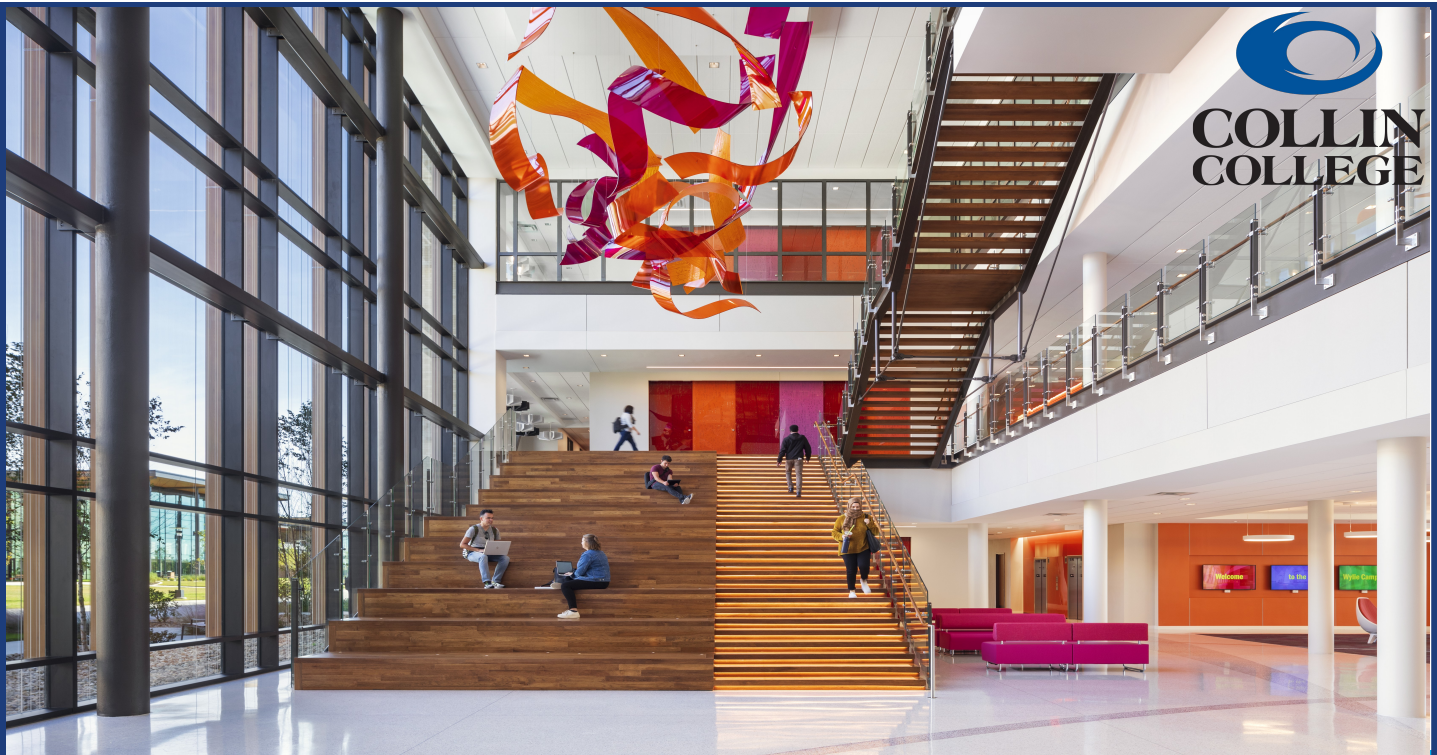




**COLLIN  
COLLEGE**



# 2024

## **Annual Security and Fire Safety Report (ASF SR)**

*Containing Information for the  
2024-2025 Academic Year*

**Issued: September 30, 2024**

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## District Campus Addresses and Map

All of the Board policy statements and procedures listed in the *2024 Annual Security and Fire Safety Report (ASFSR)* apply universally to all Collin College campuses, centers, and locations, unless noted otherwise.

### **Celina Campus**

2505 Kinship Parkway  
Celina, Texas 75009  
469.905.3590

### **Collin Higher Education Center**

3452 Spur 399  
McKinney, Texas 75069  
972.599.3100

### **Courtyard Center**

4800 Preston Park Blvd.  
Plano, Texas 75093  
972.985.3790

### **Farmersville Campus**

501 S. Collin Parkway  
Farmersville, Texas 75442  
972.549.6490

### **Frisco Campus**

9700 Wade Blvd.  
Frisco, Texas 75035  
972.377.1790

### **iCollin Virtual Campus**

Administrative Offices  
3452 Spur 399  
McKinney, Texas 75069  
972.549.6416

### **McKinney Campus**

2200 W. University Drive  
McKinney, Texas 75071  
972.548.6790

### **Plano Campus**

2800 E. Spring Creek Parkway  
Plano, Texas 75074  
972.881.5790

### **Public Safety Training Center**

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

### **Technical Campus**

2550 Bending Branch Way  
Allen, Texas 75013  
972.553.1290

### **Wylie Campus**

391 Country Club Road  
Wylie, Texas 75098  
972.378.8790

### **Collin College Internet Address**

[www.collin.edu](http://www.collin.edu)



## 2024 Annual Security and Fire Safety Report (ASFSR)

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 Board policy statements and procedures listed in the *2024 Annual Security and Fire Safety Report (ASFSR)* apply universally to all Collin College campuses, centers, and locations unless noted otherwise.

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 [Clergy Act](#) requirements.

Upon request, the *ASFSR* is available in an alternate format. For more information, contact Collin College's Accommodations at Collin College for Equal Support Services ACCESS Office at 972.881.5898 (voice) or [access@collin.edu](mailto:access@collin.edu), or HR at 972.985.3783 (voice) or [hr@collin.edu](mailto:hr@collin.edu). For persons who are Deaf or hard of hearing or have speech impairments, contact Texas Relay Services by dialing 711, 800.735.2989 (TTY) or 877.826.1789 (VCO).

### **Equal Opportunity Statement**

Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on any basis protected by applicable law. Students who have a concern(s) regarding discrimination, harassment, retaliation, sex discrimination, sexual assault, and/or sexual harassment in violation of applicable laws should contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu). Faculty and staff who have a concern(s) regarding discrimination, harassment, retaliation, sex discrimination, sexual assault, and/or sexual harassment in violation of applicable laws should contact the Human Resources Department at 972.758.3856 or [hr@collin.edu](mailto: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 and Amendments Act of 2008 \(ADAAA\)](#), 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](mailto:access@collin.edu). Faculty and staff requesting accommodations under these provisions should contact HR at 972.985.3783 (voice) or [hr@collin.edu](mailto:hr@collin.edu).

### **Board Policies**

Collin College's *Board Policy Manual* contains information that is applicable to Collin College students, faculty, staff, and community members, and can be found online at <https://pol.tasb.org/home/index/304>.



#### **Mission**

Collin College is a student- and community-centered institution committed to developing valuable 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

#### **Purpose Statement**

Through its campuses, centers, and programs, Collin College fulfills community and industry needs and its primary statutory purpose under [Section 130.003\(e\)](#) of the [Texas Education Code](#) by providing:

- Academic courses in the core curriculum or a field of study curriculum to transfer to higher education 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; and
- Other purposes as may be directed by the Board and/or the laws of the State of Texas.

## Section 1: Clery Act Information and Definitions

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### **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. The Collin College Police Department prepares this *Annual Security and Fire Safety Report (ASFSR)* every year in order to comply with the Board Policy [GCC\(Legal\)](#) and 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 District Dean of Students Office; Collin College Student Housing and Resident Life staff; the Human Resources Department; 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 direct website link 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 general orders 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](#) available at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html).

Prospective students are provided with information on the Clery Act, a brief description of the current *Annual Security and Fire Safety Report (ASFSR)*, and the direct website link 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 college's "Admissions & Aid" website located at [www.collin.edu/gettingstarted/index.html](http://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 direct website link 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 Department's "Employment at Collin College" website located at [www.collin.edu/hr/employment/index.html](http://www.collin.edu/hr/employment/index.html).

Copies of this *Annual Security and Fire Safety Report (ASFSR)* may be obtained on Collin College's "Annual Security and Fire Safety Reports" website located at [www.collin.edu/studentresources/deanofstudents/annualsecurityreports.htm](http://www.collin.edu/studentresources/deanofstudents/annualsecurityreports.htm) and in print at the following campus locations:

#### **Celina Campus**

2505 Kinship Parkway  
Celina, Texas 75009  
Collin College Police Department: Room 129

#### **Collin Higher Education Center**

3452 Spur 399  
McKinney, Texas 75069  
Collin College Police Department: Room 134

#### **Courtyard Center**

4800 Preston Park Blvd.  
Plano, Texas 75093  
Collin College Police Department: Room 125

#### **Farmersville Campus**

501 S. Collin Parkway  
Farmersville, Texas 75442  
Collin College Police Department: Room 103

#### **Frisco Campus**

9700 Wade Blvd.  
Frisco, Texas 75035  
Collin College Police Department: Room LH-179



**McKinney Campus**

2200 W. University Drive  
McKinney, Texas 75071  
Collin College Police Department: Room C-121

**Plano Campus**

2800 E. Spring Creek Parkway  
Plano, Texas 75074  
Collin College Police Department: Suite K-119

**Public Safety Training Center**

3600 Redbud Blvd.  
McKinney, Texas 75069  
972.548.6790  
Fire Science Office: Room 103  
Law Enforcement Academy Office: Room 201

**Technical Campus**

2550 Bending Branch Way  
Allen, Texas 75013  
Collin College Police Department: Room C-010

**Wylie Campus**

391 Country Club Road  
Wylie, Texas 75098  
Collin College Police Department: Room B-139

**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 encompasses all public property, including thoroughfares, streets, sidewalks; and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
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 located 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 a land surface(s) 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 offense includes all incidents where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, and joy riding. This offense 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) 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. For Clery Act purposes, this 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 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).
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).
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
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).
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" is used for [Clery Act](#) reporting purposes. 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
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 District 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
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 located in [Appendix B](#).



## Section 2: Collin College Police Department Information and Procedures

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### Collin College Police Department Mission

The mission of the Collin College Police Department is to encourage, engage, enforce, and empower:

1. The vision, mission, purpose; and Core Values of Collin College; and
2. To benefit the students, faculty, staff, and communities where we serve.

How We Encourage:

1. Provide a welcoming and secure environment to facilitate participation in Collin College activities.
2. Communicate positive methods to express rights and responsibilities.
3. Enable collaboration within Collin College, with campus groups, and during community events.

How We Engage:

1. Provide a safe environment for students to learn, grow, and prepare to lead in their chosen vocations.
2. Foster partnerships with other departments, agencies, and groups with a shared purpose.
3. Proactive patrols as a visible deterrent to disorder or crime.

How We Enforce:

1. Administer the rule of law, keeping in mind the spirit of the law.
2. Demonstrate professional community-oriented policing and problem solving.
3. Demonstrate servant leadership with restraint, patience, and humility.

How We Empower:

1. Teach protective measures for our community members.
2. Prepare, train, drill, and practice for immediate emergency response.
3. Provide mentors who give time, talent, and training to students, faculty, and staff.

### 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 center and currently serve more than 60,000 credit and continuing education students each year, as well as faculty, staff, and community members.

### Collin College Police Department Authority, Jurisdiction, and Working Relationships

The Collin College Police Department protects and prevents criminal activities and threats through community policing by creating a bond with students, faculty, and staff. This proactive approach develops trust between the Collin College Police Department officers and those they serve.

The Collin College Police Department is organized, trained; and equipped to respond to criminal activity as well as real or perceived physical threats to the Collin College community. The Collin College Police Department accomplishes this through constant collaboration with other Collin College departments and municipal agencies.

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 24 hours a day, seven (7) days a week, 365 days a year.

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 District 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 Department for appropriate disciplinary action.

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

Collin College Police Department personnel work closely with local, state, and federal agencies. Our municipal agencies are listed below:

1. Allen Police Department
2. Celina Police Department
3. Collin County Sheriff's Office
4. Farmersville Police Department
5. Frisco Police Department
6. McKinney Police Department
7. Plano Police Department
8. 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 law 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
10. Wylie Police Department

The Collin College Police Department has a general order and procedure 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/](http://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 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-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 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 and will respond to medical emergencies along with local city paramedics and other first 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, go to [www.collin.edu/campuspolice/crimelog.html](http://www.collin.edu/campuspolice/crimelog.html) call

972.578.5555, or visit the Collin College Police Department in person at any of the following campus locations:

1. Celina Campus: Room 129
2. Collin Higher Education Center: Room 134
3. Courtyard Center: Room 125
4. Farmersville Campus: Room 103
5. Frisco Campus: Room LH-179
6. McKinney Campus: Room C-121
7. Plano Campus: Suite K-119
8. Technical Campus: Room C-010
9. 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.

During business hours, Collin College facilities will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours and periods when Collin College buildings are closed, access to Collin College facilities is by security badge, key (if issued), or by admittance via the Collin College Police Department or Facilities and Plant Operations. In the case of periods of extended closing, Collin College will admit only those 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., Fitness Centers and 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 on a regular basis.

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

**Academic and Administrative Building Hours**

The table below lists academic and administrative building hours for each of Collin College’s campuses and centers. Campus hours may vary to accommodate changes in schedules. Additionally, specific building hours (e.g., Library) may vary during Collin College holidays and extended breaks (e.g., Winter Break, Spring Break). For more information regarding the academic and administrative building hours at each campus and center, go to [www.collin.edu/campuses/index.html](http://www.collin.edu/campuses/index.html) and click on the campus or center.

Campus	Days and Times
<b>Celina Campus</b>	Monday – Thursday: 7:30 a.m. to 9:00 p.m. Friday: 7:30 a.m. to 6:00 p.m. Saturday: 8:00 a.m. to 3:00 p.m. Sunday: Closed
<b>Collin Higher Education Center</b>	Monday – Thursday: 6:30 a.m. to 10:30 p.m. Friday: 6:30 a.m. to 7:00 p.m. Saturday and Sunday: Closed
<b>Courtyard Center</b>	Monday – Friday: 7:30 a.m. to 10:00 p.m. Saturday: 7:30 a.m. to 4:00 p.m. Sunday: Closed
<b>Farmersville Campus</b>	Monday – Thursday: 7:00 a.m. to 7:00 p.m. Tuesday – Wednesday: 7:00 a.m. to 8:00 p.m. Friday: 7:00 a.m. to 5:00 p.m. Saturday: 7:30 a.m. to 3:00 p.m. Sunday: Closed
<b>Frisco Campus</b>	Monday – Friday: 6:30 a.m. to 11:00 p.m. Saturday: 7:00 a.m. to 5:00 p.m. Sunday: 8:00 a.m. to 5:00 p.m.
<b>McKinney Campus</b>	Monday – Friday: 6:30 a.m. to 11:00 p.m. Saturday (Main Building and Health Science Building): 7:00 a.m. to 5:00 p.m. Saturday (Library): 11:00 a.m. to 4:00 p.m. Sunday: Closed
<b>Plano Campus</b>	Monday – Saturday: 6:30 a.m. to 11:00 p.m. Sunday: 11:00 a.m. to 7:00 p.m.

Campus	Days and Times
<b>Public Safety Training Center</b>	Monday – Wednesday: 7:00 a.m. to 10:00 p.m. Thursday – Saturday: 7:00 a.m. to 5:00 p.m. Sunday: Closed
<b>Technical Campus</b>	Monday – Thursday: 6:00 a.m. to 10:00 p.m. Friday: 6:00 a.m. to 5:00 p.m. Saturday and Sunday: Closed
<b>Wylie Campus</b>	Monday – Friday: 7:00 a.m. to 11:00 p.m. Saturday: 7:00 a.m. to 5:00 p.m. Sunday: Closed

**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 Thursday from 9:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 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 Cougar Alert 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). 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.

### **Facilities and Landscaping Maintenance**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Facilities and Plant Operations staff at each campus and center 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, 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.

### **Reporting Safety, Security, and Maintenance Concerns**

To report a safety or security concern, contact the Collin College Police Department at 972.578.5555, extension 5555 from any campus phone, or in person at any of the Collin College Police Department office [locations](#).

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. Celina Campus: 469.905.3557
2. Collin Higher Education Center: 972.599.3155
3. Courtyard Center: 972.985.3777
4. Farmersville Campus: 972.549.6453
5. Frisco Campus: 972.377.1690
6. McKinney Campus: 972.548.6690
7. Plano Campus: 972.881.5690
8. Public Safety Training Center: 972.549.6361
9. Technical Campus: 972.553.1190
10. 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 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 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**

In accordance with federal laws, upon written request Collin College will disclose to the alleged victim of a crime of violence or non-forcible sex offense, as those terms are defined in [Title 18, § 16, United States Code](#) and the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C., §1092 \(f\) \(Clery Act\)](#), the report on the results of any disciplinary proceeding(s) and/or appeal(s) 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, in accordance with the law.

In accordance with [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)
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 the student disciplinary and appeal process, the employee disciplinary and appeal process, or the student and employee Title IX complaint resolution process.

### **Gang-Free Zones**

In accordance with the [Texas 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, as defined in the *Student Code of Conduct* located in the current [Collin College Student Handbook](#). Employees engaging in gang-related activity and/or organized criminal activity at any Collin College facility or grounds will be subject to disciplinary penalties, as defined by the Human Resources Department. Community members engaging in gang-



related activity and/or organized criminal activity at any Collin College facility or grounds will be subject to appropriate action by the Collin College Police Department. 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/PolicyOnline/PolicyDetails?key=304&code=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](#), a convicted sex offender who is a student, employee, or an individual who frequents Collin College must register with the Collin College Police Department. In accordance with Board policy <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FL#legalTabContent>, a student who is a convicted sex offender must register with the Collin College Police Department no later than the seventh day after the date on which the person begins to attend Collin College. Additionally, a student who is a convicted sex offender must notify the Collin College Police Department no later than the seventh day after the date of termination of the person's status as a student at Collin College. To register, a student, employee, or an individual who frequents Collin College must schedule an appointment by calling the Collin College Police Dispatch on 972.578.5555. The police dispatcher will notify the district officer or sergeant responsible for sex offender registration.

For more information, 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://publicsite.dps.texas.gov/SexOffenderRegistry>.

### **Searches**

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=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/PolicyOnline/PolicyDetails?key=304&code=FLB>.

#### **Reasonable Suspicion Searches**

##### *Students*

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 the law and Collin College regulations.

##### *Employees*

In accordance with Board policy [DHA \(LOCAL\)](#), Collin College reserves the right to conduct searches when Collin College has reasonable cause to believe that a search will uncover evidence of work-related misconduct. Collin College may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on Collin College premises or worksites or used in College District business. Searches that reveal a violation of Collin College's standards of conduct may result in disciplinary action. For more information regarding employee



standards of conduct, see Board policy DH (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=dh>.

#### 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 the law and Collin College Police Department procedures.

#### **Vehicle Use and Operation**

Bicycles and properly state-registered and -inspected motor vehicles are allowed on designated streets, roadways, and surface parking areas. Only motor vehicles are allowed in parking garages. In the interest of safety, operating or riding hoverboards, longboards, rollerblades, scooters, Segways, skateboards, etc., is prohibited in Collin College parking garages and/or buildings, unless authorized by the Accommodations at Collin College for Equal Support Services (ACCESS) Office or Human Resources Department as a reasonable accommodation required by the [Americans with Disabilities Act of 1990 \(ADA\)](#), [Americans with Disabilities Act and Amendments Act of 2008 \(ADAAA\)](#); or other federal law. Pedestrians have the right of way on Collin College sidewalks.

#### **Weapons on Campus**

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF>.

Collin College prohibits the possession of any prohibited weapon, as defined by Board policies [CHF \(LOCAL\)](#), [DH \(LOCAL\)](#); and [FLB \(LOCAL\)](#) on all Collin College property at all times, except by peace officers licensed by a state of the United States or a federal agency.

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a Collin College-approved activity supervised by proper authorities, or in accordance with law.

#### **Concealed Carry Law and Other General Provisions**

The purpose of this policy is to implement rules in compliance with [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 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. For more information, see Board policy CHF (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF#legalTabContent>.
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 (Board).
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). For more information, see Board policy CHF (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF#legalTabContent>.

### 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. Any time 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 Resident Handbook* located on Collin College's website at [www.collin.edu/studenthousing/](http://www.collin.edu/studenthousing/).

#### **Other Weapons and Devices Prohibited**

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, knuckle devices, firearm silencers, 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). For more information, see Board policy CHF (LEGAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CHF#legalTabContent>.

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. These locations will be appropriately identified by signage as specified under [Sections 30.06](#) and [30.07](#) of the [Texas Penal Code](#):

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.
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.

A violation of these specific prohibitions is considered an offense under [Section 46.035 \(a-3\), Texas Penal Code](#).

#### **Violations**

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

Employees and students found to be in violation of this policy will be subject to disciplinary action. For more information, see Board policies DH (LOCAL), FM (LOCAL), and FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=disciplinary+procedures> and *Chapter 13: Student Disciplinary Procedures* in 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/deanofstudents/studenthandbook.html>.

#### **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 or College District President's designee 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 weapons 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](mailto:safety@collin.edu).

## Section 3: Procedures for Reporting a Crime or Emergency

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### Reporting a Crime or Emergency

Collin College Police Department officers patrol all campuses and centers 24 hours a day, seven (7) days a week.

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 and/or appropriate local law enforcement agencies 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. For more information, see the [Voluntary Confidential Reporting](#) section in this document.

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 the incident occurs on a Collin College campus or center, contact the Collin College Police Department Communications Center 24 hours a day by dialing 972.578.5555 (or 5555 from a campus phone) or pressing the "Emergency" button located at any Collin College System phone.

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 Collin College Police Department office [locations](#).

In a medical emergency, individuals should first dial **911**, and then contact the Collin College Police Department

Communications Center through one (1) of the methods listed above.

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.

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.

In order to ensure inclusion in the annual crime statistics and 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 [www.collin.edu/studentresources/deanofstudents/cleryact.html](http://www.collin.edu/studentresources/deanofstudents/cleryact.html). The completed *Campus Security Authority (CSA) Crime Reporting Form* must be submitted to David Prevatte, Collin College Police Department Manager of Accreditation and Clery Compliance, at the Collin Higher Education Center Room 134; or by email to [daprevatte@collin.edu](mailto:daprevatte@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/](http://www.collin.edu/campuspolice/).

### **Reporting a Non-Emergency Complaint or Concern**

Any individual who needs to report a non-emergency complaint or concern to the Collin College Police Department can send an email to [ccpdcomplaint@collin.edu](mailto:ccpdcomplaint@collin.edu).

For more information regarding Collin College Police Department policies and procedures, go to [www.collin.edu/campuspolice/](http://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 a 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, witness, 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 [Clery Act](#) crime statistics.

To submit a voluntary confidential report, victims and witnesses can contact the Collin College Police Department Communications Center 24 hours a day by dialing 972.578.5555 (or 5555 from a campus phone) or pressing the "Emergency" button located at any Collin College System phone.

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 Collin College Police Department office [locations](#).

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.

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

### **Anonymous Reports of Dating Violence, Sexual Assault, Sexual Harassment; and Stalking**

In accordance with the [Texas Education Code Section 51.252](#) and [Section 51.283](#), Collin College students and employees can report prohibited conduct anonymously or using a pseudonym by submitting the online form available at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form). However, the submission of an anonymous report or use of a pseudonym 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.

To report dating violence, sexual assault, sexual harassment; or stalking anonymously or using a pseudonym, victims can submit the online form available at <https://collin.guardianconduct.com/incident-reporting> or contact the Collin College Police Department Communications Center 24 hours a day by dialing 972.578.5555 (or 5555 from a campus phone) or pressing the "Emergency" button located at any Collin College System phone.

The victim should inform the dispatcher they would like to remain anonymous or use a pseudonym 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.

To submit an in-person report of dating violence, sexual assault, sexual harassment, or stalking anonymously or using a pseudonym, victims can go to any of the Collin College Police Department office [locations](#).

When submitting an anonymous report of dating violence, sexual assault, sexual harassment, or stalking in person, the victim should inform the Collin College Police Department officer they would like to remain anonymous or use a pseudonym 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 dating violence, sexual assault, sexual harassment, or stalking files a report and later determines they would like to remain anonymous or use a pseudonym, 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 a Local Law Enforcement Agency**

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 W. McDermott Drive  
Allen, Texas 75013  
Phone: 214.509.4200  
Website: <https://cityofallen.org/2035/Police>

#### **Celina Police Department**

110 N. Colorado St.  
Celina, Texas 75009  
Phone: 972.382.2121  
Website: [www.celina-tx.gov/187/Police-Department](http://www.celina-tx.gov/187/Police-Department)

#### **Collin County Sheriff's Office**

4300 Community Ave.  
McKinney, Texas 75071  
Phone: 972.547.5100  
Website: [www.collincountytexas.gov/sheriff/Pages/default.aspx](http://www.collincountytexas.gov/sheriff/Pages/default.aspx)

#### **Farmersville Police Department**

134 N. Washington St.  
Farmersville, Texas 75442  
Phone: 972.782.6141  
Website: [www.farmersvilletx.com/departments/police\\_department/index.php](http://www.farmersvilletx.com/departments/police_department/index.php)

#### **Frisco Police Department**

7200 Stonebrook Parkway  
Frisco, Texas 75034  
Phone: 972.292.6000  
Website: [www.friscotexas.gov/239/Police](http://www.friscotexas.gov/239/Police)

#### **McKinney Police Department**

2200 Taylor Burk Drive  
McKinney, Texas 75071  
Phone: 972.547.2700  
Website: [www.mckinneytexas.org/166/Police](http://www.mckinneytexas.org/166/Police)

#### **Plano Police Department**

909 14th St.  
Plano, Texas 75074  
Phone: 972.424.5678  
Website: [www.plano.gov/1061/Police](http://www.plano.gov/1061/Police)

### **Rockwall Police Department**

205 W. Rusk St.

Rockwall, Texas 75087

Phone: 972.771.7717

Website: [www.rockwallpolice.org/](http://www.rockwallpolice.org/)

### **Wylie Police Department**

2000 N. Highway 78

Wylie, Texas 75098

Phone: 972.442.8171

Website: [www.wylietexas.gov/police.php](http://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 district dean of students, associate dean of Title IX compliance, associate deans of students, and student conduct officers;
3. The chief student success officer, vice president of student and enrollment services, associate 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).

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 dating violence, domestic violence, sexual assault, or stalking 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.

When a Clery Act crime is reported to a CSA, the CSA must complete the *Campus Security Authority (CSA) Crime Reporting Form* located at [https://collin.guardianconduct.com/incident-reporting/new?incident\\_type=Campus%20Security%20Authority%20\(CSA\)%20Crime%20Reporting%20Form](https://collin.guardianconduct.com/incident-reporting/new?incident_type=Campus%20Security%20Authority%20(CSA)%20Crime%20Reporting%20Form). If a CSA has questions regarding the *Campus Security Authority (CSA) Crime Reporting Form* or needs to provide additional information about the alleged incident(s), they should contact:

David Prevatte  
Manager of Accreditation and Clery Compliance  
Collin College Police Department  
Collin Higher Education Center  
3452 Spur 399  
Room 134  
McKinney, Texas 75069  
Phone: 972.881.5696  
Email: [daprevatte@collin.edu](mailto:daprevatte@collin.edu)

This process is used to ensure crimes reported to a CSA, 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 Collin College Police Department at 972.578.5555.

### **Pastoral Counselors and Professional Counselors**

Campus pastoral counselors or professional counselors, when acting as such, are not considered to be a campus security authority (CSA), and are not required by the [Clery Act](#) to report crimes for inclusion in the annual crime statistics and daily crime log.

Collin College does not currently employ any pastoral counselors. 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'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 a crime if they so choose.

In accordance with the [Texas 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, and witnesses, or details of the incident. For more information, see the [Employee Mandatory Reporting Under State Law for Incidents of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking](#) section in this document.

### **Employee Mandatory Reporting Under State Law for Incidents of Dating Violence, Sexual Assault, Sexual Harassment, and Stalking**

**Note:** Submitting a *Mandatory Reporting Form for Incidents of Dating Violence, Domestic 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 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 as defined in this document, 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 Education Code Section 51.252](#), an employee who is designated by Collin College as a person with whom students may speak confidentially concerning dating violence, sexual assault, sexual harassment, or stalking as defined in this document, 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 requirement does not affect the employee's duty to report an incident under any other law.

#### **Peace Officer**

A Collin College peace officer who received information regarding an incident from an alleged victim who chooses to complete a pseudonym form as described by law will, in making a report, state only the type of incident reported and may not include the victim's name, phone number, address, or other information that may directly or indirectly reveal the victim's identity.

#### **Exceptions**

A Collin College employee is not required to make a report 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.

#### **Mandatory Reporting Form**

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

#### **Strategies of Behavioral Intervention (SOBI) Care Team**

To extend its efforts on emergency preparedness, incident reporting, and prevention, Collin College has established the Strategies of Behavioral Intervention (SOBI) Care Team. The SOBI Care Team is made up of Collin College administrators, faculty, staff, and police from each campus throughout the College District, and serves as a central network focused on preventive and timely intervention before a crisis arises. The SOBI Care Team has designed a process that reflects the best practices for referring, assessing, responding to, and assisting students who may display various levels of concerning behaviors.

The SOBI Care Team's actions are designed to assist students in distress and are not a substitute for student disciplinary procedures or law enforcement interventions. If the SOBI Care Team receives a referral containing information that an alleged violation of the [Student Code of Conduct](#) has occurred, that referral will be immediately forwarded to the District Dean of Students Office for disciplinary action. For questions regarding student disciplinary issues and procedures, contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu). Additionally, any alleged criminal offenses will be immediately referred to the Collin College Police Department. For questions regarding alleged criminal offenses, contact the Collin College Police Department at 972.578.5555.

For additional information on the SOBI Care Team, go to [www.collin.edu/studentresources/SOBI/index.html](http://www.collin.edu/studentresources/SOBI/index.html) or contact the SOBI Care Team directly at [sobi@collin.edu](mailto:sobi@collin.edu). To

submit a SOBI Care Team Referral, go to <https://collin.guardianconduct.com/incident-reporting>.

### **SOBI Threat Assessment Management Team (TAMT)**

The SOBI Threat Assessment Management Team (TAMT) is a subcommittee of the SOBI Care Team that works collaboratively with the campus community and others as needed to maintain awareness of behaviors that may indicate a possible intent to cause harm. The SOBI TAMT serves as a central network to receive, triage, and assess reports of behavior indicating actual or potential threats of harm.

Any Collin College community member who becomes aware of information that suggests a potential risk of violence should, as soon as possible, report that information to the SOBI TAMT and the Collin College Police Department by submitting a *SOBI Care Team Referral* available at <https://collin.guardianconduct.com/incident-reporting>.

For additional information on the SOBI TAMT, go to [www.collin.edu/studentresources/SOBI/index.html](http://www.collin.edu/studentresources/SOBI/index.html) or contact the SOBI TAMT directly at [sobi@collin.edu](mailto:sobi@collin.edu).

### **Missing Student Notification Policy for Collin College Student Housing**

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 located on the Plano Campus, the director of student housing operations, Collin College Police Department, and District 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 *Collin College Resident Handbook* located on Collin College's website at [www.collin.edu/studenthousing/](http://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 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 provides the link to 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 at the Plano Campus mid-year. Contact the director of student housing operations or designee at 972.881.5151 or [studenthousing@collin.edu](mailto:studenthousing@collin.edu) for more information. The *Missing Student Contact Information Form* is located online at <https://collin.guardianconduct.com/incident-reporting>.

All completed *Missing Student Contact Information Forms* are kept in the District Dean of Students Office at the Collin Higher Education Center. The student's completed *Missing Student Contact Information Form* is automatically sent to the District Dean of Students Office once the student resident clicks the "Submit" button.

### ***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: 972.578.5555
2. Plano Police Department: 911 or 972.424.5678
3. Director of Student Housing Operations or Designee: 972.881.5151
4. Collin College District Dean of Students Office: 972.881.5604

Any missing person report regarding a student resident that is received by the director of student housing operations or designee, District 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 missing person contact(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).
3. The responding Collin College Police Department officer will notify the director of student housing operations or designee, the district 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 district dean of students or designee will check the college's 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 district dean of students or designee, if the student resident chose to register this information with the District 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 the:
  - a. Person(s) identified confidentially by the student resident as a designated missing person contact(s);
  - b. 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. Local county or municipal law enforcement agency with concurrent jurisdiction in the area.

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



When the missing student resident is located, the district dean of students or designee will contact the student resident to offer support and provide referrals to appropriate on- and off-campus resources, as appropriate. At that 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 district dean of students or designee will determine whether further action(s) is warranted by the District 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 District Dean of Students Office for appropriate disciplinary action. The following disciplinary penalties may be imposed on a Collin College student for commission of a false alarm or report offense:

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
5. Recommendation for Expulsion

For more information regarding penalties for student misconduct, see the *Student Code of Conduct* located in the current *Collin College Student Handbook* available on Collin College's website at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html), or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

Collin College employees may also be referred to the Human Resources Department for appropriate disciplinary action. The following disciplinary penalties may be imposed on a Collin College employee for commission of a false alarm or report offense:

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

For more information regarding penalties for employee misconduct, contact the Human Resources Department at 972.758.3856 or [hr@collin.edu](mailto:hr@collin.edu).

## Section 4: Emergency Response and Evacuation Procedures

### Emergency Management at Collin College

The Office of Emergency Management directs the development, implementation, and maintenance of Collin College’s emergency management program. 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.

For more information regarding Collin College’s emergency management plan, contact the Office of Emergency Management at 972.881.5617 or [emergencymanagement@collin.edu](mailto:emergencymanagement@collin.edu).

### 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/campuspolice/OEM/index.html](http://www.collin.edu/campuspolice/OEM/index.html). 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](http://www.collin.edu/cougaralert.html).

### Emergency Management Drills, Exercises, and Trainings

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

Exercise/Drill	Frequency
<b>Emergency Notification Assessment</b> Verify Collin College Police Department Communications Center Procedures	Once Per Semester, Per Shift
<b>Lockdown/Active Assailant Drill</b>	Annually Per Campus or Center
<b>Evacuation/Fire Drill</b>	Annually Per Campus or Center
<b>Shelter/Severe Weather Drill</b>	Annually Per Campus or Center
<b>Student Housing Fire Drills</b>	Two (2) Per Semester for All Occupants: One (1) Drill Within the First 10 Days One (1) Drill During Hours of Darkness
<b>Child Development Laboratory</b>	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 College District. 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.

Collin College conducts situational reports (SITREPs) and after-action reviews (AARs) of all emergency management drills, exercises, trainings; and emergency responses. Each drill, exercise, and training is documented with an exercise plan or after-action report that is maintained by the Office of Emergency Management.

For more information regarding Collin College’s emergency management drills, exercises, and trainings, contact the Office of Emergency Management at 972.881.5617 or [emergencymanagement@collin.edu](mailto:emergencymanagement@collin.edu).

### **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 multitiered 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).

### **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 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 responders become aware of these situations through reports made 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 in the Collin College Police Department Communications Center and/or Office of Emergency Management.

Once first 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 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 officials will immediately initiate all or some portions of the CougarAlert system. If, in the professional judgment of first 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 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) will be the first 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 may post applicable messages about the significant emergency or dangerous situation on the homepage of its website, [www.collin.edu](http://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 and centers, 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 Communications Department is equipped to serve as a backup, 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 various 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 entire Collin College community's safety.

In the event an emergency notification is warranted, Collin College's senior 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](http://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](http://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 Communications Department 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 senior 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: Collin College’s website ([www.collin.edu](http://www.collin.edu)), 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 *Employee Complaint Forms* will be screened by Human Resources Department staff 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.

All *Student Incident Reports*, *Student Complaint Forms*, and *SOBI Care Team Referral Forms* will be screened by District Dean of Students Office staff and SOBI Care Team 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.

All *Mandatory Reporting Forms for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual*

*Harassment, and Stalking* and *Title IX Complaint Forms* will be screened by the appropriate Title IX coordinator, deputy Title IX coordinator, or designee, 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 Collin College Police Department office [locations](#).

**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 Communications Department, and designated Collin College officials will coordinate information and may issue a timely warning notice for the following Clery Act crimes:

1. Criminal Offenses
  - Aggravated Assault
    - a. Arson
    - b. Burglary
    - c. Criminal Homicide:
      - i. Manslaughter by Negligence
      - ii. Murder and Non-Negligent Manslaughter
    - d. Motor Vehicle Theft
    - e. 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. Fondling
    - ii. Incest
    - iii. Rape
    - iv. Statutory Rape
  - k. Simple Assault

The Collin College Police Department, Collin College’s Communications Department, 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 the 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 Communications Department, 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), 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 at [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/). Timely warning notices may be posted prominently as a banner on the homepage of Collin College's website at [www.collin.edu](http://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. Official updates to and discontinuance of timely warning notices will always be posted on the Collin College Police Department's webpage at [www.collin.edu/campuspolice/](http://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 at [www.collin.edu](http://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 *Employee Complaint Forms* will be screened by Human Resources Department staff 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.

All *Student Incident Reports, Student Complaint Forms; and SOBI Care Team Referral Forms* will be screened by District Dean of Students Office staff and SOBI Care Team 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.

All *Mandatory Reporting Forms for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking and Title IX Complaint Forms* will be screened by the appropriate Title IX coordinator, deputy Title IX coordinator; or designee, 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.

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 Collin College Police Department office [locations](#).

### **College-Wide Security and Safety Alert Procedures**

In the event a crime occurs within Collin College's Clery 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 Communications Department, 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)
7. Simple Assault (not related to a Clery Act-reportable Hate Crime)

The Collin College Police Department, Collin College's Communications Department, 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 the 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 Communications Department, 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), 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 at [www.collin.edu/campuspolice/](http://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 at [www.collin.edu](http://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 the Collin College Newsroom ([www.collin.edu/news](http://www.collin.edu/news)). 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 at [www.collin.edu/campuspolice/](http://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 at [www.collin.edu](http://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 *Employee Complaint Forms* will be screened by Human Resources Department staff 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.



All *Student Incident Reports*, *Student Complaint Forms*, and *SOBI Care Team Referral Forms* will be screened by District Dean of Students Office staff and SOBI Care Team 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.

All *Mandatory Reporting Forms for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking* and *Title IX Complaint Forms* will be screened by the appropriate Title IX coordinator, deputy Title IX coordinator; or designee, 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.

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 Collin College Police Department office [locations](#).

### **CougarAlert**

CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, 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, police emergencies, 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 contacts and update existing contacts, as needed. Community members can also register to receive CougarAlert notifications by going to [www.collin.edu/cougaralertCEdualCHEC.html](http://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](http://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](http://www.collin.edu/cougaralert.html).

### **Testing the CougarAlert System**

The CougarAlert system is tested on at least an annual basis to ensure the system is working properly.

On the test date, the CougarAlert system is triggered, and all individuals registered in the system are sent a notification via Collin College-issued email, phone, and the additional contact methods individuals have set up the system. The notification clearly states, "This is a test of the Collin College CougarAlert system. In an actual emergency, you will be provided with information. This is only a test." After the test is concluded, Collin College's Communications Department provides a report to the Collin College Police Department and corrects any errors or problems, as necessary.

The CougarAlert system was successfully tested on Monday, August 12, 2024.

### **Emergency and Safety Procedures**

#### **Reporting an Emergency**

##### On Campus

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.**

An emergency can also be reported in person at any of the Collin College Police Department office [locations](#).

##### Off-Campus Collin College-Sponsored Activities

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

### 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.

### Emergency Closing of Collin College

If classes are canceled, the announcement will be made through CougarAlert, Collin College's website at [www.collin.edu](http://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	
93.3 FM, KLIF	103.7 FM, KVIL
94.9 FM, KLTY	105.3 FM, KRLD
95.3 FM, KHYY	107.5 FM, KMKV
96.3 FM, KSCS	570 AM, KLIF
96.7 FM, KCTK	820 AM, WBAP
98.7 FM, KLUV	1080 AM, KRLD
99.5 FM, KPLX	1310 AM, KCTK
100.3 FM, KJCK	

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

### Emergency Drills

Collin College will conduct emergency drills (e.g., evacuation, fire, severe weather) periodically throughout the academic year at each campus and center. 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](mailto:emergencymanagement@collin.edu).

### 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 300 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. Appropriate actions include:

1. **Avoid:** Go to a safer location if that is an option.
2. **Deny:** Get out of sight, remain quiet, and lock or barricade doors when possible.
3. **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 and center. While on campus, students, faculty, and staff should make themselves aware of these locations.

### **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 and look for the Severe Weather Shelter Area signage. Monitor one (1) or more media sources. Wait for Collin College officials to notify you when it is safe to return to normal activities.

### **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, the type of threat, and the 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/PolicyOnline/SearchResults/?key=304&query=alcohol+and+drug+use>.

### **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/dfsca.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/dfsca.html>.

### **Required Annual Notice to Students and Employees**

In accordance with the [DFSCA](#), Collin College informs each student and employee annually through Collin email about the following information related to the use of alcohol and illegal drugs and abuse of any and all drugs (whether legal or illegal):

1. Standards of conduct;
2. Collin College's sanctions for a violation(s) of the alcohol and drug provisions, as defined in the

*Student Code of Conduct* located in the current [Collin College Student Handbook](#) and *Employee Standards of Conduct* located in Board policies [DH \(LOCAL\)](#) and [DHA \(LOCAL\)](#);

3. Legal sanctions under local, state, and federal laws;
4. Health risks associated with alcohol and substance use and abuse; and
5. Substance abuse counseling, treatment, and prevention programs available to Collin College students and employees.

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

### **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 alcohol and controlled substances. Collin College is dedicated to providing quality education in a wholesome environment for its students, faculty, and staff.

Know Now is Collin College's substance abuse initiative which began programming in the Fall 2017 semester. The purpose of Know Now is to educate the Collin College community about issues related to substance use and abuse, empower individuals to make positive choices for their futures, and encourage utilization of campus and community resources for recovery. In coordination with Collin College's Counseling Services Office, TimelyCare, and Employee Assistance Program (EAP), Know Now serves as a resource to the entire Collin College community for assessment, consultation, counseling, educational presentations and materials, prevention, referrals, and resource information.

For more information on Know Now, go to [www.collin.edu/studentresources/knownow/index.html](http://www.collin.edu/studentresources/knownow/index.html).

For more information on Counseling Services, go to [www.collin.edu/studentresources/counseling/](http://www.collin.edu/studentresources/counseling/).

If you are a current student who would like to schedule an appointment with a licensed mental health professional to discuss substance use or abuse concerns, call 972.881.5126,

go to [www.collin.edu/studentresources/counseling/index.html](http://www.collin.edu/studentresources/counseling/index.html), or email [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu).

For more information on TimelyCare, which is accessible free of charge 24 hours a day, seven (7) days a week to all Collin College students, adjunct faculty, and part-time staff, or to schedule an appointment with a licensed telehealth

provider, call 833.484.6359, email [help@timely.md](mailto:help@timely.md), or go to [www.timelycare.com/collincollege](http://www.timelycare.com/collincollege).

For more information on Collin College's Employee Assistance Program (EAP) which is accessible 24 hours a day seven (7) days a week to all full-time faculty and staff as well as their household members, call 866.327.2400, email [eap@deeroaks.com](mailto:eap@deeroaks.com), or go to [www.deeroakseap.com/](http://www.deeroakseap.com/).

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

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To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=title+ix>.

This policy addresses complaints of dating violence, domestic violence, sexual assault, and stalking targeting students and employees participating in or attempting to participate in Collin College's education program or activity.

For legally referenced material relating to dating violence, domestic violence, sexual assault, and stalking targeting Collin College students, see Board policies FA (LEGAL), FFDA (LEGAL), and FFDA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=ffda>.

For legally referenced material relating to dating violence, domestic violence, sexual assault, and stalking targeting Collin College employees, see Board policies DAA (LEGAL), DIAA (LEGAL), and DIAA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=diaa>.

For specific procedures relating to this subject matter, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* located at [www.collin.edu/titleix/](http://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 of the Education Amendments of 1972 \(Title IX\)](#), as amended, and the [Violence Against Women Act \(VAWA\)](#).

### **Statement of Non-Discrimination**

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.

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. These definitions comply with [Clery Act, Title IX of the Education Amendments of 1972 \(Title IX\)](#), as amended, and [Violence Against Women Act \(VAWA\)](#) 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, deputy 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, deputy Title IX coordinator, or designee.

### **College District Business Days**

"College District business days" exclude weekends (i.e., Saturdays and Sundays), national holidays recognized by Collin College, and College District closures.

### **Collin College's Definition of Consent to Sexual Activity**

For purposes of this policy, 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) 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.

#### **Collin College’s Education Program or Activity**

Collin College’s education program or activity includes locations, events, or circumstances over which the institution exercises 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 occurred; and also includes any building owned or controlled by a student organization that is officially recognized by Collin College. This policy applies to all of Collin College’s education programs and activities, whether such programs or activities occur on campus or off campus. Collin College may address dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking affecting its students that falls outside the jurisdiction of this policy in any manner it chooses, including, but not limited to, providing supportive measures or pursuing disciplinary action.

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

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



Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence 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 Act \(VAWA\)](#), the term "domestic violence" includes felony or misdemeanor crimes of violence committed by:

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child in common;
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. Any other member of the victim's family as defined by state law;
5. Any other current or former member of the victim's household as defined by state law (i.e., a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, including, but not limited to, student housing roommates); or
6. Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs (i.e., any other person against an adult or youth victim who is protected from that person's actions under

the domestic or family violence laws of the jurisdiction in which the violence occurred).

### **Formal Complaint**

In accordance with applicable federal Title IX regulations, a "formal complaint" is a document filed by a complainant or signed and submitted by the appropriate Title IX coordinator, deputy Title IX coordinator, or designee that alleges dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking against a respondent; requests that Collin College investigate the allegation of prohibited conduct; and meets the following requirements:

1. 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 as defined in this policy.
2. A formal complaint may be filed with the appropriate Title IX coordinator, deputy Title IX coordinator, or designee in person, by mail, or by email by using the contact information required to be listed for the appropriate Title IX coordinator, deputy Title IX coordinator, or designee in the [Reporting the Appropriate Title IX Coordinator or Deputy Title IX Coordinator](#) section of this document; by completing the online form available at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form); and by any additional method designated by Collin College.
3. The phrase "document filed by a complainant" means a document or electronic submission (e.g., by email or through an online portal provided by Collin College specifically for this purpose) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
4. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee may sign and submit the complaint in the complainant's stead; however, where the appropriate Title IX

coordinator, deputy Title IX coordinator, or designee submits a formal complaint, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee is not a complainant or a party during the grievance process and must comply with the requirements for Title IX personnel to be free from conflicts and bias.

### **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, persistent, pervasive, and objectively offensive that the conduct limits or denies a student's or employee's ability to participate in or benefit from Collin College's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

#### Examples

Examples of gender-based harassment directed against a student, regardless of the student'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. Examples may also include forms of dating violence, domestic violence, or stalking. Specific examples may be found in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*

### **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 has 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, district dean of students, associate deans of students, and student conduct officers.

### **Prohibited Conduct**

In this policy, 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 section, 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**

Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited. 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 applicable federal Title IX regulation; this policy; or because the individual has made a report or complaint, testified, assisted with, participated in, or refused to participate in a Title IX investigation, proceeding, or hearing.

Charging an individual with a violation(s) that does not involve sexual harassment, but arises out of the same facts or circumstances as a formal complaint of sexual harassment, for the purposes of interfering with any right or privilege secured by applicable federal Title IX regulations, constitutes retaliation.

In an effort to prevent acts of retaliation, Collin College will keep confidential and not disclose the identities of complainants, respondents, and witnesses, except as permitted by the [Family Educational Rights and Privacy Act \(FERPA\)](#), required by law, or necessary to investigate and resolve a Title IX complaint.

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 Title IX complaint proceeding does not constitute prohibited retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Complaints alleging retaliation in connection with a complaint or investigation of prohibited conduct as defined by this policy will be addressed in accordance with this policy.

Complaints alleging retaliation in connection with other policies or laws may be filed in accordance with Collin College's prompt and equitable grievance procedures. For more information, see Board policies DIAB (LOCAL) and FFDB (LOCAL), and the student and employee disciplinary processes. To view Board policies DIAB (LOCAL) and FFDB (LOCAL), go to <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=retaliation>. For more information on the student disciplinary process, see the *Student Code of Conduct* located in the current *Collin College Student Handbook* available at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html), or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu). For more information on the employee disciplinary process, contact the Human Resources Department at 972.758.3856 or [hr@collin.edu](mailto:hr@collin.edu).

#### Examples

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.

#### **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**

##### Title IX Definition

In accordance with [Title IX](#), as amended May 19, 2020, 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 Act \(VAWA\)](#).

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.

##### Sexual Harassment of a Student by an Employee

For purposes of this policy, sexual harassment of a student by a Collin College employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when:

1. A Collin College employee causes the student to believe that the student must submit to the conduct in order to participate in a Collin College program or activity, or that the employee will

make an educational decision based on whether or not the student submits to the conduct (i.e., quid pro quo harassment);

2. It is based on unwelcome conduct that a reasonable person would determine is so severe, persistent, pervasive, and objectively offensive that it limits or denies the student's educational access and/or ability to participate in or benefit from Collin College's educational program; or
3. Any instance of 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 Act \(VAWA\)](#).

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 such misconduct is considered sufficiently serious to deprive a student of equal access.

#### Sexual Harassment of a Student by Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal; or non-verbal conduct when the conduct is so severe, persistent, or pervasive, and objectively offensive that it limits or denies a student's ability to participate in or benefit from Collin College's educational program. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

#### Sexual Harassment of an Employee

For purposes of this policy, sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee;
2. It is based on unwelcome conduct that a reasonable person would determine is so severe,

persistent, pervasive, and objectively offensive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment; or

3. Any instance of 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 Act \(VAWA\)](#).

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 such misconduct is considered sufficiently serious to deprive an employee of equal access.

#### Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; offensive or derogatory language of a sexual nature directed at another person; and other sexually motivated conduct, communication, or contact. Examples may also include forms of dating violence, domestic violence, or stalking. Specific examples may be found in the College District's *Title IX Complaint Resolution Process Handbook for Students and Employees*.

#### **Stalking**

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

For the purposes of this definition:

1. "Course of conduct" means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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

**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:

1. Coordinating access to counseling or mental health services and assistance with setting up an initial appointment.
2. Coordinating extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Arranging for the Collin College Police Department to provide campus escort services.
5. Issuing and enforcing mutual restrictions on contact between the parties (i.e., a no-contact directive).
6. Facilitating changes in work or housing locations. Changes in work locations can only be implemented for individuals who are currently full-time, part-time, or student employees of Collin College. Changes in housing locations can only be implemented for students and employees who are currently residing in Collin College Student Housing located on the Plano Campus.
7. Facilitating voluntary leaves of absence.
8. Coordinating with the Collin College Police Department and appropriate campus provost to increase security and monitoring of certain areas of the campus.

9. Suppression of directory information, as allowed by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).
10. Assistance in resolving concerns regarding immigration status, visas, or financial aid.
11. Any other similar measures that can be tailored to the involved individual to achieve the goals of Collin College’s Title IX policy and are reasonably available.

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.

**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 environment.
2. Take care of their friends and classmates.
3. Ask their friends and classmates to take care of them.
4. Are empathetic.

5. Familiarize themselves with campus resources.
6. Have the Collin College Police Department's phone number (972.578.5555) programmed into their cellphones.
7. Speak up to stop violence.
8. Are willing to act.

Empowered bystanders are supportive allies who:

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 behavior.
5. Do not blame the victim.
6. Gently offer support if they suspect someone close to them has been a victim of violence.

### **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.<sup>1</sup>

#### 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) 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 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 the following questions before intervening:

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

<sup>1</sup> John M. Darley and Bibb Latané, "Bystander Intervention in Emergencies: Diffusion of Responsibility," *Journal of Personality and Social Psychology* 8, no. 4 (1968), accessed May 19, 2022, <https://doi.org/10.1037/h0025589>, 377-383.



7. What are my available options 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. Are there others I can call for help, including local emergency services (911) and the Collin College Police Department (972.578.5555)?
9. What are the benefits and costs of taking action?

### **I Got Your Back (IGYB) Bystander Intervention**

Collin College's I Got Your Back (IGYB) Bystander Intervention program 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. IGYB aims to teach everyone to be an active, effective bystander.

The IGYB Bystander Intervention Committee has created two (2) videos on bystander awareness and intervention. These videos titled "Have a Heart" and "Empowered Bystanders" are linked in several places on Collin College's website (e.g., Bystander Intervention; Counseling Services; District Dean of Students Office; and Title IX webpages). These videos can also be accessed directly at [www.youtube.com/watch?v=QnPFwayMS8Y](http://www.youtube.com/watch?v=QnPFwayMS8Y) and [www.youtube.com/watch?v=iIkUvUOsJOo](http://www.youtube.com/watch?v=iIkUvUOsJOo).

The IGYB Bystander Intervention Committee has also created a webpage titled "Bystander 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.

For more information, go to [www.collin.edu/titleix/bystanderintervention.html](http://www.collin.edu/titleix/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, call the Collin College Police Department at **972.578.5555**, or contact 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, District 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’s 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 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**

If you have been hurt by dating violence, domestic violence, sexual assault, or stalking, the procedures below may be helpful as you decide the next steps that are best for you.

#### **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. 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.

Note: Victims have the right not to report a crime or to decline to notify authorities, including law enforcement, if they so choose.

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 your 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](http://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 younger 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 W. University Drive  
McKinney, Texas 75071  
Phone: 469.764.1000  
Website: [www.bswhealth.com/locations/mckinney/](http://www.bswhealth.com/locations/mckinney/)

**Baylor Scott & White Medical Center – Plano**

4700 Alliance Blvd.  
Plano, Texas 75093  
Phone: 469.814.2000  
Website: [www.bswhealth.com/locations/plano](http://www.bswhealth.com/locations/plano)

**Medical City McKinney**

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

**Medical City Plano\***

3901 W. 15th St.  
Plano, Texas 75075  
Phone: 972.596.6800  
Website: <https://medicalcityhealthcare.com/locations/medical-city-plano/>

**Methodist Dallas Medical Center\***

1441 N. Beckley Ave.  
Dallas, Texas 75203  
Phone: 214.947.8181  
Website: [www.methodisthealthsystem.org/methodist-dallas-medical-center/](http://www.methodisthealthsystem.org/methodist-dallas-medical-center/)

**Texas Health Presbyterian Hospital Allen**

1105 N. Central Expressway  
Allen, Texas 75013  
Phone: 972.747.1000  
Website: [www.texashealth.org/locations/texas-health-allen](http://www.texashealth.org/locations/texas-health-allen)

**Texas Health Presbyterian Hospital Plano\***

6200 W. Parker Road  
Plano, Texas 75093  
Phone: 972.981.8000  
Website: [www.texashealth.org/locations/texas-health-plano](http://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.

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.

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 W. McDermott Drive  
Allen, Texas 75013  
Phone: 214.509.4200  
Website: <https://cityofallen.org/2035/Police>

**Celina Police Department**

110 N. Colorado St.  
Celina, Texas 75009  
Phone: 972.382.2121  
Website: [www.celina-tx.gov/187/Police-Department](http://www.celina-tx.gov/187/Police-Department)

**Collin College Police Department**

Headquarters  
2800 E. Spring Creek Parkway  
Suite K-119  
Plano, Texas 75074  
Phone: 972.578.5555  
Website: [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/)

**Collin County Sheriff's Office**

4300 Community Ave.  
McKinney, Texas 75071  
Phone: 972.547.5100  
Website: [www.collincountytexas.gov/sheriff/Pages/default.aspx](http://www.collincountytexas.gov/sheriff/Pages/default.aspx)

**Farmersville Police Department**

134 N. Washington St.  
Farmersville, Texas 75442  
Phone: 972.782.6141  
Website: [www.farmersvilletexas.com/departments/police\\_department/index.php](http://www.farmersvilletexas.com/departments/police_department/index.php)

**Frisco Police Department**

7200 Stonebrook Parkway  
Frisco, Texas 75034  
Phone: 972.292.6000  
Website: [www.friscotexas.gov/239/Police](http://www.friscotexas.gov/239/Police)

**McKinney Police Department**

2200 Taylor Burk Drive  
McKinney, Texas 75071  
Phone: 972.547.2700  
Website: [www.mckinneytexas.org/166/Police](http://www.mckinneytexas.org/166/Police)

**Plano Police Department**

909 14th St.  
Plano, Texas 75074  
Phone: 972.424.5678  
Website: [www.plano.gov/1061/Police](http://www.plano.gov/1061/Police)

**Rockwall Police Department**

205 W. Rusk St.  
Rockwall, Texas 75087  
Phone: 972.771.7717  
Website: [www.rockwallpolice.org/](http://www.rockwallpolice.org/)

**Wylie Police Department**

2000 N. Highway 78  
Wylie, Texas 75098  
Phone: 972.442.8171  
Website: [www.wylietexas.gov/police.php](http://www.wylietexas.gov/police.php)

**Consider Counseling and 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 healing.

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](mailto:personal_counseling@collin.edu).

Collin College provides telehealth services free of charge to currently enrolled Collin College students, adjunct faculty, and part-time staff through TimelyCare. 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 qualified individuals to utilize TimelyCare's services. For more information, contact TimelyCare at 833.484.6359, email [help@timely.md](mailto:help@timely.md), or go to [www.timelycare.com/collincollege](http://www.timelycare.com/collincollege).

Collin College employees can contact the Human Resources Department for advocacy and support. The Human Resources Department can assist employees with appropriate accommodations and reporting to law enforcement. Additionally, the Human Resources Department provides appropriate referrals to off-campus resources. For more information, contact the Human Resources Department at 972.599.3152 or [benefits@collin.edu](mailto:benefits@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 866.327.2400, email [eap@deeroaks.com](mailto:eap@deeroaks.com), or go to [www.deeroakseap.com/](http://www.deeroakseap.com/).

### **Keep a Journal**

It may be helpful to keep a journal in which you write down everything you can remember about what occurred, including, but not limited to, the events that led up to the incident, date the incident occurred, time the incident occurred; and 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; social media posts on Facebook, Instagram, Snapchat, X [formerly 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.
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.

In accordance with requirements under federal law, 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 notification of their rights, options, and supportive measures, which will outline appropriate on- and off-campus resources as well as steps the student or employee may want to take depending on the services they need. 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, deputy 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](http://www.collin.edu/titleix). A paper copy of these documents can also be obtained at any of the following campus locations:

**Celina Campus**

2505 Kinship Parkway  
Celina, Texas 75009  
Collin College Police Department: Room 129  
District Dean of Students Office: Room 103D

**Collin Higher Education Center**

3452 Spur 399  
McKinney, Texas 75069  
Collin College Police Department: Room 134  
District Dean of Students Office: Suite 457  
Human Resources Department: Suite 339

**Courtyard Center**

4800 Preston Park Blvd.  
Plano, Texas 75093  
Collin College Police Department: Room 125

**Farmersville Campus**

501 S. Collin Parkway  
Farmersville, Texas 75442  
Collin College Police Department: Room 103  
District Dean of Students Office: Room 127G

**Frisco Campus**

9700 Wade Blvd.  
Frisco, Texas 75035  
Collin College Police Department: Room LH-179  
District Dean of Students Office: Room F-139

**McKinney Campus**

2200 W. University Drive  
McKinney, Texas 75071  
Collin College Police Department: Room C-121  
District Dean of Students Office: Suite W-200

**Plano Campus**

2800 E. Spring Creek Parkway  
Plano, Texas 75074  
Collin College Police Department: Suite K-119  
District Dean of Students Office: Suite D-128

**Technical Campus**

2550 Bending Branch Way  
Allen, Texas 75013  
Collin College Police Department: Room C-010  
District Dean of Students Office: Suite A-004

**Wylie Campus**

391 Country Club Road  
Wylie, Texas 75098  
Collin College Police Department: Room B-139  
District Dean of Students Office: Campus Commons  
Suite 215

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

**Available Options and Interim Action**

Collin College must provide certain options and interim action if a 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 submit the online *Title IX Formal Complaint Form* available at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form). 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/](http://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 the Title IX coordinator for students or the deputy Title IX coordinator for students listed below.

#### **Title IX Coordinator for Students**

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

#### **Deputy Title IX Coordinator for Students**

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

Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.  
Website: [www.collin.edu/titleix/](http://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 84-85 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 the local District Attorney's offices is below.

### **Collin County District Attorney's Office**

2100 Bloomdale Road  
Suite 100  
McKinney, Texas 75071  
Phone: 972.548.4323  
Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.  
Website: <https://collincountyda.com/family-justice/protective-orders/>

### **Dallas County District Attorney's Office**

Frank Crowley Courts Building  
133 N. Riverfront Blvd.  
LB 19  
Dallas, Texas 75207  
Phone: 214.653.3605  
Hours: Monday through Friday 8:00 a.m. to 1:00 p.m.  
Website: [www.dallascounty.org/government/district-attorney/divisions/family-violence.php](http://www.dallascounty.org/government/district-attorney/divisions/family-violence.php)

### **Denton County District Attorney's Office**

1450 E. McKinney St.  
Suite 3100  
Denton, Texas 76209  
Phone: 940.349.2600  
Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.  
Website: [www.dentoncounty.gov/439/Victims-Assistance-Division](http://www.dentoncounty.gov/439/Victims-Assistance-Division)

### **Rockwall County District Attorney's Office**

To request a protective order, contact:  
Women In Need, Inc.  
904 N. Goliad St.  
Rockwall, Texas 75087  
Phone: 972.772.3000  
Hours: Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.  
Website: [www.rockwallcountytexas.com/901/Protective-Orders](http://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.



## 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
<b>Family Violence Protective Order (FVPO)</b>	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"> <li>1. A Member of a Dating Relationship (Regardless of Age)</li> <li>2. An Adult Member of the Family, Household, or Marriage</li> <li>3. Any Adult to Protect a Child</li> <li>4. Prosecutor</li> <li>5. Texas Department of Family Services Staff Member</li> <li>6. Victim</li> </ol>	<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"> <li>1. Offender committed an act that is considered a felony offense</li> <li>2. Offender caused serious bodily injury</li> <li>3. Same applicant had 2 or more protective orders against the same offender in the past</li> </ol>	<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>
<b>Hate Crime Protective Order (HCPO)</b>	A hate crime protective order (HCPO) 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"> <li>1. An Adult Member of the Family, Household, or Marriage</li> <li>2. Prosecutor</li> <li>3. Victim</li> </ol>	<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"> <li>1. Offender caused serious bodily injury</li> <li>2. Same applicant had 2 or more protective orders against the same offender in the past</li> </ol>	<p>Criminally enforceable</p> <p>Criminal case is required</p>
<b>Magistrate’s Order for Emergency Protection (MOEP)</b>	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"> <li>1. Magistrate’s Own Motion</li> <li>2. Peace Officer</li> <li>3. Prosecutor</li> <li>4. Victim</li> <li>5. Victim’s Parent or Guardian</li> </ol>	<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>
<b>Military Protective Order (MPO)</b>	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"> <li>1. Victim (With Assistance from Victim’s Advocate)</li> </ol>	<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
<b>No-Contact Order</b>	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.	<ol style="list-style-type: none"> <li>1. Prosecutor</li> <li>2. Victim</li> </ol>	<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>
<b>Sexual Assault, Sexual Abuse, Indecent Assault, Stalking, or Trafficking Protective Order (SAPO)</b>	A sexual assault, sexual abuse, indecent assault, stalking, or trafficking protective order (SAPO) 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.	<ol style="list-style-type: none"> <li>1. Prosecutor</li> <li>2. Specific to Stalking Protective Order: A Person in a Proceeding Related to the Criminal Offense of Stalking</li> <li>3. Victim</li> <li>4. Victim’s Parent or Guardian</li> </ol>	<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>
<b>Temporary Ex Parte Protective Order (TEPPO)</b>	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.	<ol style="list-style-type: none"> <li>1. A Member of a Dating Relationship (Regardless of Age)</li> <li>2. An Adult Member of the Family, Household, or Marriage</li> <li>3. Any Adult to Protect a Child</li> <li>4. Prosecutor</li> <li>5. Texas Department of Family Protective Services Staff Member</li> <li>6. Victim</li> <li>7. Victim’s Parent or Guardian</li> </ol>	<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>

### **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 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 offense) and carries a penalty of up to 180 days in jail.

Contact: Collin College Police Department

Hours: 24 hours a day, 365 days a year

Phone: 972.578.5555

Website: [www.collin.edu/campuspolice/](http://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 the Title IX coordinator for employees or deputy Title IX coordinator for employees listed below.

#### **Title IX Coordinator for Employees**

Dr. Jennifer DuPlessis

Chief Human Resources Officer

Collin Higher Education Center

3452 Spur 399

Suite 339

McKinney, Texas 75069

Phone: 972.985.3702

Email: [jduplessis@collin.edu](mailto:jduplessis@collin.edu)

#### **Deputy Title IX Coordinator for Employees**

Tonya Jacobson

Manager Employee Relations

Collin Higher Education Center

3452 Spur 399

Suite 339

McKinney, Texas 75069

Phone: 972.758.3856

Email: [tjacobson@collin.edu](mailto:tjacobson@collin.edu)

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

Website: [www.collin.edu/titleix/](http://www.collin.edu/titleix/)

### **No-Contact Directives and Removals**

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

If appropriate, and depending on the nature of the alleged 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 the appropriate Title IX coordinator or deputy Title IX coordinator listed below.

**Title IX Coordinator for Students**

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

**Deputy Title IX Coordinator for Students**

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

**Title IX Coordinator for Employees**

Dr. Jennifer DuPlessis  
Chief Human Resources Officer  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, Texas 75069  
Phone: 972.985.3702  
Email: [jduplessis@collin.edu](mailto:jduplessis@collin.edu)

**Deputy Title IX Coordinator for Employees**

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

Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.  
Website: [www.collin.edu/titleix/](http://www.collin.edu/titleix/)

**Student Housing Changes**

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

Contact the manager of student housing operations.

Hours: Monday through Thursday 9:00 a.m. to 6:00 p.m.,  
Friday 8:00 a.m. to 5:00 p.m.

Phone: 972.881.5151  
Email: [studenthousing@collin.edu](mailto:studenthousing@collin.edu)  
Website: [www.collin.edu/studenthousing/](http://www.collin.edu/studenthousing/)

**Temporary Leave of Absence for Complainant**

If appropriate, and depending on the nature of the alleged 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 the appropriate Title IX coordinator for employees or deputy Title IX coordinator for employees listed below.

**Title IX Coordinator for Employees**

Dr. Jennifer DuPlessis  
Chief Human Resources Officer  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, Texas 75069  
Phone: 972.985.3702  
Email: [jduplessis@collin.edu](mailto:jduplessis@collin.edu)

**Deputy Title IX Coordinator for Employees**

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

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.  
Website: [www.collin.edu/titleix/](http://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 resources on campus 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 submit the online *Title IX Formal Complaint Form* available at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).

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/](http://www.collin.edu/titleix/).

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

The Accommodations at Collin College for Equal Support Services (ACCESS) Office provides disability services, reasonable accommodations, individual attention, and support for Collin College students who need assistance with any aspect of their campus experience (e.g., accessibility, academics, testing, and registration).

##### Office Locations and Hours:

Celina Campus, Room 103D

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.

Farmersville Campus, Room 127G

Monday through Thursday: 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.

Frisco Campus, Room H-210

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, Suite W-200

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, 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, Suite A-004

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, Suite CC-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:

Celina Campus: 972.881.5898

Farmersville Campus: 972.881.5898

Frisco Campus: 972.377.1781

McKinney Campus: 972.548.6816

Plano Campus: 972.881.5898

Technical Campus: 972.881.5898

Wylie Campus: 972.378.8356

Email: [access@collin.edu](mailto:access@collin.edu)

Website: [www.collin.edu/studentresources/disabilityservices/index.html](http://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 located at each campus and center, and can take reports, investigate incidents, make lawful arrests of violators, and issue citations when necessary.

##### Office Locations:

Celina Campus, Room 129

Collin Higher Education Center, Room 134

Courtyard Center, Room 125

Farmersville Campus, Room 103

Frisco Campus, Room LH-179

McKinney Campus, Room C-121

Plano Campus, Suite K-119

Technical Campus, Room C-010

Wylie Campus, Room B-139

Hours: 24 hours a day, 365 days a year  
Phone: 972.578.5555  
Website: [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/)

**Collin College Student Housing**

Collin College Student Housing provides housing for currently enrolled Collin College students at the Plano Campus. Assists with housing changes only for students who are already residing on the property.

Hours: Monday through Thursday 9:00 a.m. to 6:00 p.m.,  
Friday 8:00 a.m. to 5:00 p.m.  
Phone: 972.881.5151  
Email: [studenthousing@collin.edu](mailto:studenthousing@collin.edu)  
Website: [www.collin.edu/studenthousing/](http://www.collin.edu/studenthousing/)

**Counseling Services Office (Confidential Resource for Students)**

The Counseling Services Office 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:

Celina Campus, Room 103F  
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.

Farmersville Campus, Room 127G  
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.

Frisco Campus, Suite H-210  
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, Suite W-200  
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, 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, Suite A-004  
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, Suite CC-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:

Celina Campus: 972.881.5126  
Farmersville Campus: 972.881.5126  
Frisco Campus: 972.377.1781  
McKinney Campus: 972.548.6648  
Plano Campus: 972.881.5126  
Technical Campus: 972.881.5126  
Wylie Campus: 972.378.8356

Email: [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu)  
Website: [www.collin.edu/studentresources/counseling/index.html](http://www.collin.edu/studentresources/counseling/index.html)

**District Dean of Students Office**

The 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:

Celina Campus, Room 103D  
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.

Collin Higher Education Center, Suite 457  
Monday through Thursday: 8:00 a.m. to 5:00 p.m.  
Friday: 9:00 a.m. to 5:00 p.m.

Farmersville Campus, Room 127G  
Monday through 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.

Frisco Campus, Room F-139  
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, Suite W-200  
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, 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-004  
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, Suite CC-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](mailto:dos@collin.edu)  
Website: [www.collin.edu/studentresources/deanofstudents/](http://www.collin.edu/studentresources/deanofstudents/)

**Employee Assistance Program (Confidential Resource for Full-Time 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.

Hours: 24 hours a day, 7 days a week  
Phone: 866.327.2400  
Email: [eap@deeroaks.com](mailto:eap@deeroaks.com)  
Website: [www.deeroakseap.com/](http://www.deeroakseap.com/)

**Financial Aid and Veterans Services Office**

The 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:

Celina Campus, Room 124  
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.

Farmersville Campus, Room 123E  
Monday through 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.

Frisco Campus, 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, Suite W-100  
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, 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, CC-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](mailto:financialaid@collin.edu)  
Website: [www.collin.edu/gettingstarted/financialaid/](http://www.collin.edu/gettingstarted/financialaid/)

**Human Resources Department**

The Human Resources Department provides advocacy, support, and accommodations to Collin College full-time, part-time, and student employees. The Human Resources Department assists employees with reporting to the appropriate Title IX coordinator or deputy Title IX coordinator and local law enforcement agencies.

Office Location: Collin Higher Education Center, Suite 339

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

Phone: 972.599.3152

Email: [hr@collin.edu](mailto:hr@collin.edu)

Website: [www.collin.edu/hr/index.html](http://www.collin.edu/hr/index.html)

### **International Student Office (Visa and Immigration Assistance for Students)**

The International Student Office (ISO) provides visa and immigration assistance for Collin College students.

Office Location: McKinney Campus, Suite W-200

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

Phone: 972.516.5012

Email: [ISO@collin.edu](mailto:ISO@collin.edu)

Website: [www.collin.edu/gettingstarted/advising/international/index.html](http://www.collin.edu/gettingstarted/advising/international/index.html)

### **TimelyCare (Confidential Resource for Students, Adjunct Faculty, and Part-Time Staff)**

Collin College provides telehealth services free of charge to currently enrolled Collin College students, adjunct faculty, and part-time staff through TimelyCare. 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. There is no charge for qualified individuals to utilize TimelyCare's services.

Hours: 24 hours a day, 7 days a week

Phone: 833.484.6359

Email: [help@timely.md](mailto:help@timely.md)

Website: [www.timelycare.com/collincollege](http://www.timelycare.com/collincollege)

### **Veterans Resource Centers (VRCs)**

The Veterans Resource Centers (VRCs) coordinate college-wide services to connect military-affiliated students with Collin College and community resources designed to ensure a smooth transition into college life and foster academic success. Services provided by the VRCs range from providing information regarding academics, admissions, financial aid, and Department of Veterans Affairs (VA) educational benefits to advocacy and resource referrals. Veterans and military-affiliated students are welcomed and encouraged to utilize the study areas and computer stations in the VRCs. Spending time in the VRCs

also provides veterans and military-affiliated students the opportunity to network with other individuals who have served.

### Office Locations:

Celina Campus, Room 124

Farmersville Campus, Room 123E

Frisco Campus, Room F-141

McKinney Campus, Suite W-204

Plano Campus, Rooms D-200 and D-201

Technical Campus, Room A-150

Wylie Campus, Suite CC-214

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

### Phone Numbers:

Celina Campus: 469.905.3527

Farmersville Campus: 972.549.6436

Frisco Campus: 972.377.1020

McKinney Campus: 972.548.6767

Plano Campus: 972.881.5774

Technical Campus: 972.553.1186

Wylie Campus: 972.378.8291

Email: [vrc@collin.edu](mailto:vrc@collin.edu)

Website: [www.collin.edu/studentresources/veterans/resources/](http://www.collin.edu/studentresources/veterans/resources/)

### **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 off-campus community resources 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 submit the online *Title IX Formal Complaint Form* available at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).

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/](http://www.collin.edu/titleix/).

### **211 Texas**

This resource connects Texas with various services, including, but not limited to, criminal justice information, crisis and emergency services (e.g., crisis/counseling hotlines, domestic/family violence services, family protective services), employment assistance, food and nutrition information, financial resources, housing and shelter (e.g., affordable housing, emergency shelter), legal aid for victims, and veterans services.

Phone: 211 or 877.541.7905

Website: [www.211texas.org/](http://www.211texas.org/)

### **988 Suicide and Crisis Lifeline**

The 988 Suicide and Crisis Lifeline provides free and confidential support for people in distress. Additionally, it connects individuals to trained counselors who are part of the existing Lifeline network. These trained counselors will listen, understand how their problems are affecting the individual, provide support, and connect the individual to appropriate resources, as necessary.

24/7 Suicide and Crisis Lifeline Phone, Text; and Chat: 988

Phone: 800.273.8255

Website: <https://988lifeline.org/>

### **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): 206.922.7088

Email: [adwas@adwas.org](mailto:adwas@adwas.org)

Website: [www.adwas.org/](http://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 the entire community by serving those in need.

Address: 900 E. 18th St., Plano, Texas 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/>

### **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](mailto: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.

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

Phone: 888.924.3862

Email: [chetna@chetna-dfw.org](mailto: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.

Email: [info@collincares.org](mailto:info@collincares.org)

Website: [https://collincares.org/agency1\\_list.php](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/>

### **The Deaf Hotline**

The Deaf Hotline is a hotline formed by a partnership between Abused Deaf Women's Advocacy Services (ADWAS) and the National Domestic Violence Hotline (NDVH). The Deaf Hotline provides support, advocacy, and information regarding domestic violence and sexual assault for the national Deaf community. The Deaf Hotline has advocates available 24/7 for advocacy, crisis intervention, education, information, and referrals for Deaf, Deaf/Blind, and Deaf/Disabled callers.

Hours: 24 hours a day, 7 days a week

Video Phone: 855.812.1001

Email: [hotline@adwas.org](mailto:hotline@adwas.org)

Website and Live Chat: <https://thedeafhotline.org/>

### **Department of Defense (DoD) Safe Helpline**

Provides support tailored to members of the Department of Defense (DoD) community and their loved ones who have been affected by sexual assault. Safe Helpline is completely anonymous, 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: 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. EVAWI also created the Start by Believing global campaign aimed at transforming the way we respond to sexual assault. For more information on Start by Believing, see the [Start by Believing](#) section in this document or go to [www.startbybelieving.org/about/](http://www.startbybelieving.org/about/).

Phone: 509.684.9800

Website: [www.evawintl.org/](http://www.evawintl.org/)

### **The Family Place**

The Family Place empowers survivors of family violence by providing safe housing, counseling, and skills that create independence while building community engagement and advocating for social change to stop family violence. The Family Place is the largest family violence service provider in Texas with three (3) emergency shelters providing 136 shelter beds each night, including the state's only shelter for men and children, and three (3) counseling centers. All of The Family Place's services are free and offered in both English and Spanish.

24-Hour Crisis Hotline: 214.941.1991

Website: <https://familyplace.org/home>

### **Genesis Women's Shelter**

Genesis Women's Shelter was created to give women in abusive situations a way out. Their mission is to provide safety, shelter, and support for women and children who have experienced domestic violence, and to raise awareness regarding its cause, prevalence, and impact.

24-Hour Helpline (Phone or Text): 214.946.4357

Website: [www.genesisshelter.org/](http://www.genesisshelter.org/)

### **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, a resale store, and two (2) shelters, one (1) each in Plano, Texas, and Garland, Texas.

#### Plano Outreach Center

Address: 860 F Ave., Suite 100, Plano, Texas 75074

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

Phone: 972.422.2911

Garland Outreach Center

Address: 218 N. 10th St., Garland, Texas 75040  
Hours: Monday through Friday: 9:00 a.m. to 5:00 p.m.  
Phone: 972.422.2911

Resale Store

Address: 2129 W. Parker Road, Suite 300, Plano, Texas 75023  
Hours: Monday through Saturday: 11:00 a.m. to 6:00 p.m.,  
Sunday: 12:00 p.m. to 6:00 p.m.  
Phone: 972.469.0610

24-Hour Confidential Emergency Hotline: 972.276.0057

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

**Hope Women’s Center**

Hope Women’s Center is a non-profit medical clinic serving Collin County and the surrounding North Dallas area that provides support and resources to help women along their pregnancy journey. Hope Women’s Center provides free medical services and accurate information on all options regarding unplanned pregnancy, including education on abortion, adoption, and parenting. Hope Women’s Center’s goal is to provide women and teens with an education that empowers them to make healthy, well-informed decisions.

Address: 2777 Virginia Parkway, McKinney, TX 75071  
Phone: 972.562.4671  
Website: <https://myhope.org/>

**Legal Aid for Survivors of Sexual Assault (LASSA)**

Legal Aid for Survivors of Sexual Assault (LASSA) is a project of the Texas Legal Services Center that serves 182 Texas counties from the panhandle to the Texas-Mexico border. LASSA provides survivors of sexual assault with a statewide hotline that connects them with an entire network of legal aid providers who offer a wide range of free and confidential services for legal issues stemming from sexual assault.

Hours: Monday through Friday: 9:00 a.m. to 7:00 p.m.  
Phone: 800.303.7233, Option 1  
Website: [www.tlsc.org/lassa](http://www.tlsc.org/lassa)

**LGBT National Help Center**

The 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. The LGBT National Help Center assists with coming-out issues, safer-sex information, bullying, family concerns, relationship problems, questions regarding sexual orientation and gender identity, and more.

National Hotline: 888.843.4564

National Youth Talkline (For Callers Through Age 25):  
800.246.7743

National Senior Hotline (Callers Age 50 and Above):  
888.234.7243

Website and Live Chat: [www.lgbthotline.org/](http://www.lgbthotline.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. LifePath Systems provides mental health services for people in Collin County, Texas, and surrounding areas.

24/7 Crisis Hotline: 877.422.5939

Phone: 972.562.0190

Website: [www.lifepathsystems.org/](http://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. Additionally, Love Is Respect provides services specifically designed to assist the Deaf and Native American populations. All services are free and confidential.

Hours: 24 hours a day, 7 days a week, 365 days a year

Phone: 866.331.9474 or 800.787.3224 (TTY)

Text: LOVEIS to 22522

Website and Live Chat: [www.loveisrespect.org/](http://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: 303.839.1852

Website: [www.ncadv.org/](http://www.ncadv.org/)

### **National Domestic Violence Hotline (The Hotline)**

The primary goal of the National Domestic Violence Hotline (The Hotline) is to provide free, confidential support for 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: 24 hours a day, 7 days a week

Phone: 800.799.7233 or 800.787.3224 (TTY)

Text: "START" to 88788

Website and Live Chat: [www.thehotline.org/](http://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: 24 hours a day, 7 days a week, 365 days a year

Phone: 888.373.7888 (TTY: 711)

Text: 233733

Website and Live Chat: <https://humantraffickinghotline.org/>

### **National Sexual Assault Hotline**

The National Sexual Assault Hotline is a safe, confidential service that 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: 24 hours a day, 7 days a week

Phone: 800.656.4673

Website and Live Chat: [www.rainn.org/about-national-sexual-assault-telephone-hotline](http://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, research, and tools to prevent and respond to sexual violence.

Phone: 877.739.3895 or 717.909.0715 (TTY)

Email: [resources@nsvrc.org](mailto:resources@nsvrc.org)

Website: [www.nsvrc.org/](http://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, 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: 202.307.6026 or 202.307.2277 (TTY)

Email: [ovw.info@usdoj.gov](mailto:ovw.info@usdoj.gov)

Website: [www.justice.gov/ovw](http://www.justice.gov/ovw)

### **Pandora's Project**

Pandora's Project is a non-profit organization dedicated to providing information, support, and resources to survivors of rape and sexual abuse (including male and LGBTQ survivors), their friends, and families.

Phone: 612.234.4204

Email: [admin@pandys.org](mailto: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, and supports these individuals in regaining their safety, health, and well-being.

Phone: 800.799.7233 or 800.787.3224 (TTY)

Website: [www.enddomesticabuse.org/](http://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: 800.230.7526

Website: [www.plannedparenthood.org/](http://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.

24/7 Hotline: 800.656.4673

Website and Live Chat: [www.rainn.org/](http://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). Real Options for Women offers free and confidential pregnancy testing, sonograms, options assessments, community resources, and STI screenings.

Address: 1776 W. McDermott Drive, Suite 100, Allen, Texas 75013

Phone and Text: 972.810.7576

Email: [info@realoptionstx.com](mailto:info@realoptionstx.com)

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

### **Refugee Services of Texas (RST), Dallas Service Center**

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, the Rio Grande Valley, and San Antonio.

Address: 11880 Greenville Ave., Suite 130, Dallas, Texas 75243

Phone: 214.821.4883

Email: [dallas@rstx.org](mailto:dallas@rstx.org)

Website: [www.rstx.org/locations/dallas.html](http://www.rstx.org/locations/dallas.html)

### **Safe Horizon**

Safe Horizon is a victim assistance organization dedicated to empowering victims and survivors to find safety, support, connection, and hope. Safe Horizon 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: 866.689.4357

Domestic Violence Hotline: 800.621.4673

Rape and Sexual Assault Hotline: 212.227.3000

Website and SafeChat: [www.safehorizon.org/](http://www.safehorizon.org/)

### **Start by Believing**

Start by Believing is the global campaign to transform the way we respond to sexual assault. Start by Believing was created by End Violence Against Women International (EVAWI) and is designed to prepare professionals and loved ones to respond appropriately to sexual assault disclosures in order to help improve outcomes for victims one response at a time. Knowing how to respond is critical, because a negative response can worsen the trauma,

silence victims, and foster an environment where perpetrators face no consequences for their crimes. Start by Believing stops the cycle of silence by improving our personal and professional responses so victims feel supported and receive the assistance they need to begin healing.

Phone: 509.684.9800

Website: [www.startbybelieving.org/about/](http://www.startbybelieving.org/about/)

### **Texas Abuse, Neglect, and Exploitation Reporting System and Hotline**

The Texas Department of Family and Protective Services (DFPS) 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: 800.252.5400

Website: [www.txabusehotline.org/Login/Default.aspx](http://www.txabusehotline.org/Login/Default.aspx)

### **Texas Advocacy Project and Legal Phone Line**

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. The Texas Advocacy Project's Legal Phone 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: 800.374.4673

Website: [www.texasadvocacyproject.org/](http://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, access to help and online resources, and has a Texas Crisis Center Locator on its website.

Phone: 512.474.7190

Email: [info@taasa.org](mailto: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 assists victims and their immediate families with the financial costs of crime. The CVC covers crime-related costs such as counseling, medical treatment, funerals, and loss of income not paid by other sources. 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 conducted 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: 800.983.9933 or 512.936.1200

Website: [www.texasattorneygeneral.gov/crime-victims](http://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 legal advice, advocacy, representation, and education 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 critical legal services and safety planning to survivors of abuse, domestic violence, exploitation, human trafficking, and sexual assault throughout the state.

### **Crime Victims Legal Services**

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

Phone: 844.303.7233, Option 2

### Statewide Hotline for Survivors of Sexual Assault

Hours: Monday through Friday: 9:00 a.m. to 7:00 p.m.

Phone: 844.303.7233, Option 1

Website: [www.tlsc.org/](http://www.tlsc.org/)

### **Texas Muslim Women's Foundation**

Founded by Muslim women, Texas Muslim Women's Foundation is a culturally sensitive and trauma-informed agency that 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 community. Texas Muslim Women's Foundation's programs are designed to promote peace in the home and community through a comprehensive strategy of prevention and intervention.

24-Hour Domestic Violence Hotline: 972.880.4192

Phone: 877.724.5699 or 469.467.6241

Email: [tmwf@tmwf.org](mailto: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 the highest quality of comprehensive treatment services for survivors of all forms 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.

Address: 3325 Silverstone Drive, Plano, Texas 75023

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

24/7 Crisis Hotline: 800.886.7273 (TTY Dial 711)

Phone: 972.985.0951

Website: [www.theturningpoint.org/](http://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.

Phone: 817.575.9923

Email: [hello@traffick911.com](mailto:hello@traffick911.com)

Website: [www.traffick911.com/](http://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, naturalization ceremonies, and information on adoptions and citizenship.

Address: 6500 Campus Circle Drive E., Irving, Texas 75063

Hours: By appointment only

Phone: 800.375.5283 or 800.767.1833 (TTY)

Website: [www.uscis.gov/about-us/find-a-uscis-office/field-offices](http://www.uscis.gov/about-us/find-a-uscis-office/field-offices)

### **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. Information regarding the law, policies, and enforcement is available on this comprehensive website.

Website: <https://sites.ed.gov/titleix/>

### **Application of Collin College's Title IX Complaint Resolution Procedures**

Collin College has adopted the complaint resolution procedures outlined in this document 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 Act \(VAWA\)](#). The complaint resolution procedures outlined in this document 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 (i.e., prohibited conduct). 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 document 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.

**Collin College's Mandatory Response Obligations and the Deliberate Indifference Standard**

Collin College will respond promptly to sexual harassment, as defined in this policy, in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of known circumstances, or as otherwise required by applicable Title IX regulations. Collin College's response obligations include, but are not limited to:

1. Collin College must offer supportive measures to the person making the allegations (hereafter referred to as the "complainant").
2. The appropriate Title IX coordinator, deputy Title IX coordinator, or designee must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of supportive measures available with or without filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
3. Collin College must follow a grievance process that complies with applicable federal Title IX regulations before the imposition of any disciplinary sanctions (or other actions that are not supportive measures) against a respondent.
4. Collin College must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with applicable federal Title IX regulations and this policy.

5. Under applicable federal Title IX regulations, Collin College is required to investigate allegations of prohibited conduct as defined in this policy in any formal complaint, which can be filed by a complainant or submitted by a Title IX coordinator, deputy Title IX coordinator, or designee.
6. The federal Title IX regulations affirm that a complainant's wishes with respect to whether Collin College investigates the complaint should be respected, unless the appropriate Title IX coordinator, deputy Title IX coordinator, or designee determines that submitting a formal complaint to initiate an investigation against the wishes of the complainant is not clearly unreasonable in light of the known circumstances.
7. Collin College will dismiss the allegations in a formal complaint if such allegations do not meet the definitions of prohibited conduct outlined in this policy or did not occur in Collin College's education program or activity. However, Collin College may still address the allegations in any manner it deems appropriate (e.g., general investigation for a violation of the *Student Code of Conduct*).

**Training for Collin College Employees Involved in the Title IX Complaint Resolution Process**

At a minimum, all Collin College employees involved in the Title IX complaint resolution process will receive annual training on issues related to dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking as well as how to conduct an investigation that protects victim safety and promotes accountability. In accordance with the [Texas Education Code Section 51.3525](#), all training will be approved in writing by Collin College's general counsel and the Texas Higher Education Coordinating Board (THECB). Annual training will include, but is not limited to, information on the following topics:

1. Applicable laws, regulations, and federal regulatory guidance, including updates to and new local, state, and federal regulations.
2. The scope of Collin College's equal opportunity, civil rights, and sexual harassment policies.

3. The definitions of dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking.
4. Collin College's and the State of Texas' definitions of consent to sexual activity.
5. Treating complainants and respondents with fairness and equity while upholding their due process rights.
6. Recognizing and preventing implicit bias.
7. Avoiding actual and perceived conflicts of interest.
8. Impartiality and objectivity.
9. Disparate treatment and its impact.
10. Reporting, confidentiality, and privacy requirements.
11. Providing appropriate advocacy and interim measures while maintaining confidentiality.
12. Basic procedural rules for conducting an investigation.
13. Relevant evidence and how it should be used during an investigation.
14. Proper techniques for questioning complainants, respondents, and witnesses.
15. Conducting thorough, reliable, impartial, and trauma-informed investigations, hearings, and informal resolution processes that protect the safety of complainants and respondents while promoting accountability.
16. Determining relevance of questions, weighing evidence, and assessing credibility.
17. Creating an informal resolution agreement that is non-punitive and contains acceptable terms for both the complainant and respondent.
18. Creating an investigation report that fairly summarizes relevant evidence.
19. Use of technology during the Live Hearing phase of the Title IX Formal Resolution Process.
20. Rendering findings and generating clear, concise, and evidence-based rationales.
21. Determining appropriate disciplinary sanctions to be imposed on respondents.
22. Implementing appropriate and situation-specific remedies for complainants.
23. Conducting appeals.

All Collin College employees involved in the Title IX complaint resolution process are required to attend the annual training. Additionally, supplemental training sessions are offered to these employees throughout each calendar year. The materials used to train all Collin College employees involved in the Title IX complaint resolution process are available at [www.collin.edu/titleix/titleixtrainingmaterials.html](http://www.collin.edu/titleix/titleixtrainingmaterials.html).

### **Reporting Incidents of Prohibited Conduct**

In accordance with applicable federal Title IX regulations, Collin College utilizes a consistent, transparent grievance process for resolving formal complaints of prohibited conduct.

#### **Student Report**

Any student who believes they have experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged act(s) to the appropriate Title IX coordinator, deputy Title IX coordinator, another Collin College employee, or, alternatively, submit the report electronically through Collin College's website at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).

#### **Employee Report**

Any Collin College employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct will immediately notify the appropriate Title IX coordinator or deputy Title IX coordinator and take any other steps required by this policy. Additionally, a Collin College employee may submit the report electronically through Collin College's website at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form) or report it to the College District President or designee.

#### **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 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.

For the purposes of this policy, the following persons are designated as Collin College's Title IX coordinators and deputy Title IX coordinators:

**Title IX Coordinator for Students**

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

**Deputy Title IX Coordinator for Students**

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

**Title IX Coordinator for Employees**

Dr. Jennifer DuPlessis  
Chief Human Resources Officer  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, Texas 75069  
Phone: 972.985.3702  
Email: [jduplessis@collin.edu](mailto:jduplessis@collin.edu)

**Deputy Title IX Coordinator for Employees**

Tonya Jacobson  
Manager Employee Relations  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, Texas 75069  
Phone: 972.758.3856  
Email: [tjacobson@collin.edu](mailto: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://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).

**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 in this document.**

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 W. McDermott Drive  
Allen, Texas 75013  
Phone: 214.509.4200  
Website: <https://cityofallen.org/2035/Police>



**Celina Police Department**

110 N. Colorado St.  
Celina, Texas 75009  
Phone: 972.382.2121  
Website: [www.celina-tx.gov/187/Police-Department](http://www.celina-tx.gov/187/Police-Department)

**Collin College Police Department**

Headquarters  
2800 E. Spring Creek Parkway  
Suite K-119  
Plano, Texas 75074  
Phone: 972.578.5555  
Website: [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/)

**Collin County Sheriff's Office**

4300 Community Ave.  
McKinney, Texas 75071  
Phone: 972.547.5100  
Website: [www.collincountytexas.gov/sheriff/Pages/default.aspx](http://www.collincountytexas.gov/sheriff/Pages/default.aspx)

**Farmersville Police Department**

134 N. Washington St.  
Farmersville, Texas 75442  
Phone: 972.782.6141  
Website: [www.farmersvilletx.com/departments/police\\_department/index.php](http://www.farmersvilletx.com/departments/police_department/index.php)

**Frisco Police Department**

7200 Stonebrook Parkway  
Frisco, Texas 75034  
Phone: 972.292.6000  
Website: [www.friscotexas.gov/239/Police](http://www.friscotexas.gov/239/Police)

**McKinney Police Department**

2200 Taylor Burk Drive  
McKinney, Texas 75071  
Phone: 972.547.2700  
Website: [www.mckinneytexas.org/166/Police](http://www.mckinneytexas.org/166/Police)

**Plano Police Department**

909 14th St.  
Plano, Texas 75074  
Phone: 972.424.5678  
Website: [www.plano.gov/1061/Police](http://www.plano.gov/1061/Police)

**Rockwall Police Department**

205 W. Rusk St.  
Rockwall, Texas 75087  
Phone: 972.771.7717  
Website: [www.rockwallpolice.org/](http://www.rockwallpolice.org/)

**Wylie Police Department**

2000 N. Highway 78  
Wylie, Texas 75098  
Phone: 972.442.8171  
Website: [www.wylietexas.gov/police.php](http://www.wylietexas.gov/police.php)

**Counseling Services Office, TimelyCare, Human Resources Department, and Employee Assistance Program (EAP)**

**Note: Reporting to the Counseling Services Office, TimelyCare, Human Resources Department, or Employee Assistance Program (EAP) 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.**

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](mailto:personal_counseling@collin.edu).

Collin College provides telehealth services free of charge to currently enrolled Collin College students, adjunct faculty, and part-time staff through TimelyCare. 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 qualified individuals to utilize TimelyCare's services. For more information, contact TimelyCare at 833.484.6359, email [help@timely.md](mailto:help@timely.md), or go to [www.timelycare.com/collincollege](http://www.timelycare.com/collincollege).

Collin College employees can contact the Human Resources Department for advocacy and support. The Human Resources Department can assist employees with appropriate accommodations and reporting to law enforcement. Additionally, the Human Resources Department provides appropriate referrals to off-campus resources. For more information, contact the Human Resources Department at 972.599.3152 or [benefits@collin.edu](mailto:benefits@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 866.327.2400, email [eap@deeroaks.com](mailto:eap@deeroaks.com), or go to [www.deeroakseap.com/](http://www.deeroakseap.com/).

#### **Employee Mandatory Reporting Under State Law**

**Note: Submitting a *Mandatory Reporting Form for Incidents of Dating Violence, Domestic 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 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 as defined in this policy, 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 Education Code Section 51.252](#), an employee who is designated by Collin College as a person with whom students may speak confidentially concerning dating violence, sexual assault, sexual harassment, or stalking as defined in this policy, 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 requirement does not affect the employee's duty to report an incident under any other law.

#### Peace Officer

A Collin College peace officer who receives information regarding the incident from an alleged victim who chooses to complete a pseudonym form as described by law will, in making a report, state only the type of incident reported and may not include the victim's name, phone number, address, or other information that may directly or indirectly reveal the victim's identity.

#### Exceptions

A Collin College employee is not required to make a report 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.

#### Mandatory Reporting Form

Collin College employees can access the *Mandatory Reporting Form for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking* online at <https://collin.guardianconduct.com/incident-reporting> or under the "Crisis Response" tab in CougarWeb (<https://cougarweb.collin.edu>).

### **Anonymous Reports**

In accordance with the [Texas Education Code Section 51.252](#) and [Section 51.283](#), Collin College students and employees can report prohibited conduct anonymously or using a pseudonym by submitting the online form available at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form). However, the submission of an anonymous report or use of a pseudonym 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 and deputy Title IX coordinators, may be directed to the College District President.

A report under this policy 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 an 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 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.

### **Consolidation of Reports and Other Requirements**

When the allegations underlying two (2) or more complaints arise out of the same facts or circumstances, Collin College may consolidate the complaints.

Collin College will also provide other measures required by Title IX and applicable law, including, but not limited to, assistance by advisors, supportive measures, and notices to parties. Such required measures are described in detail in the appropriate sections of this document and Collin College's current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).

### **False Reports and Claims**

A Collin College student who intentionally submits a false report, makes a false claim, or offers false statements regarding dating violence, domestic violence, gender-based harassment, sex discrimination, sexual assault, sexual harassment, and/or stalking will be subject to appropriate disciplinary action. Charging an individual with a violation(s) for submitting a false report, making a false claim, or making a materially false statement in bad faith during the course of a Title IX investigation does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party submitted a false report, made a false claim, or made a bad faith materially false statement.

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 dating violence, domestic violence, gender-based harassment, sex discrimination, sexual assault, sexual harassment, and/or stalking is subject to appropriate discipline. Charging an employee with a violation(s) for submitting a false report, making a false claim, making a materially false statement, or refusing to cooperate during the course of an investigation regarding prohibited conduct does not constitute retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a false claim or materially false statement.

### **Complainant's Request Not to Investigate**

In accordance with the [Texas Education Code Section 51.285](#), a complainant may request that Collin College not

investigate an allegation(s) of prohibited conduct. If a complainant requests Collin College not investigate the alleged incident(s), Collin College may investigate the alleged incident(s) in a manner that complies with the confidentiality requirements under the [Texas Education Code Section 51.291](#). If a complainant requests that the allegation(s) not be investigated, in deciding whether to initiate an investigation, Collin College must consider the factors described by law and any other factors Collin College considers relevant. In determining whether to investigate the alleged incident(s), Collin College will consider:

1. The seriousness of the alleged incident(s),
2. Whether Collin College has received other reports of prohibited conduct committed by the alleged perpetrator(s),
3. Whether the alleged incident(s) poses a risk of harm to others, and
4. Any other factor(s) Collin College determines relevant.

Collin College will promptly notify the complainant of the decision regarding whether it will conduct the investigation. If Collin College decides not to investigate the allegation(s), Collin College will take reasonable steps to protect the health and safety of the Collin College community.

### **Student Withdrawal or Graduation Pending Disciplinary Charges**

In accordance with the [Texas Education Code Section 51.287](#), if a student withdraws or graduates from Collin College pending a disciplinary charge alleging that the student violated Collin College's [Student Code of Conduct](#) by committing dating violence, sexual assault, sexual harassment, or stalking, Collin College:

1. May not end the disciplinary process or issue a transcript to the student until Collin College makes a final determination of responsibility; and
2. Will expedite Collin College's disciplinary process as necessary to accommodate both the student's and the alleged victim's interest in a speedy resolution.

In these instances, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee will place a hold on the student's records in Collin College's student information system to prevent the student from obtaining a transcript until the institution makes a final determination of responsibility.

On request by another postsecondary educational institution, Collin College will provide to the requesting institution information relating to a determination by Collin College that a student enrolled at Collin College violated Collin College's [Student Code of Conduct](#) by committing dating violence, sexual assault, sexual harassment, or stalking.

### **Dismissal of Complaint**

#### **Mandatory Dismissal**

An allegation(s) presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law. Mandatory dismissal provisions include the following:

1. The alleged conduct is determined to not constitute sexual harassment, as defined in this policy;
2. The alleged conduct is determined not to have occurred within Collin College's education program or activity; or
3. The alleged conduct is determined not to have occurred against a person in the United States.

#### **Permissive Dismissal**

Any complaint may be dismissed at any time on request of a complainant. The appropriate Title IX coordinator, deputy Title IX coordinator, or designee must first assess the request in accordance with the provisions listed in the [Complainant's Request Not to Investigate](#) section in this document.

Permissive or discretionary dismissal provisions include the following:

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 as to the complaint or allegation(s).

In accordance with the [Texas Education Code Section 51.287](#), Collin College may not dismiss a complaint under the Title IX permissive dismissal provisions if a student respondent is no longer enrolled at Collin College. In these instances, Collin College must continue through the Title IX Complaint Resolution Process. For more information, see the [Student Withdrawal or Graduation Pending Disciplinary Charges](#) section in this document.

#### **Notice of Dismissal**

Upon dismissal of a complaint, the designated Title IX coordinator, deputy Title IX coordinator, or designee will provide the parties written notice of the dismissal.

#### **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, deputy 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, deputy Title IX coordinator, or designee will assign an individual(s) from the pool of live hearing officers to conduct the dismissal of complaint appeal. For more information on the live hearing officers, see the [Live Hearing Officer\(s\)](#) section under [Phase 3 of the Formal Resolution Process: Live Hearing](#) in this document.

The live hearing officer will be free from conflicts of interest or bias for or against the parties.

The live 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, deputy 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 live hearing officer.

The live hearing officer will review the documentation and may, at their discretion, meet separately with the complainant and/or respondent.

The live hearing officer will consider whether the dismissal of the complaint is appropriate and will write a rationale explaining their decision. The live hearing officer will then notify the parties and appropriate Title IX coordinator, deputy 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, deputy Title IX coordinator, or designee will reinstate 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 live hearing officer's determination is final and non-appealable.

#### **Referral to Another Appropriate Collin College Process**

Even if a formal complaint is dismissed for any of the aforementioned reasons, the appropriate Title IX coordinator, deputy 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, see *Chapter 13: Student Disciplinary Procedures* in the current [Student Code of Conduct](#) and Board policy FMA (LOCAL) available at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>, or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu). For more information on the employee general complaint process, contact the Employee Success Department at 972.758.3856 or [hr@collin.edu](mailto:hr@collin.edu).



### **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.

### **Authorization to Obtain Treatment Records**

In accordance with federal Title IX regulations, Collin College 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 Collin College first obtains the party's voluntary, written consent to do so.

### **Title IX Informal Resolution Process**

The [Title IX Informal Resolution Process Flowchart](#) on page 94 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/](http://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, deputy 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://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).

If reported orally, the complaint will be reduced to writing by the appropriate Title IX coordinator, deputy Title IX coordinator, or designee.

The complaint must contain the complainant's actual or digital signature. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee may sign and submit 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, deputy Title IX coordinator, or designee will promptly contact the complainant and offer supportive measures (i.e., appropriate advocacy and on-and off-campus resources, as outlined in Collin College's *Complainant's Rights, Options, and Supportive Measures* document).

These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.

In the event a formal complaint is filed and the appropriate Title IX coordinator, deputy Title IX coordinator, or designee determines an investigation should be initiated, supportive measures will also be offered to the respondent (i.e., appropriate advocacy and on- and off-campus resources, as outlined in Collin College's *Respondent's Rights and Supportive Measures* document).

### **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, deputy Title IX coordinator, or designee will provide the parties with the required written notice of the allegation(s) 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.

The appropriate Title IX coordinator, deputy Title IX coordinator, or designee will meet separately with both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process). During this meeting, the appropriate Title IX coordinator, deputy Title IX coordinator, or designee will explain the Title IX complaint and Informal Resolution Process. The appropriate Title IX coordinator, deputy Title IX coordinator, or designee 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 appropriate Title IX coordinator, deputy Title IX coordinator, or designee will notify both parties 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.

Both parties will read and sign the *Voluntary 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 Resolution 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 Resolution Process will not be re-initiated once both parties agree to the final determination in writing.

### **Anticipated Time Frame for the 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 College District business days.

### **Role of the Informal Resolution Facilitator**

Collin College will maintain a pool of informal resolution facilitators. The informal resolution facilitators will not be the Title IX coordinators, deputy Title IX coordinators, investigators, removal challenge officers, live hearing advisors, live hearing officers, or appeal decision makers.

The appropriate Title IX coordinator, deputy Title IX coordinator, or designee will assign an individual(s) from the pool of informal resolution facilitators to coordinate the Informal Resolution Process.

All informal resolution facilitators will receive appropriate training on at least an annual basis to function in this role.

The informal resolution facilitator will be free from conflicts of interest or bias for or against the parties.

The informal resolution facilitator will conduct a prompt, fair, impartial, unbiased, and equitable process from the initiation of the Informal Resolution Process of the *Informal Resolution Agreement*.

Through mediation, the informal resolution facilitator will work separately with both parties to formulate terms for an agreement that are amenable to both parties. The Informal resolution facilitator will not conduct an investigation, gather evidence, or meet with witnesses.

### **Phase 1: Meeting with the Informal Resolution Facilitator**

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) to ascertain the parameters for an informal resolution agreement. During this meeting, the informal resolution facilitator will ensure the parties understand the Title IX complaint and Informal Resolution Process. The informal resolution facilitator will remind 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.

It is at the discretion of the informal resolution facilitator to determine whether meetings should be held in person or via Zoom or other web conferencing software approved by Collin College. The informal resolution facilitator will conduct meetings with the parties as necessary to ascertain terms for the *Informal Resolution Agreement*. The informal resolution facilitator will contact the parties to request they schedule meetings through one (1) or more of the following methods:

1. A written communication sent to the individual's Collin College email account;
2. A written communication sent to the individual's personal email account, if the individual is not a Collin College student or employee and/or the individual requests that communication be sent through this method;
3. A letter mailed to the individual's address as listed with the Student and Enrollment Services Office or Human Resources Department (HR);
4. A letter hand-delivered to the individual on campus by the informal resolution facilitator. The informal resolution facilitator will document the date, time, and place of hand-delivery; and/or
5. A phone call to the individual's number as listed with the Student and Enrollment Services Office, Human Resources Department (HR), or provided to the informal resolution facilitator.

If a party does not respond to the informal resolution facilitator's communication within 10 College District business days, the informal resolution facilitator will attempt to contact the individual one (1) more time through at least one (1) of the methods listed above. If a

party does not respond to this second communication within 10 College District business days, the informal resolution facilitator will notify the appropriate Title IX coordinator, deputy Title IX coordinator, or designee that the party is not responding. The appropriate Title IX coordinator, deputy Title IX coordinator, or designee will then re-evaluate the matter and determine whether to initiate the Title IX Formal Resolution Process or refer the matter to another Collin College process for appropriate resolution.

The informal resolution facilitator will remind both parties 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. 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 Process* form. This form must be completed prior to a final determination being reached and both parties signing the *Informal Resolution Agreement* form.

### **Phase 2: 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 complete the *Informal Resolution Agreement* form. 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 College District business days to review and respond to the document prior to finalizing it.

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 College District business 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 or hard copy of the signed *Informal Resolution Agreement* form for their respective records by the informal resolution facilitator or appropriate Title IX coordinator, deputy Title IX coordinator, or designee.

Once the final *Informal Resolution Agreement* form is signed, the matter will be closed, the informal resolution will be non-appealable, and the Formal Resolution Process will not be re-initiated.

If, after 10 College District business days, either party does not sign the final *Informal Resolution Agreement* form, the Formal Resolution Process will resume at the point where it was stopped when both parties agreed to pursue the Informal Resolution Process and signed the *Voluntary Consent to Informal Resolution* form.

### **Title IX Formal Resolution Process**

The [Title IX Formal Resolution Process Flowchart](#) on pages 104-105 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/](http://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, deputy 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://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).

If reported orally, the complaint will be reduced to writing by the appropriate Title IX coordinator, deputy 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, deputy 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, deputy 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, deputy Title IX coordinator, or designee determines an investigation should be initiated, supportive measures will also be offered to the respondent.

### **Anticipated Time Frame for the 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 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.

## Title IX Informal Resolution Process Flowchart

The flowchart below provides an overview of the Title IX Informal Resolution Process. For specific procedures, see the appropriate sections in this document and the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).



The anticipated time frame from receipt of the formal complaint through the investigation and Live Hearing phases, culminating with the live hearing officer's *Written Determination of Responsibility*, is 60 College District business days.

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 College District business days.

**Phase 1: Determination to Proceed with an Investigation**

The appropriate Title IX coordinator, deputy 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, Clery 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, deputy 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, deputy Title IX coordinator, or designee will forward the complaint to the appropriate party.

**Phase 2: The Investigation**

Initiating the Investigation

The appropriate Title IX coordinator, deputy Title IX coordinator, or designee 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.

Investigator(s)

Collin College will maintain a pool of investigators consisting of members of the District Dean of Students Office and any other appropriately trained investigators designated by Collin College. The appropriate Title IX coordinator, deputy 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(s) will be free from conflicts of interest or bias for or against the complainant or respondent (hereafter referred to as "the parties").

The investigator(s) 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(s), not the parties.

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 (e.g., family member, friend, legal counsel) to interviews, meetings, and hearings with the investigator(s). However, only the party may speak on their behalf. 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(s). Should a party's advisor continuously speak on the party's behalf, become combative, or otherwise disrupt the proceedings, the investigator(s) reserves the right to ask them to leave or to end the proceedings and reschedule for a later date.

Interim Action(s) and Temporary Removal(s)

If, after engaging in an individualized safety and risk analysis, the investigator(s) 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(s) may recommend interim action(s) to the appropriate Title IX coordinator, deputy Title IX coordinator, or designee. If the appropriate Title IX coordinator, deputy Title IX coordinator, or designee approves the interim action(s), the investigator(s) will provide the respondent with written notice of the interim action(s).

The investigator(s) 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(s) will explain to the respondent their right to challenge the interim action(s) immediately after the temporary removal.
2. The investigator(s) 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(s) will submit it to the designated removal challenge officer along with a brief rationale explaining the individualized safety and risk analysis utilized to arrive at the interim action(s). The removal challenge officer will review the documentation, consider whether the removal is appropriate, and write a rationale explaining their decision. The removal challenge officer will then notify the parties and investigator(s) in writing whether the removal is upheld or overturned.

Investigative Interviews, Meetings, or Hearings

The investigator(s) will contact the parties and witnesses to request they schedule investigative interviews and meetings. This communication will be made through one (1) or more of the following methods:

1. A written communication sent to the individual’s Collin College email account;
2. A written communication sent to the individual’s personal email account, if the individual is not a Collin College student or employee and/or the individual requests that communication be sent through this method;
3. A letter mailed to the individual’s address as listed with the Student and Enrollment Services Office or Human Resources Department;
4. A letter hand-delivered to the individual on campus by the investigator(s). The investigator(s) will document the date, time, and place of hand-delivery; and/or
5. A phone call to the individual’s number as listed with the Student and Enrollment Services Office, Human Resources Department, or provided to the investigator(s).

If a party or witness does not respond to the investigator(s)’s communication within 10 College District business days, the investigator(s) will attempt to contact the individual one (1) more time through at least one (1) of the methods listed above. If a party or witnesses does not respond to this second communication within 10 College District business days, the investigator(s) will proceed with the investigation.

The investigator(s) will meet separately with the parties, their respective advisors (if the parties elect to provide their own advisors during this phase), and witnesses either in person or via Zoom or other web conferencing software approved by Collin College.

The investigator(s) 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(s) 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(s) 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 [Title IX Informal Resolution Process](#) section of this document.
5. 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).
6. The investigator(s) 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 gather or present relevant evidence or discuss the allegations outside of these meetings.

#### Concluding the Investigation

Prior to writing an *Investigation Report*, the investigator(s) will send to both parties and their live hearing advisors a link to access a secured electronic folder containing all information and evidence that is directly related to the allegation(s), including the evidence upon which Collin College does not intend to rely in reaching a determination regarding responsibility and inculpatory and exculpatory evidence whether obtained from a party or other sources, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Additionally, the investigator(s) will write an *Investigation Report* that fairly summarizes the investigation and includes all relevant evidence. The investigator(s) will send the parties and their respective live hearing advisors the draft of the *Investigation Report* in electronic format or hard copy and will give them 10 College District business

days to inspect, review, and respond to the document prior to finalizing it.

The parties and/or their respective live hearing advisors should send any edits or additions to the draft *Investigation Report* to the investigator(s) by the stated deadline. The investigator(s) will include all edits and additions received by the stated deadline as addendums at the end of the finalized document.

The investigator(s) will complete the final *Investigation Report* at least 10 College District business days prior to the Live Hearing. The investigator(s) will send the parties and their respective live hearing advisors a copy of the final *Investigation Report* in electronic format or hard copy.

#### **Phase 3: Live Hearing**

The investigation will be followed by a Live Hearing.

The parties and their respective live hearing advisors will be notified simultaneously in writing of the date, time, and place of the Live Hearing. If a party needs to postpone the Live Hearing due to unavoidable circumstances, the party must contact the appropriate Title IX coordinator, deputy Title IX coordinator, or designee no later than three (3) College District business days prior to the Live Hearing. It is at the sole discretion of the appropriate Title IX coordinator, deputy Title IX coordinator, or designee to postpone the Live Hearing for good cause as long as all parties involved are notified of the new date, time, and location. If a party does not contact the appropriate Title IX coordinator, deputy Title IX coordinator, or designee by the stated deadline and does not appear for the Live Hearing, the live hearing officer retains the right to proceed with the Live Hearing and render a determination of responsibility in the party's absence. The Live Hearing will be rescheduled due to unavoidable circumstances no more than two (2) times.

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 investigator(s) will ascertain whether each party will provide their own live hearing advisor (e.g., family member, friend, legal counsel). If a party is not able to provide their own live hearing advisor, the appropriate Title IX coordinator, deputy Title IX coordinator, or

designee will assign an appropriate live hearing advisor to the party for the Live Hearing.

#### Live Hearing Officer(s)

The live hearing officer(s) will serve as the first decision maker in the formal Title IX complaint process.

Collin College will maintain a pool of appointed live hearing officers. The live hearing officers will not be the Title IX coordinators, deputy Title IX coordinators, investigators, or live hearing officer who made a determination in the complaint dismissal appeal, if applicable.

The appropriate Title IX coordinator, deputy Title IX coordinator, or designee will assign an individual(s) from the pool of live hearing officers to conduct the Live Hearing.

All live hearing officers will receive appropriate training on at least an annual basis to function in this role.

The live hearing officer(s) will be free from conflicts of interest or bias for or against the parties.

The live hearing officer(s) 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 live hearing advisors prior to the Live Hearing.

The Live Hearing will be conducted by the live hearing officer(s) on the specified date and time to hear from the complainant, respondent, their respective live hearing advisors, and witnesses. Live Hearings will be conducted in a designated room at the appropriate Collin College campus, another location designated by Collin College, and/or via Zoom or other web conferencing software approved by Collin College. When Live Hearings are held via Zoom or other web conferencing software approved by Collin College, all participants are required to have their cameras on while speaking.

At either party's request, the live hearing officer(s) will provide the parties with separate rooms and the use of

appropriate technology so the live hearing officer(s), the parties, and their respective live hearing advisors can simultaneously see and hear all questions.

The live hearing officer(s) must make an audio recording, video recording, or transcript of the Live Hearing. The live hearing officer(s) 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 live hearing officer(s) 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 live hearing advisors and never by the parties personally.

Live hearing advisors' roles will not be limited when cross-examination is permitted during the Live Hearing. However, the live hearing officer(s) 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.

A party or witness may refuse to submit to cross-examination during a Live Hearing. If a party or witness does not submit to cross-examination during a Live Hearing, that individual's statements may be relied on by the live hearing officer(s) in reaching a determination regarding responsibility. Collin College is not permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.

The Live Hearing will generally proceed as follows:

1. Live Hearing Officer(s)'s Opening Remarks (No More Than 10 Minutes)
2. Complainant's Statement (No More Than 20 Minutes)
3. Respondent's Statement (No More Than 20 Minutes)
4. Complainant's Rebuttal (No More Than 10 Minutes)

5. Respondent's Rebuttal (No More Than 10 Minutes)
6. Live Hearing Officer(s) Question the Complainant and Respondent (No More Than 20 Minutes Per Party)
7. Cross-Examination and Witnesses (No More Than 20 Minutes Per Party or Witness)
8. Closing Statements and Conclusion of the Live Hearing (No More Than 15 Minutes)

Written Determination of Responsibility

After the Live Hearing, the live hearing officer(s) 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 live hearing officer(s) 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 live hearing officer(s)'s determination;
4. Enumerate the conclusions regarding application of Collin College's Title IX policy;
5. Contain a detailed 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 live hearing officer(s) or appropriate Title IX coordinator, deputy Title IX coordinator, or designee will send the *Written Determination of Responsibility* simultaneously to the parties and their respective live hearing 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 live hearing officer(s)'s determination was upheld after the appeal process has been exhausted for both parties.

Potential Penalties Imposed on a Respondent

*Student Respondent*

The live hearing officer(s) 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. **Educational Project Experience (EPE):** An assignment or experience allowing the student to learn specific behaviors or lessons related to the student's conduct and the specifics of the student's disciplinary case. EPEs offered by Collin College include, but are not limited to, awareness seminars, essays or written assignments, and online learning modules.
4. **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 or specified community service. The conditional 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 conditional probation may lead to suspension or expulsion.

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. **Expulsion:** Permanent forced withdrawal from Collin College. A student receiving expulsion will have the action noted in the student's permanent record.

For more information, see *Chapter 15: Disciplinary Penalties* in the current *Student Code of Conduct*, Board policy FM (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FM>, or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

#### *Employee Respondent*

The live hearing officer(s) 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
4. Recommendation for Termination

For more information, contact the Human Resources Department at 972.758.3856 or [hr@collin.edu](mailto: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.

#### *Student Complainant*

Remedies the live hearing officer(s) 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).

#### *Employee Complainant*

Remedies the live hearing officer(s) 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: Appeal**

Either the complainant or respondent may appeal the live hearing officer(s)'s determination on the following grounds by submitting a written request to the appropriate Title IX coordinator, deputy Title IX coordinator, or designee within 10 College District business days of the live hearing officer(s)'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 Title IX coordinators, deputy Title IX coordinators, informal resolution facilitators, investigators, removal challenge officers, live hearing advisors, or live hearing officers.

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, deputy Title IX coordinator, or designee will forward all information regarding the investigation, *Investigation Report*, and live hearing officer(s)'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.

If the appeal decision maker elects to meet with the complainant and their advisor, the respondent and their advisor, and/or witnesses, the appeal decision maker will contact the parties and witnesses to request they schedule separate meetings. This communication will be made through one (1) or more of the following methods:

1. A written communication sent to the individual's Collin College email account;
2. A written communication sent to the individual's personal email account, if the individual is not a Collin College student or employee and/or the individual requests that communication be sent through this method;
3. A letter mailed to the individual's address as listed with the Student and Enrollment Services Office or Human Resources Department;
4. A letter hand-delivered to the individual on campus by the appeal decision-maker. The appeal decision-maker will document the date, time, and place of hand-delivery; and/or
5. A phone call to the individual's number as listed with the Student and Enrollment Services Office, Human Resources Department, or provided to the appeal decision-maker.

If a party or witness does not respond to the appeal decision-maker's communication within 10 College District business days, the appeal decision-maker will attempt to contact the individual one (1) more time through at least one (1) of the methods listed above. If a party or witnesses does not respond to this second communication within 10 College District business days, the appeal decision-maker will proceed with the appeal.

#### 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, deputy Title IX coordinator, or designee will send the *Appeal Determination* simultaneously to the parties and their respective live hearing 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, deputy 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, deputy Title IX coordinator, or designee will forward all information regarding the investigation, *Investigation Report*, live hearing officer(s)'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.

If the College District President or designee elects to meet with the complainant and their advisor, the respondent and their advisor, and/or witnesses, the College District President or designee will contact the parties and witnesses to request they schedule separate meetings. This communication will be made through one (1) or more of the following methods:

1. A written communication sent to the individual's Collin College email account;
2. A written communication sent to the individual's personal email account, if the individual is not a Collin College student or employee and/or the individual requests that communication be sent through this method;
3. A letter mailed to the individual's address as listed with the Student and Enrollment Services Office or Human Resources Department;
4. A letter hand-delivered to the individual on campus by the College District President or designee. College District President or designee will document the date, time, and place of hand-delivery; and/or
5. A phone call to the individual's number as listed with the Student and Enrollment Services Office, Human Resources Department, or provided to the College District President or designee.

If a party or witness does not respond to the College District President or designee's communication within 10 College District business days, the College District President or designee will attempt to contact the individual one (1) more time through at least one (1) of the methods listed above. If a party or witness does not respond to this second communication within 10 College District business days, the College District President or designee will proceed with the appeal.

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, deputy Title IX coordinator, or designee will simultaneously notify the parties and their respective live hearing 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 [Petition to Revoke Expulsion](#) section in this document, *Chapter 19: Petition to Revoke Expulsion* in the current [Student Code of Conduct](#), and Board policy FMA (LOCAL) available at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=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, deputy 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, deputy Title IX coordinator, or designee will forward all information regarding the investigation, *Investigation Report*, live hearing officer(s)'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.

If the College District President or designee elects to meet with the complainant and their advisor, the respondent and their advisor, and/or witnesses, the College District President or designee will contact the parties and witnesses to request they schedule separate meetings. This communication will be made through one (1) or more of the following methods:

1. A written communication sent to the individual's Collin College email account;
2. A written communication sent to the individual's personal email account, if the individual is not a Collin College student or employee and/or the individual requests that communication be sent through this method;

3. A letter mailed to the individual's address as listed with the Student and Enrollment Services Office or Human Resources Department;
4. A letter hand-delivered to the individual on campus by the College District President or designee. College District President or designee will document the date, time, and place of hand-delivery; and/or
5. A phone call to the individual's number as listed with the Student and Enrollment Services Office, Human Resources Department, or provided to the College District President or designee.

If a party or witness does not respond to the College District President or designee's communication within 10 College District business days, the College District President or designee will attempt to contact the individual one (1) more time through at least one (1) of the methods listed above. If a party or witnesses does not respond to this second communication within 10 College District business days, the College District President or designee will proceed with the appeal.

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, deputy Title IX coordinator, or designee will simultaneously notify the parties and their respective live hearing 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 handbook, will be filed, heard, and resolved in accordance with Collin College Board policy DGBA (LOCAL) and the employee disciplinary process. To view Board policy DGBA (LOCAL), go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=DGBA>.

## Title IX Formal Resolution Process Flowchart

The flowchart below provides an overview of the Title IX Formal Resolution Process. For specific procedures, see the appropriate sections in this document and the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* located at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).



## Title IX Formal Resolution Process Flowchart (Continued)

The flowchart below provides an overview of the Title IX Formal Resolution Process. For specific procedures, see the appropriate sections in this document and the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* located at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).





**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, deputy Title IX coordinator, or designee may forward the complaint 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, deputy Title IX coordinator, or designee may forward the complaint 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 the *Student Code of Conduct* located in the current *Collin College Student Handbook* available at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html) to investigate and resolve the matter.

The [Student Disciplinary Process Flowchart](#) on page 114 in this document provides an overview of Collin College’s student disciplinary procedures.

For more information on the student disciplinary process and specific procedures, see the *Student Code of Conduct* located in the current [Collin College Student Handbook](#), Board policies FM (LOCAL) and FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=discipline>, or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

**Anticipated Time Frame for Student Disciplinary Process**

Collin College will endeavor to expedite 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 all involved parties are notified in writing of the delay or extension and the reason(s) for the action.

The anticipated time frame for the District Dean of Students Office to complete the student disciplinary investigation is 30 College District business days. The anticipated time frame for completion of the student disciplinary appeal process is 45 College District business days.

**Reports of Alleged Misconduct**

Collin College faculty and staff will submit an alleged violation or violations of Collin College policies and procedures, including the rules for student conduct, committed by a student to the District Dean of Students Office within a reasonable time following an alleged incident. For more information, see *Chapter 12: Student Code of Conduct Violations* in the current [Student Code of Conduct](#) and Board policy FLB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB>.

For the purpose of this policy, “a reasonable time” means within 15 College District business days of an alleged incident.

The allegation(s) must be submitted in writing by completing the *Student Incident Report* form online at [https://collin.guardianconduct.com/incident-reporting?incident\\_type=Student Incident Report](https://collin.guardianconduct.com/incident-reporting?incident_type=Student Incident Report), and must describe the violation(s) and any surrounding facts.

The district dean of students or designee will investigate the matter, as appropriate.

**Exception**

Reports of sex discrimination and sexual harassment, including, but not limited to, dating violence, domestic violence, sexual assault, and stalking, will be submitted in accordance with Board policies DIAA (LOCAL) and/or FFDA (LOCAL), as appropriate. For more information, see Board policies DIAA (LOCAL) and FFDA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=title+ix> and *Chapter 10: Title IX Provisions* in the current [Student Code of Conduct](#).

### Dismissal of Allegation

If an allegation is deemed to be unfounded, the district dean of students or designee will dismiss the allegation and will provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

### Notifying the Student

If the district dean of students or designee determines the allegation warrants further consideration, the district 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, as appropriate. The communication will be sent to the student through one (1) or more of the following methods:

1. A written communication sent to the student's Collin College email account;
2. A letter mailed to the student's address as listed with the Student and Enrollment Services Office. The student is responsible for keeping the Student and Enrollment Services Office apprised of their current home address;
3. A letter hand-delivered by the district dean of students or designee. The district dean of students or designee will document the date, time, and place of hand-delivery; and/or
4. 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 District Dean of Students Office immediately after the class if the student is not in attendance.

### 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 district dean of students or designee no fewer than three (3) College District business days prior to the disciplinary meeting(s) or

appeal hearing(s) in order for the district 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 district dean of students or designee prior to the start of the meeting(s) or appeal hearing(s). In these instances, the district dean of students or designee will also make an audio recording of the disciplinary 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, electronic, digital media, telecommunication, and/or wearable devices (e.g., laptops, phones, smartwatches, Fitbits, Bluetooth devices, tablets) not previously approved by the district 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 purpose of the notifications conference is to hear and receive information and/or other evidence from the student. At the notification conference, the district dean of students or designee will inform the student of the allegation(s), review the information in the *Student Code of Conduct* related to the case and the documentation obtained during the investigation, and provide the student an opportunity to respond and submit applicable documentation or evidence for consideration by the district dean of students or designee.

### Failure to Appear for the Notification Conference

The district 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 district 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.

#### *Not Responsible Administrative Decision*

After conferring with the student, if the district dean of students or designee determines the student did not commit a violation, the student will be found not responsible and will not be issued a disciplinary penalty. For more information on disciplinary penalties, see the [Potential Penalties for Student Misconduct](#) section in this document and *Chapter 15: Disciplinary Penalties* in the current [Student Code of Conduct](#).

The student will be provided written notice of the not responsible administrative decision. A not responsible administrative decision from the district dean of students or designee will be final and binding.

#### *Informal Resolution*

If the district dean of students or designee determines that addressing the allegation(s) informally is more appropriate, the district dean of students or designee will recommend an Informal Resolution of the allegation(s). The district dean of students or designee may recommend behavioral directives to support compliance with Collin College's *Student Code of Conduct*. If the student agrees to comply with all recommended behavioral directives, the district dean of students or designee will issue an *Informal Resolution Agreement* and the student will not be issued a disciplinary penalty. For more information on disciplinary penalties, see the [Potential Penalties for Student Misconduct](#) section in this document and *Chapter 15: Disciplinary Penalties* in the current [Student Code of Conduct](#).

The student will be allowed 10 College District business days to review and respond to the *Informal Resolution Agreement*. As part of the *Informal Resolution Agreement*, the student will be required to sign an *Acknowledgment Statement* indicating the student will comply with the *Student Code of Conduct* for the designated time or for the remainder of their attendance at Collin College. Once the *Acknowledgment Statement* is signed, the *Informal Resolution Agreement* will be final, binding, and the student will not be allowed to appeal the Informal Resolution.

If the student does not sign the *Acknowledgment Statement* by the stated 10 College District business days deadline, the terms listed in the *Informal Resolution Agreement* will be final, binding, and the student will not be allowed to appeal the Informal Resolution. The student will be expected to comply with all behavioral directives and obligations set forth in the *Informal Resolution Agreement*.

#### *Formal Administrative Decision and Misconduct Warranting a Disciplinary Penalty*

If the district dean of students or designee determines the student committed misconduct that warrants a penalty or penalties, the district 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). For more information on disciplinary penalties, see the [Potential Penalties for Student Misconduct](#) section in this document and *Chapter 15: Disciplinary Penalties* in the current [Student Code of Conduct](#).

#### *Student Chooses to Appeal the Administrative Decision*

If the student chooses to appeal the administrative decision of the district dean of students or designee, they must submit the *Disciplinary Appeal Request Form* contained in the administrative decision documents on or before the tenth College District business day following the administrative decision. Once the deadline for filing an appeal has passed, the administrative decision of the district dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

#### *Student Chooses to Accept the Administrative Decision*

A student who chooses to accept the administrative decision rendered by the district dean of students or designee will sign an *Acceptance of the Administrative Decision Statement* indicating they understand:

1. The *Student Code of Conduct* violation(s),
2. The disciplinary penalty or penalties imposed, and



3. That by signing the *Acceptance of the Administrative Decision Statement* they voluntarily waive the right to appeal.

The *Acceptance of the Administrative Decision Statement* must be signed no later than 10 College District business days following the administrative decision. Once the *Acceptance of the Administrative Decision Statement* is signed, the administrative decision of the district dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

#### Student Chooses to Take No Action

If the student does not sign the *Acceptance of the Administrative Decision Statement* or submit the *Disciplinary Appeal Request Form* by the stated deadline, the administrative decision of the district dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

#### Potential Penalties for Student Misconduct

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FM>.

A student will be subject to discipline for violations of Collin College policies and procedures, including the rules outlining expectations for student conduct. For more information, see Board policies FLB (LEGAL) and FLB (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FLB> and *Chapter 12: Student Code of Conduct Violations* in the current [Student Code of Conduct](#).

If a student commits an infraction or engages in misconduct, Collin College may impose one (1) or more of the following types of 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. **Educational Project Experience (EPE):** An assignment or experience allowing the student to learn specific behaviors or lessons related to the student's conduct and the specifics of the student's disciplinary case. EPEs offered by Collin College include, but are not limited to, awareness seminars, essays or written assignments, and online learning modules.
4. **Conditional Probation:** The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from Collin College. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The conditional 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 conditional probation may lead to suspension or expulsion. The District Dean of Students Office issues conditional probation for one (1) calendar year, two (2) calendar years, or three (3) calendar years.
5. **Suspension:** Forced withdrawal from Collin College for either a definite period of time or until stated conditions have been met. Normally, suspension will extend through a minimum of one (1) regular long semester (with summer sessions not counting in the one [1] semester minimum time lapse). However, suspension may exceed the one (1) semester minimum. The District Dean of Students Office issues 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.
6. **Expulsion:** Permanent forced withdrawal from Collin College. A student receiving expulsion will have the action noted in the student's permanent record.

#### Appealing the District Dean of Students of Designee's Administrative Decision

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

### Procedures to Submit an Appeal

A student who is issued a disciplinary penalty or penalties has the right to appeal the district dean of students or designee's administrative decision, as outlined in *Chapter 13: Student Disciplinary Procedures, Administrative Decision, Formal Administrative Decision and Misconduct Warranting a Disciplinary Penalty* in the current [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 tenth 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, Title IX complaints) will not be addressed through the disciplinary appeals process.

### Disciplinary Appeals Committee (DAC)

The Disciplinary Appeals Committee (DAC) will be convened at the request of a student appealing the formal administrative decision and/or disciplinary penalty or penalties imposed by the district dean of students or designee. The student's request must be submitted in writing within 10 College District business days of the date of the district dean of students or designee's written administrative decision. For more information, see the [Procedures to Submit an Appeal](#) section in this document.

### Composition

The DAC will be composed of at least three (3) Collin College employees and a minimum of one (1) current Collin College student, when appropriate. To hold an appeal hearing, a quorum of three (3) DAC members must be met. The members of the DAC and the committee chairperson will be designated according to procedures developed by the designated Leadership Team member. All members chosen to serve on the DAC appeal hearing panel will be eligible to vote on the issue of whether or not the student violated Collin College policies and procedures, including the rules for student conduct, and whether the student should receive an appropriate disciplinary penalty or penalties.

### DAC's Determination to Proceed with Appeal Hearing

Upon receipt of the student's request for a disciplinary appeal hearing and under reasons designated by the DAC, the DAC may recommend that the matter return to an Informal Resolution by the district dean of students or designee prior to the scheduling of the DAC appeal hearing.

The DAC chair or associate chair assigned to oversee the disciplinary appeal hearing will review the student's request for an appeal and determine whether the matter should be returned to the district dean of students or designee to be addressed through Informal Resolution. Administrative decisions in which the district dean of students or designee imposed one (1) or more of the following penalties may not be returned to an Informal Resolution and must proceed through the disciplinary appeals process:

1. Restitution,
2. Suspension for any length of time, and/or
3. Recommendation for expulsion.

For more information regarding Informal Resolution, see the [Informal Resolution](#) section in this document and *Chapter 13: Student Disciplinary Procedures, Administrative Decision, Informal Resolution* in the current [Student Code of Conduct](#).

### DAC Appeal Hearing Notice

The district dean of students or designee will notify the student by letter of the date, time, and place for the DAC appeal hearing. Unless the student and the district dean of students or designee otherwise agree or unless there are unforeseeable circumstances beyond Collin College's control, the DAC appeal hearing will take place within a reasonable time period, not to exceed 10 College District business days after the date of the student's request for the appeal hearing. The district dean of students or designee may extend Collin College's 10-day timelines within this policy by sending written notice to the parties of the extension.

### Contents of Notice

The notice will:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of their rights to:

- a. Have a private appeal hearing.
  - b. Be assisted by an advisor or legal counsel at the appeal hearing.
  - c. Call witnesses, request copies of evidence in Collin College's possession, and offer evidence and agreement on their own behalf.
  - d. Make an audio recording of the proceedings, after first notifying the district dean of students or designee in advance of the appeal hearing, or, at the student's own expense, to have a stenographer present at the appeal hearing to make a stenographic transcript of the appeal hearing.
  - e. Ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
  4. Contain a description of the allegation(s) of misconduct in sufficient detail to enable the student to prepare their defense against the charges.
  5. State the proposed disciplinary penalty or range of disciplinary penalties that may be imposed.

The student will provide to the district dean of students or designee any documentation, a list of potential witnesses, and other relevant evidence to support their appeal by the specified deadline. All documentation from the district dean of students or designee and the student will be forwarded to the DAC members assigned to the case for review prior to the hearing.

The DAC chairperson or associate chairperson will have the authority to postpone the appeal hearing for good cause as long as all parties involved are notified by the district dean of students or designee of the new appeal hearing date, time, and place.

#### *Failure to Appear for the DAC Appeal Hearing*

The DAC may impose an appropriate disciplinary penalty or penalties upon a student who fails without good cause to appear for the appeal hearing. For purposes of assessing an appropriate disciplinary penalty or penalties, the DAC may proceed with the appeal hearing in the student's absence.

#### *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 district 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 district 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 DAC appeal hearing will proceed as follows:

1. The chairperson or associate chairperson will read the description of the alleged misconduct.
2. The chairperson or associate chairperson will inform the student of their rights.
3. The district dean of students or designee will present Collin College's case.
4. The student or representative will present the student's defense.
5. The district 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 district 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 district 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, and whether the student should receive an appropriate disciplinary penalty or penalties.

11. If the DAC finds the student committed misconduct, the DAC members will determine whether the disciplinary penalty assessed, or proposed in the case of recommendation for expulsion, by the district 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 district dean of students or designee in writing within 10 College District business days of the appeal hearing. The district 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 accepting the DAC's decision or appealing 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 disciplinary penalty or penalties based solely on the evidence presented at the appeal hearing.

#### *After the Appeal Hearing*

The district 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 accepting the DAC's decision or appealing to the designated Leadership Team member.

#### Appealing the Disciplinary Appeals Committee's (DAC's) Decision

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

#### *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 tenth 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 scope and 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 district dean of students or designee and/or the DAC and affirmed by the designated Leadership Team member.

*Failure to Appear for the Designated Leadership Team Member Conference*

The designated Leadership Team member may impose an appropriate disciplinary penalty or penalties upon a student who fails without good cause to appear for the conference. For purposes of assessing an appropriate disciplinary penalty or penalties, the designated Leadership Team member may consider the evidence included in the student's petition and forwarded by the DAC chairperson or associate chairperson.

*After the Appeal*

The designated Leadership Team member or designee will notify the student in writing within 10 College District business days of the appeal of the decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the designated Leadership Team member's decision or appealing to the College District President or designee solely in those cases where expulsion is recommended and affirmed.

College District President Review of Recommendation for Expulsion

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

Solely in the case where expulsion is recommended and affirmed, a 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 tenth 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.

*Failure to Appear for the College District President Meeting*

The College District President or designee may impose an appropriate disciplinary penalty or penalties upon a student who fails without good cause to appear for the meeting. For purposes of assessing an appropriate disciplinary penalty or penalties, the College District President or designee may consider the evidence included in the student's petition and forwarded by the designated Leadership Team member.

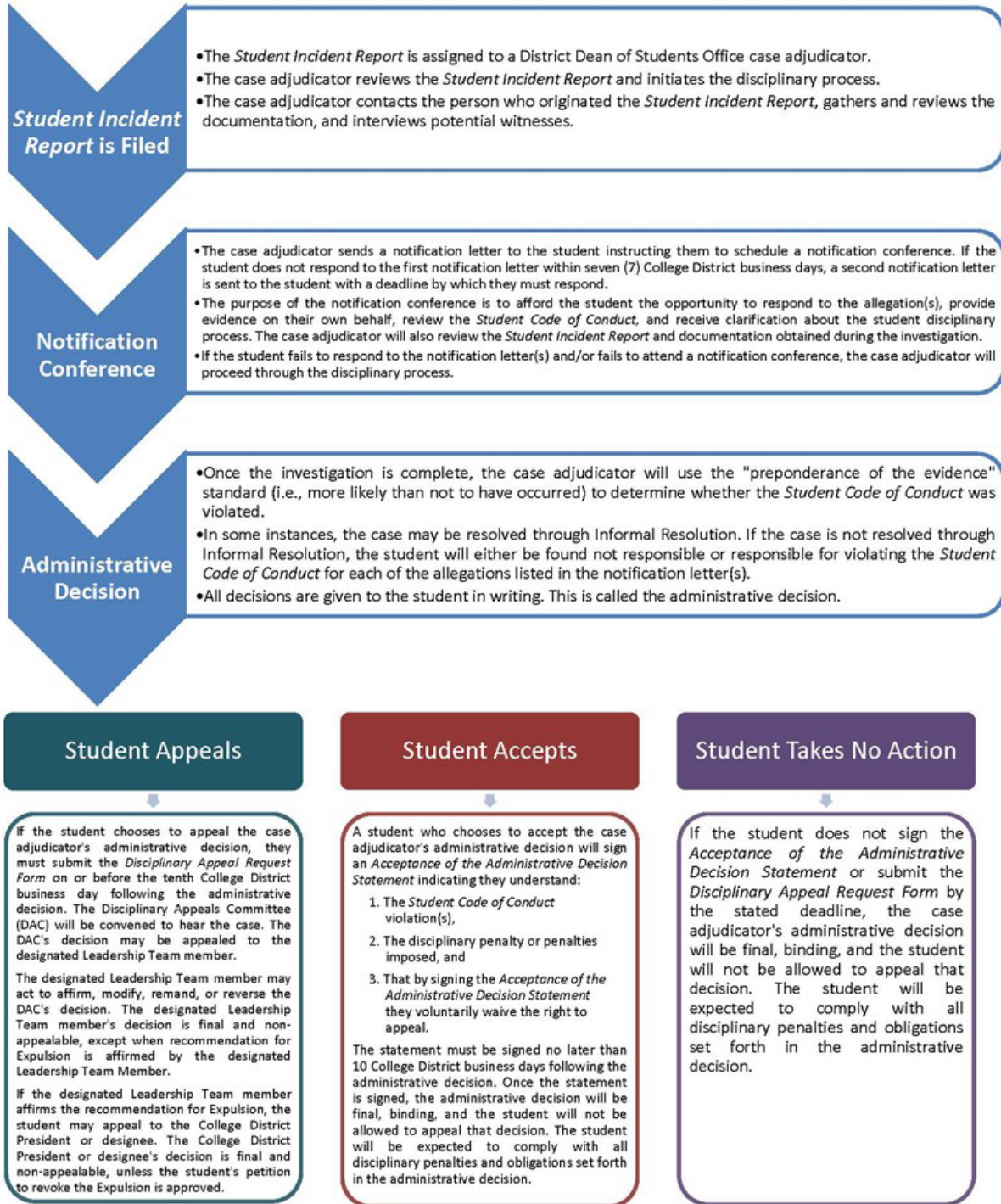
*After the Review*

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 student's petition to revoke the expulsion is approved. For more information, see the [Petition to Revoke Expulsion](#) section in this document and *Chapter 19: Petition to Revoke Expulsion* in the current [Student Code of Conduct](#).



## Student Disciplinary Process Flowchart

The flowchart below provides an overview of Collin College's student disciplinary process. For specific procedures, see the appropriate sections in this document and the *Student Code of Conduct* located in the current *Collin College Student Handbook* available at [www.collin.edu/studentresources/deanofstudents/studenthandbook.html](http://www.collin.edu/studentresources/deanofstudents/studenthandbook.html).





### **Employee General Complaint Process**

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

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, deputy Title IX coordinator; or designee may forward the complaint 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) located at <https://pol.tasb.org/Policy/Search/304?filter=dgba> to investigate and resolve the matter.

For more information on the employee general complaint process, contact the Human Resources Department at 972.985.3783 or [hr@collin.edu](mailto:hr@collin.edu).

#### Anticipated Time Frame for Employee General Complaint Process

Collin College will endeavor to expedite 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 all involved 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 College District business days. The anticipated time frame for completion of the general employee appeal process is 45 College District business days.

#### Employee General Complaint Procedures

A meeting with the appropriate campus provost or senior administrator will be scheduled. The respondent will also receive a copy of the complaint and be asked to provide a written response that will be shared with the campus provost or senior administrator for review.

In most cases, the campus provost or senior administrator, or a designee, will issue a written summary determination within 10 College District business days of completing all meetings related to the complaint. If an extension is necessary, the complainant will be notified in writing of the extension.

If either the complainant or the respondent disagrees with the decision of the provost or senior administrator, the complainant or respondent may appeal the determination to an Appeal Review Panel (ARP) who will review the complaint file and issue a determination. An ARP is generally composed of at least two (2) administrators and either one (1) full-time faculty or one (1) full-time staff member depending on the type of complainant.

The appeal must be submitted to the manager, employee relations within 10 College District business days of the date listed on the Step 3 decision. The manager, employee relations will confirm receipt of the appeal. The ARP may review additional documents, and if a majority of ARP members agree, may also conduct interviews of the complainant, the respondent, or witnesses.

In most cases, the ARP will issue a written summary determination within 10 College District business days of completing all meetings related to the complaint. If an extension is necessary, the appealing party will be notified in writing of the extension.

If the complainant or the respondent disagrees with the decision of the ARP, either party may appeal the determination to the executive vice president or designee. The appeal must be submitted to the manager, employee relations within 10 College District business days of the date listed on the ARP determination.

Within 10 College District business days of receipt of the appeal, the executive vice president (or designee) will issue a written decision affirming, affirming in part/denying in part, or reversing the ARP's determination.

The decision of the executive vice president or designee is final and non-appealable for all types of complaints, except for complaints regarding the recommendation for mid-contract termination of a full-time faculty member under DMAA (LOCAL) or of a contract employee.

There are additional levels of appeal that apply for mid-contract termination, contract non-renewals, or termination of a full-time faculty contract. For more information, see Board Policy DGBA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=dgba>.

#### **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 and Counseling
2. Written Disciplinary Action
3. Paid or Unpaid Administrative Leave
4. Termination of employment

For more information regarding penalties for employee misconduct, contact the Human Resources Department at 972.758.3856 or [hr@collin.edu](mailto: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 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**

In accordance with federal laws, 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 prohibited conduct as defined by this policy;
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.

#### **Disclosure of Results of Disciplinary Proceeding**

In accordance with federal laws, upon written request Collin College will disclose to the alleged victim of a crime of violence or non-forcible sex offense, as those terms are defined in [Title 18, § 16, United States Code](#) and the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C., §1092 \(f\) \(Clery Act\)](#), the report on the results of any disciplinary proceeding(s) and/or appeal(s) 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 victim's next of kin as the alleged victim, in accordance with the law.

In accordance with [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, 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 the student disciplinary and appeal process, the employee disciplinary and appeal process, or the Title IX complaint resolution process.

#### **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 or the Board of Trustees (Board).

For more information regarding suspended or expelled students, see *Chapter 15: Disciplinary Penalties, Suspended or Expelled Students* in the current [Student Code of Conduct](#) and Board policy FM (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FM>, or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

### **Disciplinary Notations on Collin College Transcripts**

In accordance with the [Texas Education Code Section 51.9364](#), in disciplinary cases where a penalty of suspension or expulsion is imposed and, therefore, the student is ineligible to re-enroll, Collin College will include on the student's transcript a notation stating the student is ineligible to re-enroll at Collin College for a disciplinary reason.

If a student withdraws from Collin College pending disciplinary charges that may result in the student becoming ineligible to re-enroll for a disciplinary reason, Collin College may not end the disciplinary process until the institution makes a final determination of responsibility, including, if applicable, a determination of whether the student will be ineligible to re-enroll in Collin College for a disciplinary reason. If, as a result of the disciplinary process, the student is ineligible to re-enroll in Collin College for a disciplinary reason, Collin College will include on the student's transcript the required disciplinary notation.

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

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

A student who wants to have the disciplinary notation removed from their transcript must submit a request to the District Dean of Students Office. To obtain a *Petition for Disciplinary Suspension or Permanent Expulsion Transcript Notation Removal* form, go to [www.collin.edu/studentresources/deanofstudents/resources.html](http://www.collin.edu/studentresources/deanofstudents/resources.html) or contact the

District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

For more information regarding disciplinary notations on Collin College transcripts, see *Chapter 15: Disciplinary Penalties, Disciplinary Notations on Collin College Transcripts* in the current [Student Code of Conduct](#), or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

### **Petition to Revoke Expulsion**

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>.

Once five (5) calendar years from the date of the College District President or designee's final decision have expired, 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 district dean of students or designee. To obtain an *Expulsion Revocation Form*, go to [www.collin.edu/studentresources/deanofstudents/resources.html](http://www.collin.edu/studentresources/deanofstudents/resources.html) or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

Once the completed *Expulsion Revocation Form* is received, the district dean of students or designee will forward it to the College District President or designee for consideration. The College District President or designee will review the student's 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 district dean of students or designee prior to returning to Collin College. Once the meeting with the district 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. See *Chapter 20: Reinstatement Procedures* in the current [Student Code of Conduct](#) for more information.

If the petition to revoke the 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 more information regarding the petition to revoke expulsion process, see the [Reinstatement Procedures for Suspended or Expelled Students](#) section in this document, the current [Student Code of Conduct](#), and Board policy FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>, or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

### **Reinstatement Procedures for Students**

#### **Favorable Administrative Decision or Appeal**

The district 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 reached in the disciplinary 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 district dean of students or designee prior to returning to Collin College. During the reinstatement meeting, the district 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 further 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 district 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 more information regarding reinstatement procedures for suspended or expelled students, see *Chapter 20: Reinstatement Procedures* in the current [Student Code of Conduct](#) and Board policy FMA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FMA>, or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto: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/PolicyOnline/PolicyDetails?key=304&code=CIA>.

### **Retention of Title IX Materials and Records**

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 four (4) calendar year extended suspension or expulsion, the formal complaint resolution records will be kept permanently.

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, 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 at [www.collin.edu/titleix](http://www.collin.edu/titleix), in accordance with applicable federal Title IX regulation requirements.

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 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.

For more information, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at [www.collin.edu/titleix/](http://www.collin.edu/titleix/) and Board policies DIAA (LOCAL) and FFFDA (LOCAL) located at <https://pol.tasb.org/PolicyOnline/SearchResults/?key=304&query=title+ix>, or 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.

### **Student Disciplinary Records Retention**

To view the Board policies associated with this section, go to <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=CIA> and <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FM>.

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

The disciplinary record will be maintained permanently in the event that a student is expelled or subject to an extended four (4) calendar year suspension. In all other cases, the disciplinary record will be maintained for three (3) years from the end of the academic calendar year of the most recent alleged incident, in accordance with Collin College's records retention schedule.

In certain disciplinary cases where a student is ineligible to re-enroll at Collin College, a disciplinary notation will also be placed on their Collin College transcript. For more information, see *Chapter 15: Disciplinary Penalties, Disciplinary Notations on Collin College Transcripts* in the current [Student Code of Conduct](#).

For more information, see the current [Student Code of Conduct](#) and Board policy FM (LOCAL) located at <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=304&code=FM#localTabContent>, or contact the District Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

### **Employee Disciplinary Records Retention**

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 more information, contact the Employee Success Department at 972.758.3856 or [hr@collin.edu](mailto:hr@collin.edu).

### **Access to Policy, Procedures, and Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, will be distributed annually to Collin College employees and students in compliance with the law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major Collin College publications. Information regarding the policy, procedures, and related materials will also be prominently published on Collin College's website, taking into account applicable legal requirements. Copies of the policy and procedures will be readily available at Collin College's administrative offices and will be distributed to a student or employee who makes a report.



## 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 alcohol and controlled substances 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](#) on page 133 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 Newsroom (<http://www.collin.edu/news>).
2. Articles in Collin College’s bimonthly electronic newsletter, *Cougar News*, which is emailed to all students, faculty, and staff.
3. Crime prevention awareness packets, displays, and videos.
4. Security alert posters.
5. The Collin College Police Department’s website [www.collin.edu/campuspolice/](http://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](#) on page 145 lists Collin College’s crime prevention, safety, and security awareness programs.

### **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 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.
6. Reporting options.

[Table 7.3](#) on page 157 lists Collin College’s primary prevention and awareness programs.

#### **Ongoing Prevention and Awareness Programs**

Collin College also provides ongoing prevention and awareness programs on dating violence, domestic violence, sexual assault, stalking, and other relevant topics 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 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.
6. Reporting options.

[Table 7.4](#) on page 164 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><b>Alcohol and Drugs Awareness Seminar Educational Project Experience (EPE)</b></p>	<p>This seminar may be issued by the District Dean of Students Office as part of the disciplinary penalty for students found responsible for a violation of Collin College’s alcohol and controlled substances policies.</p> <p>The one (1)-hour seminar is facilitated by the District Dean of Students Office and 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, the following:</p> <ol style="list-style-type: none"> <li>1. The physiological effects of drugs and alcohol, including both physical and neurological effects;</li> <li>2. Consequences for irresponsible drug use and drinking; and</li> <li>3. Harm reduction techniques for drug and alcohol use.</li> </ol> <p>In addition, this seminar includes a discussion of stress management techniques and choices, options, and decision-making tips. Finally, the</p>	<p>District Dean of Students Office</p>	<p>On an as-needed basis</p>	<p>Call 972.881.5604 or email <a href="mailto:dos@collin.edu">dos@collin.edu</a>.</p>

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	presenter and student discuss the benefits of change and the motivations for change.			
<b>Alcohol and Drugs Education</b>	<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 the influence to better understand the impact of driving while intoxicated. Additionally, students can attempt walking in a straight line</p>	<p>Collin College Kinesiology Classes</p> <p>Collin College Sociology Classes</p> <p>Counseling Services Office</p> <p>District Dean of Students Office</p> <p>Employee Assistance Program (EAP)</p> <p>Human Resources Department</p> <p>Student Engagement Office</p> <p>TimelyCare</p>	<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 prerequisite requirements.</p> <p>Events and programs sponsored by Student Engagement are offered every Spring semester at each of Collin College's campuses and centers.</p> <p>Counseling Services Office, District Dean of</p>	<p>For Kinesiology and Sociology Classes, see the current semester class schedule located on Collin College's website at <a href="https://studentselfservice.applications.collin.edu/StudentRegistrationSsbTcc/ssb/term/termSelection?mode=search">https://studentselfservice.applications.collin.edu/StudentRegistrationSsbTcc/ssb/term/termSelection?mode=search</a>.</p> <p>For Student Engagement Office programs, email <a href="mailto:studentengagement@collin.edu">studentengagement@collin.edu</a> or go to <a href="http://www.collin.edu/campuslife/studentlife/">www.collin.edu/campuslife/studentlife/</a>.</p> <p>For Counseling Services Office programs, call 972.881.5126, email <a href="mailto:personalcounseling@collin.edu">personalcounseling@collin.edu</a>, or go to <a href="http://www.collin.edu/studentresources/counseling/index.html">www.collin.edu/studentresources/counseling/index.html</a>.</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>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 and TimelyCare to receive personal resources and assistance. Adjunct faculty and part-time staff have the option to utilize TimelyCare to receive personal resources and assistance. Full-time faculty and staff have the option to utilize the Employee Assistance Program (EAP) offered through the Human Resources Department to receive personal resources and assistance. Programs include, but are not limited to, personal counseling, group counseling, referrals and alcohol and drug dependency counseling and referrals.</p> <p>The District 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.</p>		<p>Students Office; and Human Resources Department programs are offered on an as-needed basis.</p>	<p>For District Dean of Students Office programs, call 972.881.5604, email <a href="mailto:dos@collin.edu">dos@collin.edu</a>, or go to <a href="http://www.collin.edu/studentresources/deanofstudents/">www.collin.edu/studentresources/deanofstudents/</a>.</p> <p>For the Employee Assistance Program (EAP), call 866.327.2400, email <a href="mailto:eap@deeroaks.com">eap@deeroaks.com</a>, or go to <a href="http://www.deeroakseap.com/">www.deeroakseap.com/</a>.</p> <p>For Human Resources Department programs, call 972.985.3783.</p> <p>For TimelyCare programs, call 833.484.6359, email <a href="mailto:help@timely.md">help@timely.md</a>, or go to <a href="http://www.timelycare.com/collincollege">www.timelycare.com/collincollege</a>.</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>See the “Alcohol and Other Drugs Canvas Module Educational Project Experience (EPE)” and “Alcohol and Drugs Awareness Seminar and Essay Educational Project Experience (EPE)” entries in this table for more information.</p>			
<p><b>Alcohol and Other Drugs Canvas Module Educational Project Experience (EPE)</b></p>	<p>This online module may be issued by the District Dean of Students Office as part of the disciplinary penalty for students found responsible for a violation of Collin College’s alcohol and controlled substances policies.</p> <p>An overview of alcohol and controlled substances. This module includes information on the following topics:</p> <ol style="list-style-type: none"> <li>1. Alcohol use and abuse;</li> <li>2. Health problems associated with alcohol abuse;</li> <li>3. What a standard drink is;</li> <li>4. Questions to think about when considering whether an individual may have an alcohol use disorder;</li> <li>5. Cigarettes, tobacco, and e-cigarettes;</li> <li>6. Commonly abused stimulants, depressants, and hallucinogens;</li> </ol>	<p>District Dean of Students Office</p>	<p>On an as-needed basis</p>	<p>Call 972.881.5604 or email <a href="mailto:dos@collin.edu">dos@collin.edu</a>.</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>7. Signs of substance dependence;</p> <p>8. Prevention and treatment;</p> <p>9. 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</p> <p>10. Contact information if additional information or assistance is needed.</p> <p>After the student watches the video, they must complete a 10-question quiz.</p> <p>The student is given a deadline by which the Alcohol and Other Drugs Canvas Module and Quiz must be completed. The student must earn a minimum grade of 70% on the quiz, and their quiz results are evaluated by the case adjudicator(s) before the disciplinary hold is removed from the student's records.</p>			
<p><b>Collin College Disciplinary Action</b></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 controlled substances policy and/or</p>	<p>District Dean of Students Office (Student Disciplinary Action)</p> <p>Human Resources Department (Employee Disciplinary Action)</p>	<p>On an as-needed basis when a Collin College student or employee is found</p>	<p>For Student Disciplinary Action, see the <i>Student Code of Conduct</i> located in the current <a href="#">Collin College Student</a></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>local, state, or federal alcohol or drug laws.</p> <p>The following disciplinary penalties may be imposed on a Collin College student for commission of an alcohol or drug violation.</p> <ol style="list-style-type: none"> <li>1. Reprimand</li> <li>2. Educational Project Experience (EPE)</li> <li>3. Conditional Probation for One (1) Calendar Year, Two (2) Calendar Years, or Three (3) Calendar Years</li> <li>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</li> <li>5. Recommendation for Expulsion</li> </ol> <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</p>		responsible for a violation	<p><u><a href="#">Handbook</a></u>, call 972.881.5604, email <a href="mailto:dos@collin.edu">dos@collin.edu</a>, or go to <a href="http://www.collin.edu/studentresources/deanofstudents/">www.collin.edu/studentresources/deanofstudents/</a>.</p> <p>For Employee Disciplinary Action, call 972.758.3856, email <a href="mailto:tjacobson@collin.edu">tjacobson@collin.edu</a>, or go to <a href="http://www.collin.edu/hr/index.html">www.collin.edu/hr/index.html</a>.</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>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 Department.</p> <p>The following disciplinary penalties may be imposed on a Collin College employee for commission of an alcohol or drug violation.</p> <ol style="list-style-type: none"> <li>1. Coaching and Counseling</li> <li>2. Written Disciplinary Action</li> <li>3. Unpaid Administrative Leave</li> <li>4. Recommendation for Termination</li> </ol>			
<b>Drug-Free School Program</b>	<p>Collin College’s Counseling Services Office provides overall coordination of the Drug-Free School Program, as required by the <a href="#">Higher Education Act, § 120 (a) through (d)</a>. The materials Collin College disseminates annually to comply with the requirements of the <a href="#">Drug-Free Schools and</a></p>	<p>Know Now Counseling Services Office District Dean of Students Office</p>	<p>Dissemination of Materials to Students and Employees: Annually by October 1</p>	<p>Call 972.881.5126, or go to <a href="http://www.collin.edu/studentresources/deanofstudents/DrugFreeSchoolsandCommunitiesAct.html">www.collin.edu/studentresources/deanofstudents/DrugFreeSchoolsandCommunitiesAct.html</a>.</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><a href="#">Communities Act Amendments of 1989 (DFSCA)</a>, and the most recent biennial review are located on Collin College's website.</p>		<p>Biennial Survey and Program Review: Every two (2) years</p> <p>Collin College's next biennial survey and program review will be completed during the Fall 2024 semester</p>	
<p><b>Health and Safety Fair</b></p>	<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 all students, faculty, staff, and 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 facilities, and Collin College's Health Sciences programs are on-hand to answer questions and provide services. Safety demonstrations,</p>	<p>The Health and Safety Fair Committee McKinney Campus Collin College's Health Sciences Division Collin College's Nursing Division</p>	<p>One (1) time each academic calendar year on a Friday in March</p>	<p>Send an email to <a href="mailto:hsf@collin.edu">hsf@collin.edu</a>.</p>

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	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.			
<b>Know Now</b>	Know Now is Collin College’s substance abuse initiative which began programming in the Fall 2017 semester. The purpose of Know Now is to educate the Collin College community about issues related to substance use and abuse, empower individuals to make positive choices for their futures, and encourage utilization of campus and community resources for recovery. Know Now serves as a resource to the entire Collin College community for assessment, consultation, counseling, educational presentations and materials, prevention, referrals, and resource information.	Know Now Counseling Services Office	A variety of presentations and programs are offered at all of Collin College’s campuses and centers during the Fall and Spring semesters	Call 972.881.5126, or go to <a href="http://www.collin.edu/studentresources/knownow/index.html">www.collin.edu/studentresources/knownow/index.html</a> .
<b>Personal and Group Counseling</b>	When an individual is experiencing difficulties in school, work, or life, including issues with alcohol and/or	Counseling Services Office	On an as-needed basis	For the Counseling Services Office, call 972.881.5126, email

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	<p>drug use and abuse, personal counseling can be of assistance. Personal counseling can help with self-confidence, problem solving, and decision-making for emotional well-being.</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 students’ success by providing counseling for a variety of reasons, including, but not limited to:</p> <ol style="list-style-type: none"> <li>1. Academic concerns;</li> <li>2. Alcohol/drug addiction;</li> <li>3. Anxiety;</li> <li>4. Dating violence, domestic violence, sexual assault, sexual harassment, and stalking;</li> <li>5. Depression;</li> <li>6. Eating disorders and body image;</li> <li>7. Gender identity;</li> <li>8. General wellness;</li> <li>9. Relationship issues;</li> <li>10. Stress; and</li> <li>11. Trauma.</li> </ol>	<p>Employee Assistance Program (EAP)</p> <p>TimelyCare</p>		<p><a href="mailto:personalcounseling@collin.edu">personalcounseling@collin.edu</a>, or go to <a href="http://www.collin.edu/studentresources/counseling/index.html">www.collin.edu/studentresources/counseling/index.html</a>.</p> <p>For the Employee Assistance Program (EAP), call 866.327.2400, email <a href="mailto:eap@deeroaks.com">eap@deeroaks.com</a>, or go to <a href="http://www.deeroakseap.com/">www.deeroakseap.com/</a>.</p> <p>For TimelyCare, call 833.484.6359, email <a href="mailto:help@timely.md">help@timely.md</a>, or go to <a href="http://www.timelycare.com/collincollege">www.timelycare.com/collincollege</a>.</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>This benefit is available during normal office hours for currently enrolled students and there is no charge for using Counseling Services.</p> <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"> <li>1. Alcohol or drug problems,</li> <li>2. Child care problems,</li> <li>3. Emotional worries,</li> <li>4. Financial concerns,</li> <li>5. Illness of a family member,</li> <li>6. Legal issues, and</li> <li>7. Marital problems.</li> </ol> <p>This benefit is available 24 hours a day, seven (7) days a week; and there is no charge for using the EAP's services.</p> <p>Collin College provides telehealth services free of charge to currently enrolled Collin College students, adjunct faculty, and part-time staff through TimelyCare. Telehealth sessions are confidential and conducted by licensed physicians,</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>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 qualified individuals to utilize TimelyCare’s services.</p>			
<p><b>Referral Services</b></p>	<p>If it is determined that a Collin College student, faculty, or staff member may need additional assistance that cannot be provided through a certain 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 TimelyCare, Collin College’s Counseling Services Office, and/or appropriate off-campus community resources. Collin College employees in need of assistance with alcohol and/or drug issues may be referred to TimelyCare, the Employee Assistance Program (EAP), and/or appropriate community resources off campus.</p>	<p>Counseling Services Office  District Dean of Students Office  Employee Assistance Program (EAP)  Human Resources Department  Off-Campus Community Resources  TimelyCare</p>	<p>On an as-needed basis</p>	<p>For the Counseling Services Office, call 972.881.5126, email <a href="mailto:personalcounseling@collin.edu">personalcounseling@collin.edu</a>, or go to <a href="http://www.collin.edu/studentresources/counseling/index.html">www.collin.edu/studentresources/counseling/index.html</a>.</p> <p>For the District Dean of Students Office, call 972.881.5604, email <a href="mailto:dos@collin.edu">dos@collin.edu</a>, or go to <a href="http://www.collin.edu/studentresources/deanofstudents/">www.collin.edu/studentresources/deanofstudents/</a>.</p> <p>For the Employee Assistance Program (EAP), call 866.327.2400, email <a href="mailto:eap@deeroaks.com">eap@deeroaks.com</a>, or go to <a href="http://www.deeroakseap.com/">www.deeroakseap.com/</a>.</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>For the Human Resources Department, call 972.758.3856, email <a href="mailto:hr@collin.edu">hr@collin.edu</a>, or go to <a href="http://www.collin.edu/hr/index.html">www.collin.edu/hr/index.html</a>.</p> <p>For TimelyCare, call 833.484.6359, email <a href="mailto:help@timely.md">help@timely.md</a>, or go to <a href="http://www.timelycare.com/collincollege">www.timelycare.com/collincollege</a>.</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
<b>Active Shooter Procedures Video</b>	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 <a href="https://www.youtube.com/watch?v=Qvl-aMm5QSo">https://www.youtube.com/watch?v=Qvl-aMm5QSo</a> .	Collin College Police Department District Dean of Students Office Communications Department	On an as-needed basis	Go to <a href="https://www.youtube.com/watch?v=Qvl-aMm5QSo">www.youtube.com/watch?v=Qvl-aMm5QSo</a>
<b>Advanced Home Disaster Preparedness</b>	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.  Suggested Prerequisites: <ol style="list-style-type: none"> <li>1. Basic Home Disaster Preparedness</li> <li>2. Medical Response</li> <li>3. FEMA IS-909</li> </ol>	Office of Emergency Management	As requested	Send an email to <a href="mailto:emergencymanagement@collin.edu">emergencymanagement@collin.edu</a> .
<b>Basic Home Disaster Preparedness</b>	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 their homes and	Office of Emergency Management	As requested	Send an email to <a href="mailto:emergencymanagement@collin.edu">emergencymanagement@collin.edu</a> .

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	<p>make sure they have the proper insurance coverage. This training also includes a step-by-step checklist to help students, faculty, and staff take appropriate actions to become better prepared at home and a resource guide, which includes tools and tips for home preparedness.</p> <p>Suggested Prerequisite: Medical Response</p>			
<p><b>Campus Safety Training</b></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"> <li>1. Active shooter preparedness,</li> <li>2. Appropriate campus and community resources,</li> <li>3. Bystander awareness and intervention,</li> <li>4. Campus safety,</li> <li>5. Collin College’s policies and procedures,</li> <li>6. Consent to sexual activity,</li> <li>7. Dating violence,</li> <li>8. Domestic violence,</li> </ol>	<p>District Dean of Students Office Student and Enrollment Services</p>	<p>On an as-needed basis</p>	<p>For more information regarding the Mandatory Campus Safety Training hold, call 972.881.5902, go to <a href="http://www.collin.edu/gettingstarted/register/hold_info_guide.html">www.collin.edu/gettingstarted/register/hold_info_guide.html</a>, or log into CougarWeb at <a href="https://cougarweb.collin.edu">https://cougarweb.collin.edu</a>.</p> <p>For more information regarding the Campus Safety Training content and resources, call 972.881.5604 or email <a href="mailto:dos@collin.edu">dos@collin.edu</a>.</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>9. Hazing,  10. Personal safety,  11. Reporting procedures,  12. Sexual assault,  13. Sexual harassment,  14. Stalking,  15. The investigation and student disciplinary processes, and  16. Potential disciplinary penalties if a student is found responsible for a violation of the <a href="#">Student Code of Conduct</a></p> <p>All incoming freshmen and transfer students are required to access the mandatory Campus Safety Training through Collin College’s online portal, <a href="#">CougarWeb</a>. 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 Student and Enrollment Services.</p>			

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
<b>Civilian Response to Active Shooter Events (CRASE) Training</b>	<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 <a href="#">Advanced Law Enforcement Rapid Response Training (ALERRT)</a> 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>Collin College Police Department</p>	<p>At least one (1) time per semester at each of Collin College’s campuses and centers</p>	<p>Call 972.578.5555 or go to <a href="http://www.collin.edu/campus-police/">www.collin.edu/campus-police/</a>.</p>
<b>Clery Act Basics Online Training</b>	<p>This mandatory online training is intended to provide faculty, staff, and other Collin College employees with an overview of Clery Act reporting requirements. Additionally, it gives Collin College’s faculty and staff an in-depth look at their responsibilities under the Clery Act and as campus security authorities (CSAs) for those</p>	<p>Human Resources Department</p>	<p>Must be completed by every Collin College employee designated as a campus security authority (CSA) one (1) time each</p>	<p>Call 972.758.3856, or email <a href="mailto:hr@collin.edu">hr@collin.edu</a>.</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>employees who are designated as such. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Campus crime statistics,</li> <li>2. Clery Act definitions and requirements,</li> <li>3. Who is a CSA?</li> <li>4. CSAs' responsibilities and reporting requirements,</li> <li>5. Emergency notifications,</li> <li>6. Timely warning notices,</li> <li>7. Reporting procedures, and</li> <li>8. Appropriate on- and off-campus resources.</li> </ol>		academic calendar year	
<b>Coffee with the Cops</b>	<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</p>	Collin College Police Department	At least one (1) time per academic year at each of Collin College's campuses and centers	Call 972.578.5555, or go to <a href="http://www.collin.edu/campus-police/">www.collin.edu/campus-police/</a> .

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	<p>staff are given the opportunity to ask the Collin College Police Department officers, sergeants, and lieutenants questions regarding safety and security topics that affect their daily business on the campuses.</p>			
<p><b>Collin College School Marshal Program</b></p>	<p>The Collin College Board of Trustees approved a local policy at its December 11, 2018, meeting that will authorize the development of an on-campus school marshal program. First enacted during the 83rd session of the Texas Legislature in 2013, the Texas school marshal program was expanded in 2015 to include public two-year colleges. Collin College is the first community college district in Texas to authorize such a program. According to the policy adopted by the trustees, school marshals at Collin College will only be authorized to act “to prevent or abate the commission of an offense that threatens serious bodily injury or death of students, faculty, staff, or visitors on school premises.” This policy provides for specialized training for those who are most likely already license holders and who wish to be considered for the program, which we believe will</p>	<p>Collin College Police Department</p>	<p>Ongoing</p>	<p>Contact Lt. Don Mewbourn 972.881.5643, or go to <a href="http://www.collin.edu/campus-police">www.collin.edu/campus police</a>.</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>lead to a safer environment on our campuses.” Applicants for the school marshal program will be required to have a current License to Carry (LTC) from the state and meet Texas Commission on Law Enforcement (TCOLE) requirements, including psychological and extensive background checks. Candidates must also complete a training course of at least 80 hours. When fully implemented, Collin College’s school marshal program will train full-time employees who have been vetted and approved by the board to be able to respond in the event of an active shooter or other life-threatening incident occurring on college property.</p>			
<p><b>Concealed Carry on Campus</b></p>	<p>Collin College implemented <a href="#">Texas Government Code, Section 411.2031, Carrying of Handguns by License Holders on Certain Campuses</a>, 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 and District Dean of Students Office often present</p>	<p>Collin College Police Department District Dean of Students Office</p>	<p>At least one (1) time per academic year at each of Collin College’s campuses and centers</p>	<p>Call 972.578.5555, or go to <a href="http://www.collin.edu/aboutus/concealedcarry.html">www.collin.edu/aboutus/concealedcarry.html</a>.</p>

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	educational programs for students, faculty, and staff. These informational sessions are intended to promote open discussion of the law and its provisions.			
<b>Interdisciplinary Committee on Poverty, Race, and Crime (ICPRC) Events</b>	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 each semester. Past events have included panel discussions on the issues of poverty, race, crime, and law enforcement; interactive discussions 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.	Interdisciplinary Committee on Poverty, Race, and Crime (ICPRC)  Center for Scholarly and Civic Engagement (CSCE)	At least two (2) times per semester at the Frisco Campus	Go to <a href="http://www.collin.edu/department/criminaljustice/ICPRC.html">www.collin.edu/department/criminaljustice/ICPRC.html</a> .
<b>National Night Out</b>	National Night Out is a community police awareness-raising event and cookout held annually at Collin College Student Housing on the Plano Campus 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,	National Night Out Committee  Collin College Police Department  Collin College Student Housing and Resident Life	One (1) time a year during the Fall semester	Contact Collin College Police Department Sgt. Janice Vanover at 972.553.1274, or go to <a href="mailto:jvanover@collin.edu">jvanover@collin.edu</a>

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	<p>understand each other better, and encourage community policing. The cookout gives students a chance to see beyond the stereotypical police officer and have a good, memorable experience with police. This event is free and open to the public.</p>			
<p><b>New Employee Orientation</b></p>	<p>During New Employee Orientation, incoming faculty and staff are informed of services offered by the Collin College Police Department, District Dean of Students Office, and Human Resources Department. These presentations outline ways to maintain campus safety and security as well as personal safety. Incoming faculty and staff are also informed about crime on campus and in surrounding neighborhoods. Topics covered during New Employee Orientation include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Appropriate campus and community resources,</li> <li>2. Bystander awareness and intervention,</li> <li>3. Campus safety,</li> <li>4. Collin College's policies and procedures,</li> <li>5. Personal safety,</li> </ol>	<p>Human Resources Department</p>	<p>At least two (2) times per month</p>	<p>Call 972.985.3783, email <a href="mailto:hr@collin.edu">hr@collin.edu</a>, or go to <a href="http://www.collin.edu/hr/employment/index.html">www.collin.edu/hr/employment/index.html</a>.</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"> <li>6. Reporting procedures, and</li> <li>7. Risk reduction strategies.</li> </ul>			
<b>New Student Orientation</b>	<p>All entering freshmen students are required to complete New Student Orientation either in person or online. During these mandatory New Student Orientation sessions, incoming students are informed of services offered by the Collin College Police Department and District 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 the in-person, online, and virtual New Student</p>	<p>Student Engagement Office</p> <p>District Dean of Students Office</p>	<p>In-person New Student Orientation sessions 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).</p> <p>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 <a href="http://www.collin.edu/orientation/">www.collin.edu/orientation/</a>.</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>Orientation sessions include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Appropriate campus and community resources,</li> <li>2. Bystander awareness and intervention,</li> <li>3. Campus safety,</li> <li>4. Collin College’s policies and procedures,</li> <li>5. Consent to sexual activity,</li> <li>6. Dating violence,</li> <li>7. Domestic violence,</li> <li>8. Hazing,</li> <li>9. Personal safety,</li> <li>10. Reporting procedures,</li> <li>11. Risk reduction strategies,</li> <li>12. Sexual assault,</li> <li>13. Sexual harassment,</li> <li>14. Stalking,</li> <li>15. The investigation and student disciplinary processes, and</li> <li>16. Potential disciplinary penalties if a student is found responsible for a violation of the <a href="#">Student Code of Conduct</a>.</li> </ol>			
<p><b>Self-Defense Symposium</b></p>	<p>This is an interactive presentation and demonstration given by Plano Police Department officers, Collin College administrators, and local area martial arts experts. The purpose of this</p>	<p>The Dignity Initiative Collin College Police Department Plano Police Department</p>	<p>At least one (1) time per academic year</p>	<p>Call 972.578.5555, or go to <a href="http://www.collin.edu/community/dignity/">www.collin.edu/community/dignity/</a>.</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>symposium is to provide attendees with practical knowledge and hands-on application of self-defense techniques. This interactive presentation focuses on specific methods for students, faculty, and staff to be safe in their environments, and addresses defensive tools and methods to defend against an assault.</p>	District Dean of Students Office		
<p><b>SOBI Care Team Presentations and Seminars</b></p>	<p>Periodically throughout each academic year, the SOBI Care Team provides presentations and seminars on a variety of issues. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Active shooter preparedness;</li> <li>2. Differences between the SOBI Care Team and the student disciplinary process;</li> <li>3. <a href="#">Family Educational Rights and Privacy Act (FERPA)</a> and <a href="#">Health Insurance Portability and Accountability Act (HIPAA)</a> considerations;</li> <li>4. History, evolution, and purpose of behavioral intervention teams (BITs) on college and university campuses;</li> <li>5. How and when to submit a SOBI Care Team referral;</li> </ol>	SOBI Care Team	Multiple times per semester at each of Collin College's campuses and centers	Email <a href="mailto:sobi@collin.edu">sobi@collin.edu</a> or go to <a href="http://www.collin.edu/studentresources/SOBI/">www.collin.edu/studentresources/SOBI/</a> .

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"> <li>6. Recognizing “red flag” behaviors;</li> <li>7. Recognizing students in crisis;</li> <li>8. Reporting procedures;</li> <li>9. Responding to immediate threats;</li> <li>10. Strategies to promote the safety and security of everyone on campus;</li> <li>11. Suicidal ideation and self-injurious behaviors;</li> <li>12. Types of behaviors that should be reported to the SOBI Care Team; and</li> <li>13. What a SOBI Care Team intervention looks like.</li> </ul>			

**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><b>Campus Safety Training</b></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"> <li>1. Active shooter preparedness,</li> <li>2. Appropriate campus and community resources,</li> <li>3. Bystander awareness and intervention,</li> <li>4. Campus safety,</li> <li>5. Collin College’s policies and procedures,</li> <li>6. Consent to sexual activity,</li> <li>7. Dating violence,</li> <li>8. Domestic violence,</li> <li>9. Hazing,</li> <li>10. Personal safety,</li> <li>11. Reporting procedures,</li> <li>12. Sexual assault,</li> <li>13. Sexual harassment,</li> <li>14. Stalking,</li> <li>15. The investigation and student disciplinary processes, and</li> <li>16. Potential disciplinary penalties if a student is found</li> </ol>	<p>District Dean of Students Office Student and Enrollment Services</p>	<p>On an as-needed basis</p>	<p>For more information regarding the Mandatory Campus Safety Training hold, call 972.881.5902, go to <a href="http://www.collin.edu/gettingstarted/register/hold_info_guide.html">www.collin.edu/gettingstarted/register/hold_info_guide.html</a>, or log into CougarWeb at <a href="https://cougarweb.collin.edu">https://cougarweb.collin.edu</a>.</p> <p>For more information regarding the Campus Safety Training content and resources, call 972.881.5604 or email <a href="mailto:dos@collin.edu">dos@collin.edu</a>.</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>responsible for a violation of the <a href="#">Student Code of Conduct</a>.</p> <p>All incoming freshmen and transfer students are required to access the mandatory Campus Safety Training through Collin College’s online portal, <a href="#">CougarWeb</a>. 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 Student and Enrollment Services.</p>			
<p><b>New Employee Orientation</b></p>	<p>During New Employee Orientation, incoming faculty and staff are informed of services offered by the Collin College Police Department, District Dean of Students Office, and Human Resources Department. These presentations outline ways to maintain campus safety and security as well as personal safety. Incoming faculty and staff are also informed about crime on campus and in surrounding neighborhoods. Topics covered during New Employee</p>	<p>Human Resources Department</p>	<p>At least two (2) times per month</p>	<p>Call 972.985.3783, email <a href="mailto:hr@collin.edu">hr@collin.edu</a>, or go to <a href="http://www.collin.edu/hr/employment/index.html">www.collin.edu/hr/employment/index.html</a>.</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>Orientation include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Appropriate campus and community resources,</li> <li>2. Bystander awareness and intervention,</li> <li>3. Campus safety,</li> <li>4. Collin College’s policies and procedures,</li> <li>5. Personal safety,</li> <li>6. Reporting procedures, and</li> <li>7. Risk reduction strategies.</li> </ol>			
<p><b>New Student Orientation</b></p>	<p>All entering freshmen students are required to complete New Student Orientation either in person or online. During these mandatory New Student Orientation sessions, incoming students are informed of services offered by the Collin College Police Department and District 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</p>	<p>Student Engagement Office District Dean of Students Office</p>	<p>In-person New Student Orientation sessions are offered multiple times at each of Collin College’s main campuses during May, June, July, and August (for the Fall semester), and during November, December, and January (for the Spring semester),</p>	<p>Go to <a href="http://www.collin.edu/orientation/">www.collin.edu/orientation/</a>.</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>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 the in-person, online, and virtual New Student Orientation sessions include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Appropriate campus and community resources,</li> <li>2. Bystander awareness and intervention,</li> <li>3. Campus safety,</li> <li>4. Collin College's policies and procedures,</li> <li>5. Consent to sexual activity,</li> <li>6. Dating violence,</li> <li>7. Domestic violence,</li> <li>8. Hazing,</li> <li>9. Personal safety,</li> <li>10. Reporting procedures,</li> <li>11. Risk reduction strategies,</li> <li>12. Sexual assault,</li> <li>13. Sexual harassment,</li> <li>14. Stalking,</li> <li>15. The investigation and student disciplinary processes, and</li> </ol>		<p>Students who choose to do New Student Orientation online can access the program on an as-needed basis to complete the requirement</p>	

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	<p>16. Potential disciplinary penalties if a student is found responsible for a violation of the <a href="#">Student Code of Conduct</a>.</p>			
<p><b>Preventing Harassment and Discrimination Faculty and Staff Online Training</b></p>	<p>This mandatory online training prepares faculty and staff to cultivate and maintain a workplace culture resistant to discrimination, harassment, and retaliation. It provides faculty and staff with the information and skills needed to promote intervention, empathy, and allyship. Additionally, it is designed to raise awareness about unlawful discrimination and harassment, including sexual harassment and sexual assault, by explaining the laws and providing insight on how to appropriately respond to and report misconduct. Tips on how to maintain a respectful work environment and campus community, including safe and positive options for bystander intervention, using inclusive language, and avoiding microaggressions, are presented. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Appropriate campus and community resources;</li> </ol>	<p>Human Resources Department</p>	<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 <a href="mailto:hr@collin.edu">hr@collin.edu</a>.</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"> <li>2. Bystander awareness and intervention;</li> <li>3. The <a href="#">Clery Act</a>, <a href="#">Title IX of the Education Amendments of 1972 (Title IX)</a>, the <a href="#">Violence Against Women Act (VAWA)</a>, and other state and federal laws;</li> <li>4. Collin College’s policies and procedures;</li> <li>5. Consent to sexual activity;</li> <li>6. Dating violence;</li> <li>7. Discrimination;</li> <li>8. Domestic violence;</li> <li>9. Gender-based harassment;</li> <li>10. Harassment;</li> <li>11. Reporting procedures;</li> <li>12. Risk reduction strategies;</li> <li>13. Sex discrimination;</li> <li>14. Sexual assault;</li> <li>15. Sexual harassment;</li> <li>16. Stalking; and</li> <li>17. Tips on how to stay safe and prevent all forms of discrimination, harassment, and sexual violence.</li> </ol>			
<b>Protecting Youth Summer Camp</b>	This mandatory online training for summer camp workers regarding child neglect and abuse prevention covers basic prevention methodology,	Human Resources Department	Must be completed by every Collin College summer camp worker one	Call 972.758.3856 or email <a href="mailto:hr@collin.edu">hr@collin.edu</a> .

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
<b>Worker Online Training</b>	<p>reporting processes, and federal and state reporting requirements. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Adverse childhood experiences,</li> <li>2. Boundaries and establishing healthy relationships,</li> <li>3. Bullying,</li> <li>4. Coercion,</li> <li>5. Collin College’s policies and procedures,</li> <li>6. Creating a safe environment,</li> <li>7. Emotional abuse,</li> <li>8. Identifying and understanding physical and sexual abuse and neglect,</li> <li>9. Mandatory reporting,</li> <li>10. Neglect,</li> <li>11. Physical abuse,</li> <li>12. Recognizing vulnerable youth,</li> <li>13. Reporting procedures,</li> <li>14. Sexual abuse,</li> <li>15. Sexual assault,</li> <li>16. Sex trafficking,</li> <li>17. Supporting survivors, and</li> <li>18. Taking appropriate action.</li> </ol>		(1) time every two (2) academic calendar years	

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

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
<p><b>Counseling Services Office Presentations and Seminars</b></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"> <li>1. Dating violence,</li> <li>2. Domestic violence,</li> <li>3. Healthy relationships,</li> <li>4. Mental health and wellness,</li> <li>5. Reporting procedures,</li> <li>6. Risk reduction strategies,</li> <li>7. Sexual assault, and</li> <li>8. Stalking.</li> </ol>	<p>Counseling Services Office</p>	<p>Multiple times per semester at each of Collin College’s campuses and centers</p>	<p>Call 972.881.5126, or go to <a href="http://www.collin.edu/studentresources/counseling/index.html">www.collin.edu/studentresources/counseling/index.html</a>.</p>
<p><b>The Dignity Initiative</b></p>	<p>Collin College’s Committee Against Gender Violence and Oppression sponsors The Dignity Initiative, which is a multiyear 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"> <li>1. Aggressor roles and responsibilities,</li> <li>2. Objectification of women,</li> <li>3. Sex trafficking,</li> <li>4. Gender violence, and</li> </ol>	<p>Committee Against Gender Violence and Oppression</p>	<p>Multiple times per semester at each of Collin College’s campuses and centers</p>	<p>Go to <a href="http://www.collin.edu/community/dignity/">www.collin.edu/community/dignity/</a>.</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. The global impact of oppression.</p> <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 ninth 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>			
<p><b>Healthy Relationships Canvas Module Educational Project Experience (EPE)</b></p>	<p>This online module may be issued by the District 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>	<p>District Dean of Students Office</p>	<p>On an as-needed basis</p>	<p>Call 972.881.5604, or email <a href="mailto:dos@collin.edu">dos@collin.edu</a>.</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"> <li>1. Differences between healthy and unhealthy relationships;</li> <li>2. Premises and building blocks of a healthy relationship;</li> <li>3. Respect, honesty, trust, and open communication in relationships;</li> <li>4. Importance of seeking appropriate resources and assistance if students are in an unhealthy relationship; and</li> <li>5. Contact information if additional information or assistance is needed.</li> </ol> <p>After the student watches the video, they must complete a 10-question quiz.</p> <p>The student is given a deadline by which the Healthy Relationships Canvas Module and Quiz must be completed. The student must earn a minimum grade of 70% on the quiz, and their quiz results are evaluated by the case adjudicator(s) before the disciplinary hold is removed from the student's records.</p>			
<b>Healthy Relationships Seminar Educational</b>	This one (1)-hour seminar may be issued by the District Dean of Students Office as part of the	District Dean of Students Office	On an as-needed basis	Call 972.881.5604, or email <a href="mailto:dos@collin.edu">dos@collin.edu</a> .

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
<b>Project Experience (EPE)</b>	<p>disciplinary penalty for students found responsible for an allegation of dating violence, domestic violence, sexual assault, or stalking.</p> <p>This seminar is facilitated by the District Dean of Students Office and 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"> <li>1. The characteristics of healthy relationships,</li> <li>2. Effective communication in relationships, and</li> <li>3. The benefits of change and motivations for change.</li> </ol>			
<b>I Got Your Back (IGYB) Bystander Intervention</b>	<p>Collin College's I Got Your Back (IGYB) Bystander Intervention program 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. IGYB aims to teach</p>	I Got Your Back (IGYB) Bystander Intervention Committee	At least one (1) time per semester at each of Collin College's campuses and centers	Go to <a href="http://www.collin.edu/titleix/bystanderintervention.html">www.collin.edu/titleix/bystanderintervention.html</a> .

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	<p>everyone to be an active, effective bystander.</p> <p>The IGYB Bystander Intervention Committee has created two (2) videos on bystander awareness and intervention. These videos titled “Have a Heart” and “Empowered Bystanders” are linked in several places on Collin College’s website (e.g., Bystander Intervention; Counseling Services; District Dean of Students Office; and Dating Violence, Domestic Violence, Sexual Assault; and Stalking: What You Should Know webpages). These videos can also be accessed directly at <a href="https://www.youtube.com/watch?v=QnPFwayMS8Y">https://www.youtube.com/watch?v=QnPFwayMS8Y</a> and <a href="https://www.youtube.com/watch?v=ilkUvIOsjOo">https://www.youtube.com/watch?v=ilkUvIOsjOo</a>.</p> <p>The IGYB Bystander Intervention Committee has also created a webpage titled “Bystander 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</p>			



Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	and various campus and community resources.			
<b>Preventing Harassment and Discrimination Faculty and Staff Online Training</b>	<p>This mandatory online training prepares faculty and staff to cultivate and maintain a workplace culture resistant to discrimination, harassment, and retaliation. It provides faculty and staff with the information and skills needed to promote intervention, empathy, and allyship. Additionally, it is designed to raise awareness about unlawful discrimination and harassment, including sexual harassment and sexual assault, by explaining the laws and providing insight on how to appropriately respond to and report misconduct. Tips on how to maintain a respectful work environment and campus community, including safe and positive options for bystander intervention, using inclusive language, and avoiding microaggressions, are presented. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Appropriate campus and community resources;</li> <li>2. Bystander awareness and intervention;</li> </ol>	Human Resources Department	Must be completed by every Collin College employee one (1) time every two (2) academic calendar years	Call 972.758.3856, or email <a href="mailto:hr@collin.edu">hr@collin.edu</a> .

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"> <li>3. The <a href="#">Clery Act</a>, <a href="#">Title IX of the Education Amendments of 1972 (Title IX)</a>, the <a href="#">Violence Against Women Act (VAWA)</a>, and other state and federal laws;</li> <li>4. Collin College’s policies and procedures;</li> <li>5. Consent to sexual activity;</li> <li>6. Dating violence;</li> <li>7. Discrimination;</li> <li>8. Domestic violence;</li> <li>9. Gender-based harassment;</li> <li>10. Harassment;</li> <li>11. Reporting procedures;</li> <li>12. Risk reduction strategies;</li> <li>13. Sex discrimination;</li> <li>14. Sexual assault;</li> <li>15. Sexual harassment;</li> <li>16. Stalking; and</li> <li>17. Tips on how to stay safe and prevent all forms of discrimination, harassment, and sexual violence.</li> </ol>			
<b>Protecting Youth Summer Camp Worker Online Training</b>	This mandatory online training for summer camp workers regarding child neglect and abuse prevention covers basic prevention methodology, reporting processes, and federal and state reporting requirements. Topics	Human Resources Department	Must be completed by every Collin College summer camp worker one (1) time every two	Call 972.758.3856, or email <a href="mailto:hr@collin.edu">hr@collin.edu</a> .

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	<p>covered include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Adverse childhood experiences,</li> <li>2. Boundaries and establishing healthy relationships,</li> <li>3. Bullying,</li> <li>4. Coercion,</li> <li>5. Collin College’s policies and procedures,</li> <li>6. Creating a safe environment,</li> <li>7. Emotional abuse,</li> <li>8. Identifying and understanding physical and sexual abuse and neglect,</li> <li>9. Mandatory reporting,</li> <li>10. Neglect,</li> <li>11. Physical abuse,</li> <li>12. Recognizing vulnerable youth,</li> <li>13. Reporting procedures,</li> <li>14. Sexual abuse,</li> <li>15. Sexual assault,</li> <li>16. Sex trafficking,</li> <li>17. Supporting survivors, and</li> <li>18. Taking appropriate action.</li> </ol>		(2) academic calendar years	
<b>Sexual Misconduct and Relationship Violence Training</b>	Periodically throughout each academic year, District Dean of Students Office staff members provide presentations and training sessions on sexual misconduct,	District Dean of Students Office	Multiple times per semester at each of Collin College’s	Call 972.881.5604, email <a href="mailto:dos@collin.edu">dos@collin.edu</a> , or go to <a href="http://www.collin.edu/studentre">www.collin.edu/studentre</a>

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	<p>relationship violence; and related topics. Additionally, during the Fall and Spring semesters, District Dean of Students Office staff members go into classes that are randomly selected by the campus provosts at each of Collin College's campuses and centers 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 about the <a href="#">Clery Act</a>, <a href="#">Title IX of the Education Amendments of 1972 (Title IX)</a>, the <a href="#">Violence Against Women Act (VAWA)</a>, and how the provisions of these laws affect them. Topics covered include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Appropriate campus and community resources,</li> <li>2. Bystander intervention,</li> <li>3. Collin College's policies and procedures,</li> <li>4. Consent to sexual activity,</li> <li>5. Dating violence,</li> <li>6. Domestic violence,</li> <li>7. Reporting procedures,</li> <li>8. Risk reduction strategies,</li> </ol>		campuses and centers	<a href="sources/deanofstudents/index.html">sources/deanofstudents/index.html</a> .

Program Title	Description	Sponsored By	How Often the Program is Offered	Where to Find Additional Information and/or a Current Schedule of Events
	9. Sexual assault, 10. Stalking, and 11. Tips on how to stay safe and prevent dating violence, domestic violence, sexual assault, and stalking.			
<b>Title IX at Collin College Webpage</b>	<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 District Dean of Students Office, Title IX coordinators; and deputy Title IX coordinators have created a webpage titled “Title IX at Collin College” This webpage contains the most accurate, up-to-date information on the various state and federal laws governing these issues; Collin College’s policies and procedures; definitions of dating violence, domestic violence, sexual assault, stalking; and consent to sexual activity; procedures victims should follow; reporting procedures; and links to campus and community resources.</p>	<p>Collin College’s Title IX Coordinators and Deputy Title IX Coordinators</p>	<p>Available to Collin College students, faculty, staff, and community members on a continual basis</p>	<p>Go to <a href="http://www.collin.edu/titleix/">www.collin.edu/titleix/</a>.</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><b>Understanding Boundaries Seminar Educational Project Experience (EPE)</b></p>	<p>This one (1)-hour seminar may be issued by the District 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>This seminar is facilitated by the District Dean of Students Office and 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"> <li>1. The importance of respecting boundaries in personal and professional relationships and</li> <li>2. Creating appropriate boundaries with others.</li> </ol> <p>An optional Consent Toolkit is also included that may be incorporated into the EPE at the discretion of the facilitator and/or at the direction of the district dean of students or designee.</p>	<p>District Dean of Students Office</p>	<p>On an as-needed basis</p>	<p>Call 972.881.5604, or email <a href="mailto:dos@collin.edu">dos@collin.edu</a>.</p>

## Section 8: Annual Fire Safety Report for Collin College Student Housing Located on the Plano Campus

### **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. Additionally, this report includes fire statistics for the three (3) previous calendar years for Collin College Student Housing concerning the number of fires, cause of each fire, number of injuries and deaths related to each fire, and 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 located 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. Additional information about Collin

College Student Housing is located on Collin College's website at [www.collin.edu/studenthousing/](http://www.collin.edu/studenthousing/).

### **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* located on Collin College's website at [www.collin.edu/studenthousing/](http://www.collin.edu/studenthousing/), and *Student Code of Conduct* located in the current *Collin College Student Handbook* available on Collin College's website at <https://www.collin.edu/studentresources/deanofstudents/studenthandbook.html>

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 skillets, fry daddy’s) and any appliances that are not covered,
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 goes home, at which time they can be returned to the student. Any resident caught with an unauthorized appliance will be subject to the following fines:

1. Violation of Fire Code - \$100 and above,
2. First Offense - \$10,
3. Second Offense - \$20, and
4. Third Offense - \$30.

### **Microwaves**

Microwave ovens are provided in the kitchens of each Collin College Student Housing apartment unit. Residents are responsible for following instructions for microwave use and cleaning.

### **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. No food or waste should be disposed of in sinks. Use of unapproved cooking appliances may be reported to the District Dean of Students Office for disciplinary action, in accordance with the current [Student Code of Conduct](#).

### **Decorating, Painting, and Wall Hangings**

Pictures, posters, and other items used to decorate a student resident’s bedroom are encouraged as long as they do not create a health, safety, or fire hazard or cause damage to the bedroom. All decorations are subject to the approval of roommates. Decorations may not be visible through the window.

Additionally, student residents may not hang items such as flags or netting from ceilings or balconies. Items that “drape” inhibit smoke flow and may dangerously delay activation of the smoke alarms and sprinkler system in the event of a fire. Window coverings are provided in all areas for privacy and protection from the heat of the sun. Do not hang or display items in your windows that are visible from the outside. Holiday decorations are welcome in apartments and rooms, but must be removed within five (5) calendar days of the occasion.

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

Student residents are not permitted to paint their apartments or individual bedrooms. Student residents may

be assessed a fine for painting any portion of their apartments or bedrooms and/or charged the cost of repainting.

Student residents may not adhere tape to the walls, doors, or floors of their apartments. Stickers, including glow-in-the-dark stars and double-sided adhesive foam/tape, are not allowed on walls, ceilings, windows, cabinets, or exterior and interior doors. Carpet tape, duct tape, or other adhesive tapes may not be used to secure items to the floor, walls, doors, etc.

Placing contact paper or any adhesives on the walls, woodwork, or furniture may result in damage charges. The use of thumbtacks, small tack nails, or small screws is permissible for hanging items on walls. Do not nail or screw anything into doors or furniture. Affixing any items to the ceiling is prohibited.

#### **Doors: Propping and Tampering**

It is against Student Housing 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 District Dean of Students Office for disciplinary action, in accordance with the current [Student Code of Conduct](#).

#### **Exterior Building Areas**

For health and safety reasons, hallways, stairways, breezeways, landings, and walkways are to be kept clear of furniture, equipment, trash, bicycles; and any other obstacles that might obstruct safe passage. Hallways, breezeways, walkways, landings, and lounges are not to be used as grounds for "hall sports," sporting events, wrestling, horseplay, or riding bikes and skateboards due to the possibility of property damage and personal injury. This includes bouncing or throwing balls, Frisbees, etc. Water fights of any kind (e.g., squirt guns, water balloons, etc.) in the buildings are prohibited. Climbing on ledges, roofs, overhangs, balconies, the outside of stairwells, and exterior wall is prohibited.

Student residents and their guests are not allowed to paint or spray-paint signs, boards, or any other items on sidewalks, grass, bushes, trees, parking lots, or concrete

areas around the buildings. Doing so could lead to damage charges being assessed to clean up overspray.

#### **Fire Drills**

Fire Drills will be conducted twice a semester. One (1) will be an announced fire drill and one (1) will be an unannounced fire drill. Residents are expected to exit their unit upon hearing the sound of the fire alarm, come down to the first floor and follow the directions of the housing staff.

#### **Fireworks**

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

#### **Grills and Outdoor Cooking Appliances**

There are charcoal grills located at Collin College Student Housing community for student residents' use. Personal grills and other outdoor cooking devices are not allowed anywhere in Collin College Student Housing, including balconies and patios.

Student residents should be cautious when using the charcoal grills. Fire should not be left unattended at any time. All fires should be extinguished completely before leaving the area. Student residents are responsible for cleaning up the area before leaving.

#### **Health, Safety, and Preventive Maintenance**

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

1. Safety Equipment:
  - a. Smoke detectors,
  - b. Sprinkler heads, and
  - c. Other security features (e.g., self-closing door hinges, window and door locks).
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 resident student's account. Damages to the unit may be cause for disciplinary action through the District 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 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 District 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 District 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 \$75 replacement fee for each key that is lost. Lost or broken keys must be immediately reported to the director of student housing 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 \$150 charge plus any fee(s) for resulting damage. Additionally, tampering with locks will lead to disciplinary action through the District 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 a Collin College Student Housing staff member in the office. If a student resident is locked out after office hours, they should contact the director of residence life coordinator on call at 972.881.5151.

**Loitering**

Resident students and their guests are requested to refrain from loitering outside the apartments after visitation hours have ended. See the *Guests and Visitation Hours* section in the current [Collin College Resident Handbook](#) for more information. Outside and inside stairwells are off limits at all times. Stairwell, parking lot, and walkway lights must be lighted at night for safety.

**Maintenance**

Requests for service may be placed by phone at 972.881.5151, in person at the Collin College Student

Housing Office, or online via the StarRez housing portal. 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 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). 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 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);
- i. Biohazards; and
- j. Lockouts.

#### **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**

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

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

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

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

### **Reporting a Violation of Student Housing Policies and Procedures**

Everyone in Collin College Student Housing has the responsibility of maintaining the safety and well-being of the community, maintaining the condition of the facilities, and taking initiative and action when there is a violation of community standards. Student residents are responsible for the choices they make. In the presence of a rule violation, student residents may attempt to stop the violation, contact the director of student housing or designee, and/or immediately remove themselves from the situation and vicinity of the violation. Student residents present at the scene of a rule violation, will be included in the documentation of the incident and may also be held accountable for applicable rule violation(s). Concealment of information is also considered a rule violation.

Student residents should accept ownership of, and take responsibility for, resolving conflicts and problems that arise in the community. In the event a conflict arises that cannot be resolved, student residents should contact the director of student housing or designee.

### **Roofs and Ledges**

All building roofs, ledges, and ladders are off limits at all times. Do not climb, sit, or stand on any building roofs or ledges. If a student resident is found on the roof, ledge, or ladder of any Collin College Student Housing facility, they will be referred to the District Dean of Students Office for

appropriate disciplinary action, in accordance with the current [Student Code of Conduct](#).

### **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 ensure 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/](http://www.collin.edu/campuspolice/)

### **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 or

designee 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.

### **Structural Changes**

No structural changes or additions may be made to building exteriors, including apartment front entrances, patios, and balconies. No alterations may be made to the front door or apartment entrance. Student residents may not tamper with existing locks or add additional locks to their units. If there is a problem with a lock or it is not working correctly, the student resident should notify the Director of Student Housing or designee immediately. Front door mats are encouraged, but the Director of Student Housing or designee reserves the right to remove mats that are inappropriate or not designed for outdoor use (e.g., carpet remnants). Colored light bulbs are prohibited in all exterior features. Extra exterior lighting (e.g., garden lights, patio lights, etc.) is not permitted.

### **Fire Safety Systems**

Each Collin College Student Housing residential unit is equipped with smoke detectors and sprinkler systems located throughout the unit. The smoke detectors are hardwired to the electrical system and have battery backup. Additionally, fire extinguishers are provided in the kitchens of each residential unit. It is a violation of the law and the *Collin College Student Housing Terms and Conditions* to remove or tamper with smoke detectors.

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. 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 four (4) fire drills held at Collin College Student Housing during the 2023 calendar year (i.e., 02/09/2023; 03/23/2023; 09/20/2023; 10/17/2023).

## **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). 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](mailto: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 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  
2800 E. Spring Creek Parkway  
Suite K-119  
Plano, Texas 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 300 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) 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 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 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 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 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.<sup>2</sup> **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.

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<sup>2</sup> James A. Milke, "Effectiveness and Reliability of Fire Protection Systems," *Fire Protection Engineering*, no. 4 (2014), accessed May 19, 2022, [https://sfpe.ch/wp-content/uploads/2018/10/2014\\_Q4\\_FPE\\_Magazine.pdf](https://sfpe.ch/wp-content/uploads/2018/10/2014_Q4_FPE_Magazine.pdf), 47.



Sixty-seven percent (67%) of residential fires caused by smoking materials or products, primarily cigarettes, occur because these items are abandoned or disposed of carelessly.<sup>3</sup> 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. 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 Student Housing Foundation in the

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<sup>3</sup> "Smoking-Related Fires in Residential Buildings (2008-2010)," *Topical Fire Report Series* 13, no. 6 (2012), accessed May 19, 2022, [www.usfa.fema.gov/downloads/pdf/statistics/v13i6.pdf](http://www.usfa.fema.gov/downloads/pdf/statistics/v13i6.pdf), 1 and 7.

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 the fall of 2020. Collin College Facilities and Plant Operations staff and the director of student housing 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

## Legend for All Campus Maps

Purple: Collin College Property Border

Blue: Clery Act Reporting Border

### Celina Campus Map



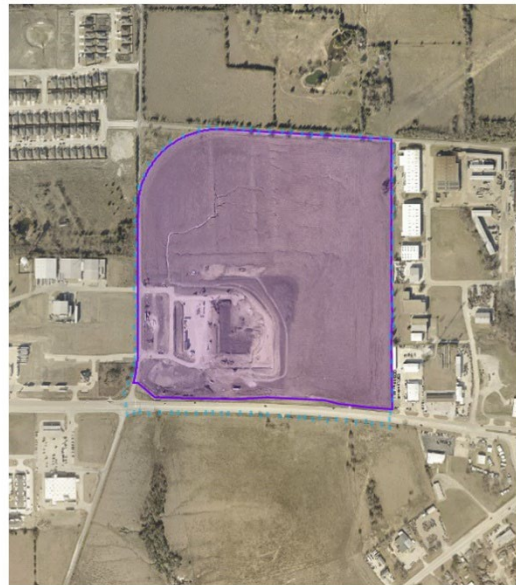
### Courtyard Center Map



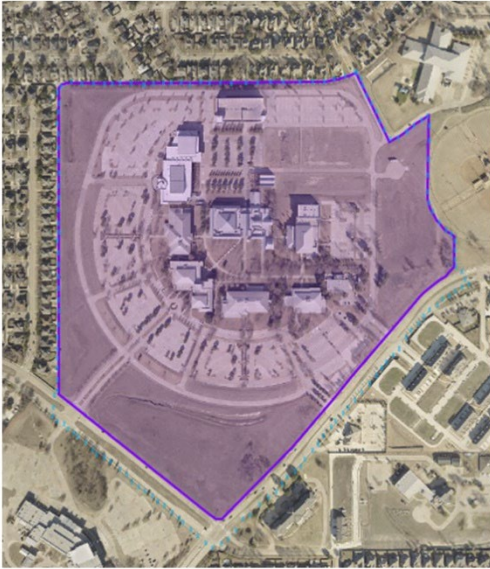
### Collin Higher Education Center Map



### Farmersville Campus Map



**Frisco Campus Map**



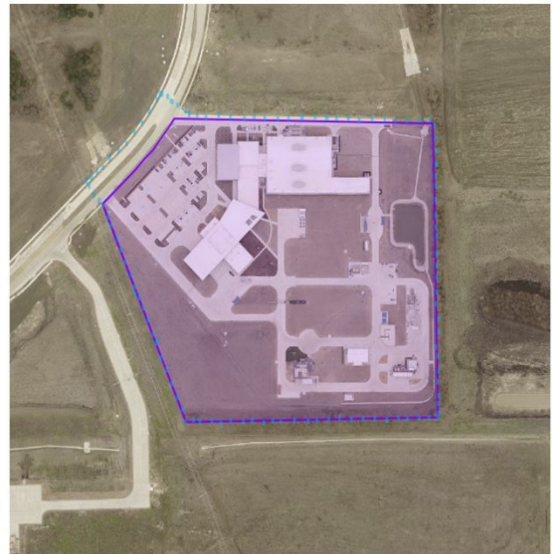
**Plano Campus Map**



**McKinney Campus Map**



**Public Safety Training Center Map**





**Rockwall Center Map**

Note: Collin College ended its operations at the Rockwall Center on May 21, 2024.



**Wylie Campus Map**



**Technical Campus Map**



## Appendix B: Campus Crime Statistics

### B.1 Celina Campus Crime Statistics

Celina Campus*									
	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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
<b>Arrests</b>									
Weapons: Carrying, Possessing, Etc.	0	0	0	1	0	0	0	0	0
Drug Abuse Violations	0	0	0	3	0	0	0	0	0
Liquor Law Violations	0	0	0	2	0	0	0	0	0
<b>Disciplinary Referrals</b>									
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
<b>VAWA Offenses</b>									
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
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The Celina Campus does not have any residential facilities.

#### Hate Crimes:

**2021** – There were no hate crimes at the Celina Campus.

**2022** – There were no hate crimes at the Celina Campus.

**2023** – There were no hate crimes at the Celina Campus.

## B.2 Collin Higher Education Center Crime Statistics

Collin Higher Education Center*									
Offense	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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
<b>Arrests</b>									
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
<b>Disciplinary Referrals</b>									
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
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The Collin Higher Education Center does not have any residential facilities.

### Hate Crimes:

**2021** – There were no hate crimes at the Collin Higher Education Center.

**2022** – There were no hate crimes at the Collin Higher Education Center.

**2023** – There were no hate crimes at the Collin Higher Education Center.



### B.3 Courtyard Center Crime Statistics

Courtyard Center*									
Offense	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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	1	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	2	0	0	0	0	0
Aggravated Assault	0	0	0	1	1	0	0	0	0
Burglary	0	0	0	2	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
<b>Arrests</b>									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	14	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>									
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
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	1	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
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The Courtyard Center does not have any residential facilities.

#### **Hate Crimes:**

**2021** – There were no hate crimes at the Courtyard Center.

**2022** – There were no hate crimes at the Courtyard Center.

**2023** – There were no hate crimes at the Courtyard Center.

## B.4 Farmersville Campus Crime Statistics

Farmersville Campus*+									
Offense	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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
<b>Arrests</b>									
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
<b>Disciplinary Referrals</b>									
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
<b>VAWA Offenses</b>									
Domestic Violence	0	1	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	1	0	0	0	0
Stalking	0	1	0	0	1	0	0	0	0
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The Farmersville Campus does not have any residential facilities.

+ Note: The Farmersville Campus opened on March 20, 2021.

### Hate Crimes:

**2021** – There were no hate crimes at the Farmersville Campus

**2022** – There were no hate crimes at the Farmersville Campus.

**2023** – There were no hate crimes at the Farmersville Campus.

## B.5 Frisco Campus Crime Statistics

Frisco Campus*									
Offense	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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	2	0	0	0	0	0
Fondling	0	0	0	0	1	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	1	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
<b>Arrests</b>									
Weapons: Carrying, Possessing Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	14	0	0	5	0	0
Liquor Law Violations	0	0	0	3	0	0	1	0	0
<b>Disciplinary Referrals</b>									
Weapons: Carrying, Possessing Etc.	0	1	0	0	0	0	0	0	0
Drug Abuse Violations	0	1	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	1	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	1	0	0	0	0	0	0
Stalking	0	1	4	0	0	0	0	0	0
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The Frisco Campus does not have any residential facilities.

### Hate Crimes:

**2021** – There were no hate crimes at the Frisco Campus.

**2022** – There were no hate crimes at the Frisco Campus.

**2023** – One (1) On-Campus Destruction/Damage/Vandalism of Property incident characterized by Gender Identity bias and Sexual Orientation bias.

## B.6 McKinney Campus Crime Statistics

McKinney Campus*									
	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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	9	0	0	0	0	0
Fondling	0	1	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	1	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	36	0	0	0	0	0
Liquor Law Violations	0	0	0	3	0	0	0	0	0
<b>Disciplinary Referrals</b>									
Weapons: Carrying, Possessing, Etc.	0	0	2	1	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
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	4	0	1	0	0	0	0
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The McKinney Campus does not have any residential facilities.

### Hate Crimes:

**2021** – There were no hate crimes at the McKinney Campus.

**2022** – There were no hate crimes at the McKinney Campus.

**2023** – There were no hate crimes at the McKinney Campus.

## B.7 Plano Campus Crime Statistics

Plano Campus												
Offense	On-Campus			Non-Campus			Public Property			Residential Facilities (i.e., Collin College Student Housing)		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>												
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	2	3	0	0	0	0	0	0	0	2	3
Fondling	0	1	0	0	0	0	0	0	0	0	1	1
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	1	0	0	0	0	0	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	3	0	1	0	0	1	0	0	0	2	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>												
Weapons: Carrying, Possessing, Etc.	0	0	0	1	0	0	1	0	0	0	0	0
Drug Abuse Violations	0	0	0	3	0	0	2	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>												
Weapons: Carrying, Possessing, Etc.	0	0	1	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	4	7	0	0	0	0	0	0	0	4	5	1
Liquor Law Violations	1	0	0	0	0	0	0	0	0	1	0	1
<b>VAWA Offenses</b>												
Domestic Violence	2	1	0	0	0	0	0	0	0	2	0	2
Dating Violence	3	4	0	0	0	0	0	0	0	3	1	1
Stalking	0	7	4	0	0	0	0	0	0	0	1	1
<b>Unfounded Crimes</b>												
Total unfounded crimes	0	0	0	0	0	0	0	0	0	0	0	0

### Hate Crimes:

**2021** – There were no hate crimes at the Plano Campus.

**2022** – One (1) On-Campus Destruction/Damage/Vandalism of Property incident characterized by Gender bias and Sexual Orientation bias.

**2023** – There were no hate crimes at the Plano Campus.

**B.8 Public Safety Training Center Crime Statistics**

Public Safety Training Center*									
Offense	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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
<b>Arrests</b>									
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
<b>Disciplinary Referrals</b>									
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
<b>VAWA Offenses</b>									
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
<b>Unfounded Crimes</b>									
<b>Total unfounded crimes</b>	0	0	0	0	0	0	0	0	0

\* Note: The Public Safety Training Center does not have any residential facilities.

**Hate Crimes:**

**2021** – There were no hate crimes at the Public Safety Training Center.

**2022** – There were no hate crimes at the Public Safety Training Center.

**2023** – There were no hate crimes at the Public Safety Training Center.

**B.9 Rockwall Center Crime Statistics**

Rockwall Center**									
Offense	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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	1	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
<b>Arrests</b>									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	1	0
Drug Abuse Violations	0	0	0	0	0	0	0	2	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>									
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
<b>VAWA Offenses</b>									
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
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The Rockwall Center does not have any residential facilities.

+ Note: Collin College ended its operations at the Rockwall Center on May 21, 2024.

**Hate Crimes:**

**2021** – There were no hate crimes at the Rockwall Center.

**2022** – There were no hate crimes at the Rockwall Center.

**2023** – There were no hate crimes at the Rockwall Center.



## B.10 Technical Campus Crime Statistics

Technical Campus*									
Offense	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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	2	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
<b>Arrests</b>									
Weapons: Carrying, Possessing, Etc.	0	0	0	1	0	0	0	0	0
Drug Abuse Violations	0	0	0	15	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Referrals</b>									
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
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The Technical Campus does not have any residential facilities.

### Hate Crimes:

**2021** – There were no hate crimes at the Technical Campus

**2022** – There were no hate crimes at the Technical Campus.

**2023** – There were no hate crimes at the Technical Campus.

## B.11 Wylie Campus Crime Statistics

Wylie Campus*+									
Offense	On-Campus			Non-Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
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	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	6	0	0	0	0	0
Liquor Law Violations	0	0	0	1	0	0	0	0	0
<b>Disciplinary Referrals</b>									
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
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	2	0	0	0	0	0	0
Stalking	0	1	1	0	0	0	0	0	0
<b>Unfounded Crimes</b>									
Total unfounded crimes	0	0	0	0	0	0	0	0	0

\* Note: The Wylie Campus does not have any residential facilities.

### Hate Crimes:

**2021** – There were no hate crimes at the Wylie Campus.

**2022** – There were no hate crimes at the Wylie Campus.

**2023** – There were no hate crimes at the Wylie Campus.

## 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			
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	
<b>Collin College Student Housing</b> 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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## **Collin College Core Values**

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

