



2020

Annual Security and Fire Safety Report (ASF SR)

*Containing Information for the
2020-2021 Academic Year*

Issued: December 3, 2020

District Campus Addresses and Map

All of the policy statements and procedures listed in this 2020 Annual Security and Fire Safety Report (ASFSR) apply universally to all Collin College campuses, centers, and locations unless noted otherwise.

Allen Center (Closed on July 13, 2020)

300 Rivercrest Boulevard
Allen, TX 75002

Collin Higher Education Center (CHEC)

3452 Spur 399
McKinney, TX 75069
972.599.3100

Courtyard Center (CYC)

4800 Preston Park Boulevard
Plano, Texas 75093
972.985.3790

Frisco Campus (Preston Ridge)

9700 Wade Boulevard
Frisco, Texas 75035
972.377.1790

McKinney Campus (Central Park)

2200 West University Drive
McKinney, Texas 75071
972.548.6790

Plano Campus (Spring Creek)

2800 East Spring Creek Parkway
Plano, Texas 75074
972.881.5790

Public Safety Training Center (PSTC)

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

Rockwall Center

2301 South John King Boulevard
Rockwall, TX 75032
469.698.7499

Technical Campus (Opened on August 24, 2020)

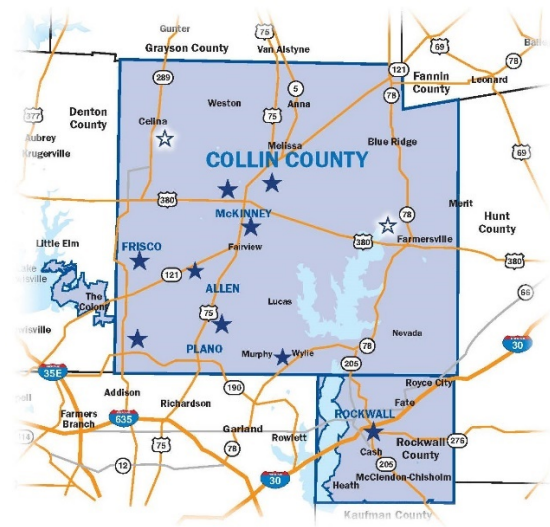
2550 Bending Branch Way
Allen, TX 75013
972.553.1290

Wylie Campus (Opened on August 10, 2020)

391 Country Club Road
Wylie, TX 75098
972.378.8790

Collin College Internet Address

www.collin.edu



CURRENT LOCATIONS:

- ★ ALLEN
Technical Campus
- ★ FRISCO
Frisco Campus (Preston Ridge)
- ★ MCKINNEY
McKinney Campus (Central Park)
Collin Higher Education Center
Public Safety Training Center
- ★ PLANO
Plano Campus (Spring Creek)
Courtyard Center
- ★ ROCKWALL
Rockwall Center
- ★ WYLIE
Wylie Campus

FUTURE SITES:

- ☆ CELINA
- ☆ FARMERSVILLE

Collin County Community College District (Collin College)

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

In accordance with state and federal laws, Collin College is an equal opportunity institution that provides educational and employment opportunities without discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class. Students with concerns regarding discrimination, harassment, retaliation, and/or sexual assault in violation of applicable laws should contact the Dean of Students Office at 972.881.5604 or dos@collin.edu. Faculty and staff with concerns regarding discrimination, harassment, retaliation, and/or sexual assault in violation of applicable laws should contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

Collin College provides reasonable accommodations to afford equal educational opportunities to all people, in accordance with the *Americans with Disabilities Act of 1990 (ADA)*, *Americans with Disabilities Act Amendments Act of 2008 (ADAA)*, and *Section 504 of the Rehabilitation Act of 1973*. Students requesting accommodations under these provisions should contact Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Office at 972.881.5898 (voice) or access@collin.edu. Faculty and staff requesting accommodations under these provisions should contact the Human Resources Office (HR) at 972.985.3783 (voice) or hr@collin.edu.

The *ASFSR* is for information only and is not intended as a contract, expressed or implied. The programs, policies, and statements contained herein are subject to continual review and evaluation. Collin College reserves the right to make changes or deletions to the regulations, guidelines, and information contained in this publication at any time. If such changes are made, notification to the Collin College community will be provided pursuant to *Clery Act* requirements.

Upon request, the *ASFSR* is available in an alternate format for individuals with print-oriented disabilities. For more information, contact the ACCESS Office at 972.881.5898 (voice) or access@collin.edu, or the Human Resources Office (HR) at 972.985.3783 (voice) or hr@collin.edu. For persons who are Deaf or hard of hearing or have speech impairments, contact Texas Relay Services by dialing 711, 1.800.735.2989 (TTY), or 1.877.826.1789 (VCO).

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

Accreditation Status

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

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

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



Purpose Statement

Through its campuses, centers, and programs, Collin College fulfills community and industry needs and its statutory charge by providing:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Programs leading to baccalaureate degrees, associate degrees or certificates, including technical programs, designed to develop marketable skills and promote economic development.
- Continuing adult education programs for academic, professional, occupational, and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student support services, including counseling and learning resources, designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and state needs.
- Other purposes as may be directed by the Board and/or the laws of the State of Texas.

Mission

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

Vision

Delivering a brighter future for our students and communities.

Core Values

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

Important Phone Numbers

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

District-Wide Offices

| | |
|--|--------------|
| Collin College Police Department | 972.578.5555 |
| Dean of Students Office and Title IX Coordinator for Students (Student Advocacy and Conduct) | 972.881.5604 |
| Deputy Title IX Coordinator for Employees | 972.758.3856 |
| Deputy Title IX Coordinator for Students | 972.881.5667 |
| eCollin Learning Center (eLC) | 972.881.5870 |
| Human Resources Office (HR) | 972.985.3783 |
| International Student Office (ISO) | 972.516.5012 |
| Office of Emergency Management | 972.881.5617 |
| Student Answer Center | 972.881.5710 |
| Student Technical Support 24/7 | 972.377.1777 |
| Title IX Coordinator for Employees | 972.599.3159 |
| Weekend College | 972.881.5801 |

Collin Higher Education Center (CHEC)

| | |
|---------------------------------------|--------------|
| Facilities and Plant Operations | 972.599.3155 |
| Information Center | 972.599.3100 |

Courtyard Center (CYC)

| | |
|---|--------------|
| Cashier's Office | 972.985.3724 |
| Collin Corporate College | 972.599.3110 |
| Continuing Education (CE) | 972.985.3750 |
| Facilities and Plant Operations | 972.985.3777 |
| Information Center | 972.985.3790 |
| Registration | 972.985.3711 |
| Seniors Active in Learning (SAIL) | 972.985.3788 |
| Small Business Development Center | 972.985.3770 |

Frisco Campus (Preston Ridge)

| | |
|---|--------------|
| Academic Advising | 972.377.1779 |
| Academic Affairs | 972.377.1078 |
| Academic Affairs – Workforce | 972.377.1501 |
| Accommodations at Collin College for Equal Support Services (ACCESS) Office (Disability Services) | 972.377.1781 |
| Admissions | 972.377.1710 |
| Cashier's Office | 972.377.1638 |

| | |
|---|--------------|
| Counseling Services | 972.377.1781 |
| Facilities and Plant Operations | 972.377.1690 |
| Financial Aid and Veterans Services | 972.377.1760 |
| Information Center | 972.377.1790 |
| Student and Enrollment Services | 972.377.1770 |
| Testing Center | 972.377.1522 |

McKinney Campus (Central Park)

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

Plano Campus (Spring Creek)

| | |
|---|--------------|
| Academic Advising | 972.881.5782 |
| Academic Affairs – Business, Communications, Developmental Education, and Humanities | 972.881.5810 |
| Academic Affairs – Fine Arts and Child Development | 972.881.5106 |
| Academic Affairs – Sciences | 972.881.5881 |
| Accommodations at Collin College for Equal Support Services (ACCESS) Office (Disability Services) | 972.881.5898 |
| Admissions | 972.881.5710 |
| Cashier's Office | 972.881.5634 |
| Collin College Student Housing | 972.881.5151 |
| Counseling Services | 972.881.5126 |
| Facilities and Plant Operations | 972.881.5690 |
| Financial Aid and Veterans Services | 972.881.5760 |
| Information Center | 972.881.5790 |

Student and Enrollment Services.....972.881.5849
Testing Center.....972.881.5922

Public Safety Training Center (PSTC)

Facilities and Plant Operations972.548.6691
Fire Science.....972.548.6836
Information Center972.548.6790
Law Enforcement Academy972.548.6561

Rockwall Center

Information Center469.698.7499

Technical Campus

Academic Affairs972.553.1151
Academic Affairs – Technical and
Workforce.....972.553.1166
Accommodations at Collin College for
Equal Support Services (ACCESS)
Office (Disability Services)972.881.5898

Cashier’s Office972.553.1279
Counseling Services972.881.5126
Facilities and Plant Operations469.365.1190
Financial Aid and Veterans Services972.881.5760
Information Center972.553.1290
Testing Center.....972.553.1149

Wylie Campus

Academic Affairs and Workforce.....972.378.8797
Accommodations at Collin College for
Equal Support Services (ACCESS)
Office (Disability Services)972.378.8356
Cashier’s Office972.378.8816
Counseling Services972.378.8356
Facilities and Plant Operations972.378.8690
Financial Aid and Veterans Services972.881.5760
Information Center972.378.8790
Student and Enrollment Services.....972.378.8443
Testing Center.....972.378.8849

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Section 1: *Clery Act* Information and Definitions

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

Safety and security are concerns for all members of the Collin College community including students, employees, and visitors. Collin College's Dean of Students Office prepares this *Annual Security and Fire Safety Report (ASFSR)* every year in order to comply with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092\(f\) \(Clery Act\)](#).

This *Annual Security and Fire Safety Report (ASFSR)* is prepared in cooperation with the local law enforcement agencies surrounding Collin College's main campuses, centers, and alternative sites; the Collin College Police Department; Collin College Student Housing and Resident Life staff; the Human Resources Office (HR); and the Office of Emergency Management. Each entity provides updated information on their educational efforts and programs to comply with the *Clery Act* annually.

Notification is made through email to all enrolled Collin College students (including those attending less than full-time and those not enrolled in [Title IV](#) programs or courses) annually prior to October 1, which provides information on the *Clery Act*, a brief description of the current *Annual Security and Fire Safety Report (ASFSR)*, and the website to access this document. Collin College faculty and staff members receive an identical email notification annually prior to October 1. Additionally, information on the Collin College Police Department's policies and procedures and a link to the current *Annual Security and Fire Safety Report (ASFSR)* are published annually in the current [Collin College Student Handbook](#) located at www.collin.edu/studentresources/personal/studenthandbook.html. **Note: On July 10, 2020, the Department of Education extended the deadline for institutions to distribute the 2020 *Annual Security and Fire Safety Report (ASFSR)* to required recipients from October 1, 2020, to December 31, 2020.**

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

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

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

1. Collin College Police Department Office
Collin Higher Education Center (CHEC)
3452 Spur 399
Room 134
McKinney, TX 75069
2. Collin College Police Department Office
Courtyard Center (CYC)
4800 Preston Park Boulevard
Room 125
Plano, TX 75093
3. Collin College Police Department Office
Frisco Campus (Preston Ridge)
9700 Wade Boulevard
Room LH-179
Frisco, TX 75035

4. Collin College Police Department Office
McKinney Campus (Central Park)
2200 West University Drive
Room C-119
McKinney, TX 75071
5. Collin College Police Department
Headquarters
Plano Campus (Spring Creek)
2800 East Spring Creek Parkway
Suite K-119
Plano, TX 75074
6. Collin College Police Department Office
Technical Campus
2550 Bending Branch Way
Room C-010
Allen, TX 75013
7. Collin College Police Department Office
Wylie Campus
391 Country Club Road
Room B-139
Wylie, TX 75098
8. Dean of Students Office
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 457
McKinney, TX 75069
9. Dean of Students Office
Frisco Campus (Preston Ridge)
9700 Wade Boulevard
Room F-127 in Suite F-109
Frisco, TX 75035
10. Dean of Students Office
McKinney Campus (Central Park)
2200 West University Drive
Suite B-336
McKinney, TX 75071
11. Dean of Students Office
Plano Campus (Spring Creek)
2800 East Spring Creek Parkway
Suite D-128
Plano, TX 75074

12. Dean of Students Office
Technical Campus
2550 Bending Branch Way
Suite A-130
Allen, TX 75013
13. Dean of Students Office
Wylie Campus
391 Country Club Road
Campus Commons Suite 215
Wylie, TX 75098
14. Human Resources Office (HR)
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 339
McKinney, TX 75069

Definitions of *Clery Act* Geography

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

1. **Campus:**

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

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

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

- b. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
3. **Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Public property includes all public property including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
 4. **Residential Facilities:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Collin College periodically reviews the geography for each campus to ensure compliance with the *Clery Act*. Maps showing the *Clery Act* geography boundaries for each Collin College campus are in [Appendix A](#).

Definitions of *Clery Act* Crimes

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

the definitions provided by the [Violence Against Women Act](#). The definitions for each *Clery Act* crime are listed alphabetically under the appropriate category below.

Criminal Offenses

1. **Aggravated Assault:** An unlawful attack by one (1) person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. This includes assaults or attempts to kill or murder, poisoning (including the use of date rape drugs), assault with a dangerous or deadly weapon, maiming, mayhem, assault with explosives, and assault with disease (i.e., offender is aware they are infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).
2. **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Note: The *Clery Act* definition does not require that any findings be made by a fire official before classifying an incident as arson. All Collin College Police Department officers have the authority to determine whether an incident should be classified as arson for purposes of *Clery Act* reporting.
3. **Burglary:** The unlawful entry of a structure to commit a felony or a theft, including forcible entry; unlawful entry-no force; attempted forcible entry; unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses. The following three (3) conditions must be met to classify a crime as burglary:

- a. there must be evidence of unlawful entry (i.e., trespass). This means the person did not have the right to be in the structure at the time the incident occurred;
 - b. the unlawful entry must occur within a structure, which is defined as having four (4) walls, a roof, and a door; and
 - c. the structure was unlawfully entered to commit a felony or theft.
4. **Criminal Homicide:**
- a. **Manslaughter by Negligence:** The killing of another person through gross negligence. Any death caused by the gross negligence of another (i.e., something a reasonable and prudent person would not do). "Gross negligence" is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.
 - b. **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one (1) human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime. Suicides, fetal deaths, traffic fatalities, accidental deaths, assaults with intent to murder, attempts to murder, deaths by negligence, or justifiable homicides are not included in this definition.
5. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. Theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts, and motorized wheelchairs. This includes all

- incidents where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, and joy riding. Does not include thefts from a motor vehicle.
6. **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. This definition includes armed robbery, robbery where only personal weapons (e.g., hands, fists, feet, etc.) are used, and carjacking. The essential elements of a robbery include:
- a. committed in the presence of a victim (usually the owner or person having custody of the property);
 - b. victim is directly confronted by the perpetrator;
 - c. victim is threatened with force or put in fear that force will be used; and
 - d. it involves a theft or larceny.
7. **Sexual Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Includes attempted sexual assaults. Only includes the four (4) types of sexual assault listed below.
- a. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - b. **Incest:** Sexual intercourse between persons who are related to each other

within the degrees wherein marriage is prohibited by law.

- c. **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females, incidents in which force was used or threatened, incidents in which the victim was incapable of giving consent because of their age, and incidents in which the victim was incapable of giving consent due to temporary or permanent mental impairment.
- d. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. Note: The statutory age of consent in the state of Texas is 17.

Arrests and Referrals for Disciplinary Action

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

possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

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

Violence Against Women Act (VAWA) Offenses

- 1. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence below.
- 2. **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's actions under the domestic or family violence laws of the jurisdiction in which the violence occurred.

3. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. "Course of conduct" means two (2) or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third (3rd) parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Hate Crimes

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

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

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

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

1. aggravated assault,
2. arson,
3. burglary,

4. motor vehicle theft,
5. murder and non-negligent manslaughter,
6. robbery, and
7. sexual assault (i.e., fondling, incest, rape, and statutory rape).

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

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

broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Counting and Disclosing Crime Statistics

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

Hierarchy Rule

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

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

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

Exceptions to the Hierarchy Rule

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

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

Rules for Counting Arson

The rules for counting arson are:

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

Rules for Counting Sexual Assaults

The rules for counting sexual assaults are:

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

Rules for Counting Arrests and Referrals for Disciplinary Action

Arrests and Referrals for Disciplinary Action only include violations of the law, not violations of Collin College's policies that resulted in persons being referred for disciplinary action if there was no violation of the law. For example, if an individual over the age of 21 is caught in possession of alcohol in their on-campus residence and referred to the Dean of

Students Office for disciplinary action, this is a violation of Collin College's alcohol policy and not a law violation. Therefore, this incident will not be included in the crime statistics.

If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be included in the crime statistics. Arrests and Referrals for Disciplinary Action are not covered by the Hierarchy Rule. Therefore, arrests for weapons, drug abuse, and liquor law violations must be counted in addition to the most serious Criminal Offense when multiple offenses occur in a single incident.

Rules for Counting *Violence Against Women Act (VAWA)* Offenses

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

Rules for Counting Hate Crimes

The Hierarchy Rule does not apply to Hate Crimes. Therefore, all of the offenses committed in a bias-motivated incident must be counted in the statistics for each crime. For example, if a single bias-motivated incident is reported that involves both an aggravated assault and motor vehicle theft, the incident must be included in both categories.

For any Criminal Offense that is also a Hate Crime, the crime statistics must indicate the offense and also the offense with the category of bias. For example, if an aggravated assault is a Hate Crime, it must be included in the aggravated assault statistics under the Criminal Offenses category and also in the aggravated assault motivated by the appropriate type of bias in the Hate Crimes category.

Collecting Crime Statistics

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

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

For more information on the specific crimes that are included under each of these categories and their definitions, see the [Definitions of Clery Act Crimes](#) section in this document.

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

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

As required by the *Clery Act*, campus crime statistics for each of Collin College's campuses and centers during the three (3) previous calendar years (i.e., January 1 through December 31) are in [Appendix B](#).

Section 2: Collin College Police Department Information and Procedures

Collin College Police Department Mission

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

Collin College Police Department History

Due to the rapid growth of Collin College's student population, the Collin College Police Department was formed in December 2002 to serve students, faculty, staff, and community members throughout the College District. Collin College Police Department officers are located at each campus and currently serve more than 59,000 credit and continuing education students annually as well as faculty, staff, and community members.

Collin College Police Department Authority, Jurisdiction, and Working Relationships

The Collin College Police Department is staffed with Texas State Licensed Law Enforcement Officers who are trained to protect life as well as Collin College and personal property. The Collin College Police Department Communications Center is staffed with Texas Commission on Law Enforcement (TCOLE) licensed police telecommunicators.

All municipal, local, state, and federal laws, as well as the [Student Code of Conduct](#), Board policies, and Collin College procedures, including motor vehicle laws, will be enforced on all Collin College campuses and centers. Collin College Police Department officers patrol all Collin College campuses and centers, except for the Rockwall Center which is patrolled by the Rockwall Police Department, 24 hours a day, seven (7) days a week.

The Collin College Police Department's primary jurisdiction is any property owned or controlled by Collin College. Local, county, and state law enforcement agencies have concurrent jurisdiction on Collin College property. Per the [Texas Education Code, Section 51.203 Campus Peace Officers](#), Collin College Police Department officers are empowered with countywide jurisdiction and work under the same authority as municipal and county agencies. Therefore, they have complete authority to apprehend and arrest anyone involved in illegal acts throughout Collin County.

If offenses involving Collin College policies and procedures are committed by a Collin College student, the Collin College Police Department may also refer the individual to the Dean of Students Office for appropriate disciplinary action. If offenses involving Collin College policies and procedures are committed by a Collin College employee, the Collin College Police Department may also refer the individual to the Human Resources Office (HR) for appropriate disciplinary action.

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

Collin College Police Department personnel work closely with the following local, state, and/or federal agencies:

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

4. McKinney Police Department,
5. Plano Police Department,
6. Rockwall Police Department, and
7. Wylie Police Department.

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

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

1. Allen Police Department,
2. Celina Police Department,
3. Collin County Jail Services Interlocal Agreement,
4. Collin County,
5. Farmersville Police Department,
6. Frisco Police Department,
7. McKinney Police Department,
8. Plano Police Department,
9. Dallas-Fort Worth Regional, and

10. Wylie Police Department.

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

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

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

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

Collin College Police Department Emergency Response

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

Collin College Police Department officers are stationed at each campus and center throughout the College District, except for the Rockwall Center which is patrolled by the Rockwall Police Department, and will respond to medical emergencies along with local city paramedics and other first (1st) responders, as necessary.

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

Daily Crime Log

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

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

For the most current information contained in the daily crime log, contact the Collin College Police Department at 972.578.5555 or in person at any of the following Collin College Police Department office locations:

1. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Center (CYC) Room 125,
3. Frisco Campus (Preston Ridge) Room LH-179,
4. McKinney Campus (Central Park) Room C-119,
5. Plano Campus (Spring Creek) Suite K-119,
6. Technical Campus Room C-010, or
7. Wylie Campus Room B-139.

Security of and Access to Collin College Facilities

All Collin College campuses and centers are part of the cities in which they are located, and, as such, are open to students, faculty, staff, and the public. The Collin College Police Department and Facilities and Plant Operations are responsible for monitoring and enforcing policies and procedures regarding security of and access to Collin College's facilities.

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

Academic and Administrative Buildings

Collin College's academic and administrative buildings are open to the public, at a minimum, during normal business hours (i.e., Monday through Friday from 8:00 a.m. to 5:00 p.m.). Some facilities have individual hours which may vary at different times of the year (e.g., the Fitness Centers and the Libraries). In these cases, the facilities will be secured according to schedules developed by the department responsible for that specific facility, in consultation with the Collin College Police Department and Facilities and Plant Operations.

Most academic and administrative buildings do not have a specific Collin College Police Department officer assigned to them. However, Collin College Police Department officers patrol all academic and administrative buildings, except for the Rockwall Center which is patrolled by the Rockwall Police Department, on a regular basis.

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

| Campus | Days and Times |
|---------------------------------------|--|
| Collin Higher Education Center (CHEC) | Monday – Thursday: 7:00 a.m. – 11:00 p.m. Friday: 7:00 a.m. – 7:00 p.m. Saturday: 8:00 a.m. – 5:00 p.m. (Closed Saturday During Summer) Sunday: Closed |
| Courtyard Center (CYC) | Monday – Friday: 7:00 a.m. – 10:30 p.m. Saturday: 7:00 a.m. – 9:00 p.m. Sunday: 12:00 p.m. – 7:00 p.m. |
| Frisco Campus (Preston Ridge) | Monday – Friday: 6:30 a.m. – 11:00 p.m. Saturday: 7:00 a.m. – 6:00 p.m. Sunday: 10:00 a.m. – 6:00 p.m. |
| McKinney Campus (Central Park) | Monday – Friday: 7:00 a.m. – 11:00 p.m. Saturday: 7:00 a.m. – 5:00 p.m. Sunday: 1:00 p.m. – 5:00 p.m. |
| Plano Campus (Spring Creek) | Monday – Saturday: 7:00 a.m. – 11:00 p.m. Sunday: 11:00 a.m. – 7:00 p.m. |
| Public Safety Training Center (PSTC) | Monday – Wednesday: 7:00 a.m. – 10:00 p.m. Thursday – Saturday: 7:00 a.m. – 5:00 p.m. Sunday: Closed |
| Rockwall Center | Monday – Thursday: 8:00 a.m. – 10:00 p.m. Friday – Sunday: Closed |
| Technical Campus | Monday – Friday: 6:00 a.m. – 10:00 p.m. Saturday: 7:00 a.m. – 5:00 p.m. Sunday: Closed |
| Wylie Campus | Monday – Friday: 7:00 a.m. – 11:00 p.m. Saturday: 7:00 a.m. – 5:00 p.m. Sunday: Closed |

The table below lists the hours for the Library at each of Collin College’s campuses and centers. Note: The Courtyard Center (CYC), Public Safety Training Center (PSTC), and Rockwall Center do not have a Library.

| Campus Library | Days and Times |
|---|--|
| Frisco Campus (Preston Ridge) | Monday – Thursday: 7:45 a.m. – 9:45 p.m. Friday: 7:45 a.m. – 5:00 p.m. Saturday: 8:00 a.m. – 5:00 p.m. Sunday: 1:00 p.m. – 5:00 p.m. |
| McKinney Campus (Central Park) | Monday – Thursday: 7:45 a.m. – 9:45 p.m. Friday: 7:45 a.m. – 5:00 p.m. Saturday: 9:00 a.m. – 5:00 p.m. Sunday: 12:00 p.m. – 5:00 p.m. |
| Plano Campus (Spring Creek) | Monday – Thursday: 7:45 a.m. – 9:45 p.m. Friday: 7:45 a.m. – 5:00 p.m. Saturday: 8:00 a.m. – 5:00 p.m. Sunday: 1:00 p.m. – 5:00 p.m. |
| Technical Campus Learning Resource Center | Monday – Friday: 8:00 a.m. – 5:00 p.m. Saturday: Closed Sunday: Closed |
| Wylie Campus | Monday – Thursday: 7:45 a.m. – 8:00 p.m. Friday: 7:45 a.m. – 5:00 p.m. Saturday: 8:00 a.m. – 2:00 p.m. Sunday: Closed |

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

Residential Buildings

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

Collin College Police Department officers actively patrol Collin College Student Housing on a regular basis. Student Housing and Resident Life staff also enforce safety and security measures at Collin College Student Housing, and work with student residents to achieve a community that is respectful of individual and group rights and responsibilities. Student Housing and Resident Life staff and Collin College Police Department officers also conduct periodic educational sessions on prevention of various crimes, including, but not limited to, sexual assault and acquaintance rape.

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

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

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

Changes to Normal Building Hours

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

Security Considerations for the Maintenance of Collin College Facilities

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

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

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

1. ensure everyone working and learning at any facility operated by Collin College is able to do so with an expectation not only of excellence but of personal safety, and

2. safeguard the investment of Collin County's taxpayers by ensuring Collin College's facilities are secure.

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

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

During the 2017, 2018, 2019, and 2020 calendar years, Collin College has taken major steps to improve campus safety and security as part of the Safety Plan. These improvements include, but are not limited to:

1. hiring additional police officers, sergeants, lieutenants, and dispatchers;
2. hiring a director of safety and emergency management who is currently in the process

of updating Collin College's comprehensive emergency management plan;

3. installing emergency information signs in every classroom at all campuses;
4. adding one-touch emergency calling on every multi-line phone;
5. installing cellular-powered Blue Light emergency phones in the parking garages and parking lots on the Frisco Campus (Preston Ridge), McKinney Campus (Central Park), and Plano Campus (Spring Creek);
6. installing interior locks on all classroom doors and electronic external locks across all campuses; and
7. upgrading the CougarAlert emergency broadcasting system.

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

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

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

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

1. Collin Higher Education Center (CHEC), 972.599.3155,
2. Courtyard Center (CYC), 972.985.3777,
3. Frisco Campus (Preston Ridge), 972.377.1690,
4. McKinney Campus (Central Park), 972.548.6690,
5. Plano Campus (Spring Creek), 972.881.5690,
6. Public Safety Training Center (PSTC), 972.548.6691,
7. Rockwall Center, 469.698.7499,
8. Technical Campus, 469.365.1190, or
9. Wylie Campus, 972.378.8690.

Citations

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

Criminal Trespass Warning Notice

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

Court Orders and Orders of Protection

Victims have the right to seek a no-contact order, order of protection, restraining order, or similar lawful orders through a civil, criminal, or tribal court.

The Collin College Police Department does not issue court orders or orders of protection. Victims must contact a local law enforcement agency and/or a local court to obtain court orders or orders of protection. Once a victim notifies the Collin College Police Department they are in possession of a court order or order of protection, the Collin College Police Department will enforce the order, as appropriate. For more information on court orders and orders of protection that are available in the State of Texas, see the [Court Orders and Orders of Protection Available in Texas](#) table in this document.

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

Upon written request, Collin College will disclose to the alleged victim of a crime of violence, as defined in [Title 18, § 16, United States Code](#), or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by Collin College against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the alleged victim's next of kin as the alleged victim.

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

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

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

1. Arson
2. Assault Offenses:

- a. Aggravated Assault
 - b. Intimidation
 - c. Simple Assault
3. Burglary
 4. Criminal Homicide: Manslaughter by Negligence
 5. Criminal Homicide: Murder and Non-Negligent Manslaughter
 6. Destruction/Damage/Vandalism of Property
 7. Kidnapping/Abduction (Note: This is not a [Clery Act](#)-reportable crime.)
 8. Robbery
 9. Sex Offenses, Forcible:
 - a. Forcible Fondling
 - b. Forcible Rape (Except Statutory Rape)
 - c. Forcible Sodomy (Note: This offense is now covered under the updated definition of Rape listed in the [Criminal Offenses](#) subsection under the [Definitions of Clery Act Crimes](#) section of this document. However, it is still included in Board policy FJ (Exhibit) and, therefore, this list.)
 - d. Sexual Assault with an Object (Note: This offense is now covered under the updated definition of Rape listed in the [Criminal Offenses](#) subsection under the [Definitions of Clery Act Crimes](#) section of this document. However, it is still included in Board policy FJ (Exhibit) and, therefore, this list.)
 10. Non-Forcible Sex Offenses (Except "Prostitution Offenses"):
 - a. Incest

b. Statutory Rape

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

1. the student disciplinary and appeal process,
2. the employee disciplinary and appeal process, or
3. the student and employee *Title IX* complaint resolution process.

Gang-Free Zones

In accordance with the [Texas Higher Education Code Section 51.973](#), the grounds and facilities owned or controlled by Collin College will be considered gang-free zones. Students engaging in gang-related activity and/or organized criminal activity at any Collin College facility or grounds will be subject to disciplinary penalties outlined in the *Student Code of Conduct* in the current [Collin College Student Handbook](#). Employees engaging in gang-related activity and/or organized criminal activity at any Collin College facilities or grounds will be subject to disciplinary penalties outlined by the Human Resources Office (HR). Students, employees, and community members involved in illegal acts may also be arrested and face criminal prosecution.

Registered Sex Offenders

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

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

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

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

For additional information regarding registered sex offenders, contact the Collin College Police Department at 972.578.5555 or go to the Texas Department of Public Safety’s (TxDPS) Texas Public Sex Offender Registry available on the web at <https://records.txdps.state.tx.us/SexOffenderRegistry>.

Searches

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

Searches in General

Collin College officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and Collin College policy. Searches of students will be conducted in a reasonable and nondiscriminatory manner.

Collin College officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to Collin College policy providing for suspicionless security procedures, including the use of metal detectors.

In accordance with Collin College policies and procedures, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on Collin College property. For more information, see Board policy FLB (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=flb>.

Reasonable Suspicion Searches

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student’s person, belongings, or vehicle will reveal evidence of a violation of Collin

College policy and procedures, a Collin College official may conduct a search in accordance with law and Collin College regulations.

Suspicionless Searches

For purposes of this policy, a suspicionless search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

Use of Trained Dogs

Collin College reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures will be unannounced. The dogs will not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or area, it may be searched by Collin College officials.

Collin College Property

Collin College-provided technology, storage, and similar items are the property of Collin College and are provided for student use as a matter of convenience. Collin College property is subject to search or inspection at any time without notice. Students have no expectation of privacy in their use of Collin College property. Students will be fully responsible for the security and contents of Collin College property assigned to them. Students will not place or keep in Collin College-provided technology, storage, or similar item, any article or material prohibited by law or Collin College policy and procedures. A student will be held responsible for any prohibited item found in Collin College property provided to the student.

Residence Hall Rooms

Searches of student residence hall rooms will be conducted in accordance with administrative procedures established by the College District President or designee. The procedures will describe the situations for which a search may be conducted and distinguish searches by Collin College officials from law enforcement searches.

Searches Conducted by Law Enforcement

Searches and interrogations will be conducted by Collin College Police Department officers consistent with law and Collin College Police Department procedures.

Weapons on Campus

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

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

Concealed Carry and Other General Provisions

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

Firearms/Handguns

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

Procedures

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

1. Only individuals with a valid License to Carry a Handgun (LTC) issued by the Texas Department of Public Safety (TxDPS) under [Texas Government Code, Chapter 411, Subchapter H](#), as well as LTC licenses* from other states, the validity of which are

recognized by the State of Texas, may carry a concealed handgun on or about their person on the property of Collin College. *Validly-issued LTC licenses are collectively referred to as hereinafter as "LTC."

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

when private or commercial transportation is used for Collin College travel.

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

On-Campus Student Housing

A resident with an LTC may only carry or store a concealed handgun in campus housing as established in this policy. Anytime a handgun in a campus housing facility is not in the immediate care, custody, or control of the owner, that handgun must be stored in a locked, personal vehicle or within a locked gun safe in the resident's room. No gun storage will be provided by Collin College. This policy applies to all residents as well as live-in staff in any campus facility designed for housing or overnight stay.

Residents

An LTC license holder who resides in campus housing in which all the residents of the unit are age 21 or older may carry a concealed handgun into campus housing and may store the weapon in their assigned

residential room. An exception to the age 21 requirement is a person who is at least 18 years of age but not yet 21 years of age who:

1. is a member or veteran of the United States armed forces, including a member or veteran of the reserves or national guard;
2. was discharged under honorable conditions, if discharged from the United States armed forces, reserves, or national guard; and
3. meets the other eligibility requirements for an LTC except for the minimum age required by federal law to purchase a handgun.

A resident who brings a concealed handgun into campus housing pursuant to this policy must carry the weapon on their person at all times or store it in their assigned room within a locked gun safe. For more information, see the [Requirements for Proper Storage](#) subsection below.

A resident may not intentionally or knowingly display a handgun in plain view of another person in campus housing except as necessary to properly store and secure the weapon within a gun safe in their assigned residential room.

A student who is assigned to a residential room in campus housing where a firearm is stored and is concerned about their well-being may request a transfer to another residential room through the regular housing process with no penalty.

Non-Residents

An LTC license holder who does not reside in campus housing may carry a concealed handgun into campus housing. The handgun must be carried on or about the non-resident's person at all times and may not be stored in a campus housing room.

Responsibility for Personal Injury or Damage

A resident or non-resident whose possession, use, or storage of a handgun results in personal injury or property damage is personally liable for the injury or damage.

Requirements for Proper Storage

When not carried on or about a person, handguns must be in a locked personal vehicle or a locked gun safe that meets Collin College's following requirements:

1. be large enough to fully contain the firearm(s) placed in it and provide for secure storage;
2. have exterior walls constructed of a minimum 16-gauge steel;
3. have a high-strength locking system consisting of a mechanical or electronic combination or biometric lock, and not a key lock; and
4. be certified and listed as meeting Underwriters Laboratories Residential Security Container rating standards by a [Nationally Recognized Testing Laboratory \(NRTL\)](#).

Compliance with storage and security requirements are part of the residence inspection process, as outlined in the current *Collin College Student Housing Resident Handbook* located on Collin College's website at www.collin.edu/studenthousing/.

Other Weapons

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

student, Collin College employee, or Collin College property by virtue of possession or use.

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

Exclusion Zones

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

1. child care facilities;
2. polling locations;
3. in the room or rooms where a meeting of a governmental entity is held, and if the meeting is an open meeting subject to [Chapter 551, Government Code](#), and notice as required by that chapter is provided;
4. high-hazard laboratories and health science education facilities where the presence of high-hazard materials or operations creates a significant risk of catastrophic harm due to a negligent discharge;
5. designated meeting room(s) at each campus in Student and Enrollment Services that can be used, as needed, for disciplinary meetings or counseling meetings;
6. facilities where professional, high school, college sporting, or interscholastic events are in progress as prohibited by [Texas Penal Code, Section 46.035\(b\)\(2\)](#);
7. locker and dressing rooms where individuals change clothes, including those at athletic, theatre, and health science education facilities; and
8. any location or facility of Collin College, as directed or approved by the College District President as necessary for campus safety, where effective notice on a temporary basis

pursuant to [Sections 30.06](#) and [30.07, Texas Penal Code](#), has been given by the required signage. An example might include a Collin College facility where alcohol is being served for a special event.

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

Violations

Violations of this policy should be reported immediately to the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone. Such violations may result in disciplinary action by Collin College up to and including criminal prosecution for violation of the [Texas Penal Code](#).

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

Reporting

Not later than September 1 of even-numbered years, Collin College will submit a report to the Texas State Legislature and to the standing committees of the legislature with jurisdiction over the implementation and continuation of [Section 411.2031, Texas Government Code](#) that:

1. describes the Collin College rules, regulations, or other provisions regarding the carrying of concealed handguns on the campuses of Collin College; and
2. explains the reasons the institution has established these provisions.

Safety Committee

The College District President will appoint a standing committee, the Collin College Safety Committee, that

is chaired by the executive vice president and includes representatives from the administration, faculty, staff, and student government. The Safety Committee will be charged with meeting as needed, but at least once each fall and spring semester to review Collin College's policy, any new legislation and legal decisions relating to this issue, and the effectiveness

of the implementation of Collin College's policy. Advisory notes and recommendations from the Safety Committee will be forwarded for review and consideration by the Executive Leadership Team, College District President, and Board of Trustees (Board), as necessary. To contact Collin College's Safety Committee directly, email safety@collin.edu.

Section 3: Procedures for Reporting a Crime or Emergency

Reporting a Crime or Emergency to the Collin College Police Department

The Collin College Police Department encourages anyone who is the victim of or a witness to any crime or public safety-related incident on a Collin College campus or center to promptly and accurately report the incident to the Collin College Police Department when the victim of a crime elects to, or is unable to, make such a report. Making a police report does not obligate the victim to file criminal charges, but it does create a record of the incident. The police report will include the victim's name, respondent's name, witnesses' names, and details of the incident. Police reports are public records under state law; however, voluntary confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Collin College chief of police or designee. See the [Voluntary Confidential Reporting](#) section in this document for additional information.

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

Any individual who needs to report a crime or an emergency that occurred on a Collin College campus or center can contact the Collin College Police Department Communications Center 24 hours a day by:

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

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

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

Any individual who prefers to report a crime or an emergency that occurred on a Collin College campus or center in person may do so at any of the following Collin College Police Department office locations:

1. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Center (CYC) Room 125,
3. Frisco Campus (Preston Ridge) Room LH-179,
4. McKinney Campus (Central Park) Room C-119,
5. Plano Campus (Spring Creek) Suite K-119,
6. Technical Campus Room C-010, or
7. Wylie Campus Room B-139.

In a medical emergency, individuals should first dial **911**, and then contact the Collin College Police Department through one (1) of the methods listed above.

If a fire occurs in a Collin College building, the individual who discovers it should immediately notify the Collin College Police Department at **972.578.5555** or dial **911**. The Collin College Police Department will initiate a response, and can summon the local fire department quickly through their communication links, if necessary. If a member of the Collin College community finds evidence of a fire that has been extinguished and is unsure whether the Collin College Police Department has already responded, they should immediately notify the Collin College Police

Department so an officer can investigate and document the incident.

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

In order to ensure inclusion in the annual crime statistics and to aid in providing emergency notifications and timely warning notices to the Collin College community, all [Clery Act](#) crimes should be reported to the Collin College Police Department at **972.578.5555**.

Additionally, when a *Clery Act* crime is reported to a campus security authority (CSA), the CSA must complete the *Campus Security Authority (CSA) Crime Reporting Form* located on Collin College's website at <https://www.collin.edu/studentresources/deanofstudents/CleryAct.html>. Once complete, the *Campus Security Authority (CSA) Crime Reporting Form* must be submitted to Collin College Police Department Lieutenant Don Mewbourn at the Plano Campus (Spring Creek) Room K-119, or by email to dmewbourn@collin.edu. This process is used to ensure crimes reported to a CSA, but not to a law enforcement agency, will be included in the annual crime statistics.

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

Voluntary Confidential Reporting

Collin College recognizes incidents of crime can be difficult to discuss, and victims and witnesses may want confidentiality in addition to support. Victims and witnesses of crime who do not want to pursue action within the Collin College system or the criminal justice system may still want to consider making a voluntary confidential report. The Collin College Police Department can file a report on the details of the incident without revealing the victim's or witness's identity.

The purpose of a voluntary confidential report is to comply with the victim's or witness's wish to keep the

matter confidential while taking steps to ensure the future safety of the victim and others. With such information, Collin College can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in Collin College's annual crime statistics. Additionally, victims and witnesses have the right not to report a crime if they so choose.

To submit a voluntary confidential report, victims and witnesses can contact the Collin College Police Department Communications Center 24 hours a day by:

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

The victim or witness must inform the dispatcher they would like their name and any identifying information to remain confidential at the start of the report. The victim or witness should provide as much detail as possible, and the dispatcher will take the report without including the victim's or witness's name or identifying information.

If the victim or witness would prefer to submit a voluntary confidential report in person, they may do

so at any of the following Collin College Police Department office locations:

1. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Center (CYC) Room 125,
3. Frisco Campus (Preston Ridge) Room LH-179,
4. McKinney Campus (Central Park) Room C-119,
5. Plano Campus (Spring Creek) Suite K-119,
6. Technical Campus Room C-010, or
7. Wylie Campus Room B-139.

When submitting a voluntary confidential report in person, the victim or witness must inform the Collin College Police Department officer they would like their name and any identifying information to remain confidential at the start of the report. The victim or witness should provide as much detail as possible, and the Collin College Police Department officer will take the report without including the victim's or witness's name or identifying information.

Anonymous Reports of Sexual Assault

Victims can submit an anonymous report of sexual assault. However, the submission of an anonymous electronic report may impair Collin College's ability to investigate and address the prohibited conduct. Additionally, to initiate the *Title IX* complaint resolution process, complainants cannot remain anonymous.

In accordance with the [Texas Higher Education Code Section 51.9365](#), victims can report sexual assault anonymously by submitting the online form available at <https://c0bkr412.caspio.com/dp/eaab3000c5296c bdacd74b438776> or contacting the Collin College Police Department Communications Center 24 hours a day by:

1. dialing extension **5555** from any Collin College system phone;

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

The victim should inform the dispatcher they would like to remain anonymous at the start of the report. The victim should provide as much detail as possible, and the dispatcher will take the report using a pseudonym in place of the victim's name.

If the victim or witness would prefer to submit an anonymous report of sexual assault in person, they may do so at any of the following Collin College Police Department office locations:

1. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Center (CYC) Room 125,
3. Frisco Campus (Preston Ridge) Room LH-179,
4. McKinney Campus (Central Park) Room C-119,
5. Plano Campus (Spring Creek) Suite K-119,
6. Technical Campus Room C-010, or
7. Wylie Campus Room B-139.

When submitting an anonymous report of sexual assault in person, the victim should inform the Collin College Police Department officer they would like to remain anonymous at the start of the report. The victim should provide as much detail as possible, and the Collin College Police Department officer will take

the report using a pseudonym in place of the victim's name.

If a victim of sexual assault files a report and later determines they would like to remain anonymous, the Collin College Police Department can assign a pseudonym to the victim. The victim must inform the Collin College Police Department officer assigned to investigate the case over the phone or in writing that they would like a pseudonym assigned to them. The pseudonym will be used in place of the victim's name to identify them on any further documentation that could become public information.

Reporting to Local Law Enforcement Agencies

If an incident occurred off campus, the victim or witness should dial **911** and/or contact the appropriate law enforcement agency in the jurisdiction in which the incident occurred when the victim of a crime elects to, or is unable to, make such a report. If a victim requests assistance, a Collin College official will help the victim with this process. Contact information for local law enforcement agencies is located in the [Contact Information for Local Law Enforcement Agencies](#) section in this document.

Contact Information for Local Law Enforcement Agencies

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

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

Allen Police Department

205 West McDermott Drive

Allen, TX 75013

Phone: 214.509.4200

Non-Emergency Dispatch: 214.509.4321

Crime Tip: 214.509.4278

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

Collin County Sheriff's Office

4300 Community Avenue

McKinney, TX 75071

Phone: 972.547.5100

Metro Phone: 972.424.4797

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

Frisco Police Department

7200 Stonebrook Parkway

Frisco, TX 75034

Phone: 972.292.6010

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

McKinney Police Department

2200 Taylor Burk Drive

McKinney, TX 75071

Non-Emergency Phone: 972.547.2700

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

Plano Police Department

909 14th Street

Plano, TX 75074

Non-Emergency Phone: 972.424.5678

Website: www.plano.gov/214/Police

Rockwall Police Department

205 West Rusk Street

Rockwall, TX 75087

Non-Emergency Phone: 972.771.7717

Website: www.rockwallpolice.org

Wylie Police Department

2000 North Highway 78

Wylie, TX 75098

Phone: 972.442.8171

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

Campus Security Authorities (CSAs)

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

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An "official" is defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the institution.

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

1. all Collin College Police Department officers, sergeants, lieutenants, and the chief of police;
2. the dean of students, associate deans of students, and student conduct officers;
3. the chief student success officer, vice president of student and enrollment services, deans of student and enrollment services, and associate deans of student and enrollment services;
4. all campus provosts;

5. all academic/workforce deans, associate academic/workforce deans, and program directors;
6. all evening and weekend administrators;
7. the director of student housing operations and all resident life staff;
8. all athletics directors and associate athletics directors;
9. all athletics coaches, assistant coaches, volunteer coaches, and trainers;
10. all student organization advisors; and
11. any other employees who have a significant responsibility for student and campus activities (e.g., student travel responsible parties).

When a *Clery Act* crime is reported to a CSA, the CSA must complete the *Campus Security Authority (CSA) Crime Reporting Form* located on Collin College's website at <https://www.collin.edu/studentresources/deanofstudents/CleryAct.html>. CSAs must promptly forward all crime reports to the Collin College Police Department so crimes can be accurately counted, disclosed in the annual crime statistics, and entered on the daily crime log.

In addition to reporting potential [Title IX](#) violations to the appropriate Title IX coordinator or deputy Title IX coordinator, any Collin College employee who suspects or receives notice that a student or group of students has or may have experienced sexual assault or sexual harassment must complete and submit the *Campus Security Authority (CSA) Crime Reporting Form* when a *Clery Act* crime is reported. Employees must promptly forward all crime reports to the Collin College Police Department so crimes can be accurately counted, disclosed in the annual crime statistics, and entered on the daily crime log. The appropriate Title IX coordinator or deputy Title IX coordinator will also report information about any *Clery Act* crimes to the Collin College Police

Department for inclusion in the annual crime statistics and daily crime log.

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

Lieutenant Don Mewbourn
Collin College Police Department
Plano Campus (Spring Creek)
Room K-119
Phone: 972.881.5643
Email: dmewbourn@collin.edu

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

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

Pastoral Counselors and Professional Counselors

Campus pastoral counselors and professional counselors, when acting as such, are not considered to be a campus security authority (CSA), and are not required by the *Clergy Act* to report crimes for inclusion in the annual crime statistics and daily crime log. As a matter of policy, the professional counselors at Collin College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to the Collin College Police Department for inclusion in the annual disclosure of campus crime statistics and daily crime log.

Collin College does not currently employ any pastoral counselors. Collin College's licensed mental health professionals are informed during monthly staff meetings and various training sessions throughout each calendar year of the procedures to report crimes to the Collin College Police Department. Collin College's licensed mental health professionals are encouraged to inform their clients of the procedures

to report crimes to the Collin College Police Department on a voluntary confidential basis should they feel it is in the best interest of their clients. Additionally, crimes can be confidentially discussed with Collin College's licensed mental health professionals, and victims have the right to not report crimes if they so choose.

In accordance with the [*Texas Higher Education Code, Section 51.252*](#), Collin College's licensed mental health professionals must report any incident of dating violence, sexual assault, sexual harassment, or stalking to the appropriate Collin College Title IX coordinator or deputy Title IX coordinator, even if the incident was reported during a confidential counseling session. However, the licensed mental health professional is only required to report the type of incident, and is not required to report identifying information regarding the victim, respondent, or details of the incident. For more information, see the [*Mandatory Reporting for Incidents of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking*](#) section in this document.

Mandatory Reporting for Incidents of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking

In accordance with the [*Texas Higher Education Code Section 51.252*](#), an employee of Collin College who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes dating violence, sexual assault, sexual harassment, or stalking and is alleged to have been committed by or against a person who was a student enrolled at or an employee of Collin College at the time of the incident will promptly report the incident to Collin College's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

In accordance with the *Texas Higher Education Code Section 51.252*, an employee of Collin College who is designated by Collin College as a person with whom students may speak confidentially concerning dating violence, sexual assault, sexual harassment, or stalking or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This subsection does not affect the employee's duty to report an incident under any other law.

A Collin College employee is not required to make a report under this section concerning:

1. an incident in which the employee was a victim of dating violence, sexual assault, sexual harassment, or stalking; or
2. an incident in which the employee received information due to a disclosure made at a dating violence, sexual assault, sexual harassment, or stalking public awareness event sponsored by Collin College or by a student organization affiliated with Collin College.

Collin College employees can access the *Mandatory Reporting Form for Incidents of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking* under the "Crisis Response" channel on the My Workplace tab in CougarWeb (<https://cougarweb.collin.edu>).

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

The [Clery Act](#) requires institutions that maintain on-campus student housing facilities to establish a missing student notification policy and related procedures. When it is determined that a student resident is missing from Collin College Student Housing, the director of student housing operations, Collin College Police Department, and Dean of

Students Office, in collaboration with local law enforcement, will be guided by this Missing Student Notification Policy and the related procedures below. This information can also be found in the current *Resident Life Handbook* located on Collin College's website at www.collin.edu/studenthousing/.

Missing Person Contact(s)

Collin College will provide every student resident living in Collin College Student Housing on the Plano Campus (Spring Creek) the opportunity and means to register one (1) or more individuals to be a missing person contact(s). If it is determined by the Collin College Police Department or a local law enforcement agency that the student resident is missing, the student resident's missing person contact(s) will be notified by Collin College within 24 hours of the determination.

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

Missing Student Contact Information Form

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

All completed *Missing Student Contact Information Forms* are kept in the Dean of Students Office at the Collin Higher Education Center (CHEC). If a student resident chooses to complete the web form version

of the *Missing Student Contact Information Form*, it is automatically sent to the Dean of Students Office once the student resident clicks the "Submit" button. If a student resident chooses to download and complete the PDF version of the *Missing Student Contact Information Form*, they should place it in an envelope, seal the envelope, and type or print their full name and College Wide Identification Number (CWID) on the front of the envelope. The student resident should then return the sealed envelope containing the completed form to the Collin College Dean of Students Office in person at any of the following campus locations:

1. Collin Higher Education Center (CHEC) Room 457,
2. Frisco Campus (Preston Ridge) Room F-127 in Suite F-109,
3. McKinney Campus (Central Park) Room B-336,
4. Plano Campus (Spring Creek) Room D-128, or
5. Wylie Campus, Campus Commons Suite 215.

Missing Student Notification Procedures

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

1. Collin College Police Department at **972.578.5555**,
2. Plano Police Department at **911** or **972.424.5678**,
3. director of student housing operations or designee at **972.881.5151**, and/or
4. Collin College Dean of Students Office at **972.881.5604**.

Any missing person report regarding a student resident that is received by the director of student housing operations or designee, Collin College Dean

of Students Office, or any other Collin College employee must be immediately forwarded to the Collin College Police Department.

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

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

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

1. The Collin College Police Department officer on duty will respond to the location.
2. The responding Collin College Police Department officer will initiate an investigation by interviewing the reporting party, and will obtain as much information as possible about the reported missing student resident (e.g., last date and time seen; place of employment; places where the student resident normally hangs out; make, model, and year of vehicle student resident drives; student resident's hometown; etc.).

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

18 years of age who is not emancipated;
and

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

The Collin College Police Department and Dean of Students Office, in collaboration with local law enforcement, will coordinate their efforts to locate the missing student resident. The dean of students or designee will notify and update Collin College's vice president of student and enrollment services and members of Collin College's Executive Leadership Team, as appropriate.

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

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

Offense and Penalties for False Alarm or Report

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

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

- (1) *cause action by an official or volunteer agency organized to deal with emergencies;*
- (2) *place a person in fear of imminent serious bodily injury; or*
- (3) *prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.*

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

If it is suspected an individual has committed an offense under this section, the Collin College Police Department will investigate the matter and determine whether appropriate criminal charges and/or a criminal trespass warning notice should be issued to the offending individual. Collin College students may also be referred to the Dean of Students Office for appropriate disciplinary action. Disciplinary penalties imposed on a Collin College student for commission of a false alarm or report offense include:

1. Reprimand;
2. Conditional Probation for One (1) Calendar Year, Two (2) Calendar Years, or Three (3) Calendar Years;

3. Educational Project Experience (EPE);
4. Suspension for One (1) Regular Long Semester (i.e., Fall or Spring), One (1) Calendar Year, Two (2) Calendar Years, Three (3) Calendar Years, or Four (4) Calendar Years; and
5. Recommendation for Expulsion.

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

Collin College employees may also be referred to the Human Resources Office (HR) for appropriate disciplinary action. Disciplinary penalties imposed on a Collin College employee for commission of a false alarm or report offense include:

1. Coaching and Counseling,
2. Written Disciplinary Action,
3. Unpaid Administrative Leave, and
4. Recommendation for Termination.

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

Section 4: Emergency Response and Evacuation Procedures

Emergency Management at Collin College

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

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

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

Evacuation and Relocation

In an alarm situation, the complete evacuation of a building is recommended. Departmental evacuation plans provide detailed information regarding the evacuation procedures for individual buildings. If necessary, transportation of persons will be

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

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

Drills, Exercises, and Training

Collin College conducts emergency management drills, exercises, and trainings on campus to test emergency procedures in accordance with the following table.

| Exercise/Drill | Frequency |
|--|--|
| Emergency Notification Assessment Verify Collin College Police Department Communications Center Procedures | Once Per Semester, Per Shift |
| Lockdown/Active Assailant Drill | Annually Per Campus or Center |
| Evacuation/Fire Drill | Annually Per Campus or Center |
| Shelter/Severe Weather Drill | Annually Per Campus or Center |
| Student Housing Fire Drills | Two (2) Per Semester for All Occupants: <ul style="list-style-type: none"> • One (1) Drill Within the First (1st) 10 Days • One Drill During Hours of Darkness |
| Child Development Laboratory | <ul style="list-style-type: none"> • One (1) Fire Drill Per Month • One (1) Shelter Drill Per Quarter • One (1) Lockdown Drill Per Quarter |

These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises, the scenarios change

from exercise to exercise, and include several departments from across the Collin District. Collin College conducts situational reports (SITREPs) and after-action reviews (AARs) of all emergency management drills, exercises, and emergency responses.

In conjunction with these exercise, Collin College will notify the entire campus community of the exercise and remind the community about Collin College's publicly available information regarding emergency response procedures, as appropriate.

Each drill, exercise, and training is documented with an exercise plan or after action report (AAR) that is maintained by the Office of Emergency Management.

Contact the Office of Emergency Management at 972.881.5617 or emergencymanagement@collin.edu to obtain details regarding Collin College's emergency management plan, drills, exercises, and training.

Emergency Notification Procedures

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

Collin College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and/or staff occurring on campus. An "immediate threat" includes an imminent or impending threat, significant emergency, or dangerous situation (e.g., approaching tornado or other extreme weather condition, armed intruder, bomb threat, chemical or hazardous waste spill, explosion, fire, gas leak, outbreak of a serious illness, etc.).

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

The Collin College Police Department, Office of Emergency Management, and/or other local first (1st) responders may become aware of a significant emergency or dangerous situation that potentially affects the health and safety of the Collin College community. Generally, first (1st) responders become aware of these situations through reports to the Collin College Police Department Communications Center or during a routine patrol or other assignments. Confirmation depends on the type of significant emergency or dangerous situation, but is typically based on the receipt of multiple reports from the campus community to the Collin College Police Department Communications Center, secondary observation by a Collin College Police Department officer, or, in the case of severe weather, receipt of a warning on more than one (1) device located the Collin College Police Department Communications Center and/or Office of Emergency Management.

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

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

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

The Collin College Police Department and/or local first (1st) responders on the scene of a significant emergency or dangerous situation will assist the authorized official(s) preparing the emergency notification by determining what segment(s) of the Collin College community should receive the notification. Generally, Collin College community members in the immediate area of the significant emergency or dangerous situation (e.g., the particular campus, building, adjacent buildings, surrounding area, etc.) will be the first (1st) individuals to receive the emergency notification. Collin College may issue subsequent notifications to a wider group of community members, as appropriate.

In addition to the emergency notification that may be issued via the CougarAlert system, Collin College will post applicable messages about the significant emergency or dangerous situation on the homepage of its website, www.collin.edu, to ensure the rest of the Collin College community is aware of the situation and knows the steps they should take to maintain personal and community safety. If the emergency affects a significant portion of Collin College's campuses, the authorized official(s) will distribute the notification to the entire Collin College community.

Determining the Content of the Emergency Notification

The appropriate campus provost, Collin College Police Department Communications Center, and Office of Emergency Management staff have the authority to initiate the emergency notification system. Once authorization is received, the Collin College Police Department Communications Center transmits pre-scripted CougarAlert notifications, and then transmits Cisco phone messages. The Public Relations Department (PR) and Office of Emergency Management are equipped to serve as a back-up, and may transmit emergency notifications, if required. If time permits, the appropriate campus provosts and Cabinet Emergency Management Team members are

informed of the situation and any needed messages prior to an emergency notification being transmitted.

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

In the event an emergency notification is warranted, Collin College's vice president of external relations in consultation with the director of emergency management and College District President will, without delay, and taking into account the safety of the campus community, determine the content of the emergency notification and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of Collin College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notifications may be sent to the entire campus community or only to the segment(s) of the campus community directly affected by the emergency.

Procedures Used to Notify the Collin College Community

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

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

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

Procedures for Disseminating Emergency Information to the Larger Community

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

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

Collin College determine the time period in which that entity may provide information to Collin College.

Reporting Information Warranting an Emergency Notification

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

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

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

1. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Center (CYC) Room 125,
3. Frisco Campus (Preston Ridge) Room LH-179,
4. McKinney Campus (Central Park) Room C-119,
5. Plano Campus (Spring Creek) Suite K-119,
6. Technical Campus Room C-010, or
7. Wylie Campus Room B-139.

Timely Warning Notice Procedures

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

Determining When to Issue a Timely Warning Notice

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

1. Criminal Offenses
 - a. Aggravated Assault
 - b. Arson
 - c. Burglary
 - d. Criminal Homicide:
 - i. Manslaughter by Negligence
 - ii. Murder and Non-Negligent Manslaughter
 - e. Motor Vehicle Theft
 - f. Robbery
2. Sexual Assault:
 - a. Fondling
 - b. Incest
 - c. Rape

- d. Statutory Rape
3. Arrests and Referrals for Disciplinary Action
 - a. Drug Abuse Violations
 - b. Liquor Law Violations
 - c. Weapons: Carrying, Possessing, Etc.
4. *Violence Against Women Act (VAWA)* Offenses
 - a. Dating Violence
 - b. Domestic Violence
 - c. Stalking
5. Hate Crimes
 - a. Aggravated Assault
 - b. Arson
 - c. Burglary
 - d. Destruction/Damage/Vandalism of Property
 - e. Intimidation
 - f. Larceny-Theft
 - g. Motor Vehicle Theft
 - h. Murder and Non-negligent Manslaughter
 - i. Robbery
 - j. Sexual Assault (i.e., Fondling, Incest, Rape, and Statutory Rape)
 - k. Simple Assault

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

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

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

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

12. Did the crime occur while the victim was unconscious, physically helpless, or unaware of what was occurring?
13. Was the victim under 18 years of age?
14. Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or continuing threat?

Responsibility for Drafting and Distributing a Timely Warning Notice

The Collin College chief of police and designated Collin College officials are responsible for determining whether a timely warning notice is warranted using the criteria listed above. If the timely warning notice criteria are met, a timely warning notice will be drafted and distributed by the Collin College Police Department, Collin College's Public Relations Department (PR), and designated Collin College officials as soon as pertinent information is available.

Content of a Timely Warning Notice

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

1. the nature of the crime,
2. the date(s) and time(s) of the incident,
3. the location(s) of the incident,
4. the severity of the threat and the person(s) or location(s) that might be affected,
5. any connection to a previous crime(s),
6. a physical description and/or composite drawing of the suspect,
7. other relevant and important information (e.g., gender of the victim, whether the victim and suspect are students, etc.), and
8. appropriate crime prevention and safety tips.

When issuing a timely warning notice, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to

investigate and/or solve the crime. Additionally, when issuing a timely warning notice, Collin College will not include personally identifying information about victims, including, but not limited to, victims' names, which will be kept confidential.

How Timely Warning Notices Are Distributed

Timely warning notices will always be sent through CougarAlert to students, faculty, and staff. For more information, see the [CougarAlert](#) section in this document. Timely warning notices will always be posted on the Collin College Police Department's webpage, www.collin.edu/campuspolice/. Timely warning notices may be posted prominently as a banner on the homepage of Collin College's website, www.collin.edu. Timely warning notices may also be sent through Collin College email systems, notices posted prominently on the campus-wide bulletin boards, and press releases. Collin College may not use all of these distribution methods for every timely warning notice.

Official updates to and discontinuance of timely warning notices will always be sent through CougarAlert to students, faculty, and staff. For more information, see the [CougarAlert](#) section in this document. posted on the Collin College Police Department's webpage, www.collin.edu/campuspolice/. Official updates to and discontinuance of timely warning notices may be posted prominently as a banner on the homepage of Collin College's website, www.collin.edu. Official updates to and discontinuance of timely warning notices may also be sent through Collin College's email systems, notices posted prominently on the campus-wide bulletin boards, and press releases. Collin College may not use all of these distribution methods for official updates to and discontinuance of every timely warning notice.

Reporting Information Warranting a Timely Warning Notice

All campus security authorities (CSAs) must report crimes to the Collin College Police Department for the purpose of issuing a timely warning notice. For additional information, see the [Reporting a Crime or Emergency to the Collin College Police Department](#)

and [Campus Security Authorities \(CSAs\)](#) sections in this document.

All *Student Incident Reports* and *Strategies of Behavioral Intervention (SOBI) Referral Forms* will be screened by Dean of Students Office staff and SOBI Executive Committee members, respectively, and, when appropriate, promptly forwarded to the Collin College Police Department as campus security authority (CSA) reports for the purposes of determining whether issuance of a timely warning notice is required. Timely warning notices are not required when a crime is reported to a pastoral counselor or professional counselor, due to confidentiality. For additional information, see the [Pastoral Counselors and Professional Counselors](#) section in this document.

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

1. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Center (CYC) Room 125,
3. Frisco Campus (Preston Ridge) Room LH-179,
4. McKinney Campus (Central Park) Room C-119,
5. Plano Campus (Spring Creek) Suite K-119,
6. Technical Campus Room C-010, or
7. Wylie Campus Room B-139.

College-Wide Security and Safety Alert Procedures

In the event a crime occurs within Collin College's *Clergy Act* geography that does not meet the requirements for a timely warning notice, as described in the [Timely Warning Notice Procedures](#) section of this document, and, in the judgment of the

Collin College Police Department, constitutes a serious or continuing threat to members of the Collin College community, a college-wide security and safety alert will be issued. The purpose of a college-wide security and safety alert is to notify the Collin College community of the crime and provide information that may enable Collin College students, faculty, and staff to better protect themselves.

Determining When to Issue a College-Wide Security and Safety Alert

To provide timely notice in the event of a crime that occurs within Collin College’s *Clery Act* geography and may pose a serious or continuing threat to members of the Collin College community, the Collin College Police Department, Collin College’s Public Relations Department (PR), and designated Collin College officials will coordinate information and may issue a college-wide security and safety alert for any crime that does not meet the requirements for a timely warning notice, as described in the [Timely Warning Notice Procedures](#) section of this document. Examples of crimes for which a college-wide security and safety alert may be issued include, but are not limited to, the following:

1. abduction/kidnapping,
2. assault by threat,
3. carjacking,
4. destruction/damage/vandalism of property (not related to a *Clery Act*-reportable Hate Crime),
5. intimidation (not related to a *Clery Act*-reportable Hate Crime),
6. larceny-theft (not related to a *Clery Act*-reportable Hate Crime), and
7. simple assault (not related to a *Clery Act*-reportable Hate Crime).

The Collin College Police Department, Collin College’s Public Relations Department (PR), and designated Collin College officials will issue a college-wide

security and safety alert when the following criteria are met:

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

The decision to issue a college-wide security and safety alert will be made on a case-by-case basis considering the following criteria.

1. Was the suspect identified?
2. Was the suspect apprehended?
3. What is the potential impact on various law enforcement operations?
4. If known, does the suspect have prior arrests, reports, complaints, or any other history of violent behavior?
5. If known, does the suspect have a history of failure to comply with a Collin College no contact directive, other protective measures, or a judicial protective order?
6. Did the crime involve physical violence?
7. Has the suspect threatened to commit physical violence?
8. Did the crime involve multiple victims?
9. Does it appear to be an isolated criminal act involving a specifically targeted victim?
10. Does the report reveal a pattern of behavior (e.g., by the suspect, a particular group, or organization; around a particular recurring event or activity; or at a particular location)?

11. Did the suspect use “date-rape” or similar drugs or intoxicants?
12. Did the crime occur while the victim was unconscious, physically helpless, or unaware of what was occurring?
13. Was the victim under 18 years of age?
14. Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or continuing threat?

Responsibility for Drafting and Distributing a College-Wide Security and Safety Alert

The Collin College chief of police and designated Collin College officials are responsible for determining whether a college-wide security and safety alert is warranted using the criteria listed above. If the college-wide security and safety alert criteria are met, a college-wide security and safety alert will be drafted and distributed by the Collin College Police Department, Collin College’s Public Relations Department (PR), and designated Collin College officials as soon as pertinent information is available.

Content of a College-Wide Security and Safety Alert

The following information is typically included in a college-wide security and safety alert, if available:

1. the nature of the crime,
2. the date(s) and time(s) of the incident,
3. the location(s) of the incident,
4. the severity of the threat and the person(s) or location(s) that might be affected,
5. any connection to a previous crime(s),
6. a physical description and/or composite drawing of the suspect,
7. other relevant and important information (e.g., gender of the victim, whether the victim and suspect are students or employees, etc.), and

8. appropriate crime prevention and safety tips.

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

How College-Wide Security and Safety Alerts Are Distributed

College-wide security and safety alerts will always be distributed through CougarAlert to students, faculty, and staff. For more information, see the [CougarAlert](#) section in this document. College-wide security and safety alerts will always be posted on the Collin College Police Department’s webpage, www.collin.edu/campuspolice/. College-wide security and safety alerts may be posted prominently as a banner on the homepage of Collin College’s website, www.collin.edu. College-wide security and safety alerts may also be sent through Collin College’s email systems, notices posted prominently on the campus-wide bulletin boards, and press releases. Collin College may not use all of these distribution methods for every college-wide security and safety alert.

Official updates to and discontinuance of college-wide security and safety alerts will always be sent through CougarAlert to students, faculty, and staff. For more information, see the [CougarAlert](#) section in this document. Official updates to and discontinuance of college-wide security and safety alerts will always be posted on the Collin College Police Department’s webpage, www.collin.edu/campuspolice/. Official updates to and discontinuance of college-wide security and safety alerts may be posted prominently as a banner on the homepage of Collin College’s website, www.collin.edu. Official updates to and discontinuance of college-wide security and safety alerts may also be sent through Collin College’s email systems, notices posted prominently on the campus-wide bulletin boards, and press releases.

Collin College may not use all of these distribution methods for official updates to and discontinuance of every college-wide security and safety alert.

Reporting Information Warranting a College-Wide Security and Safety Alert

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

All *Student Incident Reports* and *Strategies of Behavioral Intervention (SOBI) Referral Forms* will be screened by Dean of Students Office staff and SOBI Executive Committee members, respectively, and, when appropriate, promptly forwarded to the Collin College Police Department for the purposes of determining whether issuance of a college-wide security and safety alert is required. College-wide security and safety alerts are not required when a crime is reported to a pastoral counselor or professional counselor, due to confidentiality. For additional information, see the [Pastoral Counselors and Professional Counselors](#) section in this document.

Anyone with information warranting a college-wide security and safety alert should immediately report the circumstances to the Collin College Police Department by phone at **972.578.5555** or in person at any of the following Collin College Police Department office locations:

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

6. Technical Campus Room C-010, or
7. Wylie Campus Room B-139.

CougarAlert

CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, social media, and/or email. CougarAlert may be triggered when a situation places Collin College community members at risk; and may provide information for evacuation, inclement weather, power outages, unscheduled closures, etc., but not for promotional purposes. Collin College-issued email addresses and home phone numbers are automatically loaded into CougarAlert, but students, faculty, and staff can and should add text and additional email contacts and update existing contacts, as needed. Community members can also register to receive CougarAlert notifications by going to <https://www.collin.edu/cougaralertCEdualCHEC.html> and following the instructions. Standard text messaging fees from service providers may apply. During emergencies, go to www.collin.edu for details. If a closure notice is not posted on the website, Collin College is open.

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

Testing the CougarAlert System

The CougarAlert system is tested on at least an annual basis to ensure contact information for all students, faculty, staff, and other individuals (e.g., parents, community members) is correct and the system is working properly. All individuals registered in the CougarAlert system will receive at least one (1) email in advance of the test informing them of the test and the date it will occur. On the test date, the CougarAlert system is triggered and all individuals registered in the system are sent a notification via Collin Email, personal email, phone, and/or text (depending on which methods of contact they have set up in the system) that clearly states, "This is a test of the CougarAlert system." After the test is concluded, Collin College's Public Relations

Department (PR) documents the results and corrects any errors or problems, as necessary.

The CougarAlert system was successfully tested on Monday, August 17, 2020.

Emergency Closing of Collin College

If classes are canceled, the announcement will be made through CougarAlert, Collin College's website www.collin.edu, and the local radio and television stations listed below. A decision to cancel classes will usually be made by 6:00 a.m. for day classes and 4:00 p.m. for evening classes. If a closure notice is not posted on the website, Collin College is open.

| Radio Stations | |
|----------------|----------------|
| 570 AM, KLIF | 820 AM, WBAP |
| 1080 AM, KRLD | 1310 AM, KTCK |
| 93.3 FM, KLIF | 94.9 FM, KLTY |
| 96.3 FM, KSCS | 96.7 FM, KTCK |
| 98.7 FM, KLUV | 99.5 FM, KPLX |
| 100.3 FM, KJKK | 103.7 FM, KVIL |
| 105.3 FM, KRLD | 107.5 FM, KMKV |

| Television Stations | |
|---------------------|----------------|
| KDFW Channel 4 | WFAA Channel 8 |
| KTXA Channel 21 | KXAS Channel 5 |
| KTVT Channel 11 | |

Emergency and Safety Procedures

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

Rockwall Center

Report security issues to the site coordinator at 469.698.7499. If it is a life-threatening medical emergency, go to the nearest phone and dial **911** or contact the Rockwall Police Department at **972.771.7717**.

Off-Campus Collin College-Sponsored Activities

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

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

Emergency Drills

Collin College will conduct emergency drills (e.g., evacuation, fire, severe weather) periodically throughout the academic year at each campus. All students, faculty, and staff are expected to participate in emergency drills and follow instructions given to them by Collin College officials. Students, faculty, and staff should wait for Collin College officials to notify them when emergency drills are complete and they are able to return to normal activities. If there are any questions or concerns regarding emergency drills, contact the Office of Emergency Management at 972.881.5617 or emergencymanagement@collin.edu.

Criminal Activity

If a student, faculty, or staff member is the victim of, or a witness to, criminal activity, they should call the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone. Be sure to provide the dispatcher with your name, the location of the incident, the type of criminal activity, and a phone number where you can be contacted for additional information. If instructed by the Collin College Police Department, dial **911** and report the criminal activity to emergency services. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

Evacuation

When indoor alarms sound or strobe lights flash to signal there is danger inside or near a building, such as a fire, leave the building immediately using the nearest marked exit, unless otherwise instructed. Go outside the building, and assist those who are disabled. Take all valuables (e.g., backpack, cellphone, purse) with you. Assemble outside as directed by Collin College officials, and stay at least

100 feet away from the building. Notify the Collin College Police Department or emergency crews if you suspect someone is still in the building. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Lockdown

If there is an intruder with a weapon or the threat of another type of violence on campus, students, faculty, and staff should take appropriate actions depending on their personal situation and location.

Avoid: Go to a safer location if that is an option.

Deny: Get out of sight, remain quiet, and lock or barricade doors when possible.

Defend: If confronted with violence, collaborate with others to distract the intruder and get away or defend yourselves.

Warn others and call **972.578.5555** or extension **5555** from any campus phone if you have information for the Collin College Police Department. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Medical Emergencies

Dial **911** for medical emergencies, and then call the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone. Give the dispatcher your name, the location of the emergency, and the type of emergency. If the medical emergency occurs in one (1) of the Fitness Centers, also notify the Fitness Center staff member on duty. Automated external defibrillators (AED) and first aid kits can be found in various locations on each campus. While on campus, students, faculty, and staff should make themselves aware of these locations.

Automated External Defibrillators (AEDs)

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

1. Collin Higher Education Center (CHEC):
 - a. First (1st) Floor Near the Elevator
 - b. Third (3rd) Floor Near the Elevator

2. Courtyard Center (CYC): First (1st) floor
3. Frisco Campus (Preston Ridge):
 - a. Alumni Hall: Fitness Center Check-in Desk
 - b. Conference Center: Near the Restrooms
 - c. Founders Hall: First (1st) Floor Near the Elevator
 - d. Heritage Hall: First (1st) Floor Near the Elevator
 - e. J Building: Second (2nd) Floor Near the Elevator
4. McKinney Campus (Central Park):
 - a. B Wing on the Third (3rd) Floor
 - b. Conference Center
 - c. Dental Hygiene Office Room A-119
 - d. Fitness Center
 - e. Library
5. Plano Campus (Spring Creek):
 - a. Collin College Police Department Office Room K-119
 - b. Facilities and Plant Operations
 - c. Fitness Center Check-in Desk
 - d. Information Desk
 - e. Library on the (2nd) Floor
6. Public Safety Training Center (PSTC):
 - a. Fire Science Department Office Room 103
 - b. Law Enforcement Academy Office Room 201

7. Rockwall Center: Main Hallway Outside Classrooms on the First (1st) Floor
8. Technical Campus:
 - a. Building A: A-103 by the Elevator
 - b. Building B: Hallway Outside B-106
 - c. Building C: Hallway Outside C-106
 - d. Building D: Hallway Outside D-106
9. Wylie Campus:
 - a. Campus Commons:
 - i. Collin College Police Department Office First (1st) Floor
 - ii. First (1st) Floor Cougar Fit Room Hallway Room 134
 - iii. First (1st) Floor Enrollment Services Information Desk
 - iv. Second (2nd) Floor Testing Center by Elevator Room 201
 - v. Second (2nd) Floor Near Stairwell Room 215
 - vi. Third (3rd) Floor Room 300
 - vii. Third (3rd) Floor Room 310
 - b. Conference Center: First (1st) Floor Information Desk
 - c. Facilities and Plant Operations
 - d. Library:
 - i. First (1st) Floor Main Desk Room 101
 - ii. Second (2nd) Floor Room 212
 - e. Student Center:
 - i. First (1st) Floor Information Desk

- ii. Second (2nd) Floor Room 236
- iii. Third (3rd) Floor Faculty Suite Room 328

First Aid Kits

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

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

- | | |
|---|--|
| <ul style="list-style-type: none"> d. Fitness Center e. Information Desk f. Science Labs | <ul style="list-style-type: none"> ix. A-202A x. A-210C xi. A-210G |
| <ul style="list-style-type: none"> 5. Plano Campus (Spring Creek): <ul style="list-style-type: none"> a. Cafeteria b. Collin College Police Department Office Room K-119 and All Patrol Vehicles c. Conference Center d. Facilities and Plant Operations e. Fitness Center f. Information Desk g. Science Labs | <ul style="list-style-type: none"> xii. A-210J xiii. A-280A b. Building B: <ul style="list-style-type: none"> i. B-216D ii. B-219A iii. B-221B iv. B-221C v. B-221K c. Building C: <ul style="list-style-type: none"> i. C-211G ii. C-212A iii. C-213D iv. C-213F |
| <ul style="list-style-type: none"> 6. Public Safety Training Center (PSTC) <ul style="list-style-type: none"> a. Fire Science Department Office Room 103 b. Law Enforcement Academy Office Room 201 | <ul style="list-style-type: none"> d. Building D: <ul style="list-style-type: none"> i. D-010C ii. D-010D iii. D-213A iv. D-214D v. D-214G vi. D-214J |
| <ul style="list-style-type: none"> 7. Rockwall Center: Collin College Suite D-100 | <ul style="list-style-type: none"> 9. Wylie Campus: <ul style="list-style-type: none"> a. Campus Commons: <ul style="list-style-type: none"> i. Room 100E ii. Room 124 |
| <ul style="list-style-type: none"> 8. Technical Campus: <ul style="list-style-type: none"> a. Building A: <ul style="list-style-type: none"> i. A-006 ii. A-006G iii. A-006J iv. A-070F v. A-102E vi. A-110C vii. A-201A viii. A-202 | |

- iii. Room 215I In Suite 215
- iv. Room 215J In Suite 215
- v. Room 301C
- vi. Suite 303
- vii. Room 311A
- b. Facilities and Plant Operations
- c. Library:
 - i. Room 107A
 - ii. Room 117B
 - iii. Room 215D
 - iv. Room 217H
- d. Student Center:
 - i. Room 113D
 - ii. Room 212
 - iii. Room 220
 - iv. Room 331B
 - v. Room 331E

Seek Shelter

When outdoor warning sirens sound to signal there is a severe weather or environmental danger outside, find a safe place in a building. Go inside the nearest building to bathrooms or interior halls on the lowest level, away from glass doors and windows. Monitor one (1) or more media sources. Wait for Collin College officials to notify you when it is safe to return to normal activities.

Shelters

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

- 1. Collin Higher Education Center (CHEC):
 - a. East Stairwell

- b. West Stairwell
- c. All First (1st) Floor Restrooms
- 2. Courtyard Center (CYC):
 - a. Room 101
 - b. Stairwell
 - c. All First (1st) Floor Restrooms
- 3. Frisco Campus (Preston Ridge):
 - a. Alumni Hall:
 - i. All First (1st) Floor Restrooms
 - ii. Room A-116
 - b. D Building:
 - i. All First (1st) Floor Restrooms
 - ii. Room D-105
 - iii. Room D-138
 - c. Founders Hall:
 - i. All First (1st) Floor Restrooms
 - ii. Room F-140
 - iii. Room F-148
 - d. Heritage Hall:
 - i. All First (1st) Floor Restrooms
 - ii. Room H-122
 - iii. Room H-123
 - iv. Room H-131
 - v. Room H-132
 - e. J Building: All First (1st) Floor Restrooms
 - f. Library:
 - i. All First (1st) Floor Restrooms

- ii. Room L-121
- iii. Room L-129
- iv. Room L-144
- v. Room L-157
- g. Library Music Building: All First (1st) Floor Restrooms
- h. University Hall:
 - i. All First (1st) Floor Restrooms
 - ii. Room U-146
 - iii. Room U-155
- 4. McKinney Campus (Central Park):
 - a. Main Building:
 - i. All First (1st) Floor Restrooms
 - ii. Fitness Center Locker Rooms
 - iii. Hallway Between Rooms A-100 through A-152
 - iv. Hallway Between Rooms B-100 through B-125
 - v. Room E-123
 - b. Health Science Center:
 - i. All First (1st) Floor Restrooms
 - ii. H-Wing Hallways
 - iii. Room H-112
 - iv. Room H-113
 - c. Library: All First (1st) Floor Restrooms
- 5. Plano Campus (Spring Creek):
 - a. B-124 through B-129 Hallway
 - b. BB-103 through BB-122 Hallway
 - c. J-109 through J-123 Hallway
 - d. J-114 through J-133 Hallway
 - e. All First (1st) Floor Restrooms
- 6. Public Safety Training Center (PSTC):
 - a. Weapons Cleaning Room
 - b. All First (1st) Floor Restrooms
- 7. Rockwall Center: All Collin College Classrooms Located in the D Wing
- 8. Technical Campus:
 - a. Building A:
 - vi. Hallway Outside Room A-054
 - vii. Hallway Outside Room A-034
 - viii. Hallway Outside Room A-010A
 - ix. Rooms A-07A and A-07B
 - e. Building B: Room B-03A
 - f. Building C:
 - i. Room C-0100
 - ii. Room C-010R
 - iii. Room C-010P
 - g. Building D: Hallway Outside Rooms D-010B through D-010F
 - h. Parking Garage: Center Interior Aisles Away from Entrances
- 9. Wylie Campus:
 - a. Campus Commons:
 - i. Conference Room 137
 - ii. Hallway Outside Rooms 102 and 103
 - iii. Room 112

- iv. Room 118
- v. Room 119
- vi. Room 127
- vii. Room 139C
- viii. Room 1-1132
- ix. Room 1-1133
- x. Room 1-1134
- b. Conference Center: Hallway Outside Rooms 104, 104A, and 105
- c. Facilities and Plant Operations: Room 108
- d. Library:
 - i. First (1st) Floor Stairwell Outside Room 109
 - ii. First (1st) Floor Stairwell Across from Room 113
 - iii. Room 117-C
 - iv. Room 2-1003
 - v. Room 2-1005

- e. Student Center:
 - i. First (1st) Floor Stairwell Outside Room 115
 - ii. Hallway Outside Room 109B
 - iii. Hallway Outside Rooms 116B and 116C
 - iv. Room 104A
 - v. Room 104E
 - vi. Room 106C
 - vii. Room 3-1006
 - viii. Room 3-1007

Threats

If any Collin College student, faculty, or staff member receives a threatening phone call they should remain calm and obtain as much information as possible from the caller. Ask the caller questions such as the location where the incident will occur, type of threat, and time the incident will occur. Call the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone. Be sure to provide the dispatcher with your name, the location of the incident, the type of threat, and a phone number where you can be contacted for additional information.

Section 5: Policies Regarding Alcohol and Controlled Substances

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

Drug-Free Schools and Communities Act (DFSCA)

Collin College supports the requirements of the [Drug-Free Schools and Communities Act \(DFSCA\)](#). Additionally, Collin College endorses the Standards of the Commission of Colleges and Universities Committed to the Elimination of Drug and Alcohol Use. For additional information regarding Collin College's full compliance with the DFSCA, go to <https://www.collin.edu/studentresources/deanofstudents/DrugFreeSchoolsandCommunitiesAct.html>.

Biennial Review

In accordance with the [DFSCA](#), every two (2) calendar years Collin College conducts a Biennial Review to determine the effectiveness of its alcohol and drug prevention policies. The overall objective of the Biennial Review is to:

1. assess student survey respondents' awareness of Collin College's policies on alcohol and drug use;
2. study student survey respondents' perceptions about various aspects of alcohol and drugs, their actual use, reasons for use, and awareness of resources and activities that address drug use and abuse at Collin College; and
3. review and potentially revise Collin College's existing alcohol and drug awareness, counseling, education, prevention, and treatment programs in light of the survey results and findings.

To view Collin College's most recent Biennial Review, go to <https://www.collin.edu/studentresources/deanofstudents/DrugFreeSchoolsandCommunitiesAct.html>.

Required Annual Notice to Students

In accordance with the [DFSCA](#), Collin College informs each student annually through Collin Email about the following information related to the use of illegal drugs, alcohol abuse, inhalants, and unauthorized use of prescription and over the counter (OTC) medications:

1. standards of conduct;
2. Collin College's sanctions for a violation(s) of the alcohol and drug provisions laid out in the current [Student Code of Conduct](#);
3. legal sanctions under local, state, and federal laws;
4. associated health risks; and
5. substance abuse counseling, treatment, and prevention programs available to Collin College students.

To view Collin College's most recent annual notice, go to <https://www.collin.edu/studentresources/deanofstudents/DrugFreeSchoolsandCommunitiesAct.html>.

Collin College's Policies on Alcohol and Controlled Substances

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

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

Alcohol

The possession, consumption, sale, manufacture, distribution, and furnishing of alcohol on Collin

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

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

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

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

Any person who appears to be under the influence of intoxicating liquor or drugs will be denied access to and/or the use of Collin College property or facilities.

The College District President is authorized by the Board of Trustees (Board) to permit the serving and consumption of alcohol at special fundraising functions for Collin College, at specially designated events in Collin College facilities, and as a part of specifically defined and approved academic curricular programs/classes (e.g., culinary arts). With the prior consent of the Board, College District President, or designee, the provisions herein may be waived with respect to any specific affair that is sponsored by Collin College and/or the Collin College Foundation.

State law will be strictly enforced at all times on all property or facilities owned and controlled by Collin College in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

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

When on Collin College property or while attending Collin College-sponsored activities on or off campus, an individual will not, or attempt to, possess, have under their control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of:

1. alcohol;
2. any controlled substance as defined by the [Texas Controlled Substances Act](#);
3. abusable volatile chemicals in violation of manufacturer's directions;
4. a dangerous drug as defined by state or federal law;
5. steroids;
6. substances referred to as designer drugs; and/or
7. any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, an individual will not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herbal/natural euphoricants, and/or look-alike products or anything represented to be one (1) of these substances.

Paraphernalia

An individual will not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, or ingesting any narcotic or hallucinatory drug.

Notice Regarding Steroids

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

Definition of Possession

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

Exception

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

Smoking, Tobacco, and Electronic Smoking Devices

Collin College is a smoke- and tobacco-free institution. The use of any tobacco product or other electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) will be strictly prohibited anywhere on Collin College property or in Collin College facilities. An individual who violates this policy may be issued a citation by the Collin College Police Department and may face legal fines. Collin College students who violate this

policy are also subject to disciplinary action as defined in the current [Student Code of Conduct](#).

The following definition of electronic smoking devices is listed in the *College Terminology* section in the current [Collin College Student Handbook](#).

Electronic smoking devices, also known as electronic cigarettes or personal vaporizers, are products often shaped like cigarettes, cigars, or pipes that are designed to deliver nicotine or other substances to a user in the form of a vapor. Typically, electronic smoking devices contain battery-powered heating elements, replaceable cartridges containing nicotine or other chemicals, and an atomizer that converts the contents of the cartridge into a vapor the user inhales. (2020-2021 Collin College Student Handbook, p. 14)

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

Drug Testing

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

Collin College does not currently require newly hired faculty and staff members to complete drug testing, nor are existing employees required to participate in random drug testing. Upon hire, Collin College Police Department officers are required to complete drug testing, but there is no requirement for existing Collin College Police Department officers to participate in random drug testing.

Health Risks Associated with Abuse of Alcohol and Use of Illicit Drugs

Alcohol

Taken orally.

Impedes memory and coordination.

Dangers include physical and psychological dependency; impaired coordination and judgment; fatal respiratory or heart failure from consuming large quantities in a short time period; damage to liver, heart, pancreas, brain, and nervous system by excessive and continuous consumption; increased likelihood of injury or death from car or equipment accidents; and death due to withdrawal.

Amphetamines

Taken orally, injected or inhaled.

Effects include increases in blood pressure, heart, and respiratory rates; dilated pupils; decreased appetite; and blurred vision.

Dangers include dizziness; insomnia; high doses cause loss of coordination, tremors, and physical collapse; injection causes sudden increase in blood pressure that can result in stroke, fever or heart failure, false sense of indestructibility, hallucinations, and acute anxiety.

Anabolic Steroids

Taken orally or by injection.

Effects include aggression, acne, dizziness, diarrhea, hives, and insomnia.

Dangers include medical complications such as sterility, impotence, liver cancer, heart disease, and death.

Barbiturates

Taken orally.

Effects include slurred speech in large doses, impaired judgment, coordination, and altered perception; even larger doses may lead to respiratory depression, coma, and death.

Dangers include being highly addictive; withdrawal symptoms include restlessness, insomnia, anxiety, convulsions, and death; increased accident risk due to impaired judgment and motor skills.

Cocaine

Taken by inhaling through nasal passages, injection, or smoking.

Effects include elevated blood pressure, heart and respiratory rates, and temperature; and dilated pupils.

Dangers include psychological and physical dependency; death caused by heart or respiratory failure; paranoid psychosis; ulceration of nasal passages; injection of drug with infected equipment may lead to onset of AIDS or hepatitis.

Inhalants

Effects include nausea, vomiting, dizziness, headaches, and lack of coordination and control.

Dangers include unconsciousness; suffocation and death from respiratory arrest; and permanent brain and central nervous system damage that may result from long-term effects of toxins.

K2 (Spice, Synthetic Marijuana)

Taken by smoking.

Effects are similar to marijuana, although stronger and more severe; head buzz that spreads through body; short-term anxiety; and/or paranoia.

Dangers include very rapid heart rate; possible seizures; increased blood pressure; and chemicals stored in the body longer than marijuana.

LSD, Magic Mushrooms, Mescaline, PCP, and Peyote

Taken orally.

Effects include severe hallucinations; feelings of detachment; incoherent speech; cold hands and feet; and crying, laughing, and vomiting.

Dangers include flashback, suicidal tendencies, loss of sense of self, impaired judgment, and unpredictable behavior.

Marijuana

Taken by smoking in hand-rolled cigarettes, water pipes, or orally.

Effects include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite.

Dangers include impaired coordination, concentration, and memory; paranoia and psychosis; damaged lungs and pulmonary systems; brain damage; safety risks while driving or operating equipment due to impaired judgment and motor skills; and depression, self-absorption, and confusion.

MDMA/Ecstasy

Effects include heightened sense of well-being and closeness toward others; euphoria; suppresses need to eat, drink, and sleep; increased blood pressure, heart rate, and respiratory rate; dehydration; muscle spasms and cramps; and grinding of teeth.

Dangers include extreme body temperatures that can cause internal bleeding; liver damage; destruction of nerve fibers in the brain, coma, and death.

Painkillers and Opioids

Taken by injection, inhaling, and orally.

Effects include impaired judgment, slurred speech, and drowsiness.

Dangers include physical addiction; overdose can cause coma, shock, and depressed respiration or death; withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, muscle/joint pains; and abrupt withdrawal may cause death.

Injection of illegal opiates is associated with AIDS, hepatitis, tetanus, and infections of the heart.

For information on the nation opioid crisis, go to the National Institute on Drug Abuse's (NIDA's) website located at <https://www.drugabuse.gov/drug-topics/opioids/opioid-overdose-crisis>.

Tobacco/Nicotine

Taken by smoking cigarettes, e-cigarettes/vape pens, cigars, and/or pipes, and "dipping" or "chewing" leaves.

Effects include changes in heart rate, blood pressure, and respiration; addiction and withdrawal symptoms when stopped; depression; and fatigue.

Dangers include harm to every organ of the body leading to illness and death from cancer; cardiovascular disease and respiratory disease; and adverse reproductive effects.

Information about AIDS and Drugs

AIDS (Acquired Immune Deficiency Syndrome) is the final stage of an infection caused by the human immunodeficiency virus (HIV). This virus may be transmitted to others through direct contact with an infected person's blood, semen, or vaginal fluids. HIV is also transmitted through the sharing of needles, syringes, or sharps by users of illegal intravenous drugs.

Collin College's Counseling, Education, and Prevention Program

Collin College's proactive counseling, education, and prevention program seeks to eliminate the use and abuse of substances. Collin College is dedicated to providing quality education in a wholesome environment for its student body. Know Now, Collin College's substance abuse initiative, in conjunction with Collin College's Counseling Services Office and Employee Assistance Program (EAP), serves as a resource to the entire college community for:

1. assessment,
2. consultation,
3. counseling,
4. educational presentations and materials,
5. prevention,
6. referral, and
7. resource information.

For more information on Know Now, go to <https://www.collin.edu/studentresources/knownow/index.html>.

For more information on Collin College's Counseling Services Office or to schedule an appointment with a licensed mental health professional, call 972.881.5126, email personalcounseling@collin.edu,

or go to <https://www.collin.edu/studentresources/counseling/>.

For more information on Collin College’s Employee Assistance Program (EAP), call 1.866.327.2400, email eap@deeroaks.com, or go to <http://www.collin.edu/hr/benefits/eap.html>.

Standards of Conduct, Violation of Policy, and Collin College Sanctions

All Collin College students, employees, organizations, community members, and community organizations utilizing Collin College facilities are expected to comply with Collin College’s policies on alcohol and controlled substances. Individuals and organizations who violate this policy or engage in conduct that is prohibited by local, state, or federal law will be subject to appropriate disciplinary action, criminal prosecution, a fine(s), and/or imprisonment. In addition, Collin College officials may refer evidence of illegal activities to the proper governmental authorities for review and potential prosecution.

A Collin College student found responsible for a violation of Collin College’s policies on alcohol and controlled substances will be subject to immediate

and appropriate disciplinary action. As defined in the current *Student Code of Conduct*, disciplinary action for a Collin College student may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

A Collin College employee found responsible for a violation of Collin College’s policies on alcohol and controlled substances will be subject to immediate and appropriate disciplinary action. Disciplinary action for a Collin College employee may include referral to drug and alcohol counseling or rehabilitation programs or assistance programs, coaching, warning, administrative leave, recommendation for termination, and referral to appropriate law enforcement officials for prosecution.

Legal Sanctions for Alcohol and Controlled Substances Violations

Summary of Penalties under Texas State Law

The following table provides a summary of penalties under Texas State law.

| Penalties Under Texas State Law for Alcohol and Controlled Substances Violations | | |
|--|---|--|
| Offense | Minimum Punishment | Maximum Punishment |
| Minor Driving with any Detectable Alcohol in System | Fine up to \$500, 60 days license suspension, 20-40 hours of community service | 180 days license suspension, up to \$2,000 fine, jail term of 180 days, or both |
| Manufacture or Delivery of Controlled Substances (Drugs) | 180 days to two (2) years in jail and up to \$10,000 fine | Texas Department of Correction (TDC) life jail term of 15 to 99 years and up to \$250,000 fine |
| Possession of Controlled Substances (Drugs) | 180 days to two (2) years in jail and up to \$10,000 fine | TDC life term of 10 to 99 years and up to \$100,000 fine |
| Possession or Delivery of Marijuana | Up to 180 days in jail and up to \$2,000 fine | TDC life term of 10 to 99 years and up to \$100,000 fine |
| Driving While Intoxicated (Alcohol, Drugs, or Both) | 72 hours to 180 days in jail and fine of \$100 to \$2,000 Loss of license 90 day to one (1) year | 2-10-year jail term in TDC and fine up to \$10,000 Loss of license 180 days to two (2) years |
| Purchase, Consumption, or Possession of Alcohol by a Minor | Fine up to \$500 8-12 hours community service Loss of license 30 days | Subsequent Violation or Offense: Fine of \$250 to \$2,000 Loss of license 180 days Up to 180 days in jail |
| Sale of Alcohol to a Minor | Fine up to \$4,000, jail term of up to one (1) year, or both | |

Driving Under the Influence of Alcohol (DUIA)

Minors Under 17 Years of Age

The consequences of receiving a conviction for driving under the influence of alcohol (DUIA) vary depending on the driver's age. For a motorist who is less than 17 years old, DUIA is a Class C misdemeanor. A first (1st) conviction carries a fine of up to \$500, a minimum 60-day license suspension, and 20-40 hours of community service.

Attendance in an "Alcohol Awareness Course" for the minor, and possibly the parent, is also required.

Minors 17 to 20 Years of Age

For a motorist age 17 to 20, driving under the influence of alcohol (DUIA) is a Class B Misdemeanor. Depending on whether the underage driver has prior infractions, a conviction carries up to \$2,000 in fines, jail time from 72 hours to 180 days, and a minimum one (1)-year license suspension. The suspension can be reduced to 90 days when coupled with community supervision and use of an ignition interlock device (IID).

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

First (1st) Conviction:

Up to a one (1) year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After One (1) Prior Drug Conviction:

At least 15 days in prison, not to exceed two (2) years and fined at least \$2,500 but not more than \$250,000, or both.

After Two (2) or More Prior Drug Convictions:

At least 90 days in prison, not to exceed three (3) years and fined at least \$5,000 but not more than \$250,000, or both.

Special Sentencing Provision for Possession of Crack Cocaine:

Mandatory minimum of five (5) years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1. first (1st) conviction and the amount of crack possessed exceed five (5) grams,
2. second (2nd) crack conviction and the amount of crack possessed exceed three (3) grams, or
3. third (3rd) or subsequent crack conviction and the amount of crack possessed exceed one (1) gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than a one (1) year imprisonment. (See special sentencing provisions for possession of crack cocaine above.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one (1) year for first (1st) offense, up to five (5) years for second (2nd) and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits (e.g., pilot licenses, public housing tenancy, etc.) are vested within the authorities of individual federal agencies.

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

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

This policy addresses complaints of dating violence, domestic violence, sexual assault, and stalking (i.e., prohibited conduct) against Collin College students and employees. For legally referenced material relating to complaints of prohibited conduct against Collin College students, see Board policies FA (LEGAL) and FFDA (LEGAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fa>. For legally referenced material relating to complaints of prohibited conduct against Collin College employees, see Board policies DAA (LEGAL) and DIAA (LEGAL) located at <https://pol.tasb.org/Policy/Search/304?filter=diaa>.

For more information on Collin College's compliance with [*Title IX of the Education Amendments of 1972 \(Title IX\)*](#), as amended and published on May 19, 2020, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at www.collin.edu/titleix/.

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

Collin College prohibits all forms of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined for purposes of the [*Clery Act, Title IX*](#), and the [*Violence Against Women Reauthorization Act of 2013 \(VAWA\)*](#).

Statement of Non-Discrimination

Collin College is an equal opportunity institution that provides equal educational and employment opportunities without discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class.

Collin College prohibits discrimination, including harassment, against any student or employee on the basis of sex or gender. Retaliation against anyone

involved in the complaint process is a violation of Collin College policy and is prohibited.

Definitions

The terms used throughout this section are defined below, and these definitions comply with [*Clery Act, Title of the Education Amendments of 1972 \(Title IX\)*](#), as amended, and [*Violence Against Women Reauthorization Act of 2013 \(VAWA\)*](#) regulations. In accordance with the *Clery Act, Title IX*, as amended, and *VAWA*, these definitions will be used when investigating complaints of dating violence, domestic violence, sexual assault, and stalking against a Collin College student or employee. These definitions, as well as State of Texas and jurisdictional definitions, are included in primary and ongoing prevention and training programs.

Actual Knowledge

Actual knowledge means notice of dating violence, domestic violence, gender-based harassment, sex discrimination, retaliation, sexual assault, sexual harassment, or stalking (i.e., "prohibited conduct") or allegations of prohibited conduct to the appropriate Title IX coordinator or designee who has authority to institute corrective measures on behalf of Collin College. This standard is not met when the only individual with actual knowledge of prohibited conduct is the respondent. The term "notice," as used in this paragraph, includes, but is not limited to, a report of prohibited conduct to the appropriate Title IX coordinator or designee.

Collin College's Definition of Consent to Sexual Activity

Sexual activity requires consent, which is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. The following guidelines will be used to determine whether consent was obtained when investigating a complaint of sexual assault against a Collin College student or employee:

1. Consent to sexual activity can be communicated in a variety of ways, but one should not presume consent has been given in the absence of a clear, positive agreement.
2. Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. The absence of the word “no” or the like (e.g., “stop”) does not imply consent.
3. Although consent can be non-verbal, verbal communication is the most reliable form of asking for and obtaining consent. Discussing desires, needs, and limitations with sexual partners provides a basis for positive sexual experiences shaped by mutual willingness and respect.
4. Presumptions based upon contextual factors (e.g., provocative clothing or dancing, etc.) are unwarranted, and should not be considered grounds for consent.
5. As defined in the [State of Texas Penal Code §22.011 Sexual Assault](#), the age of sexual consent is 17. Therefore, consent cannot be obtained from someone who is under the age of 17, as that person is legally considered to be a minor.
6. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition (e.g., an intellectual or other disability). A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual assault.
7. Consent to some sexual acts does not constitute consent to other sexual acts.

8. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. If you proceed despite your partner’s verbal and/or non-verbal communication to stop, you have committed sexual assault.
9. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.
10. A prior sexual encounter or pre-existing relationship does not indicate consent to current or future sexual activity.

Complainant

A complainant is an individual who is alleged to be the victim of conduct that could constitute dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking.

Dating Violence

In accordance with the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#), the term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party’s statement and with consideration of:

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

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of [domestic violence](#) below.

Deliberate Indifference

Deliberate indifference occurs when an institution of higher education with actual knowledge of dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual

assault, sexual harassment, or stalking (i.e., prohibited conduct) in the institution's education program or activity against a person in the United States responds in a manner that is clearly unreasonable in light of the known circumstances. When an institution of higher education responds in a clearly unreasonable manner, that response constitutes intentional discrimination. Failing to promptly respond once an institution of higher education has actual knowledge of prohibited conduct can also be considered deliberate indifference.

Domestic Violence

In accordance with the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#), the term "domestic violence" means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's actions under the domestic or family violence laws of the jurisdiction in which the violence occurred.

Education Program or Activity

Education program or activity includes locations, events, or circumstances over which Collin College exercised substantial control over both the respondent and the context in which the dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking (i.e., prohibited conduct) occurred; and also includes any building owned or controlled by a student organization that is officially recognized by Collin College.

Formal Complaint

Formal complaint means a document filed by a complainant or signed by the appropriate Title IX coordinator or designee alleging dating violence,

domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking against a respondent and requesting that Collin College investigate the allegation. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in Collin College's education program or activity. A formal complaint may be filed with the appropriate Title IX coordinator or designee in person, by mail, email, using the contact information listed in this document for the appropriate Title IX coordinator or designee, or completing the online form available at <https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776>. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator or designee may sign the complaint in the complainant's stead; however, when the appropriate Title IX coordinator or designee signs a formal complaint, they are not a complainant or otherwise a party and must comply with all *Title IX* requirements.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or non-verbal conduct based on the student's or employee's gender, the student's or employee's expression of characteristics perceived as stereotypical for the student's or employee's gender, or the student's or employee's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, pervasive, or objectively offensive that the conduct limits or denies a student's ability to participate in or benefit from Collin College's education program or activity.

Examples of gender-based harassment directed against a student or employee, regardless of the student's or employee's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or

intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Official with Authority

An “official with authority” is any Collin College employee to whom notice of an incident of dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking triggers Collin College’s response obligations under *Title IX*; and who have authority to institute corrective measures on behalf of Collin College. Collin College’s officials with authority include, but are not limited to, the Title IX coordinators, deputy Title IX coordinators, dean of students, associate deans of students, and student conduct officers.

Prohibited Conduct

The term “prohibited conduct” includes dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking, as defined in this document, even if the behavior does not rise to the level of unlawful conduct.

Respondent

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking.

Retaliation

Collin College prohibits retaliation by a student or Collin College employee against an individual alleged to have experienced dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and/or stalking (i.e., prohibited conduct), or an individual who, in good faith, makes a report of prohibited conduct, serves as a witness, or otherwise participates in an investigation.

Neither Collin College nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right

or privilege secured by *Title IX*, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for *Student Code of Conduct* or *Employee Code of Conduct* violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by *Title IX*, constitutes retaliation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a violation(s) for making a materially false statement in bad faith in the course of a complaint resolution proceeding does not constitute prohibited retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Complaints alleging retaliation that arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, may be filed, investigated, and resolved according to the complaint procedures outlined in the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at www.collin.edu/titleix/.

Complaints alleging retaliation that arise out of any circumstances not related to a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, may be filed, investigated, and resolved in accordance with Collin College Board policies DIAB (LOCAL) and FFDB (LOCAL), and the student and employee disciplinary process. To view

Board policies DIAB (LOCAL) and FFDB (LOCAL), go to <https://pol.tasb.org/Policy/Search/304?filter=retaliat ion>. For more information on the student disciplinary process, see the *Student Code of Conduct* located in the current *Collin College Student Handbook* available on Collin College's website at <https://www.collin.edu/studentresources/personal/studenthandbook.html>, or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu. For more information on the employee disciplinary process, contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

Sex Discrimination

Sex discrimination against a student or employee is defined as conduct directed at a student or employee on the basis of sex or gender that adversely affects the student or employee.

Sexual Assault

Sexual assault is a form of sexual harassment. Sexual assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. In accordance with the [Clery Act](#), sexual assault is any sexual act directed at another person, without consent of the victim, including instances where the victim is incapable of giving consent; and includes attempted sexual acts, fondling, incest, rape, and statutory rape.

Sexual Harassment

In accordance with [Title IX](#), sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

1. a Collin College employee conditioning the provision of an aid, benefit, or service of Collin College on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to

Collin College's education program or activity; or

3. sexual assault, as defined in the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#); and dating violence, domestic violence, or stalking as defined in the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#).

Note: Quid pro quo sexual harassment, *Clery Act*, and VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because prohibiting such conduct presents no First Amendment concerns and such serious misconduct causes denial of equal educational access.

Examples of sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature by an employee, a student, or a third (3rd) party; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; dating violence, domestic violence, or stalking; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Stalking

In accordance with the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#), the term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. "Course of conduct" means two (2) or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third (3rd) parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes

with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are designed to restore or preserve equal access to Collin College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Collin College's educational environment, or deter prohibited conduct. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Collin College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality will not impair Collin College's ability to provide the supportive measures. The appropriate Title IX coordinator, deputy Title IX coordinator, or designee is responsible for coordinating the effective implementation of supportive measures, and will determine what information, if any, regarding supportive measures provided should be shared and with whom.

Safe and Positive Options for Bystander Intervention

Bystander intervention is one of the most effective ways to prevent violence and sexual assault. Bystander intervention occurs when a witness speaks

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

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

Empowered Bystanders

Empowered bystanders intervene in ways that positively impact the outcome of a potentially dangerous situation. Empowered bystanders:

1. are mindful of their environments,
2. recognize when a situation may become violent,
3. take care of their friends and classmates,
4. ask their friends and classmates to take care of them,
5. are empathetic,
6. familiarize themselves with the resources available on and off campus,
7. have the Collin College Police Department's phone number (**972.578.5555**) programmed into their cellphones,
8. are motivated to speak up and intervene to stop violence, and
9. are willing to act.

Additionally, empowered bystanders are supportive allies:

1. educate themselves and others about gender inequality, prohibited conduct, the

causes of violence, healthy relationships, and consent to sexual activity;

2. challenge the myths surrounding violence and prohibited conduct;
3. understand how their attitudes and actions may perpetuate violence, and work toward changing them;
4. do not make excuses for other people's inappropriate or potentially dangerous behavior;
5. do not blame the victim;
6. gently offer support if they suspect someone close to them has been a victim of violence; and
7. report incidents of prohibited conduct to the appropriate Collin College or local law enforcement official(s). For more information on reporting procedures, see the [Reporting Incidents of Prohibited Conduct](#) section in this document.

Stages of Bystander Intervention

In 1968, Darley and Latané's seminal work on bystander intervention identified the following five (5) non-linear stages people go through when evaluating whether to intervene in a potentially dangerous situation.¹

Stage 1: Notice a Potentially Dangerous Situation

During this stage, it is important to recognize the problematic and high-risk behaviors (e.g., offensive or inappropriate comments, controlling behavior, excessive drinking, etc.) that can escalate to a dangerous situation. When your gut instinct or intuition tells you something is wrong, trust that cue.

Stage 2: Identify When It Is Appropriate to Intervene

At this stage, it is important to interpret a situation as a problem in need of intervention and gather more

information (e.g., by observing the situation or asking someone else what they are seeing). The first (1st) priority in bystander intervention is your own safety. It may not be effective, safe, or appropriate for you to intervene in every potentially dangerous situation; but by identifying problematic behavior you can initiate the safest solution possible.

Stage 3: Recognize Personal Responsibility for Intervention

Ask yourself, "Do I need to act?" It is easy to assume someone else will intervene, especially when there are other bystanders or witnesses present. This phenomenon is called "diffusion of responsibility," and it is important to not just assume others will intervene so you don't have to. Even if it seems like the situation is none of your business or someone else will intervene, you may need to step in and act to help make that happen.

Stage 4: Know How to Intervene

It is important to educate yourself on bystander intervention skills and develop a range of strategies that will help you be an effective, empowered bystander. When you know how to intervene safely and appropriately, you will likely be more willing and able to step in and intervene in a potentially dangerous situation.

Stage 5: Take Action to Intervene

It is important to carefully evaluate a potentially dangerous situation, be smart, and think about your own safety before rushing in to intervene. There are many effective options when it comes to intervening. It is important to learn about these different strategies and choose the ones that best fit the situation and your own personal comfort level. Ask yourself these questions before intervening:

1. Am I concerned about a situation becoming a potential problem?

¹ John M. Darley and Bibb Latané, "Bystander Intervention in Emergencies: Diffusion of Responsibility," *Journal of Personality and Social Psychology* 8, no. 4 (1968), 377-383, <https://doi.org/10.1037/h0025589>.

2. Do I recognize someone who may need help?
3. Do I see others and myself as part of the solution?
4. Do I have a responsibility to act?
5. If the roles were reversed would I want or need someone to intervene?
6. How can I keep myself and others safe if I intervene?
7. What are all the options available to me for safe and positive bystander intervention in this situation? Options may include, but are not limited to:
 - a. creating a distraction,
 - b. interrupting a situation,
 - c. removing others and myself from the situation,
 - d. checking in to make sure friends and any vulnerable individuals make it home safely, and
 - e. speaking out against social norms that support violence.
8. Who else might be able to assist me, including local emergency services (**911**) and the Collin College Police Department (**972.578.5555**)?
9. What are the benefits and costs of intervening?

I Got Your Back (IGYB) Bystander Intervention Project

Collin College's I Got Your Back (IGYB) Bystander Intervention Project is an educational campaign to inform the entire Collin College community about the importance of bystander intervention and how to improve it. IGYB's purpose is to raise awareness, educate individuals on their roles as bystanders, and make Collin College a safer community for students,

faculty, and staff. Through its various initiatives, IGYB aims to teach everyone to be an active, effective bystander.

For more information and a list of IGYB events, go to www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html.

Risk Reduction Strategies

Risk reduction consists of options designed to decrease perpetration and bystander inaction, increase empowerment in an effort to promote safety, and help individuals and communities address conditions that facilitate violence. Collin College's primary prevention and awareness programs and ongoing prevention and awareness programs include information on risk reduction strategies that is appropriate for the needs of the Collin College community and does not encourage victim blaming. For more information on Collin College's prevention and awareness programs, see the [Primary Prevention and Awareness Programs](#) and [Ongoing Prevention and Awareness Programs](#) sections in this document.

Risk reduction strategies include, but are not limited to, the following.

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

Dean of Students Office, Counseling Services Office or other licensed mental health professional) to help you clarify what's happening and develop a safety plan.

5. If you are being stalked, tell everyone you know. Ask your friends to keep an eye out for your stalker and report any suspicious or unusual activity to the Collin College Police Department at **972.578.5555** or local law enforcement at **911**.
6. Do not second-guess yourself or the intentions of the person attempting to harm you.
7. Know that you have the right to set limits concerning your sexual activity. Make your limits known as early as possible and communicate them clearly and consistently.
8. If you change your mind during sexual activity, speak up and communicate your decision to no longer proceed clearly and firmly. Say something like, "No" or "I want you to stop."
9. If you have indicated you do not want to engage in a particular sexual activity and your partner ignores you, take this as a sign they have no intention of taking your feelings into consideration. This will help you decide what to do next.
10. There is no shame in being a victim. Talk to someone who has knowledge of Collin College and community resources. There are many people on campus and in the community who can help you identify resources and options, and who may be able to reduce the impact on your well-being and help you end the abuse.
11. You have the right to defend your body, personal integrity, and yourself.

12. Your voice and your body are your best weapons. Learn effective ways to use them by taking a self-defense class.

13. Have a plan. Tell someone you trust where you are going and when you expect to return. If you go together, leave together. Do not leave a friend behind.

14. In social situations, do not accept food or open beverages, as it can be easy for someone to slip a drug into them without your knowledge. Warn your friends if you see someone tampering with their food or drinks.

15. Take responsibility for your alcohol intake and/or drug use. Using these substances lowers inhibitions and may make you a target.

16. If you feel you have been victimized, find a safe place away from the aggressor and call the police or a community agency, such as a rape crisis center, domestic violence hotline, or hospital.

17. Do not assume, "It can't happen to me."

18. If you see something of concern, say something.

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

Seek Medical Attention Immediately

Medical exams can address physical needs or trauma and assess for sexually transmitted infections (STIs) or pregnancy. If you request it or if you have already reported the incident to a law enforcement official, a sexual assault nurse examiner (SANE) or doctor will conduct both a forensic and medical exam and collect evidence. Having a forensic exam conducted does not require you to file a police report, proceed through the criminal justice process, or submit a report to Collin College, but it will preserve evidence in the event you decide to do so at a later time. Additionally, victims are encouraged to file a police report, proceed

through the criminal justice process, or submit a report to Collin College if they are comfortable doing so.

For evidence collection to take place, it is best for an exam to occur within five (5) days (i.e., 120 hours) of the incident. It is advised that you do not shower, bathe, douche, eat, drink, wash your hands, change clothes, brush your teeth, smoke, use the toilet, clean the location where the incident occurred, or do anything that may interfere with the collection of evidence. If you do change your clothes, save the clothing you were wearing and be sure to take it with you to the hospital in a paper (not plastic) bag. It is also important to share as much information as you can remember with medical personnel. Learn more about the sexual assault exam process online at www.rainn.org/articles/rape-kit.

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

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

Baylor Scott & White Medical Center – McKinney*
5252 West University Drive
McKinney, TX 75071
Phone: 469.764.1000
Website: <https://www.bswhealth.com/locations/mckinney/>

Baylor Scott & White Medical Center – Plano
4700 Alliance Boulevard
Plano, TX 75093
Phone: 469.814.2000
Website: <https://www.bswhealth.com/locations/plano/>

Medical City McKinney
4500 Medical Center Drive
McKinney, TX 75069
Phone: 972.547.8000
Website: <https://medicalcityhealthcare.com/locations/medical-city-mckinney/>

Medical City Plano*
3901 West 15th Street
Plano, TX 75075
Phone: 972.596.6800
Website: <https://medicalcityhealthcare.com/locations/medical-city-plano/>

Methodist Dallas Medical Center*
1441 North Beckley Avenue
Dallas, TX 75203
Phone: 214.947.8181
Website: <https://www.methodisthealthsystem.org/methodist-dallas-medical-center/>

Texas Health Presbyterian Hospital Allen
1105 North Central Expressway
Allen, TX 75013
Phone: 972.747.1000
Website: <https://www.texashealth.org/locations/texas-health-allen>

Texas Health Presbyterian Hospital Plano*
6200 West Parker Road
Plano, TX 75093
Phone: 972.981.8000
Website: <https://www.texashealth.org/locations/texas-health-plano>

Consider Reporting the Incident to the Appropriate Law Enforcement Official(s)

For immediate notification to local law enforcement, dial **911**. To report an incident that occurred on a Collin College campus or property owned or controlled by Collin College to the Collin College

Police Department, call **972.578.5555** or dial extension **5555** from any campus phone. Contact information for local law enforcement agencies is also listed below.

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

Allen Police Department

205 West McDermott Drive
Allen, TX 75013
Phone: 214.509.4200
Website: <https://cityofallen.org/904/Police>

Collin College Police Department

Headquarters
2800 East Spring Creek Parkway
Suite K-119
Plano, TX 75074
Phone: 972.578.5555
Website: www.collin.edu/campuspolice/

Collin County Sheriff's Office

4300 Community Avenue
McKinney, TX 75071
Phone: 972.547.5100
Metro Phone: 972.424.1460
Website: <https://www.collincountytx.gov/sheriff/Pages/default.aspx>

Frisco Police Department

7200 Stonebrook Parkway
Frisco, TX 75034
Phone: 972.292.6010
Website: <https://www.friscotexas.gov/239/Police>

McKinney Police Department

2200 Taylor Burk Drive
McKinney, TX 75071
Phone: 972.547.2700
Website: <https://www.mckinneytexas.org/166/Police>

Plano Police Department

909 14th Street
Plano, TX 75074
Phone: 972.424.5678
Website: <https://www.plano.gov/214/Police>

Rockwall Police Department

205 West Rusk Street
Rockwall, TX 75087
Phone: 972.771.7717
Website: www.rockwallpolice.org/

Wylie Police Department

2000 North Highway 78
Wylie, TX 75098
Phone: 972.442.8171
Website: <https://www.wylietexas.gov/police.php>

Consider Counseling and/or Other Support Services

This is a difficult and stressful time, and you may need assistance now or in the future. Consider utilizing the following counseling and support services to help you process what happened and begin the healing process.

Personal and group counseling sessions are offered free of charge to all currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed mental health professionals. Additionally, the Counseling Services Office can provide appropriate referrals to on- and off-campus resources for Collin College students and employees. For more information, contact the Counseling Services Office at 972.881.5126 or personal_counseling@collin.edu.

Collin College employees can contact the Human Resources Office (HR) for advocacy and support. HR can assist employees with appropriate accommodations and reporting to law enforcement.

Additionally, HR provides appropriate referrals to off-campus resources. For more information, contact HR at 972.758.3856 or hr@collin.edu.

Collin College provides confidential and voluntary assistance to full-time employees and their household members through the Employee Assistance Program (EAP). This benefit is available 24 hours a day, seven (7) days a week, and provides up to eight (8) sessions per service type per year. There is no charge for full-time employees and their household members to use the EAP's services. For more information, contact the EAP at 1.866.327.2400, email eap@deeroaks.com, or go to <http://www.collin.edu/hr/benefits/eap.html>.

Collin College provides telehealth services free of charge to currently enrolled Collin College students, part-time staff, and adjunct faculty through CougarCare. Telehealth sessions are confidential and conducted by licensed physicians, nurse practitioners, physician assistants, and mental health providers. This benefit is available 24 hours a day, seven (7) days a week; and there is no charge for using CougarCare's services. For more information, contact CougarCare at 1.833.484.6359, email help@timely.md, or go to <https://www.timely.md/faq/cougar-care-collin-college/>.

Keep a Journal

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

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

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

Preservation of Evidence

Collin College recognizes that making the decision to report dating violence, domestic violence, sexual assault, and stalking may take time. Nevertheless, pending the decision to report, all individuals are strongly encouraged to take immediate steps to preserve evidence that may assist in proving the alleged criminal offense occurred; be helpful in obtaining a protective order; or assist with an investigation by the police, Collin College, or both, should the victim choose to report the incident. Such evidence may include, but is not limited to, the following:

1. a forensic sexual assault examination completed within five (5) days (i.e., 120 hours) of the incident;
2. any clothing, sheets, towels, or other materials containing bodily fluids. These items should be stored in cardboard boxes or paper bags, not plastic;
3. electronic exchanges to the extent that they can be captured or preserved (e.g., emails; text messages; and social media posts in Facebook, Instagram, Snapchat, Twitter, etc.);
4. gifts and notes;
5. photographs, including photographs stored on smartphones, tablets, and other electronic devices;
6. records of phone calls and voicemail messages; and
7. any other physical, documentary, or electronic data that might be helpful or relevant in an investigation.

Written Notification of Rights, Options, and Supportive Measures

Collin College will provide written notification to all students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student

financial aid, and other services available to complainants and respondents both at Collin College and in the community. Additionally, when a student or employee reports to Collin College they have been a victim of prohibited conduct, whether the offense occurred on or off campus, Collin College will provide the student or employee with a written explanation of their rights, options, and supportive measures. This written notification will be provided to the student or employee whether or not they choose to submit a formal complaint of prohibited conduct, and will include, but is not limited to the following information:

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

In the event a complaint is filed and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures will also be offered to the respondent.

Collin College's *Complainant's Rights, Options, and Supportive Measures* and *Respondent's Rights and Supportive Measures* documents outline steps a complainant or respondent may want to take depending on the services they need. The resources, options, and supportive measures outlined in these documents may be helpful as a complainant or respondent decides the next steps that are best for them. All Collin College students and employees can access these documents on Collin College's website at www.collin.edu/titleix. A paper copy of these documents can also be obtained at any of the following campus locations:

1. Collin College Police Department Office
Collin Higher Education Center (CHEC)
3452 Spur 399
Room 134
McKinney, TX 75069
2. Collin College Police Department Office
Courtyard Center (CYC)
4800 Preston Park Boulevard
Room 125
Plano, TX 75093
3. Collin College Police Department Office
Frisco Campus (Preston Ridge)
9700 Wade Boulevard
Room LH-179
Frisco, TX 75035
4. Collin College Police Department Office
McKinney Campus (Central Park)
2200 West University Drive
Room C-119
McKinney, TX 75071
5. Collin College Police Department
Headquarters
Plano Campus (Spring Creek)
2800 East Spring Creek Parkway
Suite K-119
Plano, TX 75074
6. Collin College Police Department Office
Technical Campus
2550 Bending Branch Way
Room C-010
Allen, TX 75013
7. Collin College Police Department Office
Wylie Campus
391 Country Club Road
Room B-139
Wylie, TX 75098
8. Dean of Students Office
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 457
McKinney, TX 75069

9. Dean of Students Office
Frisco Campus (Preston Ridge)
9700 Wade Boulevard
Room F-127 in Suite F-109
Frisco, TX 75035
10. Dean of Students Office
McKinney Campus (Central Park)
2200 West University Drive
Suite B-336
McKinney, TX 75071
11. Dean of Students Office
Plano Campus (Spring Creek)
2800 East Spring Creek Parkway
Suite D-128
Plano, TX 75074
12. Dean of Students Office
Technical Campus
2550 Bending Branch Way
Suite A-130
Allen, TX 75013
13. Dean of Students Office
Wylie Campus
391 Country Club Road
Campus Commons Suite 215
Wylie, TX 75098
14. Human Resources Office (HR)
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 339
McKinney, TX 75069

For more information on the resources, options, and supportive measures outlined in the *Written Notification of Rights, Options, and Supportive Measures* packet, see the [Available Options and Interim Action\(s\)](#), [Campus Resources](#), and [Community and Off-Campus Resource](#) sections in this document.

Available Options and Interim Action

Collin College must provide certain options and interim action if the victim requests them and they are reasonably available, regardless of whether a victim chooses to report to local law enforcement, the Collin

College Police Department, or the *Title IX* complaint resolution process. Contacting any of these campus resources, with the exception of the appropriate Title IX coordinator or deputy Title IX coordinator, is not considered an official report to Collin College of prohibited conduct. To submit an official report of prohibited conduct, contact the appropriate Title IX coordinator or deputy Title IX coordinator listed in the [Reporting Incidents of Prohibited Conduct](#) section in this document or go to <https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776>. For more information regarding the imposition of interim action(s) and temporary removal(s) during the *Title IX* complaint resolution process, see the [Interim Action\(s\) and Temporary Removal\(s\)](#) section in this document.

A written copy of this information can be obtained by contacting the appropriate Title IX coordinator or deputy Title IX coordinator listed in the [Reporting Incidents of Prohibited Conduct](#) section in this document or online at www.collin.edu/titleix/.

Available options and interim action along with information on who to contact to access them are outlined below.

Course Schedule Adjustments for Students

Contact: Title IX Coordinator for Students or Deputy Title IX Coordinator for Students Listed Below

Title IX Coordinator for Students

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

Deputy Title IX Coordinator for Students

Amy Throop
Associate Dean of Students
McKinney Campus (Central Park)
2200 West University Drive
Suite B-336
McKinney, TX 75071

Phone: 972.881.5667

Email: athroop@collin.edu

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

Website: www.collin.edu/titleix/

Court Orders and Orders of Protection

Complainants have the right to seek a no contact order, order of protection, restraining order, or similar lawful orders through a State of Texas civil, criminal, or tribal court. The *Court Orders and Orders of Protection Available in Texas* table on pages 82-83 contains information on the various court orders and orders of protection available in Texas.

The Collin College Police Department does not issue court orders or orders of protection. Complainants must contact a local law enforcement agency or a local District Attorney's office to obtain court orders or orders of protection. Contact information for local law enforcement agencies is located in the [Contact Information for Local Law Enforcement Agencies](#) section of this document. Contact information for local District Attorney's Offices is below.

Collin County District Attorney's Office

Phone: 972.548.4323

Website: <https://collincountyda.com/family-justice/protective-orders/>

Dallas County District Attorney's Office

Phone: 214.653.3605

Website: <https://www.dallascounty.org/government/district-attorney/divisions/family-violence.php>

Denton County District Attorney's Office

Phone: 940.349.2600

Website: <https://dentoncounty.gov/Departments/District-Attorney/Divisions/Victims-Assistance-Division>

Rockwall County District Attorney's Office

Phone: 972.772.3000

Website: <https://www.rockwallcountytexas.com/901/Protective-Orders>

Once a complainant notifies the Collin College Police Department they are in possession of a court order or order of protection, the Collin College Police Department will enforce the order as appropriate. Therefore, it is important for students and employees to notify the Collin College Police Department at 972.578.5555 as soon as possible if they have a court order or order of protection against another individual.

Criminal Trespass Warning Notice

The Collin College Police Department may issue a criminal trespass warning notice to a prohibit an individual from entering any Collin College buildings or properties for a specified period of time. Violating a criminal trespass warning notice is a class B misdemeanor (first [1st] offense) and carries a penalty of up to 180 days in jail.

Contact: Collin College Police Department

Office Hours: 24 hours a day, 365 days a year

Phone: 972.578.5555

Website: www.collin.edu/campuspolice/

Employment Options, Employee Resources, and Work Schedule Reassignments

Only available for full-time, part-time, and student employees of Collin College.

Contact: Title IX Coordinator for Employees or Deputy Title IX Coordinator for Employees Listed Below

Title IX Coordinator for Employees

Floyd Nickerson

Chief Human Resources Officer

Collin Higher Education Center (CHEC)

3452 Spur 399

Suite 339

McKinney, TX 75069

Phone: 972.599.3159

Email: fnickerson@collin.edu

Court Orders and Orders of Protection Available in Texas

| Type of Order | What It Is | Who Can Request It | How Long It Lasts | Additional Information |
|---|---|--|---|---|
| Family Violence Protective Order (FVPO) | A family violence protective order (FVPO) is issued when there is a finding that family or dating violence has occurred and is likely to occur again in the future. | <ol style="list-style-type: none"> 1. A Member of a Dating Relationship (Regardless of Age) 2. An Adult Member of the Family, Household, or Marriage 3. Any Adult to Protect a Child 4. Prosecutor 5. Texas Department of Family Services Staff Member 6. Victim | <p>Generally, Up to a Maximum of 2 Years</p> <p>May Be Issued for Longer Than 2 Years if:</p> <ol style="list-style-type: none"> 1. Offender Committed an Act That is Considered a Felony Offense 2. Offender Caused Serious Bodily Injury 3. Same Applicant Had 2 or More Protective Orders Against the Same Offender in the Past | <p>Issued by the civil court after application is submitted and approved.</p> <p>Criminally enforceable.</p> <p>Can order access to a child, spousal support, or child support with civil enforcement only.</p> <p>Can require the offender to attend a battering intervention and prevention program (BIPP).</p> <p>No fee for the applicant.</p> <p>No criminal case is required.</p> |
| Hate Crime Protective Order | A hate crime protective order is issued when there is probable cause that an act of arson, assault, criminal homicide, criminal mischief, graffiti, sexual assault, or trafficking occurred because of bias or prejudice. In these cases, it must be alleged that the offender intentionally selected the victim because of bias or prejudice against a group identified by race, color, disability, religion, national origin, ancestry, age, gender, or sexual preference. Additionally, there must be probable cause that the offender is likely to engage in similar conduct in the future. | <ol style="list-style-type: none"> 1. An Adult Member of the Family, Household, or Marriage 2. Prosecutor 3. Victim | <p>Generally, Up to a Maximum of 2 Years</p> <p>May Be Issued for Longer Than 2 Years if:</p> <ol style="list-style-type: none"> 1. Offender Caused Serious Bodily Injury 2. Same Applicant Had 2 or More Protective Orders Against the Same Offender in the Past | <p>Criminally enforceable.</p> <p>Criminal case is required.</p> |
| Magistrate's Order for Emergency Protection (MOEP) | Also known as an "emergency protective order," a magistrate's order for emergency protection (MOEP) is issued by a criminal court after the abuser is arrested for committing family violence, indecent assault, sexual assault, sexual abuse, stalking, or trafficking. The victim does not need to be present in the courtroom for an MOEP to be issued. | <ol style="list-style-type: none"> 1. Magistrate's Own Motion 2. Peace Officer 3. Prosecutor 4. Victim 5. Victim's Parent or Guardian | <p>31-61 Days</p> <p>61-91 Days for Family Violence Involving the Use or Display of a Deadly Weapon</p> | <p>Issued by the criminal court after the offender is arrested.</p> <p>Criminally enforceable.</p> <p>Mandatory when family violence involves serious bodily injury or display of a deadly weapon.</p> <p>Cannot be extended.</p> <p>Can supersede custody or visitation orders, if issued subsequently.</p> |
| Military Protective Order (MPO) | A military protective order (MPO) is a short-term order issued by a unit commander, who is advised by a judge advocate, to an active duty service member under their command. An MPO is issued when it is necessary to safeguard a victim, quell a disturbance, and maintain good order and discipline while giving the victim time to pursue a protective order through a civilian court. | <ol style="list-style-type: none"> 1. Victim (With Assistance from Victim's Advocate) | <p>No Specified Length of Time and Are Often Indefinite</p> <p>It is Within the Unit Commander's Discretion to Determine How Long an MPO Should Last</p> | <p>May be issued in conjunction with a civil protective order.</p> <p>May be enforced outside of the United States and off the military base.</p> <p>There is no hearing involved in the process of issuing an MPO.</p> <p>Cannot be issued against a civilian.</p> |

Court Orders and Orders of Protection Available in Texas

| Type of Order | What It Is | Who Can Request It | How Long It Lasts | Additional Information |
|--|---|---|--|---|
| <p>No Contact Order</p> | <p>A no contact order, also known as a “restraining order,” consists of directions from a court specifying that an offender cannot have any direct contact (e.g., email, in person, phone call, text) or indirect contact (e.g., having a third party initiate contact) with the victim. The offender is also instructed to stay a minimum number of feet away from the victim’s home, place of employment, and any places the victim frequents. No contact orders are often issued in cases of domestic violence or assault on a family member. If an offender violates a no contact order, they can face consequences including potential jail time, payment of fines, or the loss of certain civil rights</p> | <ol style="list-style-type: none"> 1. Prosecutor 2. Victim | <p>Generally, 1 Year from Date of Issuance</p> <p>May Be Renewed for 1 Year at a Time by Filing Before it Expires - Judge Will Only Allow an Extension if They Believe Victim is Still in Danger</p> | <p>Violating a no contact order can result in criminal charges being filed.</p> <p>Criminal penalties for violating a no contact order can be significant, and multiple violations can result in the offense becoming a felony.</p> |
| <p>Sexual Assault (SAPO), Sexual Abuse, Indecent Assault, Stalking, or Trafficking Protective Order</p> | <p>A sexual assault, sexual abuse, indecent assault, stalking, or trafficking protective order is a civil court order that is similar to a family violence protective order (FVPO) and specifically designed to protect the victim from the offender. The victim does not have to have a specific relationship with the offender. A hearing is held, and the judge will determine whether there are reasonable grounds to believe the applicant is a victim of sexual assault, sexual abuse, indecent assault, stalking, trafficking, or another crime of a sexual nature. In cases of stalking, the judge will determine whether there is probable cause that stalking occurred and the offender is likely to stalk again in the future.</p> | <ol style="list-style-type: none"> 1. Prosecutor 2. Specific to Stalking Protective Order: A Person in a Proceeding Related to the Criminal Offense of Stalking 3. Victim 4. Victim’s Parent or Guardian | <p>For the Life of the Offender and Victim, or Shorter</p> <p>If No Stated Duration, 2 Years</p> | <p>Criminally enforceable.</p> <p>No criminal case is required.</p> <p>No requirement to prove future harm to the victim.</p> |
| <p>Temporary Ex Parte Protective Order (TEPPO)</p> | <p>A temporary ex parte protective order (TEPPO) is a court order designed to provide the victim and their family members with immediate protection from the offender. A TEPPO can be issued without having the offender present in court. To obtain a TEPPO, the judge must believe the offender presents a clear and present danger of family violence to the victim or their family members. The judge makes this decision based on the information included in the application for a TEPPO.</p> | <ol style="list-style-type: none"> 1. A Member of a Dating Relationship (Regardless of Age) 2. An Adult Member of the Family, Household, or Marriage 3. Any Adult to Protect a Child 4. Prosecutor 5. Texas Department of Family Protective Services Staff Member 6. Victim 7. Victim’s Parent or Guardian | <p>Until the Hearing for Final Protective Order, Usually Up to 20 Days</p> <p>May be Extended for Additional 20-Day Periods</p> | <p>Issued by the civil court after application is submitted and approved.</p> <p>Criminally enforceable after service of order on the offender.</p> <p>Intended to be a short-term protection while the victim awaits a hearing for the final protective order.</p> |

Deputy Title IX Coordinator for Employees

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

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

Website: www.collin.edu/titleix/

No Contact Directives and Removals

If appropriate, and depending on the nature of the dating violence, domestic violence, sexual assault, or stalking incident, Collin College may issue a no contact directive to both the complainant and respondent. The purpose of a no contact directive is to prevent any form of contact (e.g., online postings, phone call, physical contact, retaliation, sending emails, sending text messages, stalking, having anyone else initiate contact with the other party, etc.) between the parties pending completion of the *Title IX* complaint resolution process.

If appropriate, and depending on the nature of the dating violence, domestic violence, sexual assault, or stalking incident, Collin College may issue a temporary removal (e.g., temporary immediate suspension, temporary removal from Collin College Student Housing, temporary employee administrative leave) pending completion of the *Title IX* complaint resolution process. The purpose of a temporary removal is to protect the physical health and safety of any student, employee, other individual, and the entire Collin College community by temporarily removing the student respondent or employee respondent from campus. During the temporary removal period, the student respondent or employee respondent is not allowed on any Collin College property or to attend any official Collin College activity, and is required to contact the appropriate Title IX coordinator, deputy Title IX coordinator, or designee to obtain permission prior to

arriving on any Collin College campus for official meetings pertaining to the *Title IX* complaint resolution process. For more information regarding the imposition of interim action(s) and temporary removal(s) during the *Title IX* complaint resolution process, see the [Interim Action\(s\) and Temporary Removal\(s\)](#) section in this document.

Contact: Appropriate Title IX Coordinator or Deputy Title IX Coordinator Listed Below

Title IX Coordinator for Students

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

Deputy Title IX Coordinator for Students

Amy Throop
Associate Dean of Students
McKinney Campus (Central Park)
2200 West University Drive
Suite B-336
McKinney, TX 75071
Phone: 972.881.5667
Email: athroop@collin.edu

Title IX Coordinator for Employees

Floyd Nickerson
Chief Human Resources Officer
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 339
McKinney, TX 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

Deputy Title IX Coordinator for Employees

Tonya Jacobson
Manager/Employee Relations
Collin Higher Education Center
3452 Spur 399
Suite 339

McKinney, TX 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

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

Website: www.collin.edu/titleix/

Student Housing Changes

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

Contact: Director of Student Housing Operations

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

Phone: 972.881.5151

Email: studenthousing@collin.edu

Website: www.collin.edu/studenthousing/

Temporary Leave of Absence for Complainant

If appropriate, and depending on the nature of the dating violence, domestic violence, sexual assault, or stalking incident, Collin College may grant a temporary leave of absence to a full-time, part-time, or student employee who is the complainant.

Contact: Appropriate Title IX Coordinator for Employees or Deputy Title IX Coordinator for Employees Listed Below

Title IX Coordinator for Employees

Floyd Nickerson
Chief Human Resources Officer
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 339
McKinney, TX 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

Deputy Title IX Coordinator for Employees

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

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

Website: www.collin.edu/titleix/

Transportation Accommodations

Collin College does not currently have the means to offer transportation accommodations to a student or employee who reports they are the victim of prohibited conduct.

Campus Resources

If any member of the Collin College community is a victim of dating violence, domestic violence, sexual assault, and/or stalking, there are campus resources from which the individual may seek support. Contacting any of these campus resources is not considered an official report to Collin College of prohibited conduct. To submit an official report of prohibited conduct, contact the appropriate Title IX coordinator or deputy Title IX coordinator listed in the [Reporting Incidents of Prohibited Conduct](#) section in this document or go to <https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776>.

A written copy of this information can be obtained by contacting the appropriate Title IX coordinator or deputy Title IX coordinator listed in the [Reporting Incidents of Prohibited Conduct](#) section in this document or online at www.collin.edu/titleix/.

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

Provides disability services, reasonable accommodations, individual attention, and support for Collin College students who need assistance with

any aspect of their campus experience (e.g., accessibility, academics, testing, and registration).

Office Locations and Hours

Frisco Campus (Preston Ridge), Room F-144C:
Monday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.

Tuesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

McKinney Campus (Central Park), Suite B-336:
Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Plano Campus (Spring Creek), Suite D-140:
Monday 8:00 a.m. to 7:00 p.m.
Tuesday through Thursday 8:00 a.m. to 5:00 p.m.
Friday 9:00 a.m. to 5:00 p.m.

Technical Campus, Room A-110:
Call for an appointment. The following hours are available.

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Wylie Campus, Campus Commons Suite 215:
Monday, Tuesday, and Wednesday 8:00 a.m. to 5:00 p.m.

Thursday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Phone Numbers

Frisco Campus (Preston Ridge): 972.377.1781

McKinney Campus (Central Park): 972.548.6816

Plano Campus: 972.881.5898

Technical Campus: 972.881.5898

Wylie Campus: 972.378.8356

Email

access@collin.edu

Website

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

Collin College Police Department

The Collin College Police Department works to ensure a positive learning environment that is free of crime, violence, or the threat of violence. Collin College Police Department officers are stationed at each campus throughout the Collin District and can take reports, investigate incidents, make lawful arrests of violators, and issue citations when necessary.

Office Locations

Collin Higher Education Center (CHEC), Room 134

Courtyard Center (CYC), Room 125

Frisco Campus (Preston Ridge), Room LH-179

McKinney Campus (Central Park), Room C-119

Plano Campus (Spring Creek), Suite K-119

Technical Campus, Room C-010

Wylie Campus, Room B-139

Office Hours

24 hours a day, 365 days a year

Phone

972.578.5555

Website

www.collin.edu/campuspolice/index.html

Collin College Student Housing

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

Office Hours

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

Phone

972.881.5151

Email

studenthousing@collin.edu

Website

www.collin.edu/studenthousing/

CougarCare

Provides telehealth services free of charge to currently enrolled Collin College students, part-time staff, and adjunct faculty. Telehealth sessions are confidential and conducted by licensed physicians, nurse practitioners, physician assistants, and mental health providers.

Office Hours

24 hours a day, 7 days a week

Phone

1.833.484.6359

Email

help@timely.md

Website

<https://www.timely.md/faq/cougar-care-collin-college/>

Counseling Services (Confidential Resource for Students)

Provides counseling services free of charge to currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed mental health professionals.

Office Locations and Hours

Frisco Campus (Preston Ridge), Room F-144:

Monday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.

Tuesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

McKinney Campus (Central Park), Suite B-336:

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Plano Campus (Spring Creek), Suite D-134:

Monday 8:00 a.m. to 7:00 p.m.

Tuesday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Technical Campus, Room A-110:

Call for an appointment. The following hours are available.

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Wylie Campus, Campus Commons Suite 215:

Monday, Tuesday, and Wednesday 8:00 a.m. to 5:00 p.m.

Thursday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Phone Numbers

Frisco Campus (Preston Ridge): 972.377.1781

McKinney Campus (Central Park): 972.548.6648

Plano Campus: 972.881.5126

Technical Campus: 972.881.5126

Wylie Campus: 972.378.8356

Email

personalcounseling@collin.edu

Website

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

District Dean of Students Office

Provides advocacy and support to Collin College students. Assists students with reporting to the appropriate Title IX coordinator or deputy Title IX coordinator and local law enforcement agencies.

Office Locations and Hours

Collin Higher Education Center (CHEC), Suite 457:

Monday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Frisco Campus (Preston Ridge), Room F-127 in Suite F-109:

Monday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.

Tuesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

McKinney Campus (Central Park), Suite B-336:

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Plano Campus (Spring Creek), Suite D-128:

Monday 8:00 a.m. to 7:00 p.m.

Tuesday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Technical Campus, Suite A-130:

Call for an appointment. The following hours are available.

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Wylie Campus, Campus Commons Suite 215:

Monday, Tuesday, and Wednesday 8:00 a.m. to 5:00 p.m.

Thursday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Phone

972.881.5604

Email

dos@collin.edu

Website

<https://www.collin.edu/studentresources/deanofstudents/>

Employee Assistance Program (Confidential Resource for Employees)

Collin College provides confidential and voluntary assistance to full-time employees and their household members through the Employee Assistance Program (EAP). This benefit is available 24

hours a day, seven (7) days a week, and provides up to eight (8) sessions per service type per year. There is no charge for full-time employees and their household members to use the EAP's services.

Office Hours

24 hours a day, 7 days a week

Phone

1.866.327.2400

Email

eap@deeroaks.com

Website

<http://www.collin.edu/hr/benefits/eap.html>

Financial Aid and Veterans Services Office

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

Office Locations and Hours

Frisco Campus (Preston Ridge), Suite F-109:

Monday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.

Tuesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

McKinney Campus (Central Park), Suite D-118:

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Plano Campus (Spring Creek), Suite G-103:

Monday 8:00 a.m. to 7:00 p.m.

Tuesday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Technical Campus, Room A-102:

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Wylie Campus, Campus Commons Suite 100:
Monday, Tuesday, and Wednesday 8:00 a.m. to 5:00 p.m.
Thursday 8:00 a.m. to 7:00 p.m.
Friday 9:00 a.m. to 5:00 p.m.

Phone

972.881.5760

Email

financialaid@collin.edu

Website

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

Human Resources Office (HR)

Provides advocacy, support, and accommodations to Collin College full-time, part-time, and student employees. Assists employees with reporting to the appropriate Title IX coordinator or deputy Title IX coordinator and local law enforcement agencies.

Office Location and Hours

Collin Higher Education Center (CHEC), Suite 339

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

Phone

972.758.3856

Email

hr@collin.edu

Website

www.collin.edu/hr/index.html

International Student Office – Visa and Immigration Assistance

Provides visa and immigration assistance for Collin College students.

Office Location and Hours

Plano Campus (Spring Creek), Suite G-103:

Monday 8:00 a.m. to 7:00 p.m.

Tuesday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Phone

972.516.5012

Email

ISO@collin.edu

Website

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

Community and Off-Campus Resources

If any member of the Collin College community is a victim of dating violence, domestic violence, sexual assault, and/or stalking, there are community resources off-campus from which the individual may seek support. Contacting any of these community resources is not considered an official report to Collin College of prohibited conduct. To submit an official report of prohibited conduct, contact the appropriate Title IX coordinator or deputy Title IX coordinator listed in the [Reporting Incidents of Prohibited Conduct](#) section in this document or go to <https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776>.

A written copy of this information can be obtained by contacting the appropriate Title IX coordinator or deputy Title IX coordinator listed in the [Reporting Incidents of Prohibited Conduct](#) section in this document or online at www.collin.edu/titleix/.

Abused Deaf Women’s Advocacy Services (ADWAS)

Abused Deaf Women’s Advocacy Services (ADWAS) empowers Deaf and Deaf/Blind survivors of domestic violence, sexual assault, and harassment to transform their lives, while striving to change the beliefs and behaviors that foster and perpetuate violence. ADWAS provides comprehensive services to individuals and families, community education, and advocacy on systems and policy issues.

Hours

Monday through Friday 9:00 a.m. to 5:00 p.m. (Closed 12:00 p.m. to 1:00 p.m.)

Phone (Voice and Video Phone)

1.206.922.7088

Email

adwas@adwas.org

Website

<https://www.adwas.org/>

Assistance Center of Collin County

The Assistance Center of Collin County brings carefully qualified and prompt short-term assistance to individuals and families in financial crisis to help them regain self-sufficiency. Through discerning programs, guidance and funds, the Assistance Center of Collin County helps stabilize Collin County families' home economies to fight homelessness, hunger and poverty as well as help protect our entire community by serving those in need.

Office Location

900 East 18th Street
Plano, TX 75074

Hours

Monday through Friday 9:00 a.m. to 5:00 p.m.

Assistance Hotline

972.422.1850

Phone

972.422.1125

Website

<https://assistancecenter.org/about-us>

The Center for Changing Our Campus Culture (The Center)

An online resource to address dating violence, domestic violence, sexual assault, and stalking that is supported by the Department of Justice's Office on Violence Against Women (OVW). The Center provides the latest research, sample campus policies, protocols, best practices, and information on how to access training opportunities and technical assistance designed to assist various stakeholders as they work to change the culture on their campuses.

Email

info@changingourcampus.org

Website

<http://changingourcampus.org/>

CHETNA

CHETNA is a non-profit agency specializing in culture-specific holistic services for South Asian victims of domestic violence. CHETNA recognizes the unique barriers and challenges South Asian victims often face, and strives to provide culture-specific programs to assist survivors on their path toward healing and well-being. CHETNA serves the Dallas-Fort Worth area and surrounding counties.

Phone

1.888.924.3862

Email

chetna@chetna-dfw.org

Website

<https://chetna-dfw.org/>

Collin County Cares

Collin County Cares is a searchable directory of service providers. This comprehensive directory is a collaboration of Texas Health Presbyterian Hospital Plano and the Assistance Center of Collin County, and includes information on medical services, mental health services, victim's services, and other service providers throughout Collin County, Texas.

Website

https://collincares.org/agency1_list.php

Collin County Council on Family Violence (CCCFV)

The Collin County Council on Family Violence (CCCFV) strengthens collaborative, professional partnerships and serves as a catalyst for a sustained movement against family violence in Collin County.

Website

<https://cccfv.com/>

Department of Defense (DoD) Safe Helpline

Provides sexual assault support for the Department of Defense (DoD) community. Safe Helpline is completely anonymous and confidential, and allows victims to access one-on-one support, peer-to-peer support, information, resources, and self-care exercises to aid in their recovery.

Hours

Available 24 Hours a Day, 7 Days a Week

Phone

1.877.995.5247

Website

<https://safehelpline.org/>

End Violence Against Women International (EVAWI)

End Violence Against Women International (EVAWI) envisions a world where gender-based violence is unacceptable; perpetrators are held accountable; and victims receive the compassion, support, and justice they deserve. EVAWI promotes victim-centered, multidisciplinary collaboration, which strengthens the response of the criminal justice system, other professionals, allies, and the public to make communities safer.

Hours

Monday through Friday 7:30 a.m. to 5:00 p.m.

Phone

1.509.684.9800

Website

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

Family Violence and Sexual Assault Legal Lines

Provides toll-free legal assistance. Attorneys can assist victims with a variety of legal concerns related to dating violence, domestic/family violence, sexual assault, and stalking.

Hours

Monday through Friday 9:00 a.m. to 5:00 p.m.

Phone

1.800.777.3247 (Press 3)

Family Violence Legal Line

Sponsored by the Texas Advocacy Project, the Family Violence Legal Line provides toll-free legal assistance. Attorneys can assist victims with a variety of legal concerns related to dating violence, domestic/family violence, sexual assault, and stalking.

Hours

Monday through Friday 9:00 a.m. to 5:00 p.m.

Phone

1.800.374.4673

Hope's Door New Beginning Center

Hope's Door New Beginning Center is a non-profit organization that provides shelter, family services, and transitional housing to help individuals and families escape and heal from dating violence, domestic violence, and family violence. Hope's Door New Beginning Center offers free trauma-informed services, and has two (2) Outreach Centers and two (2) shelters, one (1) each in Plano and Garland, Texas.

Office Locations

Plano Outreach Center
860 F Avenue
Suite 100
Plano, TX 75074

Garland Outreach Center
218 North 10th Street
Garland, TX 75040

24-Hour Hotline

972.276.0057

Phone

972.422.2911

Email

info@hdnbc.org

Website

<https://hdnbc.org/>

Legal Aid for Survivors of Sexual Assault (LASSA) Project

The Legal Aid for Survivors of Sexual Assault (LASSA) Project is a project of Texas RioGrande Legal Aid (TRLA), and serves 182 Texas counties from the panhandle to the Texas-Mexico border. LASSA provides survivors of sexual assault with a wide range of free legal services from general advice to holistic, direct representation on civil legal matters.

Phone

1.800.991.5153

Website

www.legalaidforsurvivors.org/

LGBT National Help Center

Provides free and confidential peer support as well as local, national, and international resources for the lesbian, gay, bisexual, transgender, queer, and questioning community. Assists with coming-out issues, safer-sex information, bullying, family concerns, relationship problems, questions regarding sexual orientation and gender identity, and more.

National Hotline

1.888.843.4564

Youth Talkline (For Callers through Age 25)

1.800.246.7743

Senior Hotline (For Callers Age 50 and Above)

1.888.234.7243

Website

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

LifePath Systems

LifePath Systems is a community-based, non-profit organization created specifically to help individuals and their families dealing with mental illnesses, intellectual disabilities, and developmental delays. Provides mental health services for people in Collin County, Texas, and surrounding areas.

Crisis Hotline

1.877.422.5939

Phone

972.562.0190

Website

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

Love Is Respect

Love Is Respect engages, educates, and empowers young people to prevent and end abusive relationships. Highly trained advocates offer support, information, and advocacy to young people who have

questions or concerns about their dating relationships. Love Is Respect also provides information and support to concerned friends and family members, teachers, counselors, service providers and members of law enforcement. All services are free and confidential.

Hours

Available 24 Hours a Day, 7 Days a Week, 365 Days a Year

Phone

1.866.331.9474 or 1.800.787.3224 (TTY)

Text

“LOVEIS” to 1.866.331.9474

Website and Live Chat

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

National Coalition Against Domestic Violence (NCADV)

The National Coalition Against Domestic Violence (NCADV) envisions a national culture in which we are all safe, empowered, and free from domestic violence. NCADV’s mission is to lead, mobilize, and raise our voices to support efforts that demand a change of conditions that lead to domestic violence such as patriarchy, privilege, racism, sexism, and classism. NCADV is dedicated to supporting survivors and advocates while holding offenders accountable.

Phone

1.303.839.1852

Website

www.ncadv.org/

The National Deaf Domestic Violence Hotline (The Deaf Hotline)

The National Deaf Domestic Violence Hotline (The Deaf Hotline) provides support, advocacy, and information regarding domestic violence and sexual assault for Deaf callers nationwide. The Deaf Hotline has advocates available 24/7 for crisis intervention, education, information, and referrals for Deaf, Deaf/Blind, and Deaf/Disabled callers.

Hours

Available 24 Hours a Day, 7 Days a Week

Video Phone

1.855.812.1001

Email

nationaldeafhotline@adwas.org

Website and Live Chat

<https://thedeafhotline.org/>

The National Domestic Violence Hotline (The Hotline)

The National Domestic Violence Hotline's (The Hotline's) primary goal is to support survivors 24 hours a day, 7 days a week. The Hotline is the only 24/7 center in the nation that has access to service providers and shelters across the United States.

Hours

Available 24 Hours a Day, 7 Days a Week

Phone

1.800.799.7233 or 1.800.787.3224 (TTY)

Website and Live Chat

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

National Human Trafficking Hotline

The National Human Trafficking Hotline connects victims and survivors of sex and labor trafficking with services and support to get help and stay safe. The National Human Trafficking Hotline also receives tips about potential situations of sex and labor trafficking, and facilitates reporting that information to the appropriate authorities in certain cases.

Hours

Available 24 Hours a Day, 7 Days a Week, 365 Days a Year

Phone

1.888.373.7888 (TTY: 711)

Text

"BeFree" (233733)

Website and Live Chat

<https://humantraffickinghotline.org/>

National Sexual Assault Hotline

The National Sexual Assault Hotline is operated by the Rape, Abuse, and Incest National Network (RAINN). Calling the National Sexual Assault Hotline gives victims access to a range of free services including, but not limited to, confidential advocacy and support, assistance locating a health facility that is trained to care for survivors of sexual assault, local resources that can assist with healing and recovery, referrals for long-term support, information about laws, and basic information about medical concerns.

Hours

Available 24 Hours a Day, 7 Days a Week

Phone

1.800.656.4673

Website and Live Chat

<https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

National Sexual Violence Resource Center (NSVRC)

The National Sexual Violence Resource Center (NSVRC) is a non-profit that provides leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research. The NSVRC provides information and tools to prevent and respond to sexual violence.

Phone

1.877.739.3895 or 1.717.909.0715 (TTY)

Website

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

Office on Violence Against Women (OVW)

The Office on Violence Against Women (OVW) provides federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of dating violence, domestic violence, sexual assault, and stalking. OVW does not provide services directly to the public, but does maintain a list of local

resources and national hotlines that can be found on its website.

Phone

1.202.307.6026

Email

ovv.info@usdoj.gov

Website

<https://www.justice.gov/ovv>

Pandora's Project

Pandora's Project is a non-profit organization dedicated to providing support and resources for survivors of rape and sexual abuse (including male and LGBTQ survivors), their friends, and families.

Phone

1.612.234.4204

Email

admin@pandys.org

Website

<https://pandys.org/>

Partners in Prevention

Partners in Prevention is a non-profit organization committed to helping bridge healthcare delivery and domestic abuse victim advocacy. Partners in Prevention is devoted to ensuring healthcare intervention and treatment for domestic violence survivors supports these individuals in regaining their safety, health, and well-being.

Phone

1.800.799.7233 or 1.800.787.3224 (TTY)

Website

www.enddomesticabuse.org/

Planned Parenthood

Planned Parenthood is a health care provider, educator, and advocate that delivers vital reproductive health care, sex education, and information to women, men, and young people worldwide. Planned Parenthood offers sexually

transmitted infection (STI) testing, birth control, and pregnancy options.

Phone

1.800.230.7526

Website

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

Rape, Abuse, and Incest National Network (RAINN)

Rape, Abuse, and Incest National Network (RAINN) is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure perpetrators are brought to justice.

24-Hour Hotline

1.800.656.4673

Website and Live Chat

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

Real Options for Women

Real Options for Women is a non-profit organization that serves Collin County, Texas, and North Dallas, Texas. Real Options for Women's goal is to empower clients to make informed choices when facing an unplanned pregnancy or possible sexually transmitted infection (STI) infection. Real Options for Women offers free and confidential pregnancy testing, sonograms, options assessments, community resources, and STI screenings.

Office Location

1776 West McDermott Drive
Suite 100
Allen, TX 75013

Phone and Text

972.440.0167

Email

info@realoptionstx.com

Website

<https://realoptionstx.com/>

Refugee Services of Texas (RST), Dallas Office

Refugee Services of Texas (RST) provides resettlement, legal services, and social services to refugees and other displaced persons fleeing persecution based on race, religion, nationality, political opinion, or membership in a particular social group, as well as to the communities that welcome them. Originating in Dallas, Texas, RST now has service centers in Amarillo, Austin, Dallas, Fort Worth, Houston, and the Rio Grande Valley.

Office Location

9696 Skillman
Suite 320
Dallas, TX 75243

Phone

214.821.4883

Email

dallas@rstx.org

Website

<https://www.rstx.org/locations/dallas.html>

Safe Horizon

Safe Horizon is a victim assistance organization that provides support, prevents violence, and promotes justice for victims of crime and abuse, their families, and communities.

Hours

Hotlines are Available 24 Hours a Day, 7 Days a Week

SafeChat is Available Monday through Friday 9:00 a.m. to 6:00 p.m.

Crime Victims Hotline

1.866.689.4357

Domestic Violence Hotline

1.800.621.4673

Rape and Sexual Assault Hotline

1.212.227.3000

Website and SafeChat

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

Texas Abuse, Neglect, and Exploitation Reporting System and Hotline

The Texas Department of Family and Protective Services provides a secure website for reporting suspicions of abuse, neglect, and exploitation of children, adults with disabilities, or people 65 years and older.

Texas Abuse Hotline

1.800.252.5400

Website

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

Texas Advocacy Project

The Texas Advocacy Project works to prevent dating violence, domestic violence, sexual assault, and stalking throughout Texas through free legal services, access to the justice system, and education. The Texas Advocacy Project's attorneys, staff, volunteers, and Board of Directors are committed to realizing the vision that all Texans live safely in hope, not fear.

Phone

1.800.374.4673

Website

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

Texas Association Against Sexual Assault (TAASA)

Texas Association Against Sexual Assault (TAASA) is the unifying voice to eliminate sexual violence in Texas. As a statewide coalition of survivors, advocates, rape crisis centers, and allied professionals, TAASA is committed to fostering a culture that respects the fundamental rights and dignity of all. TAASA provides information, training, and access to help and online resources, and has a Texas Crisis Center Locator on its website.

Phone

1.512.474.7190

Email

info@taasa.org

Website

<https://taasa.org/>

Texas Attorney General’s Office Crime Victim Services

The Texas Attorney General’s Office Crime Victim Services assists victims of crime by providing information and administering victim services-related programs. The Crime Victims’ Compensation (CVC) Program can assist victims with covering costs related to the crime including, but not limited to, medical, child care, lost wages, and relocation. Victims of sexual assault can apply for the Emergency Medical Care Compensation – Sexual Assault Exam to cover the medical costs related to a sexual assault exam that was completed at a hospital. Victims of domestic/family violence, human trafficking, sexual assault, or stalking can also participate in the Address Confidentiality Program to keep their residential addresses confidential.

Hours

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

Phone

1.800.983.9933 or 1.512.936.1200

Website

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

Texas Law Help

Texas Law Help provides free legal information and court forms for civil legal problems including but not limited to, dating violence, domestic/family violence, protective orders, and sexual assault.

Website

<https://texaslawhelp.org/>

Texas Legal Services Center

Texas Legal Services Center is a statewide non-profit organization whose mission is to provide high quality legal representation, advice, advocacy, and education at no cost to underserved people across the state. With more than a dozen practice areas, Texas Legal Services Center’s work touches almost every aspect of civil law that impacts low-income Texans. Texas

Legal Services Center provides crucial legal services to survivors of abuse, domestic violence, human trafficking, and sexual assault throughout the state.

Hours

Monday through Friday 9:00 a.m. to 5:00 p.m.

Phone

1.844.303.7233 or 1.512.477.6000

Website

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

Texas Muslim Women’s Foundation

Founded by Muslim women, Texas Muslim Women’s Foundation empowers, promotes, and supports all women and their families, a mission that ultimately creates stronger communities. Texas Muslim Women’s Foundation is an ambassador of the peaceful, caring Muslim communities. Texas Muslim Women’s Foundation’s core program areas are social services, family violence, Zahra Khan Support Program for families who loved ones are living with serious illness, youth program, education, and interfaith outreach.

24-Hour Domestic Violence Hotline

972.880.4192

Phone

1.877.724.5699 or 469.467.6241

Email

tmwf@tmwf.org

Website

<https://tmwf.org/>

The Turning Point

The Turning Point provides counseling, education, and advocacy for those impacted by sexual violence. The Turning Point delivers comprehensive treatment services for survivors of all form of sexual violence and sets the standard for prevention education that promotes social change to end bullying, sexual harassment, and sexual violence. The Turning Point also runs Courtney’s Safe Place, a free clinic that provides forensic exams, evidence collection, and

advocacy for people who have experienced sexual assault within the last 120 hours. Referrals for counseling, legal services, follow-up medical care, and shelter are also available.

Office Location

3325 Silverstone Drive
Plano, TX 75023

Hours

In-Person and Crisis Advocacy Services are Available on a Walk-In Basis Monday through Friday 8:30 a.m. to 5:30 p.m.

24-Hour Crisis Hotline

1.800.886.7273 (TTY: 711)

Phone

972.985.0951

Website

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

Traffick 911

Traffick 911 serves as a lifeline for survivors of sex trafficking as they navigate recovery from trauma. Traffick 911 is the only child sex trafficking advocacy agency serving all of North Texas, and helps survivors embrace healing and freedom by building trust-based relationships and providing ongoing field-based support.

Office Location

4575 Claire Chennault
Addison, TX 75001

Phone

817.575.9923

Website

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

U.S. Citizenship and Immigration Services Dallas Field Office

The U.S. Citizenship and Immigration Services Dallas Field Office administers the nation's lawful immigration system, safeguarding its integrity and promise by efficiently and fairly adjudicating requests for immigration benefits. The U.S. Citizenship and

Immigration Services Dallas Field Office offers Green Card help, assistance with Employment Authorization Documentation, and information on adoptions and citizenship.

Office Location

6500 Campus Circle Drive East
Irving, TX 75063

Hours

By Appointment Only

Phone

1.800.375.5283

Website

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

U.S. Department of Education Title IX Website

This website was created by the U.S. Department of Education to house information related to *Title IX of the Education Amendments of 1972 (Title IX)*, as amended May 19, 2020. Information regarding the law, policies, and enforcement is available on this comprehensive website.

Website

<https://sites.ed.gov/titleix/>

Reporting Incidents of Prohibited Conduct

Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator

Collin College students and employees can contact the appropriate Title IX coordinator or deputy Title IX coordinator to report incidents of dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking (hereafter referred to as "prohibited conduct").

Note: Reporting to any individual other than the appropriate Title IX coordinator or deputy Title IX coordinator does not constitute filing a formal complaint for the purposes of initiating the *Title IX* complaint resolution process. To initiate the *Title IX* complaint resolution process, the complainant must submit a formal complaint to the appropriate Title

IX coordinator or deputy Title IX coordinator listed below. Additionally, to initiate the *Title IX* complaint resolution process, complainants cannot remain anonymous.

Collin College designates the following persons as Title IX coordinators and deputy Title IX coordinators:

Title IX Coordinator for Students

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

Deputy Title IX Coordinator for Students

Amy Throop
Associate Dean of Students
McKinney Campus (Central Park)
2200 West University Drive
Suite B-336
McKinney, TX 75071
Phone: 972.881.5667
Email: athroop@collin.edu

Title IX Coordinator for Employees

Floyd Nickerson
Chief Human Resources Officer
Collin Higher Education Center (CHEC)
3452 Spur 399
Suite 339
McKinney, TX 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

Deputy Title IX Coordinator for Employees

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

Online Reporting Form

To file a complaint with the appropriate Title IX coordinator or deputy Title IX coordinator electronically, Collin College students and employees can submit the online form available at <https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776>.

Reporting to the Appropriate Law Enforcement Official(s)

For immediate notification to local law enforcement, dial **911**. To report an incident that occurred on a Collin College campus or property owned or controlled by Collin College to the Collin College Police Department, call **972.578.5555** or dial extension **5555** from any campus phone. Contact information for local law enforcement agencies is also listed below.

Note: Reporting to the appropriate law enforcement official(s) does not constitute filing a formal complaint for the purposes of initiating the *Title IX* complaint resolution process. To initiate the *Title IX* complaint resolution process, the complainant must submit a formal complaint to the appropriate Title IX coordinator or deputy Title IX coordinator, as outlined in the “Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator” section above.

If a complainant requests assistance with reporting to law enforcement, a Collin College official will help the complainant with that process. Additionally, complainants have the right not to report a crime or to decline to notify authorities, including law enforcement, if they so choose.

Allen Police Department

205 West McDermott Drive
Allen, TX 75013
Phone: 214.509.4200
Website: <https://cityofallen.org/904/Police>

Collin College Police Department

2800 East Spring Creek Parkway
Suite K-119
Plano, TX 75074
Phone: 972.578.5555
Website: www.collin.edu/campuspolice/

Collin County Sheriff's Office

4300 Community Avenue
McKinney, TX 75071
Phone: 972.547.5100
Metro Phone: 972.424.1460
Website: <https://www.collincountytx.gov/sheriff/Pages/default.aspx>

Frisco Police Department

7200 Stonebrook Parkway
Frisco, TX 75034
Phone: 972.292.6010
Website: <https://www.friscotexas.gov/239/Police>

McKinney Police Department

2200 Taylor Burk Drive
McKinney, TX 75071
Phone: 972.547.2700
Website: <https://www.mckinneytexas.org/166/Police>

Plano Police Department

909 14th Street
Plano, TX 75074
Phone: 972.424.5678
Website: <https://www.plano.gov/214/Police>

Rockwall Police Department

205 West Rusk Street
Rockwall, TX 75087
Phone: 972.771.7717
Website: www.rockwallpolice.org/

Wylie Police Department

2000 North Highway 78
Wylie, TX 75098
Phone: 972.442.8171
Website: <https://www.wylietexas.gov/police.php>

Counseling Services Office, Human Resources Office (HR), Employee Assistance Program (EAP), and CougarCare

Note: Reporting to the Counseling Services Office, Human Resources Office (HR), Employee Assistance Program (EAP), or CougarCare does not constitute filing a formal complaint for the purposes of initiating the *Title IX* complaint resolution process. To initiate the *Title IX* complaint resolution process, the complainant must submit a formal complaint to the appropriate Title IX coordinator or deputy Title IX coordinator, as outlined in the “Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator” section above.

Personal and group counseling sessions are offered free of charge to all currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed mental health professionals. Additionally, the Counseling Services Office can provide appropriate referrals to on- and off-campus resources for Collin College students and employees. For more information, contact the Counseling Services Office at 972.881.5126 or personal_counseling@collin.edu.

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

Collin College provides confidential and voluntary assistance to full-time employees and their household members through the Employee Assistance Program (EAP). This benefit is available 24 hours a day, seven (7) days a week, and provides up to eight (8) sessions per service type per year. There is no charge for full-time employees and their household members to use the EAP's services. For more information, contact the EAP at 1.866.327.2400 or go to www.collin.edu/hr/benefits/eap.html.

Collin College provides telehealth services free of charge to currently enrolled Collin College students,

part-time staff, and adjunct faculty through CougarCare. Telehealth sessions are confidential and conducted by licensed physicians, nurse practitioners, physician assistants, and mental health providers. This benefit is available 24 hours a day, seven (7) days a week; and there is no charge for using CougarCare's services. For more information, contact CougarCare at 1.833.484.6359, email help@timely.md, or go to <https://www.timely.md/faq/cougar-care-collin-college/>.

Employees' Duty to Report

Note: Submitting a *Mandatory Reporting Form for Incidents of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking* does not constitute filing a formal complaint for the purposes of initiating the Title IX complaint resolution process. To initiate the Title IX complaint resolution process, the complainant must submit a formal complaint to the appropriate Title IX coordinator or deputy Title IX coordinator, as outlined in the "Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator" section in this document.

In accordance with the [Texas Higher Education Code Section 51.252](#), a Collin College employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes dating violence, sexual assault, sexual harassment, or stalking and is alleged to have been committed by or against a person who was a student enrolled at or an employee of Collin College at the time of the incident will promptly report the incident to Collin College's Title IX coordinator or deputy Title IX coordinator. The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

In accordance with the [Texas Higher Education Code Section 51.252](#), an employee of Collin College who is designated by Collin College as a person with whom students may speak confidentially concerning

dating violence, sexual assault, sexual harassment, or stalking, or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law will, in making a report under this section, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. This subsection does not affect the employee's duty to report an incident under any other law.

Exceptions

A Collin College employee is not required to make a report under this section concerning:

1. an incident in which the employee was a victim of dating violence, sexual assault, sexual harassment, or stalking; or
2. an incident in which the employee received information due to a disclosure made at a dating violence, sexual assault, sexual harassment, or stalking public awareness event sponsored by the Collin College or by a student organization affiliated with Collin College.

Mandatory Reporting Form

Collin College employees can access the *Mandatory Reporting Form for Incidents of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking* under the "Crisis Response" channel on the My Workplace tab in CougarWeb (<https://cougarweb.collin.edu>).

Anonymous Reports

In accordance with the [Texas Higher Education Code Section 51.9365](#), Collin College students and employees can report prohibited conduct anonymously by submitting the online form available at <https://c0bkr412.caspio.com/dp/eaab3000c5296c bdacd74b438776>. However, the submission of an anonymous electronic report may impair Collin College's ability to investigate and address the prohibited conduct. Additionally, to initiate the Title IX complaint resolution process, complainants cannot remain anonymous.

Alternative Reporting Procedures

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

A report against the College District President may be made directly to the Board of Trustees (Board). If a report is made directly to the Board, the Board will appoint an appropriate person to conduct the investigation.

Timely Reporting

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

Amnesty Policy for Collin College Students

In accordance with the [Texas Higher Education Code Section 51.284](#), Collin College will give amnesty to (i.e., not take disciplinary action against) a student who reports, in good faith, that the student was the victim of or a witness to an incident of prohibited conduct as defined by this policy. This amnesty policy applies regardless of the location at which the incident occurred or the outcome of Collin College's disciplinary process regarding the incident, if any. This amnesty policy does not apply to a student who reports their own commission or assistance in the commission of prohibited conduct as defined by this policy.

Privacy and Confidentiality

To the greatest extent possible, Collin College will respect the privacy of the complainant, respondent, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. Collin College will complete publicly available recordkeeping, including [Clery Act](#) reporting and disclosures, without inclusion of personally identifying information about the complainant. Additionally, Collin College must maintain as confidential any accommodations or

supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality will not impair Collin College's ability to provide the accommodations or supportive measures. The appropriate Title IX coordinator, deputy Title IX coordinator, or designee will determine what information, if any, regarding should be shared and with whom.

False Reports and Claims

A Collin College student who intentionally submits a false report, makes a false claim, or offers false statements will be subject to appropriate disciplinary action.

A Collin College employee who intentionally submits a false report, makes a false claim, offers false statements, or refuses to cooperate with a Collin College investigation regarding prohibited conduct will be subject to appropriate disciplinary action.

Charging an individual with a violation(s) for making a materially false statement in bad faith in the course of a complaint resolution proceeding does not constitute prohibited retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Application of Collin College's Title IX Complaint Resolution Procedures

Collin College has adopted the complaint resolution procedures outlined in this section to comply with [Title IX of the Education Amendments of 1972 \(Title IX\)](#), as amended and published on May 19, 2020, the [Clery Act](#), and the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#). The complaint resolution procedures outlined in this section provide for the prompt and equitable resolution of student and employee complaints alleging dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking (hereafter referred to as "prohibited conduct"). Additionally, these complaint resolution procedures include information on how to report or file a complaint of prohibited conduct and

how Collin College will respond once it has actual notice of an allegation of prohibited conduct.

The complaint resolution procedures outlined in this section apply equally to all Collin College students and employees who are participating in or attempting to participate in Collin College's education program or activity. Additionally, these complaint resolution procedures only apply to prohibited conduct that impacted a person in the United States.

Title IX Informal Resolution Process

The *Title IX Informal Resolution Process Flowchart* on page 103 provides an overview of Collin College's *Title IX* informal resolution process. For more information and specific procedures, see the sections below and the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at www.collin.edu/titleix/.

Receipt of Complaint

Collin College's *Title IX* complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, or an official with authority to institute corrective measures on behalf of Collin College.

To file a complaint, the complainant can contact the appropriate Title IX coordinator or deputy Title IX coordinator listed in the *Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator* section of this document, or submit the online form available at <https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776>.

If reported orally, the complaint will be reduced to writing by the appropriate Title IX coordinator or designee.

The complaint must be signed. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator or designee may sign the complaint in the complainant's stead.

Supportive Measures

Once Collin College has actual knowledge of an allegation of dating violence, domestic violence, gender-based harassment, retaliation, sex

discrimination, sexual assault, sexual harassment, and/or stalking (hereafter referred to as "prohibited conduct"), the appropriate Title IX coordinator or designee will promptly contact the complainant and offer supportive measures (i.e., appropriate advocacy resources on and off campus).

These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.

In the event a complaint is filed and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures will also be offered to the respondent.

The appropriate Title IX coordinator, deputy Title IX coordinator, or designee is responsible for coordinating the effective implementation of supportive measures, and will determine what information, if any, regarding supportive measures provided should be shared and with whom.

Initiation of Informal Resolution Process

Title IX permits the voluntary use of an informal resolution process after a formal complaint is filed at any time prior to a final determination being reached in the case. The parties must provide their voluntary consent in writing to participate in an informal resolution process.

Informal resolution is prohibited in any case where an employee is accused of engaging in prohibited conduct against a student.

Collin College will not require the parties to waive their rights to a formal process and agree to informal resolution as a condition of enrollment or employment.

Prior to initiating the informal resolution process, the appropriate Title IX coordinator will provide the parties with the required written notice of the allegations and a description of the parameters of the informal resolution process. This written notice will include a statement that either party is permitted to withdraw from the informal resolution process and resume the formal resolution process at any time prior to a final determination being reached in the case.

Title IX Informal Resolution Process Flowchart

This flowchart is an overview of the *Title IX* informal resolution process. For specific procedures, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at www.collin.edu/titleix/.



Anticipated Time Frame for Informal Resolution Process

Collin College will endeavor to expedite all informal resolutions. Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the informal resolution process should be completed within a reasonably prompt time frame. However, Collin College may temporarily delay or grant a limited extension of the time frame for good cause as long as both parties are notified in writing of the delay or extension and the reason(s) for the action.

The anticipated time frame from receipt of the formal complaint through the informal resolution process, culminating with both parties signing the *Informal Resolution Agreement Form*, is 30 days.

Phase 1 of the Informal Resolution Process: Meeting with Informal Resolution Facilitator

Collin College will maintain a pool of informal resolution facilitators. The appropriate Title IX coordinator or designee will assign an individual(s) from the pool of informal resolution facilitators to coordinate the informal resolution process.

The informal resolution facilitator will meet separately with both parties and their respective advisors (if the parties elect to provide their own advisors during the informal resolution process) and explain the *Title IX* complaint and informal resolution processes. The informal resolution facilitator will inform the parties that an informal resolution is permissible if both parties choose to participate in and willingly consent to this type of resolution in writing. The informal resolution facilitator will notify both parties that either party is permitted to withdraw from the informal resolution process and resume the formal complaint process at any time prior to a final determination being reached in the case.

Both parties will read and sign the *Consent to Informal Resolution Form* indicating they are voluntarily and willingly consenting to pursue the informal resolution process at this time. This form serves as written notice to both parties that they are permitted to

withdraw from the informal resolution process and resume the formal complaint process at any time prior to a final determination being reached in the case. Additionally, this form stipulates that the matter will be closed once a final determination is reached, and informs the parties that the formal process will not be re-initiated once both parties agree to the final determination in writing.

If either party chooses to withdraw from the informal resolution process after signing the *Consent to Informal Resolution Form*, they will be required to read and sign the *Withdrawal from Informal Resolution Notice Form*. This form must be completed prior to a final determination being reached and both parties signing the *Informal Resolution Agreement Form*.

Phase 2 of the Informal Resolution Process: Informal Resolution Agreement

After meeting with both parties and their respective advisors (if the parties elect to provide their own advisors during the informal resolution process) separately to ascertain the parameters for an informal resolution agreement, the informal resolution facilitator will present the *Informal Resolution Agreement Form* to both parties and clearly explain the informal resolution terms.

Both parties and their respective advisors (if the parties elect to provide their own advisors during the informal resolution process) will be notified simultaneously in writing of the completed *Informal Resolution Agreement Form* and allowed 10 days to review and respond to the document.

Any edits made to the *Informal Resolution Agreement Form* by either party and/or the informal resolution facilitator will be simultaneously sent in writing to both parties and their respective advisors (if the parties elect to provide their own advisors during the informal resolution process).

If, after 10 days, both parties agree to the informal resolution terms, including any edits made by either party and/or the informal resolution facilitator during the review period, they will sign the final *Informal*

Resolution Agreement Form. Both parties and their respective advisors (if the parties elect to provide their own advisors during the informal resolution process) will be provided an electronic and hard copy of the signed *Informal Resolution Agreement Form* for their respective records by the informal resolution facilitator or appropriate Title IX coordinator or designee.

Once the final *Informal Resolution Agreement Form* is signed, the matter will be closed, the resolution will be non-appealable, and the formal complaint process will not be re-initiated.

Title IX Formal Resolution Process

The *Title IX Formal Resolution Process Flowchart* on pages 106-107 provides an overview of Collin College's *Title IX* formal resolution process. For more information and specific procedures, see the sections below and the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at www.collin.edu/titleix/.

Receipt of Complaint

Collin College's *Title IX* complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, or an official with authority to institute corrective measures on behalf of Collin College.

To file a complaint, the complainant can contact the appropriate Title IX coordinator or deputy Title IX coordinator listed in the *Reporting to the Appropriate Title IX Coordinator or Deputy Title IX Coordinator* section of this document, or submit the online form available at <https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776>.

If reported orally, the complaint will be reduced to writing by the appropriate Title IX coordinator or designee.

The complaint must be signed. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator or designee may sign the complaint in the complainant's stead.

Supportive Measures

Once Collin College has actual knowledge of an allegation of dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and/or stalking (hereafter referred to as "prohibited conduct"), the appropriate Title IX coordinator or designee will promptly contact the complainant and offer supportive measures (i.e., appropriate advocacy resources on and off campus).

These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.

In the event a complaint is filed and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures will also be offered to the respondent.

The appropriate Title IX coordinator, deputy Title IX coordinator, or designee is responsible for coordinating the effective implementation of supportive measures, and will determine what information, if any, regarding supportive measures provided should be shared and with whom.

Anticipated Time Frame for Formal Resolution Process

Collin College will endeavor to expedite all formal complaint investigations and resolutions. Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the formal complaint process should be completed within a reasonably prompt time frame. However, Collin College may temporarily delay or grant a limited extension of the time frame for good cause as long as both parties are notified in writing of the delay or extension and the reason(s) for the action.

The anticipated time frame from receipt of the formal complaint through the investigation and live hearing phases, culminating with the hearing officer's *Written Determination of Responsibility*, is 60 days.

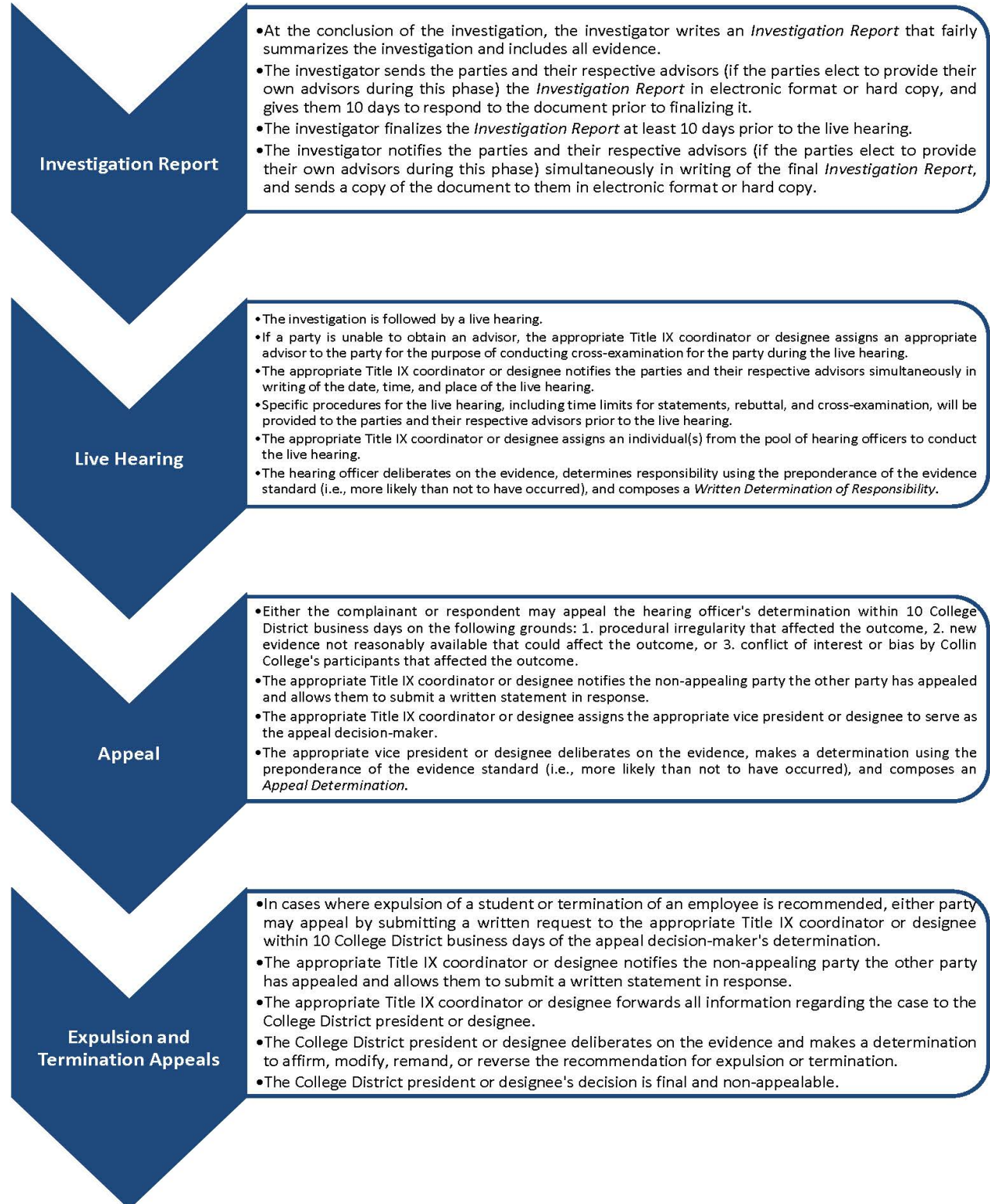
Title IX Formal Resolution Process Flowchart

This flowchart is an overview of the *Title IX* formal resolution process. For specific procedures, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at www.collin.edu/titleix/.



Title IX Formal Resolution Process Flowchart (Continued)

This flowchart is an overview of the *Title IX* formal resolution process. For specific procedures, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at www.collin.edu/titleix/.



The anticipated time frame for the appeal process phase, culminating with the appeal decision-maker's *Appeal Determination* or the College District President or designee's decision (in cases where expulsion of a student or termination of an employee is recommended), is 45 days.

Phase 1 of the Formal Resolution Process: Determination to Proceed with an Investigation

The appropriate Title IX coordinator or designee will determine whether the allegation(s):

1. occurred while participating in or attempting to participate in Collin College's education program or activity;
2. impacted a person in the United States; and/or
3. if proven, would meet the definition of prohibited conduct.

The alleged conduct must be so severe, pervasive, or objectively offensive that it limits or denies a student's ability to participate in or benefit from an educational program or activity. Note: Quid pro quo harassment, *Clergy Act*, and VAWA offenses are not evaluated for severity, pervasiveness, or offensiveness, or denial of equal educational access because such misconduct is sufficiently serious to deprive a student of equal access.

If the allegations in the complaint meet the criteria defined above, the appropriate Title IX coordinator or designee will assign an appropriate individual(s) to investigate the complaint.

If the allegation(s) should be addressed through another Collin College process, the Title IX coordinator or designee will forward the complaint to the appropriate party.

Dismissal of Complaint

If the allegations in the formal complaint do not meet one (1) or more of the criteria listed above, the complaint will be dismissed. Additionally, Collin College may dismiss a complaint at any time if:

1. the complainant would like to withdraw the complaint;
2. the respondent is no longer enrolled at or employed by Collin College; or
3. specific circumstances prevent Collin College from gathering evidence sufficient to reach a determination.

If a complaint is dismissed for any of the aforementioned reasons, the appropriate Title IX coordinator or designee will notify the parties in writing of the reason(s) for the dismissal.

Even if a formal complaint is dismissed for any of the aforementioned reasons, the appropriate Title IX coordinator or designee may refer the alleged incident to the student disciplinary process or employee general complaint process for appropriate investigation and resolution. For more information on the student disciplinary process, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu. For more information on the employee general complaint process, contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

Appealing the Complaint Dismissal

Either the complainant or respondent may appeal any dismissal of the complaint on the following grounds by submitting a written request to the appropriate Title IX coordinator or designee:

1. procedural irregularity that affected the outcome;
2. new evidence not reasonably available that could affect the outcome; and/or
3. conflict of interest or bias by Collin College's participants that affected the outcome.

The non-appealing party will be notified the other party has appealed and will be allowed to submit a written statement in response.

Dismissal of Complaint Appeal Procedures

The appropriate Title IX coordinator or designee will assign an individual(s) from the pool of hearing

officers to conduct the dismissal of complaint appeal. For more information on hearing officers, see the *Hearing Officer* section under [Phase 3 of the Formal Resolution Process: Live Hearing](#) below.

The hearing officer will be free from conflicts of interest or bias for or against the parties.

The hearing officer will conduct a prompt, fair, impartial, unbiased, and equitable process from receipt of the dismissal of complaint appeal to the submission of the *Decision Regarding Dismissal of Complaint Appeal*.

The appropriate Title IX coordinator or designee will forward all information regarding the formal complaint, reason(s) for dismissal, appeal of the dismissal, and the non-appealing party's written statement to the hearing officer.

The hearing officer will review the documentation and may, at their discretion, meet separately with the complainant and/or respondent.

The hearing officer will consider whether the dismissal of the complaint is appropriate, and will write a rationale explaining their decision. The hearing officer will then notify the parties and appropriate Title IX coordinator or designee in writing whether the dismissal of the complaint is upheld or overturned.

If the dismissal of the complaint is overturned, the appropriate Title IX coordinator or designee will re-initiate the *Title IX* complaint resolution process at the appropriate level. The *Title IX* complaint resolution process will resume at the same point it ended when the complaint was dismissed.

If the dismissal of the complaint is upheld, the hearing officer's determination is final and non-appealable. However, the appropriate Title IX coordinator or designee may still refer the alleged incident to the student disciplinary process or employee general complaint process for appropriate investigation and resolution. For more information on the student disciplinary process, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu. For more

information on the employee general complaint process, contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

Phase 2 of the Formal Resolution Process: The Investigation

Investigator

Collin College will maintain a pool of investigators consisting of members of the Dean of Students Office and any other appropriately trained investigators designated by Collin College. The appropriate Title IX coordinator or designee will assign an individual(s) from the pool of investigators to investigate the complaint.

All investigators will receive appropriate training on at least an annual basis to function in this role.

The investigator will be free from conflicts of interest or bias for or against the complainant or respondent (hereafter referred to as "the parties").

The investigator will conduct a prompt, fair, impartial, unbiased, and equitable process from the initial investigation to the submission of the *Investigation Report*.

Throughout the investigation, the burden of gathering evidence and burden of proof will fall on Collin College and the investigator, not the parties.

Initiating the Investigation

The investigator will send an initial written notice containing details of the complaint and allegation(s) to both parties at the onset of the investigation.

The respondent will be presumed to be not responsible for the alleged prohibited conduct until a written determination is made at the conclusion of the *Title IX* complaint process. This presumption will be stated in the initial written notice provided to both parties at the onset of the investigation.

Advisors' Roles During the Investigation Phase

In accordance with *Title IX*, both parties will have equal right to be accompanied by an advisor of their choice to interviews, meetings, and hearings with the investigator. Collin College will not provide an advisor

for either party during this phase of the *Title IX* complaint process. Collin College retains the right to limit the role of both parties' advisors in interviews, meetings, and hearings with the investigator.

Interim Action(s) and Temporary Removal(s)

If, after engaging in an individualized safety and risk analysis, the investigator determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegation of prohibited conduct justifies the temporary removal of the respondent, the investigator may recommend interim action(s) to the appropriate Title IX coordinator or designee. If the appropriate Title IX coordinator or designee approves the interim action(s), the investigator will provide the respondent with written notice of the interim action(s).

The investigator will meet with the respondent to discuss and explain the interim action(s). If the interim action(s) include a temporary removal (e.g., temporary immediate suspension, temporary removal from Collin College Student Housing, temporary employee administrative leave):

1. The investigator will explain to the respondent their right to challenge the interim action(s) immediately after the temporary removal.
2. The investigator will provide to the respondent the *Notice to Challenge a Temporary Removal* form.

If the respondent chooses to challenge the temporary removal and completes the *Notice to Challenge a Temporary Removal* form, the investigator will submit it to the designated removal challenge officer (RCO) along with a brief rationale explaining the individualized safety and risk analysis utilized to arrive at the interim action(s). The RCO will review the documentation, consider whether the removal is appropriate, and write a rationale explaining their decision. The RCO will then notify the parties and investigator in writing whether the removal is upheld or overturned.

Investigative Interviews, Meetings, or Hearings

The investigator will meet separately with the parties, their respective advisors (if the parties elect to provide their own advisors during this phase), and witnesses.

The investigator will send written notice of any investigative interviews, meetings, or hearings to both parties and afford them sufficient time to prepare for these events.

During the initial interview, meeting, or hearing, with the parties and their respective advisors (if the parties elect to provide their own advisors during this phase), the investigator will:

1. notify the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) of their rights and options, including their right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR);
2. explain the preponderance of the evidence standard (i.e., more likely than not to have occurred);
3. provide a list of potential disciplinary sanctions and remedies. The investigator will review and explain this document and answer any questions regarding the potential disciplinary sanctions and remedies; and
4. explain the informal resolution provisions outlined in the *Informal Resolution* section of this document.

The parties will have equal opportunity to present witnesses (including both fact and expert witnesses), inculpatory evidence (i.e., evidence that can establish an individual's involvement in an act or guilt), and exculpatory evidence (i.e., evidence that can exonerate an individual).

The investigator will not restrict the ability of either party or their respective advisors (if the parties elect to provide their own advisors during this phase) to

discuss the allegations and gather or present relevant evidence.

Authorization to Obtain Treatment Records

The investigator will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigator first obtains the party's voluntary, written consent to do so.

Investigation Report

At the conclusion of the investigation, the investigator will write an *Investigation Report* that fairly summarizes the investigation and includes all evidence. The investigator will send the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) the *Investigation Report* in electronic format or hard copy, and will give them 10 days to respond to the document prior to finalizing it.

The investigator will complete the finalized *Investigation Report* at least 10 days prior to the live hearing. The parties and their respective advisors (if the parties elect to provide their own advisors during this phase) will be notified simultaneously in writing of the final investigation findings, and a copy of the finalized *Investigation Report* will be sent to them in electronic format or hard copy by the investigator or appropriate Title IX coordinator or designee.

Phase 3 of the Formal Resolution Process: Live Hearing

The investigation will be followed by a live hearing.

The parties and their respective advisors will be notified simultaneously in writing of the date, time, and place of the live hearing.

If a party is unable to obtain an advisor for the live hearing, Collin College will provide one (1) free of charge for the purpose of conducting cross-examination for the party. The appropriate Title IX

coordinator or designee will assign an appropriate advisor to the party for the live hearing.

Hearing Officer

The hearing officer will serve as the first (1st) decision-maker in the formal *Title IX* complaint process.

Collin College will maintain a pool appointed hearing officers. The hearing officers will not be the Title IX coordinators, deputy Title IX coordinators, investigators, or hearing officer who made a determination in the complaint dismissal appeal, if applicable.

The appropriate Title IX coordinator or designee will assign an individual(s) from the pool of hearing officers to conduct the live hearing.

All hearing officers will receive appropriate training on at least an annual basis to function in this role.

The hearing officer will be free from conflicts of interest or bias for or against the parties.

The hearing officer will conduct a prompt, fair, impartial, unbiased, and equitable process from the live hearing to the submission of the *Written Determination of Responsibility*.

Live Hearing Procedures

Specific procedures for the live hearing, including time limits for statements, rebuttal, and cross-examination, will be provided to the complainant, respondent, and their respective advisors prior to the live hearing.

The live hearing will be conducted by the hearing officer on the specified date and time to hear from the complainant, respondent, their respective advisors, and witnesses. Live hearings will be conducted in a designated room at the Collin Higher Education Center (CHEC), McKinney Campus (Central Park), or Plano Campus (Spring Creek).

At either party's request, the hearing officer will provide the parties with separate rooms and the use of appropriate technology so the hearing officer, the

parties, and their respective advisors can simultaneously see and hear all questions.

The hearing officer must make an audio recording, video recording, or transcript of the live hearing. The hearing officer will make the audio recording, video recording, or transcript available to the parties for inspection and review after the conclusion of the live hearing.

The hearing officer will permit each party's advisor to ask the other party and all witnesses any relevant questions and follow-up questions, including those bearing on credibility. Cross-examination will be conducted directly, orally, and in real time by the parties' respective advisors and never by the parties personally.

Advisors' roles will not be limited when cross-examination is permitted during the live hearing. However, the hearing officer has the responsibility to determine the relevancy of questions and explain in real time any decision not to permit a question. Questions and evidence concerning a complainant's sexual predisposition or prior sexual behavior are irrelevant and not permitted, unless these questions are offered to prove that someone other than the respondent committed the alleged misconduct or to prove consent.

If a party or witness refuses to submit to cross-examination, the hearing officer is required to ignore that individual's statement and reach a decision based on the remaining body of relevant evidence. However, the hearing officer is not permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.

Written Determination of Responsibility

After the live hearing, the hearing officer will deliberate on the evidence provided and determine responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred). The hearing officer will compose a *Written Determination of Responsibility* which will:

1. identify the allegation(s) at issue;
2. describe the procedural steps taken throughout the case;
3. detail the findings of fact supporting the hearing officer's determination;
4. enumerate the conclusions regarding application of Collin College's *Title IX* policy;
5. contain a detailed a statement and rationale as to the determination for each allegation;
6. clearly state any disciplinary sanctions being imposed (or recommended in the case of expulsion of a student or termination of an employee) on the respondent and any remedies that must be provided to the complainant; and
7. describe the procedures and permissible grounds for appeal.

The hearing officer or appropriate Title IX coordinator or designee will send the *Written Determination of Responsibility* simultaneously to the parties and their respective advisors in electronic format or hard copy along with information about how to file an appeal.

The *Written Determination of Responsibility* will become final when:

1. the stated time period to file an appeal has passed for both parties and neither party appeals, or
2. the parties are notified that the hearing officer's determination was upheld after the appeal process has been exhausted for both parties.

Potential Penalties Imposed on a Respondent

The hearing officer may impose the following penalties on a student respondent or other penalties, as appropriate:

1. Reprimand: A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Conditional Probation for One (1) Calendar Year, Two (2) Calendar Years, or Three (3) Calendar Years: The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from Collin College. Conditional probation may include restrictions on a student's rights and privileges, specified community service, and/or completion of an Educational Project Experience (EPE). The probation may be for a specified length of time or an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
4. Educational Project Experience (EPE): An assignment or experience allowing the student to learn specific behaviors or lessons related to their misconduct and the specifics of their disciplinary case. EPEs offered by Collin College include, but are not limited to, awareness seminars, essay assignments, and online learning module(s).
5. Suspension for One (1) Regular Long Semester (i.e., Fall or Spring), One (1) Calendar Year, Two (2) Calendar Years, Three (3) Calendar Years, or Four (4) Calendar Years: Forced withdrawal from Collin College for either a definite period of time or until stated conditions have been met. Normally, suspension will extend through a minimum of one (1) regular long semester (with summer sessions not counting in the one [1]

semester minimum time lapse). However, suspension may exceed the one (1) semester minimum.

6. Recommendation for Expulsion: Permanent forced withdrawal from Collin College. A student receiving disciplinary expulsion will have the action noted in the student's permanent record.

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

The hearing officer may impose the following penalties on an employee respondent or other penalties, as appropriate:

1. Coaching and Counseling,
2. Written Disciplinary Action,
3. Unpaid Administrative Leave, and
4. Recommendation for Termination.

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

Potential Remedies Provided to Complainants

If a respondent is found to be responsible for committing prohibited conduct, Collin College must effectively implement remedies for the complainant that are designed to restore or preserve the complainant's right to equal access to education.

Remedies the hearing officer can offer to a student complainant include, but are not limited to:

1. Campus Change;
2. Class Schedule Change;
3. Drop a Course Without an Academic Penalty;

4. Increased Security and Staff Monitoring of Certain Areas of the Campus;
5. Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court;
6. Late Withdrawal from a Course;
7. No Contact Directive Issued by Collin College;
8. Referral to Appropriate Medical Facility;
9. Referral to Appropriate Off-Campus Resources;
10. Referral to Collin College Police Department and/or Local Law Enforcement Agency;
11. Referral to Counseling Services;
12. Specific Educational Programming for an Individual or Group;
13. Student Employment Assignment Change; and
14. Student Housing Change (If Residing in Collin College Student Housing).

Remedies the hearing officer can offer to an employee complainant include, but are not limited to:

1. Increased Security and Staff Monitoring of Certain Areas of the Campus;
2. Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court;
3. No Contact Directive Issued by Collin College;
4. Referral to Appropriate Medical Facility;

5. Referral to Appropriate Off-Campus Resources;
6. Referral to Collin College Police Department and/or Local Law Enforcement Agency;
7. Referral to Employee Assistance Program (EAP);
8. Specific Educational Programming for an Individual or Group; and
9. Work Schedule Reassignment.

Phase 4 of the Formal Resolution Process: Appeal

Either the complainant or respondent may appeal the hearing officer’s determination on the following grounds by submitting a written request to the appropriate Title IX coordinator within 10 College District business days of the hearing officer’s decision:

1. procedural irregularity that affected the outcome;
2. new evidence not reasonably available that could affect the outcome; and/or
3. conflict of interest or bias by Collin College’s participants that affected the outcome.

The non-appealing party will be notified the other party has appealed and will be allowed to submit a written statement in response.

Appeal Decision-Maker

The appeal decision-maker will be an appropriate vice president or designee. The appeal decision-maker will not be the same individual who served as the hearing officer during the live hearing. Additionally, the appeal decision-maker(s) will not be the Title IX coordinators, deputy Title IX coordinators, or investigators.

All appeal decision-makers will receive appropriate training on at least an annual basis to function in this role.

The appeal decision-maker will be free from conflicts of interest or bias for or against the parties.

The appeal decision-maker will conduct a prompt, fair, impartial, unbiased, and equitable process from the appeal to the submission of the *Appeal Determination*.

Appeal Procedures

The appropriate Title IX coordinator or designee will forward all information regarding the investigation, *Investigation Report*, and hearing officer's *Written Determination of Responsibility* to the appeal decision-maker.

The appeal decision-maker will review the records and evidence and may, at their discretion, meet separately with the complainant and their advisor, the respondent and their advisor, and/or witnesses.

Appeal Determination

After the appeal, the appeal decision-maker will deliberate on the evidence provided and make a determination using the preponderance of the evidence standard (i.e., more likely than not to have occurred). The appeal decision-maker will compose an *Appeal Determination*, which will describe the:

1. appeal and rationale for the determination, and
2. procedures and permissible grounds for appeal.

The appeal decision-maker or appropriate Title IX coordinator or designee will send the *Appeal Determination* simultaneously to the parties and their respective advisors in electronic format or hard copy along with information about how to file an appeal, if applicable.

The appeal decision-maker's determination is final and non-appealable except when expulsion of a student or termination of an employee is recommended.

Expulsion Appeals to the College District President or Designee

In cases where expulsion of a student is recommended, either the complainant or respondent may appeal the appeal decision-maker's

determination by submitting a written request to the appropriate Title IX coordinator or designee within 10 College District business days of the appeal decision-maker's determination.

The non-appealing party will be notified the other party has appealed and will be allowed to submit a written statement in response.

The appropriate Title IX coordinator or designee will forward all information regarding the investigation, *Investigation Report*, hearing officer's *Written Determination of Responsibility*, and appeal decision-maker's *Appeal Determination* to the College District President or designee.

The College District President or designee will review the records and evidence and may, at their discretion, meet separately with the complainant and their advisor, the respondent and their advisor, and/or witnesses.

The College District President or designee will deliberate on the evidence provided and make a determination to affirm, modify, or reverse the recommendation for expulsion.

The College District President or designee or appropriate Title IX coordinator or designee will simultaneously notify the parties and their respective advisors in writing of the College District President or designee's decision within 10 College District business days.

The College District President or designee's decision is final and non-appealable.

Once five (5) calendar years from the date of the College District President or designee's decision has elapsed, the student may submit a petition to revoke the expulsion. For more information, see the *Student Code of Conduct* located in the current *Collin College Student Handbook* at <https://www.collin.edu/studentresources/personal/studenthandbook.html> and Board policy FMA (LOCAL) available at <https://pol.tasb.org/Policy/Search/304?filter=fma>.

Termination Appeals to the College District President or Designee

In cases where termination of an employee is recommended, either the complainant or respondent may appeal the appeal decision-maker's determination by submitting a written request to the appropriate Title IX coordinator or designee within 10 College District business days of the appeal decision-maker's determination.

The non-appealing party will be notified the other party has appealed and will be allowed to submit a written statement in response.

The appropriate Title IX coordinator or designee will forward all information regarding the investigation, *Investigation Report*, hearing officer's *Written Determination of Responsibility*, and appeal decision-maker's *Appeal Determination* to the College District President or designee.

The College District President or designee will review the records and evidence and may, at their discretion, meet separately with the complainant and their advisor, the respondent and their advisor, and/or witnesses.

The College District President or designee will deliberate on the evidence provided and make a determination to affirm, modify, or reverse the recommendation for termination.

The College District President or designee or appropriate Title IX coordinator or designee will simultaneously notify the parties and their respective advisors in writing of the College District President or designee's decision within 10 College District business days.

The College District President or designee's decision is final and non-appealable.

Appeals regarding recommendation for termination of an employee that arise out of any circumstances not related to a report or complaint of prohibited conduct, as defined in this document, will be filed, heard, and resolved in accordance with Collin College Board policy DGBA (LOCAL) and the employee

disciplinary process. For more information on the employee disciplinary process, see the [Employee General Complaint Process](#) section in this document. To view Board policy DGBA (LOCAL), go to <https://pol.tasb.org/Policy/Search/304?filter=dgba>.

Procedures for Investigating Complaints of Dating Violence, Domestic Violence, Sexual Assault, and Stalking That Do Not Meet *Title IX* Requirements

If a formal complaint of dating violence, domestic violence, sexual assault, or stalking does not meet the requirements for investigation and resolution through the *Title IX* complaint resolution process, the appropriate Title IX coordinator or designee may refer the alleged incident to the student disciplinary process or employee general complaint process for appropriate investigation and resolution.

Student Disciplinary Process

When a Collin College student is named as the respondent in a formal complaint of dating violence, domestic violence, sexual assault, or stalking that does not meet the requirements for investigation and resolution through the *Title IX* complaint resolution process, the appropriate Title IX coordinator or designee may refer the alleged incident to the student disciplinary process for appropriate investigation and resolution. In these instances, Collin College will follow the procedures listed in Board policies FM (LOCAL) and FMA (LOCAL) and current the *Student Code of Conduct* to investigate and resolve the matter.

The [Dean of Students Office Disciplinary Process Flowchart](#) on page 118, provides an overview of the actions taken at each step during the student disciplinary process. This document is also located online at https://www.collin.edu/studentresources/deanofstudents/student_conduct_pdf_documents/Disciplinary%20Process%20Flowchart.pdf.

For more information and specific procedures, see the *Student Code of Conduct, Chapter 9: Student Disciplinary Procedures* through *Chapter 13: Appealing the Disciplinary Appeals Committee's (DAC's) Decision* in the current [Collin College Student](#)

Handbook, Board policies FM (LOCAL) and FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=discipline>, or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Anticipated Time Frame for Student Disciplinary Process

Collin College will endeavor to expedite all student disciplinary investigations and resolutions. Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the student disciplinary process should be completed within a reasonably prompt time frame. However, Collin College may temporarily delay or grant a limited extension of the time frame for good cause as long as both parties are notified in writing of the delay or extension and the reason(s) for the action.

The anticipated time frame for the Dean of Students Office to complete its student disciplinary investigation is 30 days. The anticipated time frame for completion of the student disciplinary appeal process is 45 days.

Notifying the Student

If, however, the dean of students or designee determines the allegation warrants further consideration, the dean of students or designee will summon the student for a notification conference to be held within a reasonable time, not to exceed 10 College District business days, following receipt of the allegation of misconduct.

The communication will describe the alleged violation(s), provide information regarding the purpose for the notification conference, and give additional instructions to the student. The communication will be sent to the student through one (1) or more of the following methods:

1. a sealed letter given to one (1) of the student's professors for delivery at the end of class. The professor will be instructed to return the letter to the Dean of Students Office immediately after the class if the student is not in attendance;

2. a letter mailed to the student's address as listed with the admissions area in the Student and Enrollment Services Office. The student is responsible for keeping the admissions area in the Student and Enrollment Services Office apprised of their current home address; and/or
3. a written communication sent to the student's Collin Email account and/or hand-delivered by the dean of students or designee. If the communication is hand-delivered, the dean of students or designee will document the date, time, and place of hand-delivery.

Observers at Disciplinary Proceedings

The student may appear at any disciplinary meeting(s) or appeal hearing(s) with an advisor, family member, or legal counsel (i.e., an observer). However, only the student may speak on their behalf. Should the student choose to appear with legal counsel, the student must notify the dean of students or designee no less than three (3) College District business days prior to the disciplinary meeting(s) or appeal hearing(s) in order for the dean of students or designee to also secure legal counsel.

Recording Disciplinary Proceedings

The student may make an audio recording of any disciplinary meeting(s) or appeal hearing(s). If the student intends to record any disciplinary meeting(s) or appeal hearing(s), the student will inform the dean of students or designee prior to the start of the meeting(s) or appeal hearing(s). The student and Collin College may each request a copy of the other's audio recording. Any other recording, telephone, computer, digital media, telecommunication, and/or wearable device not previously approved by the dean of students or designee must be completely turned off (not in silent or vibrate mode) during any disciplinary meeting(s) or appeal hearing(s).

Notification Conference

The notification conference will be held within a reasonable time, not to exceed 10 College District business days, following receipt of the allegation of

Dean of Students Office Disciplinary Process Flowchart



misconduct. At the notification conference, the dean of students or designee will notify the student of the allegation(s) and provide the student an opportunity to respond.

During the notification conference, the dean of students or designee will review the information in the *Student Code of Conduct* related to the case and the documentation obtained during the investigation. The purpose of the meeting is to hear and receive information and/or other evidence from the student.

The dean of students or designee may proceed with the disciplinary process and determine an appropriate disciplinary penalty or penalties if the student fails, without good cause, to comply with instructions in the notification letter(s) or otherwise fails to attend a scheduled meeting.

Administrative Decision

Standard of Evidence

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

Unfounded Allegations

After conferring with the student, if the dean of students or designee determines the student did not commit a violation, the allegation(s) will be dismissed as unfounded. The student will be provided written notice of the dismissal.

Informal Administrative Decision

If the dean of students or designee determines addressing the allegation(s) informally is more appropriate, the student will not be issued a disciplinary penalty or an academic penalty, if the violation is related to scholastic dishonesty. However, the dean of students or designee will have the authority to assign behavioral directives to support compliance with the *Student Code of Conduct*. The student will be required to comply with all directives specified in the informal administrative decision. In informal cases, a student will be required to sign an

Informal Acknowledgement Statement indicating the student will comply with the *Student Code of Conduct* for the remainder of their tenure with Collin College.

Formal Administrative Decision and Misconduct Warranting a Disciplinary Penalty

If the dean of students or designee determines the student committed misconduct that warrants a penalty, the dean of students or designee will provide the student a written administrative decision with notice of the penalty or penalties and the student’s options, including the right to appeal to the Disciplinary Appeals Committee (DAC), as described below.

1. Student Chooses to Appeal the Administrative Decision

If the student chooses to appeal the administrative decision of the dean of students or designee, they must submit the Disciplinary Appeal Request Form contained in the administrative decision documents on or before the 10th College District business day following the administrative decision.

2. Student Chooses to Accept the Administrative Decision

A student who chooses to accept the administrative decision rendered by the dean of students or designee will sign an Acceptance of the Administrative Decision Statement indicating they understand:

- a. the *Student Code of Conduct* violation(s),
- b. the disciplinary penalty or penalties imposed, and
- c. that by signing the Acceptance of the Administrative Decision Statement they voluntarily waive the right to appeal.

This statement must be signed no later than 10 College District business days following the administrative decision. Once this statement is signed, the administrative decision of the dean of students or designee

will be final, binding, and the student will not be allowed to appeal. Subsequently, the student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

3. Student Chooses to Take No Action

If the student does not sign the Acceptance of the Administrative Decision Statement or submit the Disciplinary Appeal Form by the stated deadline, the administrative decision of the dean of students or designee will be final, binding, and the student will not be allowed to appeal. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

Administrative Decisions Related to a Crime of Violence or Non-Forcible Sex Offense

Upon written request, Collin College will disclose to the alleged victim of a crime of violence, as defined in [Title 18, § 16, United States Code](#), or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by Collin College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the alleged victim's next of kin as the alleged victim.

Potential Penalties for Student Misconduct

A student will be subject to discipline for violations of Collin College policies and procedures, including the rules outlining expectations for student conduct. See the *Student Code of Conduct, Chapter 8: Student Code of Conduct Violations* in the current [Collin College Student Handbook](#) for more information. If a student commits an infraction or engages in misconduct, including, but not limited to, dating violence, domestic violence, sexual assault, and/or stalking, Collin College may impose one (1) or more of the following penalties:

1. Reprimand: A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Conditional Probation for One (1) Calendar Year, Two (2) Calendar Years, or Three (3) Calendar Years: The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from Collin College. Conditional probation may include restrictions on a student's rights and privileges, specified community service, and/or completion of an Educational Project Experience (EPE). The probation may be for a specified length of time or an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
4. Educational Project Experience (EPE): An assignment or experience allowing the student to learn specific behaviors or lessons related to their misconduct and the specifics of their disciplinary case. EPEs offered by Collin College include, but are not limited to, awareness seminars, essay assignments, and online learning module(s).
5. Suspension for One (1) Regular Long Semester (i.e., Fall or Spring), One (1) Calendar Year, Two (2) Calendar Years, Three (3) Calendar Years, or Four (4) Calendar Years: Forced withdrawal from Collin College for either a definite period of time or until stated conditions have been met. Normally, suspension will extend through a minimum of one (1) regular long semester (with summer sessions not counting in the one [1]

semester minimum time lapse). However, suspension may exceed the one (1) semester minimum.

6. Recommendation for Expulsion: Permanent forced withdrawal from Collin College. A student receiving disciplinary expulsion will have the action noted in the student's permanent record.

Procedures to Submit an Appeal

A student who is issued a disciplinary penalty or penalties has the right to appeal the dean of students or designee's administrative decision, as outlined in *Chapter 9: Student Disciplinary Procedures, Administrative Decision, Formal Administrative Decision and Misconduct Warranting a Disciplinary Penalty* in the *Student Code of Conduct*. To initiate the disciplinary appeals process, the student must submit the Disciplinary Appeal Request Form contained in the administrative decision documents on or before the 10th College District business day following the administrative decision.

Concerns or complaints that are more appropriately addressed through another Collin College grievance process or policy (e.g., academic suspension appeals, complaints under instructional programs or core performance standards, financial aid appeals, grade appeals) will not be addressed through the disciplinary appeals process.

DAC Appeal Hearing Procedures

The DAC chairperson or an associate chairperson will be assigned to oversee each appeal hearing. DAC members assigned to each appeal hearing will review the documentation and other evidence provided by the dean of students or designee and the student prior to the appeal hearing.

DAC members will determine by vote whether or not a student has violated the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures. All DAC members assigned to a given case will be eligible to vote during the appeal hearing. DAC decisions require a majority vote.

If the DAC finds the student has violated the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures, the DAC will determine whether the appropriate disciplinary penalty or penalties were imposed by the dean of students or designee and may adjust the disciplinary penalty or penalties, if warranted.

All DAC appeal hearings will be recorded by Collin College. The appeal hearing will proceed as follows:

1. The chairperson or associate chairperson will read the description of the misconduct.
2. The chairperson will inform the student of their rights.
3. The dean of students or designee will present Collin College's case.
4. The student or representative will present the student's defense.
5. The dean of students or designee will present rebuttal evidence.
6. The DAC members may ask questions of witnesses testifying on behalf of the student or Collin College.
7. The dean of students or designee will summarize and argue Collin College's case.
8. The student or representative will summarize and argue their case.
9. The dean of students or designee will have an opportunity for rebuttal argument.
10. The DAC members will deliberate in closed session. The DAC members will vote on the issue of whether or not the student violated Collin College policies and procedures, including the rules for student conduct.
11. If the DAC finds the student committed misconduct, the DAC members will determine whether the penalty assessed, or proposed in the case of recommendation for

expulsion, by the dean of students or designee is appropriate and, if necessary, will assess a different or additional penalty.

12. The DAC chairperson or associate chairperson will communicate the decision and any findings of facts in support of the DAC's decision to the dean of students or designee in writing within 10 College District business days of the appeal hearing. The notice will include procedures for appealing the DAC's decision to the designated Leadership Team member.

Evidence

Evidence will be handled in accordance with the following:

1. Legal rules of evidence do not apply unless otherwise required by applicable *Title IX* regulations; the DAC chairperson or associate chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the appeal hearing, Collin College will be required to prove by a preponderance of the evidence (i.e., more likely than not to have occurred) that the charges are true.
3. A student may not be compelled to testify.
4. The DAC will determine if a violation has occurred and assess an appropriate penalty or penalties based solely on the evidence presented at the appeal hearing.

After the Appeal Hearing

The dean of students or designee will notify the student in writing within 10 College District business days of the appeal hearing of the DAC's decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for appealing the DAC's decision to the designated Leadership Team member.

DAC Decisions Related to a Crime of Violence or Non-Forcible Sex Offense

Upon written request, Collin College will disclose to the alleged victim of a crime of violence, as defined in [Title 18, § 16, United States Code](#), or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by Collin College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the alleged victim's next of kin as the alleged victim

Appeal to the Designated Leadership Team Member

A student may, within 10 College District business days of receiving notice of the Disciplinary Appeals Committee's (DAC's) decision, petition in writing the designated Leadership Team member to review the decision. To initiate the appeal to the designated Leadership Team member, the student must submit the Disciplinary Appeal Request Form contained in the DAC's decision documents on or before the 10th College District business day following the DAC's decision. The student's petition will state with particularity why the DAC's decision is believed to be incorrect.

After receiving notice of the appeal, the DAC chairperson or associate chairperson will forward all evidence considered during the appeal hearing, the audio recording of the appeal hearing, and the digest of the appeal hearing, if applicable, to the designated Leadership Team member.

The designated Leadership Team member will hold a conference within 10 College District business days after the appeal notice is filed, unless there are unforeseeable circumstances beyond Collin College's control. At the conference, the student may provide information concerning any documents or information relied on by the DAC. The designated Leadership Team member may set reasonable time limits for the conference. The conference will be audio recorded.

The designated Leadership Team member will provide the student a written response, stating the

basis of the decision, within 10 College District business days following the conference. In reaching a decision, the designated Leadership Team member may consider the evidence included in the student's petition, provided during the conference, and forwarded by the DAC chairperson or associate chairperson.

The designated Leadership Team member may act to affirm, modify, remand, or reverse the decision of the DAC. The designated Leadership Team member's decision is final and non-appealable, except when expulsion is recommended by the dean of students or designee and/or the DAC and affirmed by the designated Leadership Team member.

Designated Leadership Team Member Decisions Related to a Crime of Violence or Non-Forcible Sex Offense

Upon written request, Collin College will disclose to the alleged victim of a crime of violence, as defined in [Title 18, § 16, United States Code](#), or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by Collin College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the alleged victim's next of kin as the alleged victim.

College District President Review of Recommendation for Expulsion

Solely in the case where expulsion is recommended and affirmed, the student may appeal to the College District President or designee. An appeal to the College District President or designee will be held on the request of a student appealing the designated Leadership Team member's decision and affirmation of expulsion. The appeal request must be submitted in writing within 10 College District business days of the designated Leadership Team member's decision. To initiate the appeal to the College District President or designee, the student must submit the Disciplinary Appeal Request Form contained in the designated Leadership Team Member's decision documents on or before the 10th College District business day

following the designated Leadership Team member's decision.

The College District President or designee may request a meeting with the student prior to issuing a final administrative decision.

The College District President or designee will review all recommendations for expulsion, whether or not the student chooses to proceed through the disciplinary appeals process. The designated Leadership Team member will forward the recommendation for expulsion and evidence to the College District President or designee for review and final consideration. The College District President or designee may act to affirm, modify, or reverse the recommendation for expulsion.

The student will be notified in writing of the College District President or designee's decision within 10 College District business days. The College District President or designee's decision is final and non-appealable. Unless otherwise specified in writing, expulsion will have College District-wide effect and an expelled student may not enroll for admission to any campus without the College District President or designee's approval unless the expulsion has expired by its own terms or the student's petition to revoke the expulsion is approved. See *Chapter 14: Petition to Revoke Expulsion* in the *Student Code of Conduct* for more information.

College District President Decisions Related to a Crime of Violence or Non-Forcible Sex Offense

Upon written request, Collin College will disclose to the alleged victim of a crime of violence, as defined in [Title 18, § 16, United States Code](#), or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by Collin College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the alleged victim's next of kin as the alleged victim.

Employee General Complaint Process

When a Collin College employee is named as the respondent in a formal complaint of dating violence, domestic violence, sexual assault, or stalking that does not meet the requirements for investigation and resolution through the *Title IX* complaint resolution process, the appropriate Title IX coordinator or designee may refer the alleged incident to the employee general complaint process for appropriate investigation and resolution. In these instances, Collin College will follow the procedures listed in Board policy DGBA (LOCAL) to investigate and resolve the matter. To view Board policy DGBA (LOCAL), go to <https://pol.tasb.org/Policy/Search/304?filter=dgba>.

For more information on the employee general complaint process, contact the Human Resources Office (HR) at 972.758.3856 or hr@collin.edu.

Anticipated Time Frame for Employee General Complaint Process

Collin College will endeavor to expedite all employee general complaint investigations and resolutions. Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the employee general complaint process should be completed within a reasonably prompt time frame. However, Collin College may temporarily delay or grant a limited extension of the time frame for good cause as long as both parties are notified in writing of the delay or extension and the reason(s) for the action.

The anticipated time frame for completion of the general employee complaint process investigation is 30 days. The anticipated time frame for completion of the general employee appeal process is 45 days.

Level One

The Human Resources Office (HR) will assign a Resolution Review Panel (RRP) or hearing officer, who will follow procedures outlined in Board Policy DGBA (LOCAL) and will, within 10 business days of the filing, schedule a meeting with the employee.

HR will send a notice of hearing procedures to the employee prior to the meeting, which will include the

date, time, and place of the meeting, and set forth the procedures that will be followed at the meeting.

An HR representative will be present at the meeting and will audio record the meeting.

The RRP or hearing officer will investigate the matter, as appropriate, including meeting with the employee respondent.

Within 10 business days following all meetings related to the complaint, a response will be sent to the complainant and respondent, along with forms for a Level Two appeal, if applicable. If an extension is necessary, each party will be notified in writing of the extension.

Level Two

If the complainant or respondent is not satisfied with the Level One response, they may submit a Level Two appeal form (which will accompany the Level One response) within 10 business days to the chief human resources officer or designee.

HR will assign the appropriate vice president as the Level Two hearing officer, and will provide the hearing officer with a copy of the complaint file. The Level Two hearing officer will review the complaint file and conduct any further investigation, as appropriate.

Within 10 business days following the receipt of the appeal, a Level Two response will be sent to the employee. The decision of the appropriate vice president is final for all complaints, except complaints regarding the termination of a full-time contract employee.

Level Three

Level Three appeals apply only to complaints filed by an employee complainant regarding recommendation of mid-contract termination of a full-time contract employee.

If the employee meets the criteria above and is not satisfied with the Level Two response, they may submit a Level Three appeal form (which will

accompany the Level Two response) to the chief human resources officer within 10 business days.

The Level Three appeal is a two-part process that requires review by the College District President and, if applicable, review by the Collin College Board of Trustees (Board), in accordance with the procedures set forth in Board policy DGBA (LOCAL).

The College District President will review the record of all prior levels. If additional investigation or information is required, the College District President may request such information or meet with the individuals as necessary to clarify issues raised in the record. If additional time is required for such investigation or information gathering, the complainant will be notified in writing of the modified timeline.

If the College District President reverses the decision of the executive vice president, the recommendation for termination will be vacated and the complainant will be notified in writing of the College District President's findings and related actions regarding the matter. In this case, the matter will not proceed to the Board. If the College District President affirms the executive vice president's decision, the matter will be placed on the Board agenda, providing at least 10 business days advance written notice to the complainant.

The complainant will be notified in writing of the date, time, and place of the Board meeting at which the complainant will present their concerns to the Board.

After considering the complaint, the Board may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting after the Board considers or hears the complaint. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision.

Potential Penalties for Employee Misconduct

When a Collin College employee is found responsible for a violation of dating violence, domestic violence, sexual assault, and/or stalking through the employee

general complaint process, potential disciplinary penalties include, but are not limited to, the following:

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

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

Standard of Evidence

Collin College will use the preponderance of the evidence standard (i.e., more likely than not to have occurred) when investigating and resolving all allegations of dating violence, domestic violence, sexual assault, and stalking. This evidence standard will be utilized no matter whether the allegation is investigated and resolved through the *Title IX* complaint resolution process, student disciplinary process, or employee general complaint process.

Simultaneous Written Notification of the Outcome and Disclosure of Results of Disciplinary Proceeding

Collin College will provide simultaneous written notification of the outcome, within the extent permitted by applicable law, to the victim and the person against whom the complaint is filed. The parties will be given the opportunity to respond to the report. This simultaneous written notification will include, but is not limited to, the following information:

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

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

In accordance with federal laws, upon written request Collin College will disclose to the alleged victim of a crime of violence, as defined in [Title 18, § 16, United States Code](#), or non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by Collin College against a student or employee who is the alleged perpetrator of such crime or offense. Therefore, information about the outcome regarding a respondent will be disclosed in writing to the victim in cases involving dating violence, domestic violence, sexual assault, and stalking. If the alleged victim is deceased as a result of such crime or offense, Collin College will treat the victim's next of kin as the alleged victim, in accordance with the law.

Suspended or Expelled Students

No former student who has been suspended or expelled from Collin College for disciplinary reasons will be permitted on the campus or other facilities of Collin College, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the appropriate administrator.

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

Disciplinary Notations on Collin College Transcripts

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

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

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

To obtain a *Petition for Disciplinary Suspension or Permanent Expulsion Transcript Notation Removal* form, go to <https://www.collin.edu/studentresources/deanofstudents/StudentConduct.html> or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

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

Petition to Revoke Expulsion

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

Once five (5) calendar years from the date of the College District President or designee's final decision has elapsed, the student may petition to revoke the expulsion. To initiate the expulsion revocation process, the student must complete the *Expulsion Revocation Form* and return it to the dean of students or designee. To obtain an *Expulsion Revocation Form*, go to <https://www.collin.edu/studentresources/deanofstudents/StudentConduct.html> or contact the Dean

of Students Office at 972.881.5604 or dos@collin.edu.

Once the completed *Expulsion Revocation Form* is received, the dean of students or designee will forward it to the College District President or designee for consideration. The College District President or designee will consider the petition to revoke the expulsion and may request a meeting with the student prior to issuing a final decision.

If the petition to revoke the expulsion is approved by the College District President or designee, the student will be required to meet with the dean of students or designee prior to returning to Collin College. Once the meeting with the dean of students or designee is concluded, the student will be allowed to return to all Collin College campuses and will be considered to be in good disciplinary standing.

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

For additional information, see the *Reinstatement Procedures for Suspended or Expelled Students* section in this document, the *Student Code of Conduct, Chapter 14: Petition to Revoke Expulsion* and *Chapter 15: Reinstatement Procedures* in the current [Collin College Student Handbook](#), and Board policy FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fma>, or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Reinstatement Procedures for Suspended or Expelled Students

Favorable Administrative Decision or Appeal

The dean of students or designee will make reasonable efforts to reinstate a student who receives a favorable administrative decision or appeal. This may include, but is not limited to, working with the student's professor(s) to permit the student to make up missed coursework, revoking a temporary immediate suspension, coordinating with the Collin College Police Department to revoke a criminal trespass warning notice, and, at the

student's request, assisting with obtaining a late withdrawal.

Non-Favorable Administrative Decision or Appeal

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

Reinstatement After Suspension or Expulsion

Once the student's suspension period has elapsed or if the College District President or designee approves the student's petition to revoke the expulsion, the student will be required to meet with the dean of students or designee prior to returning to Collin College. During the reinstatement meeting, the dean of students or designee will review the current [Student Code of Conduct](#), reinforce that any additional violation(s) of the *Student Code of Conduct* will be considered grounds for additional disciplinary action, up to and including recommendation for expulsion from Collin College, and request the student sign the *Reinstatement After Suspension or Expulsion Form*. Once the meeting with the dean of students or designee is concluded, the student will be allowed to return to all Collin College campuses, and will be considered to be in good disciplinary standing.

Additional Information

For additional information regarding reinstatement procedures for suspended or expelled students, see the *Student Code of Conduct, Chapter 15: Reinstatement Procedures* in the current [Collin College Student Handbook](#) and Board policy FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fma>, or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Records Retention

Retention of records will be in accordance with Collin College's records retention procedures. For more information, see Board policy CIA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=cia>.

Retention of Title IX Materials and Records

Collin College will retain all materials used to train institutional participants in the various phases of the

Title IX complaint resolution process, including the Title IX coordinators, deputy Title IX coordinators, investigators, informal resolution facilitators, removal challenge officers (RCOs), appeal decision-makers, and College District President for a period of seven (7) calendar years (i.e., January 1 through December 31). All materials utilized to train these individuals will be available on Collin College's website, in accordance with *Title IX* regulations.

Records of formal complaint resolutions and informal resolutions will be retained by Collin College for a period of seven (7) calendar years (i.e., January 1 through December 31). In the event a Collin College employee is terminated or a student is subject to a three (3)-year extended suspension, four (4)-year extended suspension, or expelled, the formal complaint resolution records will be kept permanently.

In instances where Collin College receives a report of prohibited conduct, but a formal complaint is not filed, Collin College will maintain a record of all actions taken, including providing supportive measures, for a period of seven (7) calendar years (i.e., January 1 through December 31). In these instances, Collin College will include a written rationale explaining why a formal complaint was not filed.

Retention of Student Disciplinary Files and Records

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

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

The disciplinary record will be maintained permanently in the event a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record will be maintained in accordance with Collin College's records retention schedule (i.e., three [3] years from the end of the academic calendar year of the most recent alleged incident).

In certain disciplinary cases where a student is ineligible to reenroll at Collin College, a disciplinary notation will also be placed on their Collin College transcript. For additional information, see the [*Disciplinary Notations on Collin College Transcripts*](#) section in this document

For additional information regarding retention of student disciplinary files and records, see the *Student Code of Conduct, Chapter 16: Disciplinary Files and Records Retention* in the current [*Collin College Student Handbook*](#) and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>, or contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Retention of Employee Disciplinary Files and Records

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

In accordance with Collin College's records retention schedule, the disciplinary record will be maintained for two (2) years after the disciplinary case is closed or disciplinary action is taken, as applicable.

For additional information regarding retention of employee disciplinary files and records, contact the Human Resources Office (HR) at 972.985.3783 or hr@collin.edu.

Section 7: Awareness and Prevention Programs

Alcohol and Substance Abuse Prevention and Intervention Programs

Collin College has developed an alcohol and substance abuse prevention and intervention program to educate, empower, and provide resources that address the use and abuse of drugs and alcohol by students and employees. This program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions. [Table 7.1](#) lists Collin College's alcohol and substance abuse prevention and intervention programs.

Crime Prevention, Safety, and Security Awareness Programs

Periodically throughout the academic year, the Collin College Police Department, in cooperation with other Collin College departments, presents crime prevention and awareness sessions on topics such as alcohol and drug abuse, personal safety, sexual assault, theft, and vandalism. Collin College Police Department officers facilitate these programs for Collin College students, faculty, staff, student organizations, and community organizations.

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

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

Crime prevention, safety, and security awareness programs are offered on a continual basis. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. [Table 7.2](#) lists Collin College's crime prevention, safety, and security awareness programs.

Strategies of Behavioral Intervention (SOBI)

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

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

1. centralize collection and assessment of "red flags" raised by students' behaviors;
2. determine, on an individual basis, the need to further assess the potential for harmful behavior;
3. intervene early to provide support and respond appropriately to students' concerning behaviors;
4. coordinate various interventions and services, and ensure resources are deployed effectively; and
5. balance students' educational needs with Collin College's mission.

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

Throughout the academic year, SOBI offers informational and training sessions on various topics related to behavioral intervention, campus safety and security, identifying and responding to student behaviors of concern, and other pertinent issues. Additionally, SOBI offers joint presentations and training sessions with the Collin College Police Department, Counseling Services, and Dean of Students Office. These presentations and training sessions teach participants useful tactics and practical tools to de-escalate difficult situations. Participants are able to bring in real-life examples and obtain assistance with effectively managing difficult situations they have had to face. These sessions are open to all Collin College students, faculty, and staff; and information on session dates, times, and locations is disseminated to the entire Collin College community through email, SOBI's website www.collin.edu/studentresources/SOBI/index.html, Collin College's online calendar [CougarCal](#), and campus postings.

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

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

In order to comply with the federal government's mandated training requirement under the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#),

various Collin College committees, departments, initiatives, and offices present programs and training sessions throughout each academic year to promote prohibition, prevention, and awareness of dating violence, domestic violence, sexual assault, and stalking. These programs are organized into "primary prevention and awareness programs" and "ongoing prevention and awareness programs" that are described below and offered on a continual basis.

Primary Prevention and Awareness Programs

Collin College provides primary prevention and awareness programs on dating violence, domestic violence, sexual assault, stalking, and other relevant topics to all incoming students, faculty, and staff. All of these programs include, but are not limited to, information on the following topics:

1. Collin College's and the State of Texas' definitions of dating violence, domestic violence, sexual assault, stalking, and consent to sexual activity;
2. personal safety;
3. safe and positive options for bystander intervention;
4. the importance of preserving evidence;
5. risk reduction strategies; and
6. reporting options.

[Table 7.3](#) lists Collin College's primary prevention and awareness programs.

Ongoing Prevention and Awareness Programs

Ongoing prevention and awareness programs (e.g., presentations, seminars, trainings, videos) on dating violence, domestic violence, sexual assault, stalking, and other relevant topics are also offered to all new and returning students, faculty, and staff members throughout each academic year. All of these programs include, but are not limited to information on:

1. Collin College's and the State of Texas' definitions of dating violence, domestic

- violence, sexual assault, stalking, and consent to sexual activity;
2. personal safety;
 3. safe and positive options for bystander intervention;

4. the importance of preserving evidence;
5. risk reduction strategies; and
6. reporting options.

[Table 7.4](#) lists Collin College's ongoing prevention and awareness programs.

Table 7.1: Alcohol and Substance Abuse Prevention Programs

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--|--|--|----------------------------------|---|
| <p>“Alcohol and Drugs Awareness” Seminar and Essay Educational Project Experience (EPE)</p> | <p>This 2-hour seminar is facilitated by Counseling Services, but is not a mandated counseling session. This seminar can be tailored to address the reasons an individual student was brought in for disciplinary action. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. the physiological effects of drugs and alcohol, including both physical and neurological effects; 2. consequences for irresponsible drug use and drinking; and 3. harm reduction techniques for drug and alcohol use. <p>In addition, this seminar includes a discussion of stress management techniques and choices, options, and decision-making tips. Finally, the presenter and student discuss the benefits of change and the motivations for change.</p> <p>Students must write a 2- to 3-page reaction essay capturing the personal insight they gleaned after attending the Alcohol and Drugs Awareness Seminar. Students are</p> | <ol style="list-style-type: none"> 1. Counseling Services 2. Dean of Students Office | <p>On an as-needed basis.</p> | <p>Call 972.881.5604 or email dos@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---|--|---|---|--|
| | <p>given a deadline by which the Alcohol and Drugs Awareness Seminar must be completed and the reaction essay returned to the Dean of Students Office. Essays are evaluated by the case adjudicator(s) and run through Turnitin.com before the disciplinary hold is removed.</p> | | | |
| <p>Alcohol and Drugs Education</p> | <p>Collin College offers students, faculty, staff, and community members multiple ways to learn about the impact of alcohol and drug use and abuse. Examples include, but are not limited to, classes within the Kinesiology program such as Personal and Community Health, Introduction to Physical Fitness and Wellness, and Concepts of Physical Fitness. Additionally, the Sociology department offers a class titled Drug Use and Abuse.</p> <p>Student Engagement sponsors interactive educational experiences for students that demonstrate what it feels and looks like to walk and drive while under the influence. Distracted driving interactive events include, but are not limited to, a driving simulator where students can virtually drive a car while under</p> | <ol style="list-style-type: none"> 1. Collin College Kinesiology Classes 2. Collin College Sociology Classes 3. Counseling Services Office 4. Dean of Students Office 5. Employee Assistance Program (EAP) 6. Human Resources Office (HR) 7. Student Engagement Office | <p>Classes are offered through the Kinesiology and Sociology programs every semester, and enrollment is open to all individuals who meet Collin College's registration and pre-requisite requirements.</p> <p>Events and programs sponsored by Student Engagement are offered every Spring semester at the Frisco Campus (Preston Ridge), McKinney Campus</p> | <p>For Kinesiology and Sociology Classes, see the current semester class schedule located on Collin College's website at https://studentserviceapplications.collin.edu/StudentRegistrationSsbTcc/ssb/term/termSelection?mode=search.</p> <p>For Student Engagement Office programs, email studentengagement@collin.edu.</p> <p>For Counseling Services Office programs, call 972.881.5126, email personalcounseling@collin.edu, or go to</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------|---|--------------|---|--|
| | <p>the influence to better understand the impact of driving while intoxicated. Additionally, students can attempt walking in a straight line while wearing “drunk goggles.” This demonstration is intended to help students understand how balance is affected while under the influence.</p> <p>Students are also offered opportunities through the Counseling Services Office to receive personal resources and assistance. Faculty and staff have the option to utilize the Employee Assistance Program (EAP) offered through the Human Resources Office (HR). Programs include, but are not limited to, personal counseling, group counseling, referrals, and alcohol and drug dependency counseling and referrals.</p> <p>The Dean of Students Office requires students who have been found responsible for a drug or alcohol violation to complete an Educational Project Experience (EPE) either online or in person with a licensed mental health professional. See “Alcohol and Other Drugs Canvas Module Educational Project Experience (EPE)” and “Alcohol and</p> | | <p>(Central Park), Plano Campus (Spring Creek), Technical Campus, and Wylie Campus.</p> <p>Counseling Services Office, Dean of Students Office, and Human Resources Office (HR) programs are offered on an as-needed basis.</p> | <p>www.collin.edu/studentresources/counseling/index.html.</p> <p>For Dean of Students Office programs, call 972.881.5604 or email dos@collin.edu.</p> <p>For the Employee Assistance Program (EAP), call 1.866.327.2400, email eap@deeroaks.com, or go to www.collin.edu/hr/benefits/eap.html.</p> <p>For Human Resources Office (HR) programs, call 972.985.3783.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---|---|----------------------------|----------------------------------|---|
| | Drugs Awareness Seminar and Essay Educational Project Experience (EPE)" in this table for more information. | | | |
| Alcohol and Other Drugs Canvas Module Educational Project Experience (EPE) | <p>An overview of alcohol and controlled substances. This module includes information on:</p> <ol style="list-style-type: none"> 1. alcohol use and abuse; 2. health problems associated with alcohol abuse; 3. what a standard drink is; 4. questions to think about when considering whether an individual may have an alcohol use disorder; 5. cigarettes, tobacco, and e-cigarettes; 6. commonly abused stimulants, depressants, and hallucinogens; 7. signs of substance dependence; 8. prevention and treatment; the importance of seeking appropriate resources and assistance if students are dealing with issues related to use and abuse of alcohol or other drugs; and | 1. Dean of Students Office | On an as-needed basis. | Call 972.881.5604 or email dos@collin.edu . |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--|--|--|--|---|
| | <p>9. contact information if additional information or assistance is needed.</p> <p>After students watch the video they must complete a 10-question quiz.</p> | | | |
| <p>Collin College Disciplinary Action</p> | <p>The appropriate disciplinary process is initiated when there is an allegation that a student or employee has violated Collin College’s alcohol or drug policy and/or local, state, or federal alcohol or drug laws.</p> <p>Disciplinary penalties imposed on a Collin College student for commission of an alcohol or drug violation include:</p> <ol style="list-style-type: none"> 1. Reprimand; 2. Conditional Probation for One (1) Calendar Year, Two (2) Calendar Years, or Three (3) Calendar Years; 3. Educational Project Experience (EPE); 4. Suspension for One (1) Regular Long Semester (i.e., Fall or Spring), One (1) Calendar Year, Two (2) Calendar Years, Three (3) Calendar Years, or Four (4) Calendar Years; and | <ol style="list-style-type: none"> 1. Dean of Students Office (Student Disciplinary Action) 2. Human Resources Office (HR; Employee Disciplinary Action) | <p>On an as-needed basis when a Collin College student or employee is found responsible for a violation.</p> | <p>For Student Disciplinary Action, see the current Student Code of Conduct, call 972.881.5604, email dos@collin.edu, or go to https://www.collin.edu/studentresources/deanofstudents/.</p> <p>For Employee Disciplinary Action, call 972.758.3856, email tjacobson@collin.edu, or go to https://www.collin.edu/hr/index.html.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------|---|--------------|----------------------------------|--|
| | <p>5. Recommendation for Expulsion.</p> <p>A Collin College employee who is convicted (including a plea of nolo contendere) of a criminal drug statute violation occurring in the workplace will notify Collin College of such conviction by informing the chief human resources officer within five (5) days after the conviction. An employee or designee (if the employee is incarcerated) will provide written notification to their immediate supervisor via verifiable email or certified letter within three (3) calendar days of any arrest, indictment, conviction, no contest, guilty plea, or other adjudication of the employee for violation of a criminal drug statute occurring in the workplace. Violation of any policies, regulations, or guidelines may result in disciplinary action through the Human Resources Office (HR).</p> <p>Disciplinary penalties imposed on a Collin College employee for commission of an alcohol or drug violation include:</p> <ol style="list-style-type: none"> 1. Coaching and Counseling, 2. Written Disciplinary Action, | | | |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------------------------|---|--|---|---|
| | <ol style="list-style-type: none"> 3. Unpaid Administrative Leave, and 4. Recommendation for Termination. | | | |
| Drug-Free School Program | <p>Collin College’s Counseling Services Office provides overall coordination of the Drug-Free School Program, as required by the Higher Education Act, § 120 (a) through (d). The materials Collin College disseminates annually to comply with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 and the most recent biennial review are located on Collin College’s website.</p> | <ol style="list-style-type: none"> 1. Know Now 2. Counseling Services Office 3. Dean of Students Office | <p>Dissemination of Materials: Annually by October 1.</p> <p>Survey and Program Review: Every two (2) years (next survey and program review will be completed in 2020).</p> | <p>Call 972.881.5126 or go to www.collin.edu/studentresources/deanofstudents/DrugFreeSchoolsandCommunitiesAct.html.</p> |
| Health and Safety Fair | <p>The purpose of Collin College’s annual Health and Safety Fair is to assist participants with discovering new ways to make healthy choices. The Health and Safety Fair is open to the public and offers free health screenings including, but not limited to, glucose, spinal, blood pressure, hearing, body fat checks, and HIV testing. Blood donations are taken on site. Education on healthy eating, exercise options, and other wellness activities is also offered. Representatives from dozens of local health care providers, wellness</p> | <ol style="list-style-type: none"> 1. The Health and Safety Fair Committee 2. McKinney Campus (Central Park) 3. Collin College’s Health Sciences and Nursing Programs | <p>One (1) time each academic calendar year on a Friday in March.</p> | <p>Email Dr. Linda Muysson at lmuysson@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--------------------------------------|---|--|---|--|
| | <p>facilities, and Collin College’s Health Sciences programs are on-hand to answer questions and provide services. Safety demonstrations, including the proper use of a fire extinguisher, car seat installation, and the chance to wear “drunk goggles” are available. Local emergency services including a helicopter, fire truck, and an ambulance are positioned for viewing by the public, and visitors can tour Collin College’s Cary A. Israel Health Sciences Center.</p> | | | |
| Know Now | <p>The purpose of Know Now is to educate Collin College students about issues related to substance use and abuse, empower students to make positive choices for their futures, and encourage utilization of campus and community resources for recovery.</p> | <ol style="list-style-type: none"> 1. Counseling Services Office | <p>A variety of presentations are offered at the Frisco Campus (Preston Ridge), McKinney Campus (Central Park), Plano Campus (Spring Creek), and Wylie Campus during the Fall and Spring semesters.</p> | <p>Call 972.881.5126 or go to www.collin.edu/studentresources/know/index.html.</p> |
| Personal and Group Counseling | <p>When an individual is experiencing difficulties in school, work, or life, including issues with alcohol and/or drug use and abuse, personal counseling can be of assistance. Personal counseling can help with</p> | <ol style="list-style-type: none"> 1. CougarCare 2. Counseling Services Office 3. Employee Assistance Program (EAP) | <p>On an as-needed basis.</p> | <p>For CougarCare, call 1.833.484.6359, email help@timely.md, or go to https://www.time</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------|--|--------------|----------------------------------|--|
| | <p>self-confidence, problem solving, and decision making for emotional well-being.</p> <p>Collin College provides telehealth services free of charge to currently enrolled Collin College students, part-time staff, and adjunct faculty through CougarCare. Telehealth sessions are confidential and conducted by licensed physicians, nurse practitioners, physician assistants, and mental health providers. This benefit is available 24 hours a day, seven (7) days a week; and there is no charge for using CougarCare’s services.</p> <p>Collin College’s Counseling Services Office offers free, confidential personal and group counseling sessions for currently enrolled Collin College students. Collin College’s licensed mental health professionals aim to support our students’ success by providing counseling for a variety of reasons including, but not limited to:</p> <ol style="list-style-type: none"> 1. academic concerns, 2. alcohol/drug addiction, 3. anxiety, | | | <p>ly.md/faq/cougar-care-collin-college/.</p> <p>For the Counseling Services Office, call 972.881.5126, email personalcounseling@collin.edu, or go to www.collin.edu/studentresources/counseling/index.html.</p> <p>For the Employee Assistance Program (EAP), call 1.866.327.2400, email eap@deeroaks.com, or go to www.collin.edu/hr/benefits/eap.html.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--------------------------|---|--|----------------------------------|--|
| | <ol style="list-style-type: none"> 4. dating violence and domestic violence, 5. depression, 6. eating disorders and body image, 7. gender identity, 8. general wellness, 9. relationship issues, 10. stress, and 11. trauma. <p>Collin College provides confidential and voluntary assistance through its Employee Assistance Program (EAP) to full-time employees and their household members who may be faced with dynamic challenges including, but not limited to:</p> <ol style="list-style-type: none"> 1. alcohol or drug problems, 2. child care problems, 3. emotional worries, 4. financial concerns, 5. illness of a family member, 6. legal issues, and 7. marital problems. <p>The EAP is available 24/7.</p> | | | |
| Referral Services | If it is determined that a Collin College student, faculty, or staff member may need additional assistance that cannot be provided through a certain | <ol style="list-style-type: none"> 1. CougarCare 2. Counseling Services Office 3. Dean of Students Office 4. Employee Assistance Program (EAP) | On an as-needed basis. | For CougarCare, call 1.833.484.6359, email help@timely.md , or go to https://www.time |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------|--|---------------------------------------|----------------------------------|---|
| | <p>department, the individual may be referred to a more specified area. Collin College students in need of assistance with alcohol and/or drug issues may be referred to CougarCare, Collin College’s Counseling Services Office, and/or appropriate community resources off campus. Collin College employees in need of assistance with alcohol and/or drug issues may be referred to CougarCare, the Employee Assistance Program (EAP), and/or appropriate community resources off campus.</p> | <p>5. Human Resources Office (HR)</p> | | <p>ly.md/faq/cougar-care-collin-college/.</p> <p>For the Counseling Services Office, call 972.881.5126, email personalcounseling@collin.edu, or go to www.collin.edu/studentresources/counseling/index.html.</p> <p>For the Dean of Students Office, call 972.881.5604 or email dos@collin.edu.</p> <p>For the Employee Assistance Program (EAP), call 1.866.327.2400, email eap@deeroaks.com, or go to www.collin.edu/hr/benefits/eap.html.</p> <p>For the Human Resources Office (HR), call 972.758.3856.</p> |

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

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--|--|--|----------------------------------|---|
| Active Shooter Procedures Video | Collin College developed a video to illustrate how to react in the event of an active shooting on campus. Collin College’s active shooter training video can be found on YouTube at https://www.youtube.com/watch?v=Qvl-aMm5QSo&feature=youtu.be . | <ol style="list-style-type: none"> 1. Collin College Police Department 2. Dean of Students Office 3. Public Relations Department (PR) | On an as-needed basis. | Go to https://www.youtube.com/watch?v=Qvl-aMm5QSo&feature=youtu.be . |
| Advanced Home Disaster Preparedness | <p>This course builds on the lessons from the Basic Home Disaster Preparedness course and provides a tabletop exercise to evaluate the home plan, discussion on low-cost preparedness options, and hands-on training.</p> <p>Suggested Prerequisites: Basic Home Disaster Preparedness, Medical Response, FEMA IS-909.</p> | <ol style="list-style-type: none"> 1. Office of Emergency Management | As requested. | Email emergencymanagement@collin.edu . |
| Basic Home Disaster Preparedness | Emergencies happen, so what do you do when they happen at home? This session provides Collin College students, faculty, and staff with an overview of threats and hazards in the community, as well as information on how to protect your home and make sure you have the proper insurance coverage. This training also includes a step-by-step checklist to help you take action to become better prepared at home and a resource | <ol style="list-style-type: none"> 1. Office of Emergency Management | As requested. | Email emergencymanagement@collin.edu . |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--------------------------------------|---|--|----------------------------------|---|
| | <p>guide which includes tools and tips for home preparedness.</p> <p>Suggested Prerequisites: Medical Response.</p> | | | |
| <p>Campus Safety Training</p> | <p>Collin College instituted a mandatory online Campus Safety Training for all entering freshmen and transfer students during the Spring 2015 semester. This mandatory online training provides incoming students with information on the following topics:</p> <ol style="list-style-type: none"> 1. active shooter preparedness, 2. appropriate campus and community resources, 3. bystander awareness and intervention, 4. campus safety, 5. Collin College’s policies and procedures, 6. consent to sexual activity, 7. dating violence, 8. domestic violence, 9. hazing, 10. personal safety, 11. sexual harassment, 12. sexual assault, 13. stalking, 14. the investigation and student disciplinary processes, and | <ol style="list-style-type: none"> 1. Dean of Students Office 2. Admissions and Records Office (ARO) | <p>On an as-needed basis.</p> | <p>For more information regarding the Mandatory Campus Safety Training hold, call 972.881.5902 or log into CougarWeb at https://cougarweb.collin.edu.</p> <p>For more information regarding the Campus Safety Training content and resources, call 972.881.5604 or email dos@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--|--|--|--|---|
| | <p>15. potential disciplinary penalties if a student is found responsible for a violation of the Student Code of Conduct.</p> <p>All incoming freshmen and transfer students are required to access the mandatory Campus Safety Training through Collin College’s online portal, CougarWeb. A registration hold is placed on all incoming freshmen and transfer students’ records until the mandatory Campus Safety Training is completed. Once students complete this mandatory online training, their holds are removed and they are allowed to register for classes. Completion of the mandatory online Campus Safety Training is tracked by the Admissions and Records Office (ARO).</p> | | | |
| Civilian Response to Active Shooter Events (CRASE) Training | <p>Collin College Police Department officers who have been trained in Civilian Response to Active Shooter Events (CRASE) conduct training sessions throughout the academic year. These CRASE training sessions are based on the “Avoid, Deny, Defend (ADD)” strategy of responding to active shooter events, which was originally developed by the Advanced Law Enforcement Rapid Response</p> | <p>1. Collin College Police Department</p> | <p>At least one (1) time per semester at each of Collin College’s main campuses.</p> | <p>Call 972.578.5555 or go to www.collin.edu/campus-police/.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---|---|--|---|---|
| | <p>Training (ALERRT) program in 2004. The CRASE training provides strategies, guidance, and a proven plan for surviving an active shooter event. Topics covered in these programs include, but are not limited to, the history and prevalence of active shooter events, civilian response options, and considerations for conducting active shooter drills.</p> | | | |
| <p>“The Clery Act and Campus Security Authorities” Online Training</p> | <p>This mandatory online training is intended to give Collin College’s faculty and staff an in-depth look at their responsibilities under the <i>Clery Act</i> and as campus security authorities (CSAs) for those employees who are designated CSAs. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. <i>Clery Act</i> definitions and requirements; 2. who is a CSA; 3. CSAs’ responsibilities and reporting requirements; 4. how, what, and to whom to report; 5. emergency notifications; 6. timely warning notices; 7. campus crime statistics; and 8. appropriate resources on and off campus. | <ol style="list-style-type: none"> 1. Human Resources Office (HR) | <p>Must be completed by every Collin College employee designated as a campus security authority (CSA) one (1) time each academic calendar year.</p> | <p>Call 972.758.3856 or email hr@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--|--|-------------------------------------|--|---|
| Coffee with the Cops | <p>The Collin College Police Department offers “Coffee with the Cops” sessions throughout the academic year. These informational sessions give Collin College students and employees the opportunity to meet and interact with the Collin College Police Department officers, sergeants, and lieutenants located on their campuses.</p> <p>During these sessions, Collin College Police Department officers present information on campus safety and security, crime prevention and awareness, and personal safety. Additionally, students, faculty, and staff are given the opportunity to ask the Collin College Police Department officers, sergeants, and lieutenants questions regarding safety and security topics that affect their daily business on the campuses.</p> | 1. Collin College Police Department | At least one (1) time per academic year at each of Collin College’s main campuses. | Call 972.578.5555 or go to www.collin.edu/campus/police/ . |
| Collin College Police Department Open House | <p>In conjunction with National Police Week, the Collin College Police Department hosts an Open House and invites the entire Collin College community to come meet the Collin College Police Department officers. This event is intended to give Collin College students, faculty, and staff an opportunity to learn about the services provided by the Collin College Police Department, tour their offices</p> | 1. Collin College Police Department | One (1) time a year during National Police Week. | Call 972.578.5555 or go to www.collin.edu/campus/police/ . |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--|--|---|---|---|
| | <p>on the major campuses, and view the newest police vehicles and equipment. Information on campus safety, security, and crime prevention is also shared with attendees during this event.</p> | | | |
| <p>Concealed Carry on Campus</p> | <p>Collin College implemented Texas Government Code, Section 411.2031, Carrying of Handguns by License Holders on Certain Campuses, effective August 1, 2017. In an effort to inform the entire Collin College community about the details of this law, commonly known as “Campus Carry,” and Collin College’s policies and procedures, the Collin College Police Department often presents educational programs for students, faculty, and staff. These informational sessions are intended to promote open discussion of the law and its provisions.</p> | <ol style="list-style-type: none"> 1. Collin College Police Department | <p>At least one (1) time per academic year at each of Collin College’s main campuses.</p> | <p>Call 972.578.5555 or go to www.collin.edu/aboutus/concealedcarry.html.</p> |
| <p>Interdisciplinary Committee on Poverty, Race, and Crime (ICPRC) Events</p> | <p>The Interdisciplinary Committee on Poverty, Race, and Crime (ICPRC) explores the links between poverty, race, crime, and law enforcement through various events hosted at the Frisco Campus (Preston Ridge) each semester. Past events have included panel discussions on the issues of poverty, race, crime, and law enforcement; interactive discussions</p> | <ol style="list-style-type: none"> 1. Interdisciplinary Committee on Poverty, Race, and Crime (ICPRC) 2. Center for Scholarly and Civic Engagement (CSCE) | <p>At least two (2) times per semester at the Frisco Campus (Preston Ridge).</p> | <p>Email Dr. Stephanie James at sjames@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------------------------|---|---|---|--|
| | on criminology research, theories of the study of race, incidents of police brutality, and potential avenues for resolution; and a presentation on the damage caused by injustice in the legal system. | | | |
| National Night Out | National Night Out is a community police awareness-raising event and cookout held annually at Collin College Student Housing on the Plano Campus (Spring Creek) that is all about community-building, safety and security awareness, food, live music, and fun activities. It is intended to allow police and students to break down barriers, understand each other better, and encourage community policing. The cookout gives students a chance to see beyond the stereotypical police officer and have a good, memorable experience with police. This event is free and open to the public. | <ol style="list-style-type: none"> 1. National Night Out Committee 2. Collin College Police Department 3. Collin College Student Housing and Resident Life | One (1) time a year during the Fall semester. | Contact Zach Reagan, Collin College Police Department Police Telecommunicator, at 972.881.5656 or zreagan@collin.edu . |
| New Employee Orientation | During New Employee Orientation, incoming faculty and staff are informed of services offered by the Collin College Police Department, Dean of Students Office, and Human Resources Office (HR). These presentations outline ways to maintain campus safety and security as well as personal safety. Incoming | <ol style="list-style-type: none"> 1. Human Resources Office (HR) | On an as-needed basis. | Call 972.985.3783 or email hr@collin.edu . |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------------------------------|--|--|---|---|
| | <p>faculty and staff are also informed about crime on campus and in surrounding neighborhoods.</p> | | | |
| <p>New Student Orientation</p> | <p>All entering freshmen students are required to complete New Student Orientation either online or in person. During these mandatory New Student Orientation sessions, incoming students are informed of services offered by the Collin College Police Department and Dean of Students Office. These presentations outline ways to maintain campus safety and security as well as personal safety. Incoming students are also informed about crime on campus and in surrounding neighborhoods.</p> <p>A registration hold is placed on all incoming freshmen students' records until the mandatory New Student Orientation is completed. Once students complete the mandatory New Student Orientation, their holds are removed and they are allowed to register for classes. Completion of the mandatory New Student Orientation is tracked by Student Engagement.</p> <p>Topics covered during both the online and in-person New Student Orientation sessions include, but are not limited to:</p> | <ol style="list-style-type: none"> 1. Student Engagement Office 2. Dean of Students Office | <p>In-person New Student Orientations are offered multiple times at each of Collin College's main campuses during May, June, July, and August (for the Fall semester) and November, December, and January (for the Spring semester). Additionally, students who choose to do New Student Orientation online can access the program on an as-needed basis to complete the requirement.</p> | <p>Go to https://www.collin.edu/orientation/.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|-------------------------------|--|--|--|--|
| | <ol style="list-style-type: none"> 1. appropriate campus and community resources, 2. bystander awareness and intervention, 3. campus safety, 4. Collin College's policies and procedures, 5. consent to sexual activity, 6. dating violence, 7. domestic violence, 8. personal safety, 9. risk reduction strategies; 10. sexual harassment, 11. sexual assault, 12. stalking, 13. the investigation and student disciplinary processes, and <p>potential disciplinary penalties if a student is found responsible for a violation of the Student Code of Conduct.</p> | | | |
| Self-Defense Symposium | This is an interactive presentation and demonstration given by Plano Police Department officers, Collin College administrators, and local area martial arts experts. The purpose of this symposium is to provide attendees with practical knowledge and hands-on application of self-defense techniques. This interactive presentation focuses on specific methods for students, faculty, and | <ol style="list-style-type: none"> 1. The Dignity Initiative 2. Collin College Police Department 3. Plano Police Department 4. Dean of Students Office | At least one (1) time per academic year. | Call 972.578.5555 or go to https://www.collin.edu/community/dignity/ . |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--|--|-------------------|--|---|
| | staff to be safe in their environments, and addresses defensive tools and methods to defend against an assault. | | | |
| Strategies of Behavioral Intervention (SOBI) Presentations and Seminars | <p>Periodically throughout each academic year, the SOBI Committee provides presentations and seminars on a variety of issues. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. active shooter preparedness; 2. differences between SOBI and the student disciplinary process; 3. Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) considerations; 4. history, evolution, and purpose of behavioral intervention teams (BITs) on college and university campuses; 5. how and when to submit a SOBI referral; 6. recognizing “red flag” behaviors; 7. recognizing students in crisis; 8. responding to immediate threats; 9. strategies to promote the safety and security of everyone on campus; | 1. SOBI Committee | Multiple times per semester at each of Collin College’s main campuses. | Email sobi@collin.edu or go to https://www.collin.edu/studentresources/SOBI/ . |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------|--|--------------|----------------------------------|--|
| | <ul style="list-style-type: none"> 10. suicidal ideation and self-injurious behaviors; 11. types of behaviors that should be reported to SOBI; and 12. what a SOBI intervention looks like. | | | |

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

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---|--|--|---|---|
| <p>“Building Supportive Communities: Clery Act and Title IX” Faculty and Staff Online Training</p> | <p>This mandatory online training is intended to inform Collin College faculty and staff about the Clery Act, Title IX of the Education Amendments of 1972 (Title IX), the Violence Against Women Reauthorization Act of 2013 (VAWA), and how the provisions of these laws affect them. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. appropriate campus and community resources, 2. bystander intervention, 3. Collin College’s policies and procedures, 4. consent to sexual activity, 5. dating violence, 6. discrimination, 7. domestic violence, 8. risk reduction strategies, 9. sex discrimination, 10. sexual assault, 11. sexual harassment, 12. stalking, and <p>tips on how to stay safe and prevent dating violence, discrimination, domestic violence, sex discrimination, sexual assault, sexual harassment, and stalking.</p> | <ol style="list-style-type: none"> 1. Human Resources Office (HR) | <p>Must be completed by every new Collin College faculty and staff member within 30 days of employment.</p> | <p>Call 972.758.3856 or email hr@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---|--|--|----------------------------------|---|
| "Campus Safety Training" for Incoming Students | <p>Collin College instituted a mandatory online Campus Safety Training for all entering freshmen and transfer students during the Spring 2015 semester. This mandatory online training provides incoming students with information on the following topics:</p> <ol style="list-style-type: none"> 1. active shooter preparedness, 2. appropriate campus and community resources, 3. bystander awareness and intervention, 4. campus safety, 5. Collin College's policies and procedures, 6. consent to sexual activity, 7. dating violence, 8. domestic violence, 9. hazing, 10. personal safety, 11. sexual harassment, 12. sexual assault, 13. stalking, 14. suicide prevention, 15. the investigation and student disciplinary processes, and 16. potential disciplinary penalties if a student is found responsible for a violation of the Student Code of Conduct. | <ol style="list-style-type: none"> 1. Dean of Students Office 2. Admissions and Records Office (ARO) | <p>On an as-needed basis.</p> | <p>For more information regarding the Mandatory Campus Safety Training hold, call 972.881.5902 or log into CougarWeb at https://cougarweb.collin.edu.</p> <p>For more information regarding the Campus Safety Training content and resources, call 972.881.5604 or email dos@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--|--|--|----------------------------------|---|
| | <p>All incoming freshmen and transfer students are required to access the mandatory Campus Safety Training through Collin College’s online portal, CougarWeb. A registration hold is placed on all incoming freshmen and transfer students’ records until the mandatory Campus Safety Training is completed. Once students complete this mandatory online training, their holds are removed and they are allowed to register for classes. Completion of the mandatory online Campus Safety Training is tracked by the Admissions and Records Office (ARO).</p> | | | |
| <p>New Employee Orientation</p> | <p>During New Employee Orientation, the Human Resources Office (HR) presents information to incoming faculty and staff. Topics covered during New Employee Orientation include, but are not limited to:</p> <ol style="list-style-type: none"> 1. appropriate campus and community resources; 2. bystander awareness and intervention; 3. campus safety; 4. Collin College’s policies and procedures; 5. personal safety; and | <ol style="list-style-type: none"> 1. Human Resources Office (HR) | <p>On an as-needed basis.</p> | <p>Call 972.985.3783 or email hr@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|--------------------------------|--|--|---|---|
| | 6. risk reduction strategies. | | | |
| New Student Orientation | <p>All entering freshmen students are required to complete New Student Orientation either online or in person. During these mandatory New Student Orientation sessions, incoming students are informed of services offered by the Collin College Police Department and Dean of Students Office. These presentations outline ways to maintain campus safety and security as well as personal safety. Incoming students are also informed about crime on campus and in surrounding neighborhoods.</p> <p>A registration hold is placed on all incoming freshmen students' records until the mandatory New Student Orientation is completed. Once students complete the mandatory New Student Orientation, their holds are removed and they are allowed to register for classes. Completion of the mandatory New Student Orientation is tracked by Student Engagement.</p> <p>Topics covered during both the online and in-person New Student Orientation sessions include, but are not limited to:</p> | <ol style="list-style-type: none"> 1. Student Engagement Office 2. Dean of Students Office | <p>In-person New Student Orientations are offered multiple times at each of Collin College's main campuses during May, June, July, and August (for the Fall semester) and November, December, and January (for the Spring semester). Additionally, students who choose to do New Student Orientation online can access the program on an as-needed basis to complete the requirement.</p> | <p>Go to https://www.collin.edu/orientation/.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---|--|--|---|---|
| | <ol style="list-style-type: none"> 1. appropriate campus and community resources, 2. bystander awareness and intervention, 3. campus safety, 4. Collin College’s policies and procedures, 5. consent to sexual activity, 6. dating violence, 7. domestic violence, 8. personal safety, 9. risk reduction strategies; 10. sexual harassment, 11. sexual assault, 12. stalking, 13. the investigation and student disciplinary processes, and 14. potential disciplinary penalties if a student is found responsible for a violation of the Student Code of Conduct. | | | |
| “Preventing Harassment and Discrimination” Faculty and Staff Online Training | <p>This mandatory online training is intended to inform Collin College faculty and staff about unlawful harassment, including sexual harassment and sexual assault. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Collin College’s policies and procedures, | <ol style="list-style-type: none"> 1. Human Resources Office (HR) | <p>Must be completed by every new Collin College faculty and staff member within 30 days of employment.</p> | <p>Call 972.758.3856 or email hr@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|---------------|---|--------------|----------------------------------|--|
| | <ul style="list-style-type: none"> 2. harassment, 3. sex discrimination, 4. sexual assault, 5. sexual harassment, 6. state and federal laws, and 7. tips on how to stay safe and prevent harassment, sex discrimination, sexual assault, and sexual harassment. | | | |

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

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or Current Schedule of Events |
|---|--|--|---|---|
| <p>“Building Supportive Communities: Clery Act and Title IX” Faculty and Staff Online Training</p> | <p>This mandatory online training is intended to inform Collin College faculty and staff about the Clery Act, Title IX of the Education Amendments of 1972 (Title IX), the Violence Against Women Reauthorization Act of 2013 (VAWA), and how the provisions of these laws affect them. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. appropriate campus and community resources, 2. bystander intervention, 3. Collin College’s policies and procedures, 4. consent to sexual activity, 5. dating violence, 6. discrimination, 7. domestic violence, 8. risk reduction strategies, 9. sex discrimination, 10. sexual assault, 11. sexual harassment, 12. stalking, and <p>tips on how to stay safe and prevent dating violence, discrimination, domestic violence, sex discrimination, sexual assault, sexual harassment, and stalking.</p> | <ol style="list-style-type: none"> 1. Human Resources Office (HR) | <p>Must be completed by every Collin College employee one (1) time every two (2) academic calendar years.</p> | <p>Call 972.758.3856 or email hr@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
|-------------------------------|--|---|--|--|
| Bystander Intervention | <p>Collin College’s I Got Your Back (IGYB) Bystander Intervention Project is an educational campaign to inform the entire Collin College community about the importance of bystander intervention and how to improve it. IGYB’s purpose is to raise awareness, educate individuals on their roles as bystanders, and make Collin College a safer community for students, faculty, and staff. Through its various initiatives, IGYB aims to teach everyone to be an active, effective bystander.</p> <p>The IGYB Bystander Intervention Project Committee has created a series of videos on bystander awareness and intervention. The first (1st) and second (2nd) videos in this series, titled “Have a Heart” and “Empowered Bystanders,” respectively, are linked in several places on Collin College’s website (e.g., Bystander Intervention and Awareness; Counseling Services; Dean of Students Office; and Dating Violence, Domestic Violence, Sexual Assault, and Stalking webpages). These videos can also be accessed directly at https://www.youtube.com/watch?v=QnPFwayMS8Y&feature=youtu.be and https://www.you</p> | <p>1. I Got Your Back (IGYB) Bystander Intervention Project Committee</p> | <p>At least one (1) time per semester at each of Collin College’s main campuses.</p> | <p>Go to www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <p>tube.com/watch?v=ilkUvIOsjOo&feature=youtu.be.</p> <p>The IGYB Bystander Intervention Project Committee has also created a webpage titled “Bystander Awareness and Intervention” to house information and various resources related to this issue. This webpage contains accurate, up-to-date information on how to become an empowered bystander as well as links to the bystander intervention video series and various campus and community resources.</p> | | | |
| Campus Well Magazine | <p><i>Campus Well</i> by Student Health 101 is an online magazine that features articles on various topics affecting Collin College students. An email containing the link to the latest edition of <i>Campus Well</i> is sent out each month by Collin College’s Public Relations Department (PR) to every student’s Collin Email account. Counseling Services also sends the link through email to Collin College faculty and staff members, who are encouraged to share this information with their students. Additionally, <i>Campus Well</i> has an edition that is geared specifically toward student advocates and parents, and the link to</p> | <ol style="list-style-type: none"> 1. Counseling Services Office 2. Public Relations Department (PR) | <p>Emails are sent to all Collin College students, faculty, and staff once a month during the first (1st) week of each month. The magazine itself is accessible on a continuous basis using the links contained in the emails.</p> | <p>Call 972.881.5126 or go to https://collin.campuswell.com/.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <p>that edition is included in the monthly emails.</p> <p>Topics covered in <i>Campus Well</i> include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Collin College’s Counseling Services and other appropriate resources; 2. dating violence; 3. domestic violence; 4. healthy relationships; 5. post-traumatic stress disorder (PTSD); 6. sexual assault awareness and prevention; 7. sexuality and sexually transmitted infections (STIs); 8. stalking; 9. strategies to assist and support a friend who may be in an abusive relationship; 10. strategies to assist and support sexual assault survivors; and 11. tips for health and safety. | | | |
| <p>Counseling Services Office Presentations and Seminars</p> | <p>Periodically throughout each academic year, Counseling Services Office staff members provide presentations and seminars on a variety of issues. Topics covered include, but are not limited to:</p> | <ol style="list-style-type: none"> 1. Counseling Services Office | <p>Multiple times per semester at each of Collin College’s main campuses.</p> | <p>Call 972.881.5126 or go to www.collin.edu/studentresources/counseling/ServicesProvided.html.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <ol style="list-style-type: none"> 1. dating violence, 2. domestic violence, 3. healthy relationships, 4. mental health, 5. risk reduction strategies, 6. sexual assault, and 7. stalking. | | | |
| “Dating Violence, Domestic Violence, Sexual Assault, and Stalking: What You Should Know” Webpage | <p>To make it easier for Collin College students, faculty, staff, and other interested parties to access information, procedures, and various resources related to dating violence, domestic violence, sexual assault, and stalking, the Dean of Students Office has created a webpage titled “Dating Violence, Domestic Violence, Sexual Assault, and Stalking: What You Should Know.” This webpage contains the most accurate, up-to-date information on the various state and federal laws, Collin College’s policies and procedures, and links to campus and community resources.</p> | <ol style="list-style-type: none"> 1. Dean of Students Office | <p>This website is available to Collin College students, faculty, staff, and community members on a continual basis.</p> | <p>Go to www.collin.edu/titleix/DatingViolenceDomesticViolenceSexualAssaultStalking.html.</p> |
| The Dignity Initiative | <p>Collin College’s Committee Against Gender Violence and Oppression has launched The Dignity Initiative, which is a multi-year district-wide campaign to educate the campus community about the following five (5) specific elements of gender violence:</p> | <ol style="list-style-type: none"> 1. Committee Against Gender Violence and Oppression | <p>Multiple times per semester at each of Collin College’s main campuses.</p> | <p>Go to www.collin.edu/community/dignity/.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <ol style="list-style-type: none"> 1. aggressor roles and responsibilities, 2. objectification of women, 3. sex trafficking, 4. gender violence, and 5. the global impact of oppression. <p>The Dignity Initiative seeks to empower the campus community with specific action steps to end gender-based oppression. Additionally, the Dignity Initiative envisions a future in which women are treated with respect and honored as valuable members of cultures around the world.</p> <p>The Dignity Initiative is entering its seventh (7th) year at Collin College. Each semester, The Dignity Initiative focuses on a specific aspect of violence and how to stop violence against women and gender violence.</p> | | | |
| Faculty and Staff Acknowledgment and Acceptance of Collin College Policies and Procedures | As part of various mandatory online training modules, Collin College faculty and staff are required to review the applicable Board policies and procedures and record their acceptance and understanding of each item. Topics, policies, and | 1. Human Resources Office (HR) | Must be completed by every Collin College employee one (1) time each academic calendar year. | Call 972.758.3856 or email hr@collin.edu . |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <p>procedures covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Collin College Board policies DIAA (LOCAL) and FFDA (LOCAL); 2. dating violence; 3. discrimination; 4. harassment; 5. retaliation; 6. sex discrimination; 7. sexual assault; 8. sexual harassment; and 9. stalking. | | | |
| <p>“Healthy Relationships” Canvas Module Educational Project Experience (EPE)</p> | <p>This online module may be issued by the Dean of Students Office as part of the disciplinary penalty for students found responsible for an allegation of dating violence, domestic violence, sexual assault, or stalking.</p> <p>The Healthy Relationships Canvas module gives an overview of healthy personal relationships. This module includes information on the:</p> <ol style="list-style-type: none"> 1. differences between healthy and unhealthy relationships, 2. premises and building blocks of a healthy relationship, 3. respect, honesty, trust, and open communication in relationships, | <ol style="list-style-type: none"> 1. Dean of Students Office | <p>On an as-needed basis.</p> | <p>Call 972.881.5604 or email dos@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <p>4. importance of seeking appropriate resources and assistance if students are in an unhealthy relationship, and</p> <p>5. contact information if additional information or assistance is needed.</p> <p>After the student watches the video, they must complete a 10-question quiz. The student must earn a minimum grade of 70% on the quiz, before the disciplinary hold is removed from their records.</p> | | | |
| <p>“Paired Relationships” Seminar and Essay Educational Project Experience (EPE)</p> | <p>This 2-hour seminar may be issued by the Dean of Students Office as part of the disciplinary penalty for students found responsible for an allegation of dating violence, domestic violence, sexual assault, or stalking. This seminar is facilitated by Counseling Services, but is not a mandated counseling session. This seminar can be tailored to address the reasons an individual student was brought in for disciplinary action. Topics covered include:</p> <p>1. the characteristics of healthy relationships,</p> | <p>1. Dean of Students Office 2. Counseling Services Office</p> | <p>On an as-needed basis.</p> | <p>Call 972.881.5604 or email dos@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <ol style="list-style-type: none"> 2. tips for anger management in relationships, and 3. effective communication in relationships; and 4. the benefits of change and the motivations for change. <p>The student must then write a 2- to 3-page reaction essay capturing the personal insight they gleaned after attending the Paired Relationships Seminar. The student is given a deadline by which the Paired Relationships Seminar must be completed and the reaction essay returned to the Dean of Students Office. Essays are evaluated by the Dean of Students Office case adjudicator(s) and run through Turnitin.com before the disciplinary hold is removed from the student's records.</p> | | | |
| "Preventing Harassment and Discrimination" Faculty and Staff Online Training | <p>This mandatory online training is intended to inform Collin College faculty and staff about unlawful harassment including dating violence, domestic violence, sexual harassment, sexual assault, and stalking. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. state and federal laws, | <ol style="list-style-type: none"> 1. Human Resources Office (HR) | <p>Must be completed by every Collin College employee one (1) time every two (2) academic calendar years.</p> | <p>Call 972.758.3856 or email hr@collin.edu.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <ol style="list-style-type: none"> 2. Collin College’s policies and procedures, 3. dating violence, 4. domestic violence, 5. harassment, 6. sexual harassment, 7. sexual assault, 8. stalking, and <p>tips on how to stay safe and prevent dating violence, domestic violence, harassment, sexual assault, sexual harassment, and stalking.</p> | | | |
| “Sexual Misconduct and Relationship Violence” Training | <p>Periodically throughout each academic year, Dean of Students Office staff members provide presentations and training sessions on sexual misconduct, relationship violence, and related topics. Additionally, during the Fall and Spring semesters, Dean of Students Office staff members go into classes that are randomly selected by the campus provosts at each of Collin College’s main campuses to present on dating violence, domestic violence, sexual assault, stalking, and related topics.</p> <p>These presentations and training sessions are intended to inform Collin College students, faculty, and staff</p> | <ol style="list-style-type: none"> 1. Dean of Students Office | <p>Multiple times per semester at each of Collin College’s main campuses.</p> | <p>Call 972.881.5604, email dos@collin.edu, or go to www.collin.edu/studentresources/deanofstudents/index.html.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | <p>about the <u>Clery Act</u>, <u>Title IX of the Education Amendments of 1972 (Title IX)</u>, the <u>Violence Against Women Reauthorization Act of 2013 (VAWA)</u>, and how the provisions of these laws affect them. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> 1. appropriate campus and community resources, 2. bystander intervention, 3. Collin College’s policies and procedures, 4. consent to sexual activity, 5. dating violence, 6. domestic violence, 7. risk reduction strategies, 8. sexual assault, 9. stalking, and 10. tips on how to stay safe and prevent dating violence, domestic violence, sexual assault, and stalking. | | | |
| <p>“Title IX at Collin College” Webpage</p> | <p>To make it easier for Collin College students, faculty, staff, and other interested parties to access information, procedures, and various resources related to Collin College’s Title IX complaint resolution process, the Title IX coordinators and deputy Title IX coordinators have created a webpage titled “Title IX at Collin</p> | <ol style="list-style-type: none"> 1. Collin College’s Title IX Coordinators and Deputy Title IX Coordinators | <p>This website is available to Collin College students, faculty, staff, and community members on a continual basis.</p> | <p>Go to <u>www.collin.edu/titleix/</u>.</p> |

| Program Title | Description | Sponsored By | How Often the Program is Offered | Where to Find Additional Information and/or a Current Schedule of Events |
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| | College.” This webpage contains the most accurate, up-to-date information on the federal <i>Title IX</i> regulations as well various state laws, Collin College’s policies and procedures, and links to campus and community resources, reporting forms, and training materials. | | | |

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

Policy for Publishing the Annual Fire Safety Report

Collin College publishes this *Annual Fire Safety Report* as part of its [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092\(f\) \(Clery Act\)](#) compliance document. This report contains information on fire protection systems, fire safety practices, and fire safety standards for Collin College Student Housing located on the Plano Campus (Spring Creek). Additionally, this report includes fire statistics for the three (3) previous calendar years for Collin College Student Housing concerning the:

1. number of fires,
2. cause of each fire,
3. number of injuries and deaths related to each fire, and
4. value of the property damage caused by each fire.

As required by the *Clery Act*, fire statistics for Collin College Student Housing for the three (3) previous calendar years are in [Appendix C](#).

Definitions

In accordance with the [Clery Act](#), Collin College uses the following definitions when preparing this *Annual Fire Safety Report*.

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

2. **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
3. **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

Collin College Student Housing

Collin College Student Housing is a 128-unit complex located at 5800 Jupiter Road, Plano, Texas, 75074, and is the only residential facility located on any Collin College campus. Collin College Student Housing is on the west side of the Plano Campus (Spring Creek), and was purchased from the Collin College Student Housing Foundation in the summer of 2019. Collin College operates Collin College Student Housing under the rules and regulations of community college dormitories in Texas. Additional information about Collin College Student Housing is located on Collin College's website at www.collin.edu/student_housing/.

Collin College Student Housing Policies

Policies for safe occupation of the Collin College Student Housing residential units including, but not limited to, standards for community living, prohibited items, portable electrical appliances, smoking, and open flames are governed by the current *Collin College Student Housing Terms and Conditions* (i.e., lease agreement), [Collin College Resident Handbook](#), and [Collin College Student Handbook](#). The current [Collin College Resident Handbook](#) includes the information listed in the sections below.

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

Collin College is an alcohol-, drug-, smoking-, and tobacco-free institution. The possession or use of any alcoholic beverage, controlled substance, tobacco product, or electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) is strictly prohibited anywhere on Collin College property or in Collin College facilities. Policies

prohibiting the use of these substances and items also apply to Collin College Student Housing. For more information, see the current [Student Code of Conduct](#).

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

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

Appliances

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

1. clocks,
2. coffee makers,
3. curlers,
4. curling irons,
5. desk lamps,
6. personal computers (PCs) or laptops,
7. radios,
8. shavers,
9. stereos, and
10. televisions.

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

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

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

Candles and Open Flames

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

Cooking and Kitchen Maintenance

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

Decorating, Painting, and Wall Hangings

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

Doors: Propping and Tampering

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

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

Fireworks

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

Grills and Outdoor Cooking Appliances

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

Health, Safety, and Preventative Maintenance

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

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

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

3. Health Hazards:

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

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

Identification

For the safety and welfare of all student residents, and to protect the property of Collin College Student Housing, the director of student housing operations or designee may request proof of identity of any person on the premises. Individuals who are unable

to provide identification may be asked to leave, and the Collin College Police Department may be contacted to assist with the situation. A student resident's failure to identify themselves to a Collin College staff member upon request may result in disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

Keys and Locks

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

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

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

Lockouts

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

they should contact the director of student housing operations or designee on call at 972.881.5151.

Maintenance

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

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

Maintenance Emergencies

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

Emergency Calls vs. Priority Calls

In an attempt to effectively manage after-hours calls, the director of student housing operations or designee categorizes calls into two (2) groupings: Emergency and Priority.

1. Priority Calls are calls that do not conform to criteria for after-hours emergencies. They are routine service calls that can wait until the next morning, at which time the work order will be given priority status.

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

Patios and Balconies

Student residents must keep their patios and balconies neat and clean. These areas may not be used for the storage of automobile tires, firewood, other unsightly heavy items, or to dry clothes. No furniture may be placed on any patio or balcony. Pursuant to City of Plano Fire Code, the use and storage of any outdoor cooking grill is prohibited on the patios and balconies. No unsecured plants are permitted on the ledges or protruding from the

railings. Motorbikes and mopeds are not allowed. Smoking or using any tobacco product or electronic smoking device and the disposal of tobacco is prohibited everywhere on Collin College property, including Collin College Student Housing apartment patios and balconies.

Reporting a Crime or Emergency to the Collin College Police Department

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

1. dialing extension **5555** from any Collin College system phone;
2. dialing **972.578.5555** from any phone outside the Collin College system;
3. pressing the “Emergency” button located on any Collin College system phone;
4. picking up any of the Blue Light phones located in the parking garages and parking lots at the Plano Campus (Spring Creek); or
5. utilizing the Collin Mobile App “Call Campus Police” function under the “Emergency” menu.

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

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

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

community finds evidence of a fire that has been extinguished and is unsure whether the Collin College Police Department has already responded, they should immediately notify the Collin College Police Department so an officer can investigate and document the incident.

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

Safety

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

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

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

Security Phone Numbers and Websites

Emergencies: **911**

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

Smoke Detectors

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

Smoke detectors are tested prior to move-in to ensure they are working properly. Student residents are responsible for ensuring their smoke detectors continue to work properly. Student residents should test the smoke detectors on a monthly basis. Contact the director of student housing operations or designee at 972.881.5151 or by submitting a maintenance work order online at www.collin.edu/studenthousing/ immediately if a smoke detector starts "chirping" or is not working properly.

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

Fire Safety Systems

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

Number of Fire Drills Held

There were two (2) fire drills held at Collin College Student Housing during the 2019 calendar year.

Policies Regarding Fire Safety Education and Training Programs

Collin College Student Housing has established a comprehensive resident life program, which includes policies regarding fire safety education and training programs. These policies are distributed to all Collin College Student Housing staff and student residents annually. Additionally, they are disseminated to new student residents during the application and leasing process.

The Office of Emergency Management, in coordination with Collin College Student Housing staff, strives to identify and mitigate conditions and actions that may create an unsafe environment. Through appropriate training programs, Collin College Student Housing staff and student residents are educated on fire safety practices.

The Office of Emergency Management and Collin College Student Housing staff provide a fire safety training program focusing on basic fire safety procedures and evacuation plans specifically developed for Collin College Student Housing. This fire safety training program teaches Collin College Student Housing staff and student residents how to recognize and prevent fire hazards, what actions they should take in the event of a fire or other emergency, and how to respond properly to emergency situations (e.g., assaults, bomb threats, crimes, evacuations, fires, inclement weather, natural disasters, etc.). This training also provides evacuation information to all Collin College Student Housing staff and student residents, and includes a hands-on component focusing on the proper use of fire extinguishers.

For more information on fire safety education and training programs, contact the Collin College Student Housing Office at 972.881.5151, or the Office of Emergency Management at 972.881.5617 or emergencymanagement@collin.edu.

Procedures for Reporting a Fire

Any Collin College Student Housing employee or student resident who discovers a fire should immediately sound the fire alarm and dial **911** to report the fire to the Plano Fire-Rescue Department.

If a Collin College Student Housing employee or student resident finds evidence of a fire that has been extinguished, and is unsure whether the Plano Fire-Rescue Department has already responded, they should immediately dial **911** to report the fire and also notify the director of student housing operations or designee at **972.881.5151** so the incident can be investigated and documented appropriately.

For purposes of including a fire in the *Annual Fire Safety Report* and fire statistics, any Collin College Student Housing employee or student resident should report that a fire occurred to a Collin College Police Department officer, sergeant, lieutenant, or the chief of police by phone at **972.578.5555** or in person at the following campus location:

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

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

Procedures for Evacuation in Case of a Fire

Never assume a fire alarm is a drill or false alarm. Treat each alarm as if it is the real thing. For your safety and protection, remember: in case of a fire, get out as quickly as possible and leave the firefighting to the professionals. If a fire alarm is activated, Collin College Student Housing student residents and guests must do the following:

1. Evacuate the building immediately, move at least 100 feet away from the building, and stay out of fire lanes.

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

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

Fire Safety Information and Tips

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

Sprinklers are effective in preventing the spread of fire when operating properly in 98% of fire incidents.²

Do not obstruct the sprinkler heads with materials like clothing hanging from the piping.

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

Almost three-quarters (¾) of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly.³ Collin College is a smoke- and tobacco-free institution; therefore, smoking is **not permitted** in any Collin College building or on any Collin College property, including student residents' apartments and bedrooms in Collin College Student Housing.

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

Prepare in Advance

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

If There is a Fire on Your Floor

1. Immediately call **911** and report the location of the fire.

² James A. Milke, "Effectiveness and Reliability of Fire Protection Systems," *Fire Protection Engineering*, no. 4 (2014), accessed September 18, 2020, https://www.sfpe.org/page/2014_Q4_4.

³ "Smoking-Related Fires in Residential Buildings (2008-2010)," *Topical Fire Report Series* 13, no. 6 (2012), accessed September 18, 2020, <https://www.usfa.fema.gov/downloads/pdf/statistics/v13i6.pdf>.

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

Fire Extinguisher Instructions

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

When a Fire Alarm is Activated

1. Proceed to the nearest exit.
2. Feel the top and bottom of the door for heat using the back of your hand. If the door is hot, do not open it. If the door is not hot, open it slowly. Stand behind the door and to one (1) side, and be prepared to close it quickly if fire is present.
3. Use stairways for exit. Do not use elevators. Close stairwell doors behind you.
4. Stay low when moving through smoke.
5. Walk down to the ground floor and exit the building.

6. Do not return to the area until instructed to do so by emergency personnel.

If You Are Trapped in a Room

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

If You Are Caught in Smoke

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

Plans for Future Improvements in Fire Safety

Collin College purchased Collin College Student Housing from the Collin College Foundation in the summer of 2019, and subsequently improved the grounds and renovated all buildings on the property during the remainder of 2019 through the summer of 2020, in preparation for the grand re-opening in Fall 2020. Collin College Facilities and Plant Operations staff and the director of student housing operations or designee coordinated with the contractor(s) assigned to complete the renovations to identify any necessary improvements in fire safety and incorporate them into the renovations. The grounds and buildings at Collin College Student Housing are up-to-date with all fire safety programs; fire protection systems; and local, state, and federal requirements. Therefore, at this time there are no plans for future improvements in fire safety at Collin College Student Housing.

Appendix A: Campus Maps Showing *Clery Act* Geography Boundaries

A.1 Allen Center Map

Note: The Allen Center closed on July 13, 2020.



Note: Collin College only occupied a part of Allen High School. Therefore, the *Clery Act* reporting borders will be the area or classroom used by Collin College students and the adjacent hallways, restrooms, and public walkways and parking lots.



Purple: Allen Independent School District Property Border

Blue: *Clery Act* Reporting Border

A.2 Collin Higher Education Center (CHEC) Map



Purple: Collin College Property Border

Blue: Clery Act Reporting Border

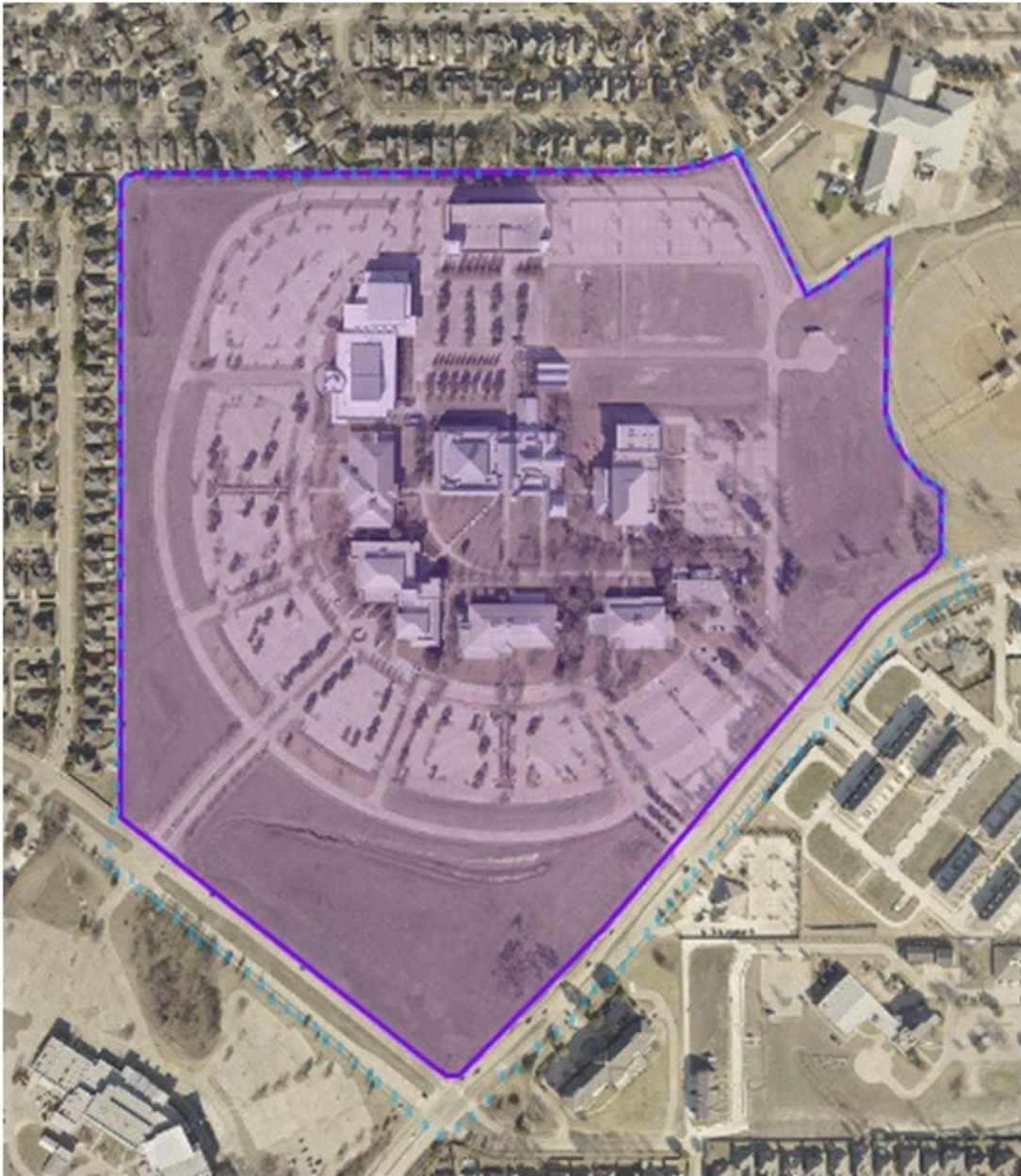
A.3 Courtyard Center (CYC) Map



Purple: Collin College Property Border

Blue: *Clergy Act* Reporting Border

A.4 Frisco Campus (Preston Ridge) Map



Purple: Collin College Property Border

Blue: Clery Act Reporting Border

A.5 McKinney Campus (Central Park) Map



Purple: Collin College Property Border

Blue: *Clery Act* Reporting Border

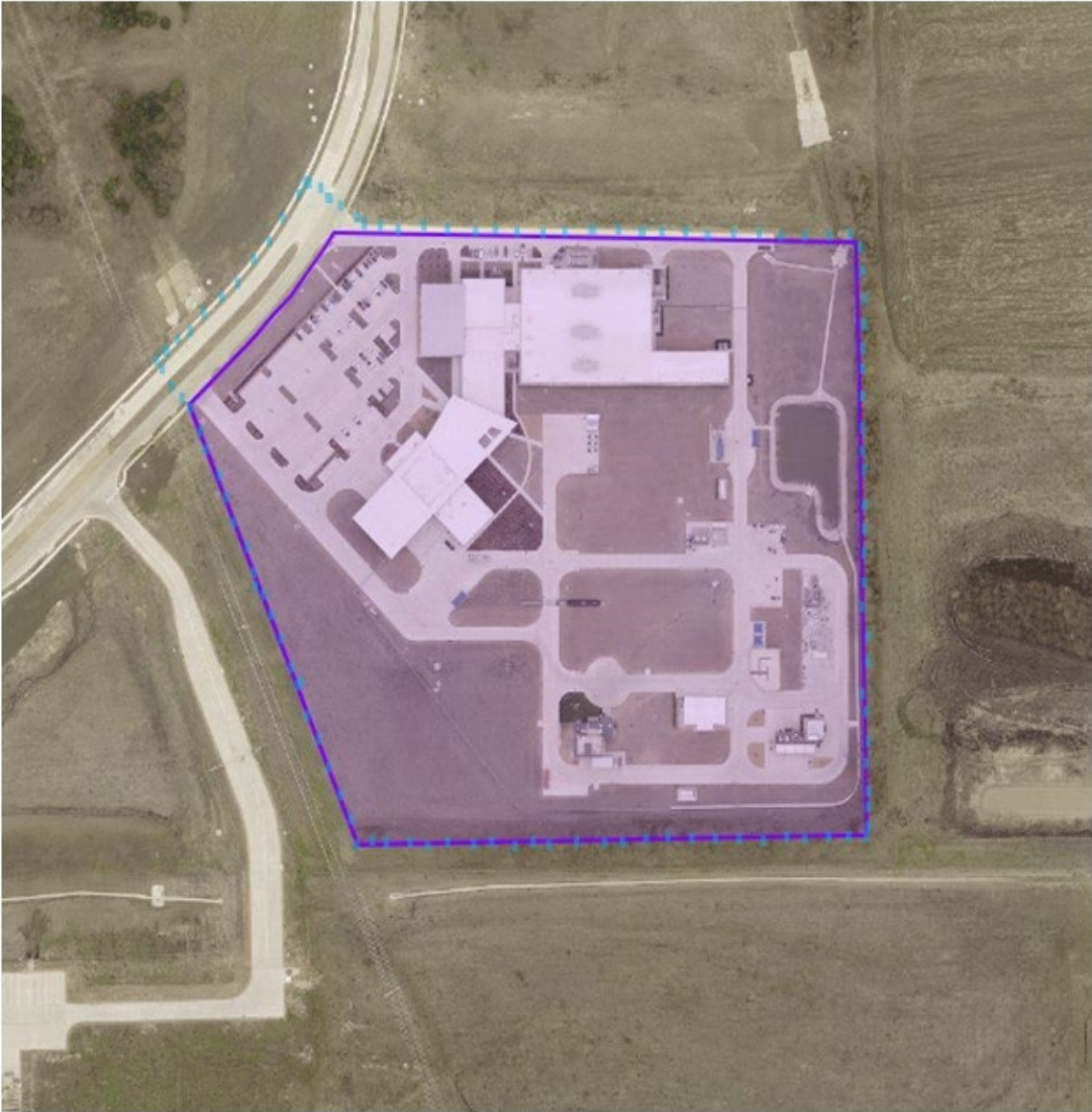
A.6 Plano Campus (Spring Creek) Map



Purple: Collin College Property Border

Blue: *Clery Act* Reporting Border

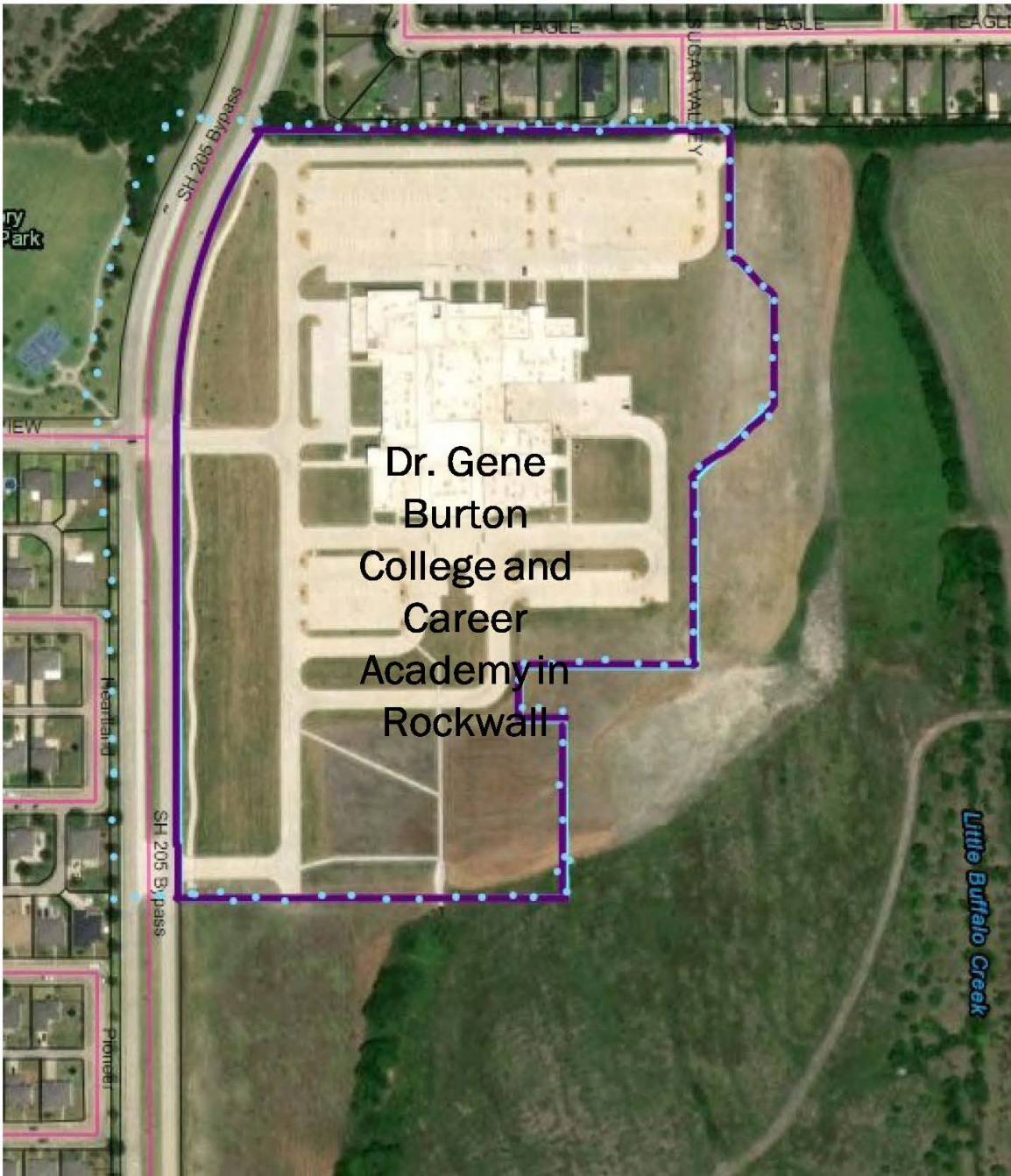
A.7 Public Safety Training Center (PSTC) Map



Purple: Collin College Property Border

Blue: *Clery Act* Reporting Border

A.8 Rockwall Center Map



Purple: Rockwall Independent School District Property Border

Blue: Cley Act Reporting Border

A.9 Technical Campus Map



Purple: Collin College Property Border

Blue: *Clergy Act* Reporting Border

A.10 Wylie Campus Map



Purple: Collin College Property Border

Blue: *Clery Act* Reporting Border

Appendix B: Campus Crime Statistics

B.1 Allen Center Crime Statistics

| Allen Center*+ | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 7 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* Note: The Allen Center does not have any residential facilities.

+ Note: The Allen Center closed on July 13, 2020.

Hate Crimes:

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

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

2019 – There were no hate crimes at the Allen Center.

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

| Collin Higher Education Center (CHEC)* | | | | | | | | | |
|--|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Hate Crimes:

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

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

2019 – There were no hate crimes at the Collin Higher Education Center (CHEC).

B.3 Courtyard Center (CYC) Crime Statistics

| Courtyard Center (CYC)* | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Hate Crimes:

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

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

2019 – There were no hate crimes at the Courtyard Center (CYC).

B.4 Frisco Campus (Preston Ridge) Crime Statistics

| Frisco Campus (Preston Ridge)* | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing Etc. | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 4 | 0 | 0 | 1 | 0 | 0 | 0 |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 6 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Hate Crimes:

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

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

2019 – There were no hate crimes at the Frisco Campus (Preston Ridge).

B.5 McKinney Campus (Central Park) Crime Statistics

| McKinney Campus (Central Park)* | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Hate Crimes:

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

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

2019 – There were no hate crimes at the McKinney Campus (Central Park).

B.6 Plano Campus (Spring Creek) Crime Statistics

| Plano Campus (Spring Creek) | | | | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|--|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | | Residential Facilities (i.e., Collin College Student Housing) | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Aggravated Assault | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Liquor Law Violations | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Disciplinary Referrals | | | | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Liquor Law Violations | 3 | 2 | 2 | 0 | 0 | 3 | 0 | 0 | 0 | 1 | 1 | 0 |
| VAWA Offenses | | | | | | | | | | | | |
| Domestic Violence | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| Dating Violence | 5 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Stalking | 2 | 6 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Hate Crimes:

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

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

2019 – There were no hate crimes at the Plano Campus (Spring Creek).

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

| Public Safety Training Center (PSTC)* | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Hate Crimes:

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

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

2019 – There were no hate crimes at the Public Safety Training Center (PSTC).

B.8 Rockwall Center Crime Statistics

| Rockwall Center* | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* Note: The Rockwall Center does not have any residential facilities.

Hate Crimes:

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

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

2019 – There were no hate crimes at The Rockwall Center.

B.9 Technical Campus Crime Statistics

| Technical Campus*+ | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Manslaughter by Negligence | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Rape | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Fondling | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Incest | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Statutory Rape | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Robbery | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Aggravated Assault | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Burglary | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Motor Vehicle Theft | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Arson | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Drug Abuse Violations | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Liquor Law Violations | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Drug Abuse Violations | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Liquor Law Violations | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Dating Violence | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Stalking | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

* Note: The Technical Campus does not have any residential facilities.

+ Note: The Technical Campus opened on August 24, 2020. Therefore, there are no campus crime statistics for the 2017, 2018, or 2019 calendar years.

Hate Crimes:

2017 – N/A

2018 – N/A

2019 – N/A

B.10 Wylie Campus Crime Statistics

| Wylie Campus*+ | | | | | | | | | |
|---------------------------------------|-----------|------|------|------------|------|------|-----------------|------|------|
| Offense | On-Campus | | | Non-Campus | | | Public Property | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Criminal Offenses | | | | | | | | | |
| Murder and Non-Negligent Manslaughter | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Manslaughter by Negligence | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Rape | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Fondling | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Incest | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Statutory Rape | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Robbery | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Aggravated Assault | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Burglary | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Motor Vehicle Theft | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Arson | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Arrests | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Drug Abuse Violations | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Liquor Law Violations | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Disciplinary Referrals | | | | | | | | | |
| Weapons: Carrying, Possessing, Etc. | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Drug Abuse Violations | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Liquor Law Violations | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| VAWA Offenses | | | | | | | | | |
| Domestic Violence | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Dating Violence | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Stalking | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

* Note: The Wylie Campus does not have any residential facilities.

+ Note: The Wylie Campus opened on August 10, 2020. Therefore, there are no campus crime statistics for the 2017, 2018, or 2019 calendar years.

Hate Crimes:

2017 – N/A

2018 – N/A

2019 – N/A

B.11 Unfounded Crimes Statistics

| Campus | Year | | |
|---------------------------------------|------|------|------|
| | 2017 | 2018 | 2019 |
| Allen Center* | 0 | 0 | 0 |
| Collin Higher Education Center (CHEC) | 0 | 0 | 0 |
| Courtyard Center (CYC) | 0 | 0 | 0 |
| Frisco Campus (Preston Ridge) | 0 | 0 | 0 |
| McKinney Campus (Central Park) | 0 | 0 | 0 |
| Plano Campus (Spring Creek) | 0 | 0 | 0 |
| Public Safety Training Center (PSTC) | 0 | 0 | 0 |
| Rockwall Center | 0 | 0 | 0 |
| Technical Campus ⁺ | N/A | N/A | N/A |
| Wylie Campus [^] | N/A | N/A | N/A |

* Note: The Allen Center closed on July 13, 2020.

+ Note: The Technical Campus opened on August 24, 2020. Therefore, there are no unfounded crimes statistics for this campus for the 2017, 2018, or 2019 calendar years.

^ Note: The Wylie Campus opened on August 10, 2020. Therefore, there are no unfounded crimes statistics for this campus for the 2017, 2018, or 2019 calendar years.

Appendix C: Fire Statistics

C.1 Fire Statistics for Collin College Residential Facilities

| Fire Statistics | | | | | | | | | | | | | | | |
|---|-----------------------|------|------|---------------|------|------|--|------|------|-------------------------------|------|------|---|--------|--------|
| Residential Facility | Total Number of Fires | | | Cause of Fire | | | Number of Injuries Requiring Treatment at a Medical Facility | | | Number of Fire-Related Deaths | | | Value of Property Damage Caused by Fire | | |
| | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| Collin College Student Housing 5800 Jupiter Road Plano, Texas, 75074 | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |

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