

McLennan

C O M M U N I T Y

COLLEGE

2016

Annual Security Report

President's Message

In an effort to foster a safe campus environment, McLennan Community College has adopted and implemented policies and practices in compliance with the requirements of the *Jeanne Clery Act* (20 USC § 10292(f), 34 CFR § 668.46 and §668.41). This publication contains information about safety measures, processes, and policies and should be used as a resource by the campus community to deter crime. I encourage you to take time to review the *Annual Security Report* and positively contribute to making campus safety a priority. The McLennan Community College *2016 Annual Security Report* has been reviewed and approved for release and posting to the MCC website.

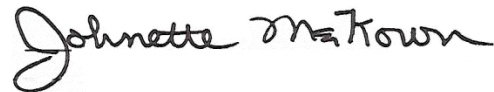
A handwritten signature in black ink that reads "Johnette Markow". The signature is written in a cursive style with a large initial 'J' and a stylized 'M'.

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Quick Reference Resources

McLennan Police Department (on campus)

Emergency..... 254-299-8911
 Dial "8911" from any campus phone; calls answered 24 hours a day, 7 days a week.
 Non-emergency254-299-8860
 Dir. of Public Safety & Chief of Police..... 254-299-8844
 Hearing Impaired (Texas Relay)7-1-1
<http://www.mclennan.edu/police/>

Local Law Enforcement (off-campus)

Emergency..... 9-1-1
 Non-emergency:
 Waco Police Department..... 254-750-7500
 Bellmead Police Department 254-799-0251
 Lacy Lakeview Police Department 254-799-2479
 Beverly Hills Police Department 254-752-2585
 Robinson Police Department 254-662-0525
 Hewitt Police Department 254-666-6272
 Woodway Police Department 254-772-4470
 McLennan County Sheriff 254-757-5110
 Hearing Impaired (Texas Relay)7-1-1

Fire Department (off-campus)

Emergency..... 9-1-1

Health

Community Clinic.....254-313-5800
 MCC's Community Services Center
 4601 N. 19th St.,
 Medical Services, Information, and Appointments
 Monday-Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m.
<http://www.mclennan.edu/community-clinic/>

Baylor Scott and White Hillcrest..... 254-202-2000
 100 Hillcrest Medical Blvd
<http://www.sw.org/location/waco-hillcrest-medical-center>

The DePaul Center..... 254-776-5970
 301 Londonderry Drive
<http://www.providence.net/depaul/>

Community Services

Advocacy Center for Crime Victims Crisis
 Hotline.....254-751-7233
 Toll Free.....888-867-7233
 MHMR (select Crisis option)254-752-3451

Waco Family Abuse Center.....254-751-1781
 Toll Free.....800-283-8401

Family Abuse Center:
<http://www.familyabusecenter.org/>

National and State Hotlines

Mental Health Crisis Line.....866-751-3451
 National Domestic Violence Hotline.....800-799-7233
800-787-3224 TTY
<http://www.ndvh.org/>
 National Suicide Prevention.....800-273-TALK (8255)
 Texas Advocacy Project Sexual Assault Legal Line
888-296-7233
 Family Violence and Sexual Assault Legal Line
800-374-HOPE (4673)
<http://www.texasadvocacyproject.org>

Additional Campus Offices

Office Hours Monday-Friday 8 a.m. – 5:00 p.m.

CARE Team.....254-299-8645
 Student Services Center, Room 211
<http://www.mclennan.edu/care/>

Completion Center 254-299-8226
 Student Services Center, Room 249

Counseling Services 254-299-8210
 Wellness and Fitness, Room 101
 Preventative short term counseling
<http://www.mclennan.edu/counseling>

Disability Services..... 254-299-8122
 Student Services Center, Room 211
<http://www.mclennan.edu/academic-advsing/disability>

Student Conduct 254-299-8614
 Student Services Center, Room 211
<http://www.mclennan.edu/insight/>

Student Support Services (TRIO)..... 254-299-8431
 Learning Technology Center, Room 218
<http://www.mclennan.edu/student-support-services/>

Support & Empowerment Program..... 254-299-8569
 Student Services Center, Room 249

<http://www.mclennan.edu/academic-advising/reentering-workforce>

Title IX Coordinator..... 254-299-8645

Administration Building, Room 408

Drew Canham

dcanham@mclennan.edu

The Clery Act

“The Jeanne *Clery Act*, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the college’s annual security report.

Under the Act, institutions must provide survivors of sexual assault domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.”

Source: <http://www.Clerycenter.org>

Compliance with the *Clery Act*

The *Clery Act* requires McLennan Community College (MCC) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The Act also requires MCC to collect, report, and disseminate crime data to everyone on campus and to the Department of Education annually.

To be in full compliance with the law, McLennan Community College must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The McLennan Community College Police Department must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.

3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus, in public areas on or near campus, and in certain non-campus buildings, such as remote classrooms. McLennan Community College must also report liquor and drug law violations and illegal weapons possession, if they result in a disciplinary referral or arrest.
4. Submit the collected crime statistics to the Department of Education each fall.
5. Inform prospective students and employees about the availability of the Annual Security Report.

Source: *The Handbook for Campus Safety and Security Reporting*

This report is intended to provide valuable information regarding procedures McLennan Community College has developed in partnership with members of the community to maintain a safe campus environment. To find out more about any information in this document or about Campus Police, please call the Director of Public Safety/Chief of Police or visit the McLennan Community College’s Police Department website at <http://www.mclennan.edu/police/>.

Members of the campus community are encouraged to use this report as a guide for safe practices on- and off-campus. This report contains numerous links to websites with information that may be useful in reading this report. If any link does not function, please e-mail marcom@mclennan.edu for assistance.

Campus Safety

In compliance with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 10292(f), 34 CFR § 668.46 and §668.41), and in order to promote the safety and security of the campus community, the following information is provided to the McLennan Community College Campus.

The mission of Campus Police is to positively enhance and promote a safe and secure environment for the students, faculty, and staff. The Campus Police department is committed to being a sensitive, caring, and impartial policing organization. The department is dedicated to the highest level of professionalism and uncompromising integrity.

Preparing the Report

The McLennan Community College Police Department, Student Success Division, and Marketing & Communications department are responsible for preparing and distributing the Annual Security Report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (*Clery Act*). The Annual Security Report is published every year by October 1st and contains three years of campus crime statistics as well as certain campus security policy statements in accordance with the *Clery Act*.

Notifications

Each year, an e-mail notification is sent to all current students, faculty, and staff providing the website URL to access this report. The report may also be accessed by clicking on the link entitled *Annual Security Report* at the bottom of every page of the McLennan Community College website.

The report is linked through additional pages to provide notification to:

- Prospective employees via McLennan's Human Resource's Employment Opportunities webpage at <http://www.mclennan.edu/employment/>.
- New employees via a link during new employee orientation and on McLennan's Human Resources' webpage at <http://www.mclennan.edu/human-resources/>.
- Prospective students and parents of students via the About McLennan webpage at <http://www.mclennan.edu/about/>.

Upon request, prospective students and employees may obtain a

hard copy of the report from Campus Police located in the Student Services Center, Room 135 or by calling 254-299-8860.

Campus Police Department

McLennan's Campus Police department is a 17-member police force. The department consists of ten commissioned Police Officers and seven Security Officers appointed by the Board of Trustees pursuant to section 51.212 of the Texas Education Code. All commissioned officers are licensed by the Texas Commission of Law Enforcement and are recognized as peace officers under Article 2.12 of the Texas Code of Criminal Procedure.

"Campus Police officers possess the same authority as police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of state statutes, city and county ordinances of McLennan County when such is required for the protection of MCC properties and interests, its students and personnel, and when specifically requested by appropriate state or local law enforcement officials."

"Campus Police will report all crimes occurring on campus to appropriate police agencies; pursue cooperative relationships with municipal, county, state, and federal law enforcement agencies; and when requested, will aid in any investigations or apprehensions on the campus. Students and employees will be encouraged to report crime on campus to Campus Police and to appropriate police agencies." See *Policy E-XXVIII.III, Campus Crime and Security*.

McLennan has primary responsibility for law enforcement on campus and works closely with the Waco Police Department and other law enforcement agencies. Campus Police patrol on campus 24-hours a day, in vehicles, on foot, or by bicycle,

providing around-the-clock protection. In addition to the ten commissioned officers, the department employs seven campus Security Officers who assist in safeguarding the campus community and in the enforcement of college rules and regulations. Campus Police investigate all reported criminal activities and emergencies occurring on campus.

Campus Police will be primarily responsible for carrying out mandates of the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. Campus Police has developed rules and regulations to implement policies and to carry out its duties and responsibilities.

Maintenance of Campus Facilities

“McLennan seeks to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities and grounds. The policy of promoting openness must be balanced by controls on access designed to promote security in campus facilities.” See *Policy E-XXVIII*.

Campus Police enforce college rules and regulations on access and security of campus facilities and regularly patrols the grounds and buildings on the McLennan campus. McLennan Maintenance staff inspects the lighting, grounds, and buildings (doors, locks, etc.) to determine what improvements if any need to be made for security on the campus. Facilities personnel maintain college facilities with a concern for safety and security. Lighting surveys are conducted on a regular basis to spot any lighting concerns or areas in need of repair.

Campus Police provide services to the facilities including locking of all entrances and monitoring the campus security cameras on a regular schedule. “Campus Police will examine or cause to have examined all campus facilities and grounds to determine if any security concerns exist.” See *Policy E-XXVIII*.

The Campus Card Office conducts security surveys as needed to continually assess facility security needs. Key control is established by college policy and access to building master keys is restricted.

The College maintains a Safety Committee that addresses concerns including lighting, risk assessment, etc. The Environmental Health and Safety Manual is also available

online at <http://www.mclennan.edu/safety-manual/>. This manual establishes appropriate safety standards and guidelines for the operation and facilities of the institution.

McLennan Building Safety Coordinators assist with emergency drills, maintain correspondence with the occupants in the building or floor they serve, notify the building or floor about emergencies in the vicinity, keep the Emergency Management Committee and Emergency Operations Team notified of issues or concerns from students or staff, participate in at least two emergency training opportunities a year, and serve as front-line communicators during an emergency.

During business hours, McLennan will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all campus facilities is by key/card access, if issued, or by admittance via Campus Police.

Emergencies may necessitate changes or alterations to any posted schedules.

Geography

Under the *Clery Act*, McLennan Community College is required to provide statistics for all reported crimes based on the following criteria:

- crimes occurring within a location determined to be part of the *Clery* geography;
- crimes reported to a Campus Security Authority; and
- crimes included as part of *Clery* offenses.

As specified in the *Clery Act*, the following property descriptions are used to identify the location of crimes on and around McLennan’s campus.

On-Campus Geography

“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; and any building or property that is within or reasonably contiguous to the area identified in the above paragraph, 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 retail vendor).” 20 USC § 10292(f), 34 CFR 668.46(a)

Non-Campus Buildings or Property

“Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.” 20 USC § 10292(f), 34 CFR 668.46(a)

Public Buildings or 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.” 20 USC § 10292(f), 34 CFR 668.46(a)

Reporting Crimes

“Members of the Campus Police are conservators of the peace. They work with local, state, and federal law enforcement agencies and they seek to protect life and property, to prevent anti-social conduct, and to preserve a secure campus environment.” *See Policy E-XXVIII.III, Campus Crime and Security.*

Upon receipt of a call or report, Campus Police will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Campus Police or Security officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly. For off-campus offenses, we encourage prompt reporting to the proper law enforcement agency.

Criminal Activity On-Campus

To report criminal activity, a criminal offense, suspected criminal activity or an on-campus emergency, immediately contact the McLennan Police Department at extension 8911 from any campus phone, in person, or by calling 254-299-8911. The Campus Police department, including Campus Police Officers and Security Officers, is located in the college’s Student Services Center, room 135. Police officers and security guards are on duty 24-hours a day, 7 days a week. Also, students, faculty, staff, or visitors may use one of the emergency telephones located strategically throughout campus. Campus elevators are also equipped with emergency phones.

In response to a call, Campus Police will take the required action, dispatching an officer or asking the victim to report to the Campus Police Department to file an incident report. Crimes should be reported to Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate.

Campus Police will investigate and confirm the occurrence of on-campus *Clery Act* crimes which may include but are not limited to: murder, sexual assault, aggravated assault, burglary, motor vehicle theft, robbery, liquor law violations, drug abuse violations, weapons violations, domestic violence, dating violence, stalking, hate crimes, and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. Reports of these occurrences will be reviewed to determine if the information gathered can assist McLennan in its security program.

Reporting Criminal Activity Off-Campus

For non-emergencies from a campus phone, dial 8860, or to contact Campus Police from an off-campus phone or cellphone, please call 254-299-8860.

Campus Police and the Waco Police Department have a mutual aid and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrests, and prosecutions. Campus Police personnel attend monthly meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the college community.

Primary McLennan Campus Police jurisdiction does not include off-campus properties that are not owned or controlled by McLennan Community College. However, regular contact between Campus Police and local law enforcement agencies is maintained to aid in the tracking of criminal activities. Campus Police obtain information from the agencies about criminal activity at properties like the off-campus housing for student athletes.

Non-campus properties such as the Emergency Services Education Center and the Highlander Ranch are monitored and secured by Campus Police.

For offenses not occurring on campus, at a non-campus property owned, or controlled by McLennan Community College, we encourage prompt reporting to the proper law enforcement agency. Faculty, staff, and students may file a report with the Waco Police Department online at <http://www.waco-texas.com/police/police-online-report.asp> or by phone at 254-750-7500 (for non-emergencies) or 911 (for emergencies). The Waco Police Department also has a Crime Stoppers program (<http://wacocrimestoppers.org/>). Tips may also be sent by text message by texting "WACOTIP plus your message" to 274637 (CRIMES) or by phone at 754-HELP.

Campus Security Procedures and Practices

Campus Police will inform students and employees about campus security measures to encourage all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.

In order to help keep our campus community as healthy and safe as possible, the "InSight" webpage (<http://www.mclennan.edu/insight>) allows a member of the campus community a means for choosing from one of four referral options for individuals they know are struggling in some way or need administrative attention. The four referral options are academic integrity, conduct issues, well-being, and other support.

Various campus units, including the Emergency Management Committee, Emergency Operations Team, and Student Development, utilize outreach programs each semester to train and educate the campus community and provide the knowledge needed to respond appropriately to various types of hazards. Additionally, the Emergency Management Committee is responsible for annually publicizing emergency response and evacuation procedures to the campus community. This publicity occurs primarily through multiple e-mail "blasts" sent to employees and students throughout the year.

MCC MyAlert

McLennan's online orientation program is intended to inform new and returning students about McLennan's procedures and resources. During online orientation, students are informed of services offered through MCC MyAlert (<https://www.mclennan.edu/myalert/>) and encouraged to verify their contact information through MCC MyAlert before classes begin for the semester. A slide show presentation provides information regarding the emergency notification system and how to verify information in the opt-out system. Similar information is presented to new employees through an online new employee orientation. Each semester, information is also disseminated to students and employees through the closed circuit televisions on campus, emails, and flyers about MCC MyAlert.

Suicide Awareness

Students and employees are encouraged to learn more about risk factors and how to help someone that may be depressed or considering suicide. Ongoing advising, coaching, and mentoring is available to assist students with accessing the resources at McLennan needed for their success. Each year, the Division of Student Success hosts Suicide Awareness &

Prevention Week.

C.A.R.E. Team

McLennan Community College's Campus Awareness Response and Evaluation (C.A.R.E.) Team exists to promote student success and enhance campus-wide communication regarding specific behavioral concerns that may involve threats to the safety and well-being of the individuals or the campus community. The team consists of: the Vice President for Student Success, a representative from the Campus Police department, the Assistant Director for Student Engagement, a representative from the Department of Mental Health, a liaison from Counseling Services, the Advising Specialist in charge of student conduct, representatives from Student Development, and is chaired by the Associate Director of the Completion Center. The C.A.R.E. Team is considered McLennan Community College's Behavioral Intervention Team (BIT) and closely follows national best-practice models.

Faculty, staff, and students have the ability to report members of the campus community to the C.A.R.E. Team through an online reporting form. The C.A.R.E. Team serves two types of students: (1) students who are likely to hurt themselves; and (2) students who may become a threat to others. The C.A.R.E. Team collects reports and utilizes their collective expertise to make decisions about how to best help students.

Emergency Training

McLennan's Emergency Management Team and Emergency Operations Team frequently offer Building Safety Coordinator training to McLennan employees specifically chosen for these positions. The Building Safety Coordinators assist with emergency drills, maintain correspondence with the occupants in the building or floor they serve, notify the building or floor about emergencies in the vicinity, keep the Emergency Management Committee and Emergency Operations Team

notified of issues or concerns from students and employees, participate in at least 2 emergency training opportunities a year, and serve as front-line communicators during an emergency.

McLennan's Campus Emergency Response Teams (<http://www.mclennan.edu/crisis-management/response-team>) consist of faculty and staff members who volunteer their time to receive special training to assist Campus Police, the Emergency Management Committee, and Administration during an emergency.

Community Safety Tips

McLennan's Marketing & Communications department displays "Be Prepared" graphics on the campus TVs throughout the year in order to educate the campus community about emergency procedures at McLennan.

Emergency Management

McLennan's Emergency Management Committee offers emergency guidelines, an operations field guide, and the Emergency Management plan (available through the Director of Marketing & Communications, Administration 410). All three resources communicate the college's plan in the event an emergency should occur.

The Environmental Health and Safety Manual is also available online at <http://www.mclennan.edu/safety-manual/>. This manual establishes appropriate safety standards and guidelines for the operation and facilities of the institution.

Professional Development

Each semester, McLennan offers employees professional development sessions which always include at least one emergency or safety topic. Topics offered in the past include AED & CPR training, active shooter training, and student-in-crisis training.

Crime Prevention

A primary goal of Campus Police is the prevention of crime before it occurs. Since McLennan officers cannot be everywhere all the time, they need the help of all members of the college community to take an active role in their personal safety and property protection. Crime prevention is important to the campus community, and employees and students can help by reporting any crime or suspected crime immediately to Campus Police. By doing so, they may help prevent someone else from becoming a victim of a more serious crime.

Campus Police offer a variety of crime prevention, safety, and First Aid programs including:

- Bomb Threat education
- Automated External Defibrillator (AED) training
- Styrker Chair (Evacu-Chair) Training

To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call Campus Police for an escort at 254-299-8911.

Monitoring & Recording Criminal Activities

When a McLennan student or employee is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Waco Police Department routinely works and communicates with Campus Police on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. McLennan Police Officers have communication with the city police department, fire department, and ambulance services to facilitate rapid response in any emergency situation. McLennan will use closed circuit security cameras (CCSC) in public areas in a manner consistent with the rights of privacy for the purposes of safety and security.

“The purpose of CCSC monitoring of public areas by security personnel is to deter crime and to assist the McLennan Campus Police in protecting the safety and property of the College community. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources for critical safety goals and is

therefore prohibited. Video monitoring of public areas for security purposes at the College is limited to uses that do not violate accepted rights of privacy.” See *Policy E-XXVIII-d, Closed Circuit Security Monitoring*.

Monitoring CCSC

“The McLennan Campus Police Department is authorized to oversee and coordinate the use of CCSC monitoring for safety and security purposes at the College. McLennan Campus Police will monitor new developments in the relevant law and in security industry practices to ensure that CCSC monitoring at the College is consistent with the appropriate standards and legal protections.” See *Policy E-XXVIII-d, Closed Circuit Security Monitoring*.

CCSC Monitoring Committee

According to McLennan’s policy on *Closed Circuit Security Monitoring and Recording of Public Areas for Safety and Security Purposes* (E-XXVIII-d), “a CCSC Monitoring Committee will review camera locations and requests for release of recorded video. The CCSC Monitoring Committee consists of five members: McLennan Chief of Police, Director of Student Development, Director of Human Resources, the McLennan EEO Officer, and Director of Information Systems and Services. The locations of permanent CCSC cameras are approved by the CCSC Monitoring Committee. A list of College camera locations will be made available to anyone requesting the list. The locations of temporary cameras to be used for special events will also be approved by the CCSC Monitoring Committee.”

“The CCSC Monitoring Committee will review complaints regarding camera locations and determine whether the policy is being followed. The committee will determine if potential community security needs outweigh any likely infringement of individual privacy or conversely. The CCSC Monitoring Committee will review requests received by McLennan Campus Police to release recordings obtained through CCSC monitoring. No releases of CCSC recordings will occur without authorization by the Chief of Police and the President or Vice President of Finance and Administration. Excluded from review by the CCSC Monitoring Committee are releases of recordings directly related to a criminal investigation, arrest, or

subpoena. Any release of recordings will be documented.” See *Policy E-XXVIII-d, Closed Circuit Security Monitoring*.

Recorded Information

The McLennan Campus Police will ensure security measures are in place to prevent tampering with or duplicating recorded information. Recorded video will be held for a period not to exceed 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police.

Examples of Video Monitoring & Recording of Public Areas

- Protection of Buildings and Property: Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.
- Monitoring of Access Control Systems: Restricted access at entrances to buildings and other areas.
- Verification of Security Alarm: Intrusion alarms, exit door controls, fire alarm locations, etc.
- Video Patrol of Public Areas: Bus stops, parking lots, streets, bookstore, and vehicle intersections, etc.
- Criminal Investigation: Robbery, burglary, and theft surveillance.

- Protection of pedestrians: Monitoring of pedestrian and vehicle traffic activity.

False Alarms or Reports

According to the Offense & Penalties for False Alarm or Report Section 42.06 of the Texas Penal Code, False Alarm or Report:

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:

- cause action by an official or volunteer agency organized to deal with emergencies;
- place a person in fear of imminent serious bodily injury; or
- 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.

An offense under this section is a Class A misdemeanor unless the false report involves a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which case, the offense is a state jail felony.

Campus Security Authorities (CSAs)

Faculty, staff, and students are encouraged to report any criminal offenses within the campus environment directly to Campus Police. However, as an option, you may also report criminal offenses to any McLennan Campus Security Authority.

“Campus Security Authority (CSA) is a *Clery*-specific term that encompasses four groups of individuals and organizations associated with an institution.”

Source: The Handbook for Campus Safety and Security Reporting

These include:

- campus police department;
- individuals who have responsibility for campus security but are not part of a police or security department;
- any individual or organization identified as someone students and employees should report *Clery* crimes; and
- officials with significant student or campus activity responsibilities.

Exemptions under the *Clery Act* include pastoral and professional counselors. “To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.”

Source: The Handbook for Campus Safety and Security Reporting

Individuals who are considered a campus security authority and share a role as a pastoral or professional counselor are obligated to report *Clery Act* crimes.

CSAs have an important role in complying with the law. CSAs are provided ongoing training opportunities through the office of Professional Development.

CSA crime reports are used by the college to:

- fulfill its responsibility to annually disclose *Clery* crime statistics, and
- to issue timely warnings for *Clery* crimes that pose a serious or continuing threat to the campus community.

If a reporting party needs assistance, a CSA will explain how to get help, and let a victim know that help is available even if he or she does not want an investigation conducted. It is the decision of the victim to act on this option. In the midst of an emergency situation, such as physical assault, however, a CSA will contact campus police or call 911, as appropriate.

If someone tells a CSA about a crime or incident that may be a crime, the CSA must record the information on a *Clery* Incident Report Form available on the McLennan Community College’s Police Department website at

http://www.mclennan.edu/police/docs/clery_incident_report_form.pdf. Reports must be submitted to the McLennan Community College Police Department within 48 hours of incident notification.

Designated CSAs:

- Director of Public Safety, Larry Rake (254-299-8844)
- Vice President, Student Success, Drew Canham (254-299- 8645)
- Vice President, Finance and Administration, Gene Gooch (254-299-8649)
- EEO Officer, Al Pollard (254-299-8669)
- Director, Human Resources, Missy Kittner (254-299-8514)
- Associate Director, Student Development, Tina Lyles (254-299-8681)
- Director, University Center, Annette Scott (254-299-8380)
- Division Chair, Human Services & Education, Joe Arrington (254-299-8706)
- Associate Professor, Kelly Parker (254-299-8177)
- Program Director/Professor, Lesley Plemons (254-299-8233)
- Project Director, Monica Burmicky (254-299-8428)
- Librarian/Professor, Sharon Keenan (254-299-8343)
- Director, Kelly White (254-299-8990)
- Director, ESEC, Lt. Gary Myles (254-299-6501)
- Associate Director, Claudette Jackson (254-299-8465)
- Professor, Linda Crawford (254-299-2940)
- Program Director/Professor, Doug Gibson (254-299-8369)
- Professor, Becky Griffin (254-299-8354)
- Associate Professor, Liz Painter (254-299-8298)

Timely Warnings

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Chief of Campus Police, constitutes an immediate threat to the health or safety of students or employees, a campus-wide “timely warning” will be issued upon confirmation and a notice “will be published to inform students and employees of criminal occurrence on the campus.”

See Policy E-XXVIII.I, Campus Crime and Security.

Certain information may be temporarily withheld to protect a victim or maintain the integrity of an in-progress criminal investigation. Campus Police will be primarily responsible for carrying out mandates of the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. However,

Warnings to members of the campus community regarding occurrences of *Clery Act* crimes will be issued by means of the college’s Marketing & Communications Office. Warnings are issued through one or more of the following mediums: McLennan MyAlert (SMS and e-mail opt-out system), college e-mail, website graphic, local TV and radio announcements, college voice mail messages, social media postings, press release, and/or web calendar event postings.

Depending on the type of emergency, especially in all situations that could pose an immediate threat to the community and individuals, Campus Police may also post signs on campus or alert occupants in buildings on foot. In emergency or dangerous situations, warnings include procedures for both response and evacuation. These are notifications that are sent to the campus community advising of event(s) that have occurred on the campus property or advising of event(s) occurring near the campus. Timely warnings are meant to provide information to make McLennan’s campus community

aware of an ongoing threat or risk, aid in the prevention of similar crimes, and provide safety tips. These notifications usually occur as an all-campus email and should be issued as soon as the pertinent information is available.

Content of Notification

“Timely warnings will be issued for *Clery* crimes which pose a serious or continuing threat to the campus community. Any release of information to the public will comply with the open crime logs or timely warning provisions of the *Clery Act*; the names of victims or information that could easily lead to a victim’s identification will not be released.”

Procedures for Notification

“College administrators will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the timely warning.

Upon determination by the MCC Director of Public Safety/Chief of Police of a serious or continuing threat to campus safety, the MCC Director of Marketing & Communications (or designee) will send a MCC MyAlert which is an opt-out system with notifications sent via email, text messaging, and available social media. After this notification, the Director of Marketing & Communications (or designee) will send an email to all students and employees, notifying local media outlets, and transmitting an audio message via Informacast, a telephone intercom system, as time permits.” *See Policy E-XXVIII-h, Timely Warnings for Campus Safety.*

Emergency Response and Evacuation Procedures

Content of Notification

The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action.

Procedures for Notification

“McLennan has first responders, a certified Emergency Response Team, Building Safety Coordinators, and an Emergency Operations Team. The Director of Public Safety/Chief of Police will determine whether notification should be given to any one or all of the aforementioned personnel before the notification of the campus community. Fire alarms will sound in the case of a fire emergency to alert the campus community to evacuate. The Director of Public Safety/Chief of Police and the President (or designee) will determine what information to provide in notifications. The Director of Marketing & Communications (or designee) will send a McLennan MyAlert with: (a) an all student and employee email, (b) notification to local media outlets, and (c) an audio message via Informacast (a phone intercom messaging system), as time permits.”

“College administrators will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

- Should an emergency or serious situation occur, the person or witness should call Campus Police at 8911 from a campus phone or 254-299-8911 from a cell phone.
- McLennan dispatch or the officer on duty will take the

call and will send Campus Police officers to verify the hazard or danger and notify the Director of Public Safety/Chief of Police as well as Waco Police Department and/or our local EMS if needed.

- The officer on scene will offer assistance or direct evacuation of the building(s), if needed.
- The Director of Public Safety/Chief of Police will notify and inform the President of the situation.
- As soon as the Director of Public Safety/Chief of Police or President has confirmed that a significant emergency or dangerous situation exists, the President (or designee), upon consultation with the Director of Public Safety/Chief of Police, will determine a course of action and authorize any messages or warnings that should be released and determine to whom these warnings should be distributed.
- The entire campus community will be notified if a large segment of the campus community may be affected by or have the potential to be affected by the threat.
- The President (or designee) will then notify the Director of Marketing & Communications, Vice Presidents, and Emergency Manager.
- The Director of Marketing & Communications will initiate the process by sending warnings or notifications campus wide or to select groups as appropriate to the situation. Information will be sent over MCC MyAlert, audio messaging, by phone via InformaCast, and broadcast emails to students and employees. The message may also be posted on the McLennan homepage and Facebook, and media outlets will be notified if it is appropriate to the situation.
- The Emergency Manager will inform the Campus-CERT team members of the warning and coordinate assistance in notification and/or evacuation.

A warning may not be issued for a confirmed emergency or dangerous situation if doing so will compromise any effort to

mitigate the emergency. The decision to withhold issuing a warning will be determined through consultation with the Director of Public Safety/Chief of Police and President (or designee).” See *Policy E-XXVIII-b, Emergency Response Plan*.

Concept of Operations

The McLennan emergency notification system is composed of several methods to inform the campus. The appropriate mode(s) of distribution will be determined by the incident timeline and populations affected, as outlined in this document:

- The McLennan homepage at www.mclennan.edu serves as the official source of emergency notification information. It will be updated as necessary during an incident. Other notification modes may refer to the homepage for additional information.
- An email is sent to the campus community informing them of the hazard or danger.
- InformaCast is used for blast messaging over all desk phones on McLennan’s campus via VOIP.
 - A voice message will be left at the contact phone number of all faculty, students and/or staff as determined by the urgency of the notification.
- MCC MyAlert is the college’s notification system.
 - Notifications involve the use of text messages sent to all McLennan email subscribers who have submitted their cellphone numbers to the alert system or select groups as determined by the immediacy of the threat.
- Closed circuit television located in buildings may be used to televise warnings or alerts.
- Campus Police and/or the Building Safety Coordinators will strategically travel throughout the campus broadcasting the emergency warnings.
- Depending on the incident, the notification can be distributed to local media for publication.

Emergency Preparedness

During this reporting period, McLennan has participated and hosted several exercises and drills to improve the college’s response to and evacuation capabilities during to various threats to the campus community. A record of these activities is maintained by the Emergency Manager.

Testing Mass Notification

The Emergency Management Committee is responsible for conducting tests of emergency response and evacuation procedures on at least an annual basis through a variety of drills and exercises designed to assess and evaluate McLennan’s emergency plans and capabilities. The Emergency notification systems are tested each semester. See Table 1 for all drills conducted during the 2015-2016 academic year. Exercises may include tabletop, functional, full-scale, or any combination thereof. Tests may be announced or unannounced in advance to the campus community.

Procedures for Testing Emergency Response and Evacuation Plan

A drill is coordinated by the Building Coordinators each semester for McLennan Community College. The purpose of the drills is to prepare building occupants for an organized evacuation in case of an emergency. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting for a short-term building evacuation. At McLennan, evacuation drills are used to educate and train occupants on issues specific to their facility. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of the building about the evacuation procedures during the drills, the process also provides the college an opportunity to test the operations of the fire alarm system components. Any deficient equipment is noted so that appropriate repairs may be performed.

Table 1: Emergency Response Preparedness Matrix

Emergency Response Preparedness Matrix				
Exercise	Date	Time	Announced (A) Unannounced (U)	Description
Shelter-in-Place Drill				
	3/24/16	11:20-11:40 a.m.	A	Shelter-in-Place drill performed at the Math, Wellness & Fitness building
	3/18/16	10:30 a.m.	A	Shelter-In-Place drill performed at the Student Services Center
	3/2/16	2:30 p.m.	A	Shelter-In-Place drill performed in the Administration building
	2/5/16	8:30 a.m.	A	Shelter-in-Place drill performed in the Michaelis Academic Center
MCC MyAlert Tests				
	1/14/16	11:06 a.m.	U	MCC Alert: Test Alert to all users
	4/14/2016	3:52 p.m.	U	MCC Alert: Test Alert to all users
	6/9/2016	2:56 p.m.	U	MCC Alert: Test Alert to all users
	7/25/16	5:09 p.m.	U	MCC Alert: Test Alert to all users

Action to Take in Inclement Weather

“When the National Weather Service transmits a signal to the weather alert radios (deployed in strategic locations on the campus) designating a severe weather condition, the Building Coordinators will receive the alert and take appropriate steps for the safety of the occupants in the building. In the event of a tornado watch, the Building Coordinator will monitor weather conditions. In the event of a tornado warning, the following plan will be implemented:

Daytime (Week days)

- The Emergency Management Committee will assemble in the Command Center at the discretion of the President (or designee).
- Campus Police will notify the Director of Marketing & Communications to alert Building Safety Coordinators to notify other staff and students to proceed immediately to pre-identified secure locations in each

building. Maps are located in hallways of buildings to indicate safe locations. Safe areas are generally interior hallways on the lowest floor. Auditoriums, gymnasiums, large rooms or window areas should be avoided. When a severe weather alert has been declared, the following activities should be interrupted and the indicated safeguards initiated immediately.

- Classes should cease immediately. Students and faculty should shut off lab equipment for which they are responsible and proceed to the closest safe area.
- All college business and activities except for emergency services will terminate. Students, staff, and faculty should proceed to the designated area until the warning expires.
- All groups should remain in place until the warning expires.

- After determination is made that all danger has passed, the Emergency Management Committee will advise the Director of Marketing & Communications to notify Building Safety Coordinators and Campus Police to announce “all clear” and resume normal activities.

Evening

- Campus Police will alert staff and students of impending threatening weather conditions. Staff will assist the police in alerting campus visitors, staff, and students to proceed to safe areas.
- All other procedures will remain the same.

Weekend

- The Weekend Security Officer (supported by other Emergency Management Committee members, if available) will alert campus visitors, staff, and students to proceed to safe areas.
- All other procedures will remain the same.” *See Policy E-XXVIII-b, Emergency Response Plan.*

Crime Statistics

Campus Crime Statistics

The McLennan Community College Police Department, Emergency Management Committee, Student Success Division, and Marketing & Communications department prepared this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report can be located via the McLennan Home page (see Annual Security Report at the bottom of the page) or through Campus Police in the Student Services Center, Room 135, during normal business hours.

“Campus Police will be responsible for the gathering of statistics concerning the occurrence of crime on campus which has been reported to Campus Police authorities or local police agencies.” See *Policy E-XXVIII.VII, Campus Crime and Security*.

Crime Logs

Campus Police maintains a daily crime log. Five employees in the Campus Police Department are trained on proper maintenance of the log. The log lists the nature of the crime, date and time reported, time occurred, general location, and disposition, if this information is known at the time the log is created. Certain information may be temporarily withheld to protect a victim or maintain the integrity of an active criminal investigation. The crime logs are available for review by the public, upon request at the Campus Police department on the first floor of the Student Services Center. Information on the MCC Police Department web page <http://www.mclennan.edu/police/> also provides the public with instructions for requests to view the log.

Statistics from Local Law Enforcement

Agencies

McLennan Community College Campus Police work with local, state, and federal law enforcement agencies to obtain crime statistics for all *Clery Act* crimes for locations defined as part of the campus *Clery* geography. This includes on campus, public property, and non-campus properties. All efforts are made to obtain crime statistics for out-of-state and out-of-country non-

campus properties. Information received is included as part of the crime statistics. Campus Police document all efforts and responses to those efforts.

Definitions of Criminal Offenses

Note: All definitions are from the Uniform Crime Reporting Handbook.

Aggravated assault is an unlawful attack by one 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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson is 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, etc.

Burglary is 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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such relationship shall be 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.

Domestic violence is 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, and 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 in which the crime of violence occurred.

Drug abuse violations are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Hate crimes are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

Liquor law violations are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.

Negligent manslaughter is the killing of another person

through gross negligence.

Robbery is 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.

Sex offenses are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is 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 definition includes any gender of victim or perpetrator.
- **Fondling** is 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/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent.

Stalking is 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 to suffer substantial emotional distress.

Weapons violations are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

MCC Campus Police provided these statistics in conjunction with the Waco Police Department and the McLennan County Sheriff's office. Statistics were also included for various local departments in off-site study trips and other locations defined by the *Clery Act* as non-campus geography.

Table 2: Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Main Campus		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
		MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0
	2014	0	0	0
	2015	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
RAPE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
FONDLING	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
INCEST	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
STATUTORY RAPE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ROBBERY	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
AGGRAVATED ASSAULT	2013	0	0	0
	2014	0	0	0
	2015	1	0	0
BURGLARY	2013	0	1	0
	2014	0	5	0
	2015	0	0	0
MOTOR VEHICLE THEFT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARSON	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Table 3: VAWA Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Main Campus		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2013	0	0	0
	2014	1	3	0
	2015	0	0	0
DATING VIOLENCE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
STALKING	2013	0	0	0
	2014	0	1	0
	2015	2	0	0

Table 4: Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Main Campus		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2013	1	0	0
	2014	1	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2013	1	0	0
	2014	1	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	1	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

There were no reported Hate Crimes for the years 2013, 2014, or 2015.

Table 5: Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Emergency Services Education Center		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
RAPE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
FONDLING	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
INCEST	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
STATUTORY RAPE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ROBBERY	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
AGGRAVATED ASSAULT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
BURGLARY	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
MOTOR VEHICLE THEFT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARSON	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Table 6: VAWA Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Emergency Services Education Center		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DATING VIOLENCE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
STALKING	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Table 7: Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Emergency Services Education Center		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

There were no reported Hate Crimes for the years 2013, 2014, or 2015.

Table 8: Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Highlander Ranch		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
RAPE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
FONDLING	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
INCEST	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
STATUTORY RAPE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ROBBERY	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
AGGRAVATED ASSAULT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
BURGLARY	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
MOTOR VEHICLE THEFT	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARSON	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Table 9: VAWA Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Highlander Ranch		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DATING VIOLENCE	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
STALKING	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

Table 10: Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Highlander Ranch		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2013	0	0	0
	2014	0	0	0
	2015	0	0	0

There were no reported Hate Crimes for the years 2013, 2014, or 2015.

Alcohol and Drugs

Drug Free Schools and Communities Act

The *Drug and Alcohol Abuse Prevention Program* (E-XXV-a) addresses the unlawful possession, use, or distribution of alcohol and illicit drugs. The policy is in support of *The Drug-Free Schools and Communities Act* (DFSCA) of 1989 - also known as the *Drug-Free Schools and Campuses Act*. Students, faculty, and staff may request information about the Drug Free Schools and Campuses Act, McLennan Community College's drug and alcohol prevention program, and DFSCA Biennial Reviews by contacting Student Engagement at 254-299- 8443 or by accessing through the campus safety web page at www.mclennan.edu/campus-safety/.

Policy Distribution to Students

All students enrolled in at least one academic credit hour of McLennan Community College courses receive the DFSCA Annual Disclosure via their student email accounts. This is inclusive of dual credit and online students. Email notifications are sent following the twelfth class day of the fall and spring semesters, the first class day of the winter and spring minimesters, and the third class day of each summer session.

Additionally, the DFSCA is made available to students in three places: (1) emailed directly to students; (2) McLennan Community College's Student Handbook, called the *Highlander Guide*, located in the Health and Safety section, and labeled "Drug and Alcohol Abuse Prevention Program," and (3) in Stall Street Journals, a campus restroom newsletter. The policy statement indicates that McLennan Community College is a drug-free campus in accordance with the Federal Drug-Free Schools and Communities Act Amendment of 1989. See *Policy E-XXVIII, Campus Crime and Security policy*.

Policy Distribution to Employees

All employees of McLennan Community College receive the DFSCA Annual Disclosure via their campus email accounts within the first month of the new academic year. Employees hired after the distribution of the DFSCA Annual Disclosure receive notification during new employee orientation.

Employees are also provided the DFSCA in the Personnel Handbook under the heading of Personnel Policies and Procedures. A *Policy on Drug-Free Workplace* is also available under this heading. The policy statement states that "McLennan Community College shall maintain a drug-free work place for all employees. McLennan Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702 (a) (1) (A); 28 TAC 169.2." See *Policy E-XXV, Drug-Free Workplace Policy*.

Standards of Conduct

McLennan's *General Conduct Policy (E-VIII)* outlines conduct expectations of students and employees:

"Any student(s) found to have committed the following misconduct while defined as a student is subject to disciplinary sanction(s), condition(s), and /or restriction(s)."

"Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College employees. Violations of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment or suspension with or without pay."

Misconduct includes, but is not limited to:

1. Alcoholic Beverages

- a) Use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages, except as expressly permitted by college policy and federal, state, and/or local law.
- b) Being under the influence of alcohol and/or intoxicated as defined by federal, state, and/or local law.
- c) Persons in violation of McLennan Community College's alcohol policies will also face criminal sanctions provided by federal, state, and local law when applicable.

2. Narcotics or Drugs

- a) Use, possession, sale, delivery, manufacture, or distribution of any narcotic, drug, or medicine chemical compound, or other controlled substance prescribed to someone else, except as expressly permitted by federal, state, and/or local law.
- b) Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
- c) Being under the influence of narcotics, drugs, medicine, chemical compound, or other controlled substance prescribed to someone else, except as expressly permitted by federal, state, and/or local law.
- d) Persons in violation of McLennan Community College's narcotics and other drugs policy will also face criminal sanctions provided by federal, state, and local law when applicable. *See Policy E-VIII, General Conduct Policy.*

The use of illegal drugs and the illegal use of alcoholic beverages is identified as conduct which adversely affects the community of McLennan Community College. Being under the influence of alcohol or any other intoxicants at any campus facility is a violation of McLennan Community College's *Drug and Alcohol Abuse Prevention Program* policy. McLennan Community College students are also prohibited from the illegal use of drugs or alcohol whether on- or off-campus. The legal age for the consumption of alcohol is 21 years of age. Any underage student consuming alcohol is violating student conduct standards. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication. *See Policy E-XXV-a, Drug and Alcohol Abuse Prevention Program.*

McLennan Community College's regulations prohibit any use, possession, sale, delivery, manufacture, or distribution of alcohol, and other drugs by McLennan Community College students, faculty, staff, or guests to the campus, on college-owned property, and at all college-sponsored activities, unless specifically authorized by the President in accordance with Board of Trustees. *See Policy E-XXV-a, Drug and Alcohol Abuse Prevention Program.*

Disciplinary Sanctions for Students

"Students found responsible for violating these policies will face sanctioning through McLennan Community College's conduct process. Sanctions include reprimand, disciplinary probation, time-limited suspension, and expulsion. Educational conditions and campus restrictions will be enforced when appropriate." *See Policy E-XXV-a, Drug and Alcohol Abuse Prevention Program, and Policy E-VIII, General Conduct Policy.*

"Students who violate state or federal law or the college's *Drug and Alcohol Abuse Prevention Program* policy on campus or at college activities off-campus are subject to prosecution by local, state, federal officials and are subject to discipline where appropriate." *See Policy E-XXVIII, Campus Crime and Security policy.*

Disciplinary Sanctions for Employees

"Employees who violate this policy will be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling, rehabilitation programs, employee assistance programs, termination from employment with McLennan, and referral to appropriate law enforcement officials for prosecution as necessary. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2"

"Compliance with these requirements and prohibitions is a mandatory condition of employment. As a further condition of employment, employees will notify the College President of any criminal drug statute conviction for a violation occurring in the workplace *no later than five days after such conviction*. Within ten days of receiving such notice, the President of McLennan Community College (or designee) will notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D); 41 U.S.C. 702(a)(1)(E)" *See Policy E-XXV, Policy on Drug-Free Workplace.*

"Within thirty calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, McLennan Community College will either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such

purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703.” See *Policy E-XXV, Policy on Drug-Free Workplace*.

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

McLennan's *General Conduct Policy* prohibits sexually violent acts, termed "Sexual Misconduct" by McLennan, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking, and sexual harassment. While McLennan utilizes different standards and definitions than the State of Texas Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence.

McLennan prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including *Title IX, the Violence Against Women Reauthorization Act (VAWA)*, *Campus SaVE Act* or this policy.

Prevention and Awareness

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, the college utilizes a range of campaigns, strategies, and initiatives to provide awareness, education, risk reduction, and prevention programming.

It is the policy of the College to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. See *Policy E-XXVIII-a, Sexual Misconduct Policy*.

Educational programs such as Campus Clarity training and workshops are offered to raise awareness for all incoming students on the risk reduction of dating violence, domestic violence, stalking, and other forms of sexual assault/misconduct as well as bystander intervention, consent, and drug and alcohol awareness training. Training for incoming students and new employees is conducted during new student and new employee orientation. These and other programs offered throughout the year include strong messages regarding not only awareness, but also primary prevention and discussion of institutional policies on sexual misconduct as well as the State of Texas' definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity.

Bystander intervention is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using

intervention based apps, identifying allies, and/or creating distractions. Bystanders are encouraged to take precautions to protect their own safety as much as possible when planning an intervention.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals, and how to avoid potential attacks. Participants also learn approaches to prevent victim-blaming. Throughout the year, ongoing awareness and prevention campaigns are directed to current students and employees, including faculty, often taking the form of emails, guest speakers, and events.

McLennan's Human Resources Department informs all employees of the policy on sexual misconduct through the REWARD program, which covers policy information relating to sexual harassment, Title IX, and other EEO Training. The training must be completed within the first 15 working days of employment at McLennan. When an employee has completed the REWARD program and has scored 100% on the quiz, the completion certificate must be printed, signed, dated, and returned to the HR office for proper filing.

The office of Student Engagement is responsible for providing ongoing educational opportunities for students on McLennan's sexual misconduct policy. This includes precautions they can take to avoid becoming the victim of a crime, the influence of drugs and alcohol on such crimes, what to do if a crime occurs, how to preserve evidence and how to report the crime, the penalties for committing such a crime, and the disciplinary

process involved in investigating such crimes. This education is provided through a combination of presentations in new student orientation, Learning Frameworks classes, Campus Clarity trainings, workshops, campus activities, and other programs throughout the year.

Bystander Intervention

Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence.

Bystander intervention is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention based apps, identifying allies and/or creating distractions. Bystanders are encouraged to take precautions to protect their own safety as much as possible when planning an intervention.

Bystander intervention plays a significant role in the prevention of sexual misconduct. Bystander intervention:

1. discourages victim blaming and makes the issue a community problem rather than individual problem;
2. helps create allies in ending sexual misconduct;
3. plays a role in social and community norm changing.

Source: <http://www.health.ny.gov/publications/2040>

Below is a list of ways to be an active bystander. If you or someone else is in immediate danger, dial 911 or 254-299-8911 if calling from campus.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or

with legal assistance.

Bystander intervention strategies adapted from Stanford University

Sexual Misconduct Policy

“Sex offenses including rape, acquaintance rape, sexual harassment, and other sex offenses (forcible or non-forcible) against any student or employee are prohibited and will not be tolerated. Individuals aware of incidents involving sexual misconduct are encouraged to report the offense immediately to an appropriate campus official and/or campus law enforcement officials.” See *Policy E-XXVIII-a, Sexual Misconduct Policy*.

Definitions

Sexual assault - Any sexual penetration by the use of force, or threat of force, or where the complainant was unable to understand the nature of the act or otherwise unable to give knowing consent.

Forcible sex offense – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcible or against the person’s will where the complainant is incapable of giving consent.

Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the complainant is incapable of giving consent because of because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling – The touching of the private body parts of

another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Partner Violence:

Domestic Violence – violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence – means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Non-Forcible Sex Offenses - Unlawful, non-forcible sexual intercourse.

Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Harassment - unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.

Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

Stalking, or continuous unwanted conduct directed at a specific person that would cause a reasonable person to feel fear.

Consent - "Consent" must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Consent cannot be gained by ignoring or acting without regard to the objectives or intentions of another, or by taking advantage of the incapacitation of another, where the individual knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual's capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of previously given consent.

What to Do If You Are a Victim

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestion may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Police at 254-299-8911, if you are off-campus, or call 911, if you are on campus.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you even after the immediate crisis has passed.
 - If you are on campus during regular business hours, you may go to Counseling Services in the Wellness & Fitness building, Room 101

for support and guidance.

- For after hours assistance, please contact the Advocacy Center for Crime Victims and Children at 254-752-9330.
3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination.

If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

4. Contact Campus Police if you need assistance with College-related concerns, such as no contact orders or other protective measures or if you obtained external orders of protection (e.g. restraining orders,

injunctions, protection from abuse).

Written Notification and Reporting

Students involved in conduct proceedings (sexual misconduct or otherwise) are provided with written notification of their rights as a student and resources available to them. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the following people:

Drew Canham, Title IX Coordinator

Vice President, Student Success
Administration Building, Room 408
254-299-8645
dcanham@mclennan.edu

Melissa (Missy) Kittner, Title IX Deputy Coordinator

Director, Human Resources
Administration Building, Room 104
254-299-8514
mkittner@mclennan.edu

If a complaint is first made to any other employee of the College, that employee must refer the complaint to the Title IX Coordinator as soon as possible, but not to exceed one business day. The campus official receiving the report shall advise the complainant of the importance of preserving evidence for possible future legal investigations.

The Title IX Coordinator (or designee) will meet with the complainant (and other parties involved) at the earliest opportunity and notify him/her in writing, and in person, of the right to:

1. Immediate access to free, personal counseling through McLennan's Counseling Services or through an off-campus resource.
2. Be provided access to a trained McLennan official who will serve as a personal advocate. This person is familiar with campus conduct processes as well as additional campus resources.
3. Educational and situational accommodations that would allow them to better continue their education. These accommodations may include but are not limited to academic accommodations, changes in housing for the victim or the responding student, visa and

immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community.

4. The choice to notify law enforcement and, if so desired, have a McLennan official assist them in doing so.
5. The option of seeking a “no contact order” against the respondent.
6. A full understanding of campus conduct processes.
7. Be accompanied by an advisor at any conduct proceeding (for advisory purposes only, not for representation).
8. A full understanding of sanctioning outcomes for accused parties found responsible for acts of sexual misconduct including disciplinary reprimand, disciplinary probation, time-limited suspension, and expulsion, or termination, as appropriate.

Confidentiality

McLennan Community College will protect their confidentiality, as well as the confidentiality of the alleged accused, to the fullest extent permissible by the law in accordance with the *Family Educational Rights and Privacy Act (FERPA)*. Individuals wishing to file an anonymous sexual misconduct report may do so at Counseling Services (254-299-8210). Personnel accepting anonymous reports within MCC Counseling Services are under no obligation to report personal details of alleged sexual misconduct. In addition, individuals accepting anonymous reports will advise the reporting party about preserving evidence and will offer to assist them in making a formal allegation.

Counselors and Confidential Crime Reporting

In partnership with Tarleton State University (www.tarleton.edu), McLennan offers free counseling for all students on campus, including those taking classes from partner schools through the University Center at McLennan.

Tarleton practicum counselors work with McLennan students and students enrolled in partnered universities in the University Center who present with a wide variety of issues, ranging from adjustment disorders, substance abuse, difficulties in managing stress and affective concerns, relationship and developmental

problems, to issues of self-esteem and self-worth, and challenges in transitioning to college life and career planning. Services begin with individual crisis and expand to include career, group and substance abuse. Practicum supervisors include McLennan and Tarleton professional staff and faculty.

As a result of the negotiated rulemaking process which was followed by the passage of the law, the 1998 amendments to *20 U.S.C. Section 1092 (f)* clarified the identity of those considered to be campus security authorities. Campus “Professional Counselors,” when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. See exemptions outlined in *Campus Security Authorities*. As a matter of common practice, counselors are encouraged; if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A Professional Counselor is “a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.” *Source: The Handbook for Campus Safety and Security Reporting*.

Confidentiality reporting procedures for licensed professional counselors (LPC), students completing practicums, LPC interns, undergraduate psychology volunteers, and any employees of the Counseling Services Center are under the jurisdiction of Tarleton State University. All involved sign a form binding them to the Tarleton counseling program guidelines of confidentiality required by the State of Texas. All state and federal laws of confidentiality are upheld, and clients sign a consent for treatment informing them of their rights when they enter into counseling. McLennan Community College is the custodian of all counseling records. Records are secured behind double locks within the Counseling Center, and the electronic medical records system is password protected with different levels of security depending on level of supervision required.

To make an appointment to meet with a counselor and discuss your concerns, call 254-299-8210 or email

counseling@mcclennan.edu. Counseling Services is located in the Wellness & Fitness building, room 101 and can be accessed online at <http://www.mcclennan.edu/counseling/>.

For counseling after hours, call Campus Police at 254-299-8911 or from any campus phone at 8911. For more assistance, contact:

- the Mental Health Crisis Line (866-752-3451);
- the DePaul Center (254-776- 5970); or
- the National Suicide Prevention (800-273-8255).

Protecting Both Parties

To the extent possible, an investigation into a formal complaint and any other proceedings arising out of a formal complaint will be conducted in a way calculated to protect the confidentiality interests of both parties, the complainant and the accused.

After an investigation of a formal complaint, the parties will be informed of the facts developed in the course of the investigation. The parties will be informed promptly about the outcome of any proceedings arising out of a formal complaint. The college reserves the right to investigate any/all complaints, written or unwritten, with or without the consent of the complainant.

Disciplinary Procedures

1. The process used directly correlates with the accused individual's classification. If the accused is a:
 - Student: *General Conduct Policy (E-VIII)*
 - Full-time Faculty: *Academic Freedom, Responsibility, and Tenure Policy (F-III-a)*
 - Any other employee: *Non-Faculty Investigation Procedures Policy (F-V-c)*

The following procedures will be added to the disciplinary process in cases of alleged sexual misconduct:

2. Throughout the conduct process, the Title IX Coordinator shall be kept informed of all decisions and developments. Prior to rendering a decision, the appropriate personnel must present notification, in writing, to the Title IX Coordinator (or designee) and the Vice President, Student Success, for approval and/or revision.
3. Both the complainant and the respondent shall each

have an information meeting with the appropriate Vice President (or designee), where the rights and protections afforded to them by Title IX, the SaVE Act, and McLennan are shared in-person and in-writing. In addition, individuals may ask questions and share concerns.

4. Both the complainant and the respondent must be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceedings, procedures for an appeal, any change to the results, and when such results are final.
5. Both parties have the right to appeal the outcome of the conduct process according to the appeal procedures outlined in the accused person's disciplinary process.

Formal Resolution

The process used directly correlates with the accused individual's classification. For example, if a student is accused of sexual misconduct, the *General Conduct Policy* shall be followed. The following procedures will be added to the disciplinary process in cases of alleged sexual misconduct:

1. Throughout the conduct process, the Title IX Coordinator shall be kept informed of all decisions and developments. In addition, before rendering a decision, the appropriate personnel must present notification, in writing, to the Title IX Coordinator (or designee) and the Vice President, Student Success for approval and/or revision.
2. Both the complainant and the respondent shall each have an informational meeting with the appropriate Vice President (or designee), where the rights and protections afforded to them by Title IX, the *Campus SaVE Act*, and MCC are shared in person and in writing. In addition, individuals may ask questions and share concerns.
3. Both the complainant and the respondent must be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceeding, procedures for an appeal, any change to the results, and when such results are final.
4. Both parties have the right to appeal the outcome of the conduct process according to the appeal

procedures outlined in the accused person's disciplinary process.

Community Services

Community resources available to the complainant of sexual assault include:

- Baylor Scott & White Hillcrest Medical Center, 100 Hillcrest Medical Blvd., 254-202-2000; <http://www.sw.org/location/waco-hillcrest-hospital>;
- Providence Health Center, 6901 Medical Parkway, 254-7514000, <http://providence.net/>.
- Advocacy Center for Crime Complainants and Children, 2323 Columbus Avenue, hotlines: 254-752-7233 or 888-867-7233, <http://www.advocacycntr.org/>.
- Department of Family and Protective Services (DFPS), 1711 Herring, 254-297-2400 or 801 Austin Ave., Ste. B-30, 254-756-5571, <http://www.dfps.state.tx.us/>.
- MCC Advising Specialists, Success Coaches, and Counseling Services maintain a list of community resources and mental health professionals. Other resources include social and legal aid services. Individuals have the option to select the agency with which they will work.

Education

- The Director of Marketing of Marketing and Communications (or designee) shall inform all employees of the policy on sexual misconduct.
- The Associate Director of Student Engagement (or designee) shall inform all students of the policy on sexual misconduct.
- The *Sexual Misconduct Policy* shall be included in the *Personnel Handbook* and the *Highlander Guide*.
- Programs to promote awareness and safe practices related to rape, acquaintance rape, and other sex offenses shall be conducted by the office of Student Engagement, Professional Development, and Campus Police.

Family Violence

The Texas Family Code defines Family Violence as an act by a member of a family or household against another member that

is intended to result in physical harm, bodily injury, assault, or a threat that reasonably places the member in fear of imminent physical harm. Senate Bill 68 of the 77th Legislature amended the Family Code to include "Dating Violence." The "Dating Relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Source: Texas Department of Public Safety, 2012 Crime in Texas, <http://www.txdps.state.tx.us/crimereports/12/citCh5.pdf>

Registered Sex Offender Information

The "Campus Sex Crimes Prevention Act" is a federal law, enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, employed, or volunteering on campus.

This Act amends the *Family Educational Rights and Privacy Act of 1974* to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

The Texas Department of Public Safety (DPS) is the official Texas internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. Information regarding registered sex offenders (TXDPS Sex Offender Registry) is available by accessing the Texas Department of Public Safety Sex Offender website at:

<https://records.txdps.state.tx.us/DpsWebsite/>

In addition to the above notice to the State of Texas, all sex offenders are required to deliver written notice of their status as a sex offender to the College's Police Department no later than three (3) business days prior to their enrollment in, employment with, volunteering at or residence in the College. Such notification may be disseminated by the College to, and for the

safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

Protecting Minors on Campus

Texas state law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency, including the McLennan Police Department. Any person who has reason to believe that a child's physical or mental health and welfare has been adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect. This obligation applies to all members of the college community, including faculty, administrators, staff, and students.

In addition, there are special reporting obligations for certain employees defined as "professionals." Professionals including, "teachers, nurses, doctors, day care employees, and employees of a clinic or health care facility that provides reproductive services" have a specific duty to make a report no later than 48 hours after suspecting that a child has been or may be abused or neglected or a victim of indecency with a child. A "child" is a person under 18 years of age.

Neither Texas law nor any college policy allows individuals to delegate the duty to report child abuse or neglect. While employees are encouraged to report incidents of abuse or suspected abuse to a supervisor or responsible college official, their first obligation is to protect the child by reporting to law enforcement or DFPS. Any person who knowingly fails to report suspected child abuse or neglect commits a Class A misdemeanor which is punishable by up to 1 year in jail and/or a fine of up to \$4000. For more information or to make a report of suspected child abuse or neglect, contact:

- Campus Police at 8911 on-campus or 254-299-8911 off-campus,
- a local law enforcement agency, and/or
- Texas Department of Family and Protective Services at its toll-free, 24-hour Family Violence hotline at 800-252-5400.