **Will the reporter be informed of the outcome of an investigation?**
  - No. This would be a violation of various privacy regulations, including FERPA.

# Frequently Asked Questions (Cont.)

- I was made aware of an alleged incident and did not submit a mandatory report. What could happen?
  - Each finding of non-compliance with the Clery Act results in a \$71,545 fine to the institution.
  - Texas state law requires that an employee who fails to report an alleged incident of Dating Violence, Sexual Assault, Sexual Harassment, and/or Stalking be terminated, and the Texas Higher Education Coordinating Board (THECB) may assess an administrative penalty against the institution in an amount not to exceed \$2 million.
  - Additionally, failing to submit a mandatory report violates the law and may lead to legal penalties, including criminal sanctions for knowingly failing to make a required report.

# Scenario 1

Jane, a female student in your class, comes to talk to you during your office hours. During the conversation, Jane mentions that she has not been doing well because of a personal situation. Jane states she and another student were in a dating relationship, but they recently broke up. Jane states the other student did not want the relationship to end. Jane states the other student has been harassing her through text messages, phone calls, and social media, and is now threatening to release an explicit picture of her. Jane also states she has seen the other student around her apartment at Collin College Student Housing multiple times since they broke up, and she thinks the other student has followed her to her workplace off campus.

1. Are you required to report this situation?
2. If so:
  - a. What report or reports do you need to submit?
  - b. What allegation or allegations would you report?
3. How do you respond to the student?
4. Is there anything else you would do to assist the student?

# Scenario 2

John comes into the Student and Enrollment Services Office to speak with an Advisor. During the conversation with the Advisor, John states that part of the reason he failed his classes last semester is because he was dealing with a domestic violence situation at home and was unable to complete them. John does not go into detail regarding the situation but states he has reported the matter to local law enforcement and is working with a victim's advocate.

1. Is the Advisor required to report this situation?
2. If so:
  - a. What report or reports should the Advisor submit?
  - b. What allegation or allegations should the Advisor report?
3. How should the Advisor respond to the student?
4. Is there anything else the Advisor could do to assist the student?



# Scenario 3

Sally was a student 10 years ago, and now she wants to return to Collin to continue taking classes. Sally remembers you from when she was previously a student and reaches out to you via email to ask about how she can reenroll. You exchange several emails with Sally. In one of her responses Sally mentions that when she was taking Dual Credit classes she was sexually assaulted one evening while studying in the Library at the Frisco Campus. Sally does not go into detail regarding the situation but states she is nervous about returning because of what happened.

1. Are you required to report this situation?
2. If so:
  - a. What report or reports should you submit?
  - b. What allegation or allegations should you report?
3. How do you respond to the student?
4. Is there anything else you would do to assist the student?

# Scenario 4

You are running a summer camp for middle school students. Annie, one of your volunteers, approaches you and says she has noticed bruises and what she thinks might be burn marks on one of the participants' arms. Annie tells you the participant's name is George, and she has also noticed that he does not bring a lunch every day, which is required. Annie states that some of the other volunteers have seen George asking other participants to share their lunches and digging through the trash cans. Additionally, Annie tells you she saw George's mother yelling at him and grabbing his arm forcefully as she was dropping George off one morning.

1. Are you required to report this situation?
2. If so:
  - a. What report or reports should you submit?
  - b. What allegation or allegations should you report?
3. How do you respond to the student?
4. Is there anything else you would do to assist the student?

# Scenario 5

Sam, a student in the Automotive Program, asks to meet with the Program Director. During the meeting, Sam states that Austin, a male student in the program, has been sexually harassing Katy, a female student in the program. Sam states he has witnessed Austin fondling Katy's breasts, grabbing her buttocks, and making inappropriate sexual comments about Katy. Sam states he has spoken with Katy about his concerns. Katy told Sam the physical contact and comments are unwelcome and not consensual, but she is worried about reporting anything due to fear of retaliation.

1. Are you required to report this situation?
2. If so:
  - a. What report or reports should you submit?
  - b. What allegation or allegations should you report?
3. How do you respond to the student?
4. Is there anything else you would do to assist the student?

# Question & Answer Session



# Clery Compliance Coordinators

## Assistant Chief of Police

David Prevatte  
Collin College Police Department  
Plano Campus  
2800 E. Spring Creek Parkway  
Suite K-119  
Plano, TX 75074  
Phone: 972.881.5696  
Email: [daprevatte@collin.edu](mailto:daprevatte@collin.edu)

## Manager Accreditation and Clery Compliance Coordinator

Rita Fernaine  
Collin College Police Department  
Plano Campus  
2800 E. Spring Creek Parkway  
Suite K-119  
Plano, TX 75074  
Phone: 972.881.5698  
Email: [ritafernaine@collin.edu](mailto:ritafernaine@collin.edu)

# Title IX Coordinators

## Title IX Coordinator for Students

Terrence Brennan  
District Dean of Students  
Collin Higher Education Center  
3452 Spur 399  
Suite 457  
McKinney, TX 75069  
Phone: 972.881.5734  
Email: [tbrennan@collin.edu](mailto:tbrennan@collin.edu)

## Title IX Coordinator for Employees

Vacant

## Deputy Title IX Coordinator for Students

Amy Throop  
Associate Dean Title IX Compliance  
Technical Campus  
2550 Bending Branch Way  
Suite A004/A006  
Allen, TX 75013  
Phone: 972.599.3126  
Email: [athroop@collin.edu](mailto:athroop@collin.edu)

## Deputy Title IX Coordinator for Employees

Tonya Jacobson  
Manager Employee Relations  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, TX 75069  
Phone: 972.758.3856  
Email: [tjacobson@collin.edu](mailto:tjacobson@collin.edu)

# Additional Contact Information

- **Clery Act**
  - Webpage: [www.collin.edu/studentresources/deanofstudents/cleryact](http://www.collin.edu/studentresources/deanofstudents/cleryact)
- **Counseling Services**
  - Phone: 972.881.5126
  - Email: [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu)
  - Webpage: [www.collin.edu/studentresources/counseling/](http://www.collin.edu/studentresources/counseling/)
- **District Dean of Students Office**
  - Phone: 972.881.5604
  - Email: [dos@collin.edu](mailto:dos@collin.edu)
  - Webpage: [www.collin.edu/studentresources/deanofstudents/](http://www.collin.edu/studentresources/deanofstudents/)
- **Strategies of Behavioral Intervention (SOBI) Care Team**
  - Email: [sobi@collin.edu](mailto:sobi@collin.edu)
  - Webpage: [www.collin.edu/studentresources/SOBI/](http://www.collin.edu/studentresources/SOBI/)
- **Title IX**
  - Email: [titleix@collin.edu](mailto:titleix@collin.edu)
  - Main Webpage: [www.collin.edu/titleix](http://www.collin.edu/titleix)
  - Mandatory Reporting Webpage: [www.collin.edu/titleix/employeesdutyto report](http://www.collin.edu/titleix/employeesdutyto report)