ANNUAL SECURITY & FIRE SAFETY REPORT

2016, 2017, 2018

Central Campus
Fort Hood Campus
Marble Falls
Fredericksburg
and
Other Service Area Sites

FOR STUDENTS OF THE REAL WORLD.
Notice of Combined Annual Security and Fire Safety Report:
Central Texas College District (CTCD) is committed to assisting all members of the CTCD community in providing for their safety and security. The annual security and fire safety compliance document is available on the CTCD website at http://www.ctcd.edu. Central Texas College District Police Department, in conjunction with other college offices, is responsible for preparing and distributing the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Clery Act).

Availability
If you would like to receive the combined CTCD Annual Security and Fire Safety Report, which contains this information, it is available in hard copy at the CTC Police Department, building 137, on main campus; or you can request a copy be mailed to you by calling 254-526-1427. You can also request a copy by emailing campus.police@ctcd.edu. The report is available to all students and employees, prospective students, employees and anyone requesting the information. Campus security policies are updated yearly; last update: 10/01/2019 for reporting years, 2016-2018.

The website and annual security and fire safety report contain information regarding campus security, Title IX and personal safety including topics such as crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. The report also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus (including on-campus residence housing); in certain off-campus buildings or property owned or controlled by CTCD; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Central Texas College District Police Department.

Reporting Crimes on Campus:

General Information - Central Campus:

Campus Law Enforcement
Central Texas College District law enforcement service is delivered by the CTCD Police. The campus police department is located in Killeen on main campus in Building 137, directly behind the Student Services (Bldg. 119). To contact the campus police non-emergency line, dial extension 1427 from any on-campus office phone. To contact the campus police using an off-campus or cell phone, dial 254-526-1427.

Emergency Medical Calls
CTC police officers are trained as first responders in stabilizing patients, administering CPR and first aid and in the use of AED. For medical emergencies, notify the campus police and call 911. In cases of medical emergencies, the campus is serviced by the Killeen Fire Department and Copperas Cove Fire Department EMS ambulance services.

Fire Emergency
All campus buildings are equipped with internal fire alarm systems. In the event of a fire, possible or suspected fire the fire alarm should be activated and notification made to the campus police and 911. In cases of fire emergency the campus is serviced by the Killeen Fire Department and Copperas Cove Fire Department.

Crime Reporting
All incidents of crime, alleged crime, rape, date rape or other sex offenses occurring on campus should be promptly reported to the campus police. Crimes and criminal activity are investigated and a written report maintained in the office of the campus police. Patrol officers maintain a written daily log of all criminal activity observed or reported which includes the nature, date, time and general location of each crime and the disposition of the complaint if known.

Copies of police reports are available through the Open Records Act. For more information or to report crime or criminal activity on campus, contact the campus police at 254-526-1427. The campus police also disseminate crime information through the Campus Crime Alert Bulletin, as a part of the CTCPD Community Oriented Policing Program.
Reporting Crime on Campus - Emergencies Dial 911:
To report a crime on main/central campus contact the Campus Police Department at 254-526-1427 or 254-526-1200 (non-emergencies), dial 9-1-1 for valid emergencies only. Suspicious activity or suspicious person(s) seen in parking lots, wandering hallways or loitering around vehicles, inside buildings or around Residence Housing should be reported to the police department immediately. CTCD police officers have direct radio communications with city police departments, fire departments, and ambulance services to facilitate rapid response in any emergency situation.

In addition, you may report crime to our Campus Security Authorities (CSA's) in the following areas who may refer you to the campus police or one of our local police departments, some CSA’s include:

- **Director, Student Life and Activities**  
  Roy J. Smith Student Center, Building 106  
  (254) 526-1259

- **Dean, Central Campus Coordinator,**  
  Computer Science, Building 121  
  (254) 526-1116

- **SARC/SEAP**  
  Student & Employee Assistance Programs, Building 158  
  (254) 526-1166

- **Associate Deputy Chancellor, Human Resource Management**  
  Nursing & Allied Health, Building 155  
  (254) 526-1128

Off Campus Crime Reporting Options:
Killeen Police Department: 254-501-8830
Copperas Cove Police Department: 254-547-4272.

Service Area Campuses Crime Reporting Agencies and Campus Security Authority:

- **Fort Hood Campus** Contact the Fort Hood Military Police at 254-287-4001
  Fort Hood Building 3200/3201 & 332, Fort Hood, TX 76544
  Dean Raul Garcia – Campus Security Authority

- **Marble Falls Campus** contact Marble Falls City Police Department at 830-693-3611
  Central Texas College
  806 Steve Hawkins Parkway, Suite 115, Marble Falls, TX 78654
  Site Director Jennifer Cowfer – Campus Security Authority

- **Fredericksburg Campus** contact Fredericksburg City Police Department at 830-997-7585
  Hill Country University Center
  2818 East US 290, Suite 102, Fredericksburg, TX 78624
  Site Director Khristy Kothe – Campus Security Authority
## CRIME STATISTICS REPORT – CENTRAL CAMPUS

Provided for your information and made available to anyone by request.

### YOUR RIGHT TO KNOW GEOGRAPHIC LOCATION

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### VAWA OFFENSES REPORTING TABLE – CENTRAL CAMPUS

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### ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE – CENTRAL CAMPUS

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### VAWA Offenses Reporting Table - Marble Falls

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<tr>
<td>Dating Violence</td>
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</tr>
<tr>
<td>Stalking</td>
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### Arrests and Disciplinary Referrals Reporting Table - Marble Falls

<table>
<thead>
<tr>
<th>Crime Category/Offense</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facility</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests: Weapons: Carrying, Possessing, Etc.</td>
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<tr>
<td>Arrests: Drug Abuse Violations</td>
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<tr>
<td>Disciplinary Referrals: Drug Abuse Violations</td>
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<td>0</td>
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<tr>
<td>Arrests: Liquor Law Violations</td>
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<tr>
<td>Disciplinary Referrals: Liquor Law Violations</td>
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### Hate Crimes Reporting Table - Marble Falls

<table>
<thead>
<tr>
<th>Crime Category/Offense</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facility</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>Hate Crimes</td>
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</tr>
</tbody>
</table>
### Crime Statistics Report – Fredericksburg

**Provided for your information and made available to anyone by request.**

#### Crime Category/Offense

<table>
<thead>
<tr>
<th>Crime Category/Offense</th>
<th>On-Campus Property</th>
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<td>Negligent Manslaughter</td>
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<td>Rape</td>
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<tr>
<td>Fondling</td>
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<td>Incest</td>
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<td>Statutory Rape</td>
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<td>Robbery</td>
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<td>Arson</td>
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Crime statistics are calculated on a calendar year basis and provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and include statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the college district; and on public property within, or immediately adjacent to and accessible from the campus.

### VAWA Offenses Reporting Table – Fredericksburg

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<table>
<thead>
<tr>
<th>Crime Category/Offense</th>
<th>On-Campus Property</th>
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<tbody>
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<td>Dating Violence</td>
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<td>Stalking</td>
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### Arrests and Disciplinary Referrals Reporting Table – Fredericksburg

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<table>
<thead>
<tr>
<th>Crime Category/Offense</th>
<th>On-Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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</thead>
<tbody>
<tr>
<td>Arrests: Weapons: Carrying, Possessing, Etc.</td>
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<td>Arrests: Drug Abuse Violations</td>
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<td>Disciplinary Referrals: Drug Abuse Violations</td>
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<tr>
<td>Arrests: Liquor Law Violations</td>
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### Hate Crimes Reporting Table – Fredericksburg

**Provided for your information and made available to anyone by request.**

<table>
<thead>
<tr>
<th>Crime Category/Offense</th>
<th>On-Campus Property</th>
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- 7 -
Other Service Area Sites:

**Brady/Mason/San Saba** contact Brady Police Department at 325-597-2121
Central Texas College Center
2309 Menard HWY, Brady, TX 76825
Ricci Jones, District Coordinator and Campus Security Authority

**Hamilton** contact Hamilton Police Department at 254-386-3810
Central Texas College Center
611 S. College, Hamilton, TX 76531
Jeffrey Rankin, Director and Campus Security Authority

**Lampasas** contact Lampasas Police Department at 512-556-6235
Central Texas College Center
2714 HWY 281 S., Suite F110, Lampasas, TX 76550
Janice Allen, Site Director and Campus Security Authority

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**CRIME REPORT – SERVICE AREA SITES**

Provided for your information and made available to anyone by request.

<table>
<thead>
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<tbody>
<tr>
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</tbody>
</table>

Crime statistics are calculated on a calendar year basis and provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and include statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the college district; and on public property within, or immediately adjacent to and accessible from the campus. There is no on-campus resident housing for any of these service area sites.

**Campus Security Authorities (CSA):**
The following are defined by the Clery Act as Campus Security Authorities.

- Campus police officers.

- Individuals Designated by the Campus: Any individual or organization specified in an institution’s statement of campus security policy as one to which students and employees should report criminal offenses. Examples might include: Student Life, Student and Employee Assistance Programs.

- Officials with Significant Responsibility for Student and Campus Activities: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, athletic coaches and personnel involved in student discipline and campus judicial proceedings.
What are Campus Security Authorities required to do?:
CSAs are responsible for reporting allegations of crimes specified in the Clery Act that are reported to them, and that they conclude were made in good faith, to the CTCDD Police Department. The crimes specified in the Clery Act are: murder/non-negligent manslaughter, negligent manslaughter, all sex offenses, stalking, domestic violence, dating violence, robbery, aggravated assault, burglary, motor vehicle theft, and arson. If there is evidence that the perpetrator was motivated by bias, then simple assault, larceny (theft), intimidation, and vandalism must also be reported (please see the definitions provided below). Timely submission of reports by a CSA is very important.

It is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality. CSA reports are used by the institution to compile statistics for Clery Act reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (i.e., a timely warning or emergency notification). However, those responsibilities can usually be met without disclosing personally identifying information. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue this action.

In addition, representatives in the following areas have been identified as Campus Security Authorities by college policy and are available to assist students and employees with making a report to the campus police or other College Administrator.

- Title IX Compliance Coordinator(s)
- Director of Student Life and Activities
- Associate Deputy Chancellor Human Resource Management
- Director of Student Success and Persistence
- Dean of Central Campus
- Faculty Advisors to a Student Group
- Residence Housing Manager (RM)
- Residence Housing Assistants (RA)
- Site Coordinators
- Coordinator, Student & Employee Assistance Programs
- EEO Coordinator
- Director of Disability Support Services
- Campus Law Enforcement

Pastoral & Professional Counselors:
As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors” i.e. CTCD’s Student Assistance Program and Substance Abuse Resource Center, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary and confidential basis for inclusion into the annual crime statistics.

The College defines counselors as:
Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor CTCD currently has no pastoral counselors. Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Campus Police Authority and Jurisdiction – Texas Education Code:
The Central Texas College District police department is comprised of 9 full-time sworn and state certified peace officers. These officers are fully licensed by the Texas Commission on Law Enforcement and have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus including both Bell and Coryell Counties. If minor offenses involving college rules and regulations are committed by a CTC student, the campus police may also refer the individual to the Director of Student Life and Activities for college disciplinary action. All commissioned officers have full arrest and enforcement powers, privileges and immunities afforded police officers in and for the State of Texas.
Major offenses such as rape, murder, aggravated assault, robbery and auto theft that occur on campus must be reported to the campus police and joint investigative efforts with officers from CTC and both the cities of Killeen and Copperas Cove are shared to solve these serious felony crimes as warranted. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either city municipal court or Justice of the Peace Court in either city, or through the county or district attorney’s office of either county, Bell or Coryell, depending on the location of the offense.

Campus police personnel work closely with local, state and federal police agencies and have an Intra-agency agreement with the Killeen Police Department for combined service. CTCPD officers have direct radio communication with the Bell County Communications Center in Belton, Texas. Central Texas College is also a part of the Bell County 911 Emergency System.

By mutual agreement with local, state and federal agencies, The Central Texas College Police Department maintains an interagency agreement with these agencies and operates a NLETS terminal (National Law Enforcement Telecommunications System) network and a TLETS (Texas Law Enforcement Telecommunications System) network. Through this system, police personnel can access the National Crime Information Computer system as well as the Texas Law Enforcement Information System. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information as well as other local, state and federal law enforcement information. All information is for law enforcement use only. The Central Texas College Police Department’s jurisdiction extends at Residence Drive west to the Fort Hood boundary; east to Clear Creek Drive, to the south end of Bell Tower Drive, and north to Interstate 14. Any college-owned or leased property in outlying areas or on non-campus property may be patrolled jointly by both college and city police. CTC police officers also provide first responder services to the campus community in the application of first aid, CPR and use of AED until arrival of a local EMS service provider.

**Reportable Geographic Areas**

“On-Campus” is defined as 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 housing. This also includes any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

“Dorms/Residential Facilities” for students on campus this area is a subset of the “On-Campus” category. Central Texas College main campus has one on-campus resident housing facility.

“Non-Campus” is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

“Public Property” is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Mutual Aid:**

Central Texas College Police Department is party to certain mutual aid agreements. This consists of an Agreement for Mutual Cooperation with the Killeen Police Department for providing assistance as needed when critical incidents occur on our campus, which exceeds our available resources.

**Policy Statements:**

**Accurate Reporting of Crimes, Criminal Activity and Emergencies:**

The Central Texas College District Police Department has procedures in place to allow for and to facilitate the reporting of criminal offenses in a manner consistent with the requirements of the *Clery Act*. Members of the campus community, students, faculty, staff and guests are encouraged to report all crimes and safety-related incidents to the CTC Police Department or the office of Risk Management in a timely manner. This publication focuses on CTCPD because it patrols the central campus in its entirety. To report a serious crime occurring on campus dial 911; for other emergencies on campus call campus police at 254-526-1427 or ext. 1427 from any interior on-campus telephone. All
incident reports involving students enrolled in classes at all CTCD Texas campuses are forwarded to the Director of Student Life or Campus Dean for review and potential disciplinary action. If a sexual assault or rape should occur, staff including campus law enforcement, will offer the victim a wide variety of victim services, to include Title IX services.

The campus community, students, faculty, staff and guests are encouraged to report all crimes and suspected criminal activity to CTCPD immediately. When a crime is reported, an officer will be dispatched to the given location, conduct a preliminary investigation, and prepare a crime report. CTCPD will further investigate the incident and, depending on its findings, will forward incident reports to the Office of Student Life and Activities for potential Code of Student Conduct violations, or to Human Resource Management, for employee conduct referrals, and/or to the appropriate criminal prosecutor.

CTC main campus employs an on-campus counselor for assistance in dealing with a variety of crisis; however, reports of criminal activity, even confidential reporting, will be turned over to law enforcement and investigated. The college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate to the director of Student Life for review. When a potentially dangerous threat to the college community arises, timely warnings will be issued through e-mail announcements, the posting of flyers, in-class announcements or other means.

This publication contains information about on-campus and off-campus resources. That information is made available to provide to the CTC community with specific information to students about the resources available in the event that they become the victim of a crime.

Crimes should be reported to the campus police to ensure the crime is investigated and for inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate. Officers maintain a daily crime log recording all crimes reported to police.

Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by the CTC Police Department and, depending upon the seriousness of the offense, assistance may be requested from other law enforcement agencies. Processes include, but are not limited to:

1. immediate response to emergencies through the dispatch of one or more officers;
2. investigation of reports in accordance with CTCD Police Department procedure;
3. arrest of alleged offender(s) and filing of charges, depending upon the circumstances of the incident;
4. referral of alleged offenders to appropriate campus agencies, such as the Office of Student Life and Activities and/or the Human Resources office; and
5. issuance of “timely warnings” of crimes that represent a continuing threat to the campus community.

**Definitions of Clery Act Offenses**

**Murder and Non-negligent Manslaughter**: the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter**: the killing of another person through gross negligence.

**Sex Offenses-Forcible**: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

**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.

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

**Sexual Assault with an Object**: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Other Sexual Offenses: Includes incest and statutory rape.

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.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

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.

Hate Crimes: Any of the aforementioned offenses (except for negligent manslaughter), and any other crime involving bodily injury, reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics.

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.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

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

Ethnicity/National Origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

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.

Other Hate Crime Offenses include: Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one 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.

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.

Destruction/Damage/Vandalism of Property (Except “Arson”): To willfully or maliciously damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Reporting Annual Disclosure of Crime Statistics:

This report is prepared in cooperation with local law enforcement agencies surrounding main campus and alternate sites and campuses. The offices of the Dean of Student Success, the Director of Student Life Activities, the Student and Employee Assistance Programs (SEAP) and Substance Abuse Resource Center (SARC), Risk Management, and Disability Support Services (DSS) may contribute statistical information to this report and each division provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the CTCD Police, designated campus officials (including but not limited to directors, deans, department heads, Student Life, Student Success, SEAP/SARC offices), and local law enforcement agencies. The CTCD SEAP/SARC and Disability Support Services offices inform their clients of the procedures to report crime to the Campus Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. The CTCD SEAP/SARC has a procedure in place to anonymously capture criminal activity disclosed confidentially during sessions and report to the campus police as needed. Crimes reported to Campus Police will be reported, including those, which are determined later to be classed as “unfounded”.

Each year, an email notification is made to all enrolled students, faculty and staff that provide the web site to access the annual crime report. Crime statistics information is also reported to the Department of Education annually via the Web-based collection process. Copies of the report may also be obtained at the Campus Police Department located in Building 137, behind Student Services, Building 119, or by calling 254-526-1200. All prospective employees may obtain a copy from Human Resources Building 155. Further, anyone may obtain a copy of the campus crime statistics report by emailing campus.police@ctcd.edu, or at the office of the campus police during normal business hours.

Daily Crime Log:
The Central Texas College Police Department maintains a “daily crime log” to comply with the Clery Act. The Daily Crime Log is written and updated on a routine basis by CTCPD personnel, and contains information regarding crimes and other major incidents reported at the College. Public inspection of the CTCD crime log is available any time during normal business hours.

Unfounded Crimes Reported by Campus:
Definition:
A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

<table>
<thead>
<tr>
<th>UNFOUNDED CRIMES</th>
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Emergency Alert Notifications:
Central Texas College District has implemented a mass notification system on campus to assure campus members are kept informed of campus emergencies. The CTCD emergency alert notification system gives the college the ability to communicate emergency information by SMS text message, email and voice messages; alerts are used only to facilitate official notification of critical emergencies, i.e. campus closures, evacuations and other situations that pose an imminent threat to the college community.
Per Texas law ALL students and employees are automatically included in the emergency alert program and will receive emergency alert notifications; however, the individual is responsible for updating personal information, email address and phone numbers. In addition to our emergency alert system, you can stay informed with the latest campus alerts and events by calling 254-501-3100 or following us on Twitter or Facebook.

Upon confirmation of a significant emergency or dangerous situation involving immediate threat to the health or safety of students, employees and guests, the Chief of Police coordinates a plan with the CTCD Administration who make the decision on what action should take place based on the information and situation at hand. The Director of Marketing and Community Outreach or the Chief of Police normally coordinate efforts to issue the alert and provide updates to the college community through local media outlets, various social media platforms; including current and timely information and updates.

**Timely Warnings:**
In the event a situation arises either on or off main or Fort Hood campus that, in the judgment of the Central Texas College administration or the Chief of Police, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued via the college email system EagleMail, on the CTC campus police web page or the main CTCD webpage and/or through use of timely warning posters distributed throughout campus in commons areas as needed.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the college community, campus police may also post a notice on the CTC web site: www.ctcd.edu, providing the college community with more immediate notification. In such instances, a copy of the notice is posted in large student meeting areas, Morton Hall residence housing (building 120) and also available at the campus police department. Anyone with information warranting a timely warning should report the circumstances to the campus police by phone at 254-526-1427 or 254-526-1200 or in person at the campus police department (Bldg. 137).

**Policy Addressing Off Campus Criminal Activity:**
When a CTC student is involved in an off-campus crime, police officers may assist with the investigation in cooperation with local, state or federal law enforcement. Killeen and Copperas Cove police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate areas surrounding campus. CTC operates no off-campus housing or off-campus student organization facilities. However, many students live in the neighborhoods surrounding the college. Killeen and Copperas Cove police and the local Sheriff offices have primary jurisdiction in all areas off campus. CTC police officers can and do respond to incidents that occur in close proximity to campus. Students and employees, who commit crime and are arrested off campus, as well as on campus, which violates the CTCD Student Code of Conduct will be subject to disciplinary action up to and including expulsion from school. Students whose behavior constitutes a violation of both the College Student Code of Conduct and federal, state and local law may be accountable to both the college and criminal or civil authorities, whether the activity occurs on or off campus. Disciplinary action at the college will not be subject to challenge on the grounds criminal charges involving the same incident have been dismissed, reduced or are pending. For more information, refer to the CTCD Student Handbook online at: http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf

**Policy Addressing Confidential Crime Reporting:**
Campus police encourage anyone who is the victim or witness to a crime or criminal activity on campus to promptly report the incident to the campus police department. Because police reports are public records under state law, the CTCPD may not be able to withhold reports of reported crime in complete confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other authorities listed on the previous page and referred back to the CTC police for action as requested. All reports of criminal activity or wrongdoing will be investigated to the fullest extent of the law and thoroughly through College disciplinary channels. Violations of the law will be referred to the Campus Police or other local law enforcement agencies and when appropriate, to the Office of Student Life and Activities for review. When a potentially dangerous or continuing threat to the College community arises, timely warnings will be issued through e-mail communications, the posting of fliers in student commons areas and instructional buildings as needed, or by other appropriate means. This reporting allows the college to maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed.
Individuals may also report incidents or information anonymously on-line through the College website. The purpose of both a voluntary confidential or anonymous report is to comply with your wish to keep your identity anonymous, while taking steps to ensure the future safety of yourself and others. The CTCD Police Department will investigate crimes that are reported to them.

**Security and Access Policy Central Campus:**

During normal business hours, CTC campuses (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to main campus facilities is restricted by admittance via the campus police. In the case of periods of extended closing i.e. spring break, Thanksgiving and Christmas holidays, CTC will allow admittance to only those faculty or staff members who have a legitimate reason to enter a closed facility on campus and admittance on main campus is granted by the campus police.

Residence housing is secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities may have individual hours which may vary at different times of the year such as the Physical Fitness Center and Natatorium, the Learning Resource Center, the library and both the Student Center and Anderson Campus Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Normal campus business hours for main campus are Monday through Thursday, 7:30 a.m. to 5:30 p.m. and 7:30 a.m. to 11:30 a.m. on Friday. Fort Hood and Service Area campuses control their own business operating hours.

Administrative buildings and most buildings on main campus containing classrooms auto unlock by 7:00am daily, excluding weekends, some restrictions or limitations apply. Weekend openings and closings vary by class needs and special College events. All faculty, staff and students of CTC main campus are required to obtain a current college identification card and have this card in their possession while on CTC property. As a security precaution, campus police may request anyone at any time to show their identification card while on CTC property. Anyone requested by campus police to show identification but who cannot produce one and believes they have a legitimate reason for being on CTC property, will be asked by campus police to explain those reasons.

If Campus Police determine, by a preponderance of the circumstances, any such explanations are insufficient, they reserve the right to request the person leave the premises. Each Service Area Site/Campus determines the security and access for its individual sites/campuses.

**Trespassing:**

**Texas Education Code:**

Reference: Sec. 51.209. UNAUTHORIZED PERSONS; REFUSAL OF ENTRY, EJECTION, IDENTIFICATION.

(a) In this section, “institution of higher education” and “private or independent institution of higher education” have the meanings assigned by Section 61.003.

(b) The governing board of an institution of higher education or a private or independent institution of higher education or the governing board’s authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board’s control, and may eject any undesirable person from the property on the person’s refusal to leave peaceably on request. Identification may be required of any person on the property, and the person must provide that identification on request.

Emergencies may necessitate changes or alterations to any posted building/classroom openings or closings. Areas revealed as problematic have security surveys and inspections conducted on them. These surveys examine security issues such as landscaping, locks, alarms, lighting and communication. For the safety and security of the college community the public access areas of the campus, including all streets and sidewalks, the CTC Nature Trail and the CTC duck pond, are restricted access areas during hours of darkness (normally after 10pm) and violators may be subject to arrest per local and state trespassing laws.

The campus police work closely with the director of Facilities Management and the office of Risk Management to address safety and security needs and concerns on campus. The director of Facilities Management has authority over all parking areas, streets and grounds of Central Texas College and can be reached at 254-526-1365. The office of Risk Management is the initial point of contact for safety and legal issues for the college and can be reached at 254-526-1347.
Zero Tolerance Policy:
CTCD Is a Violence, Weapon, Discrimination and Harassment Free Zone

A zero tolerance policy is one, which requires an appropriate penalty be imposed based on the individual circumstances. It is, as it states, intolerant of the prohibited behavior. As part of a “zero tolerance policy”, CTCD will take appropriate disciplinary action for every weapon, threat, incident of hazing, stalking, harassment/bullying or discrimination, sexual misconduct, and/or any violent act that is reasonably substantiated through investigation. CTCD may also take disciplinary action for certain violations reported off campus to the extent these violations may have a negative impact on the campus. This includes, but is not limited to violations that pose an ongoing danger to students or may cause harm to the campus community, including violent crimes, hate crimes, disturbing or threatening actions, or other illegal/illicit conduct.

Inappropriate Behaviors Include, but are specifically not limited to:

- verbal, written, or other acts of harassment/discrimination to include sexual harassment/discrimination, stalking, and bullying;
- acts or actions which can be interpreted as physical assault;
- hazing or any other dangerous initiations;
- threats or actions to harm someone or endanger the safety of others, including verbal;
- behaviors or actions interpreted by a reasonable person as having potential for violence and/or acts of aggression;
- threats to destroy or the actual destruction of property;
- possession of an illegal firearm, knife or any dangerous weapon, drugs and/or alcohol (to include being under the influence of prohibited drugs or alcohol).

The Hierarchy Rule:
When counting multiple offenses, you must use the FBI’s UCR/NIBRS Hierarchy Rule. This rule requires you to count only the most serious offense when more than one offense was committed during a single incident beginning with the most serious offense. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant.

Amendments to College Policies and Regulations:
The policies and regulations of Central Texas College District may be amended from time to time by action of the responsible bodies. Therefore, the documents in this handbook are subject to change during the academic session. Because of the likelihood of interim changes, the official and most up-to-date policies are the online versions of the CTCD Student Code of Conduct and the CTCD Human Resource Manual, both of which can be found at http://www.ctcd.edu/.

TITLE IX Compliance Reporting:

Sexual Misconduct and Campus Policies on Other Inappropriate Behaviors:
Sexual Misconduct is defined as any inappropriate behavior against an individual based on their gender, including but not limited to sexual harassment, sexual violence, and stalking and is strictly prohibited. Central Texas College does not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations of the College community. All reported violations within the jurisdiction of the College, including sexual assault, harassment, and retaliation, will be investigated and, as warranted, will be resolved through appropriate college disciplinary processes and/or criminal proceedings in accordance with applicable state and federal laws.

Students, who believe that they have been subjected to sexual misconduct, including “date rape”, should report their complaint to the Director of Student Life or Campus Police as soon as possible after the incident occurs. The Director of Student Life Activities is located in the Student Center, building 106, or call 254-526-1258. Students’ allegations involving college employees may also be reported to the Director of Human Resource Management, building 103, or call 254-526-1128 or to the Campus Police in building 137, or call 254-526-1427.

Existing disciplinary and grievance procedures will serve as the framework for resolving allegations of sexual misconduct. Students found guilty of sexual misconduct will be subject to campus disciplinary penalties found in the Student Handbook.

The rights of both the accused and the complainant shall be protected to the fullest extent possible.
What is Title IX?
Title IX is part of the federal Education Amendments of 1972, which prohibits discrimination on the basis of sex and in education institutions, programs and activities on campuses that receive federal financial assistance.

Title IX states:
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial aid assistance.

TITLE IX Rights and Options:
Prohibited behaviors under Title IX:

• Sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion;
• Sex-based harassment, including hostile environment.
• Sexual Misconduct.
• Intimate relationship violence, including dating and domestic violence
• Stalking
• Sexual exploitation
• On the basis of sex, failure to provide equal opportunity in employment, educational programs and co-curricular programs including athletics
• Retaliation based on sex
• Discrimination based on pregnancy.

Complaint Process
Students and employees who believe they have observed or been the object of sexual discrimination or harassment or sexual violence have the right to file a complaint with the Director of Student Life, the Associate Deputy Chancellor Human Resource Management, or the Title IX Compliance Officer. All complaints of alleged sexual harassment or discrimination against students or employees will be promptly investigated under the oversight of the College’s Title IX Compliance Office. Students and employees may also file a complaint with the United States Department of Education Office for Civil Rights, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214-661-9600 (phone, 214-661-9587 (fax, OCR.Dallas@ed.gov. Central Texas College prohibits retaliation against anyone for reporting discriminating or harassing behavior or for participating in discrimination or harassment investigations or lawsuits.

Investigation Process: Every student/employee and every person against whom a complaint is made is entitled to due process. Therefore, the College’s investigation will include interviews with all relevant persons including the complainant, the alleged harasser, and other potential witnesses. Based on a standard of preponderance of evidence, the investigation will determine the appropriate course of action.

Central Texas College District will take steps to prevent occurrence of any prohibited activity and to correct its discriminatory effects on the complainant and others, as appropriate.

Resolutions: Resolutions to the complaint process will be handled either through an Informal Complaint Option or Formal Complaint Option. A formal complaint will be referred to law enforcement for investigation. An informal complaint will be investigated by the appropriate CTC Title IX Compliance Officer.

Resolution of complaints will be handled through CTCD established procedures. After meeting with the Title IX Coordinator some cases shall be resolved through mediation; however, others will be resolved through CTCD’s disciplinary protocols as set forth in the Student Handbook and Human Resource Policy & Procedures Manual, to include appeal procedures. Every complaint will be investigated and a resolution sought.

Victim’s Rights & Options
If you are a victim of sexual violence, dating violence, stalking, sexual harassment or discrimination, or any activity prohibited by Title IX, you have rights and options under the law and College policies available to you.

Some of these rights are:
1. Be notified of your rights and options upon report of an incident to a responsible party.
2. To report or not report to police, the College, both or neither; and to receive assistance from CTCD in doing so.
3. You may choose not to file a police report or pursue an administrative investigation. The College may have an obligation to further review and investigate the information it receives related to an incident without your consent or participation. You will be notified if the College needs to investigate.

4. To seek medical attention. It is important to preserve evidence in case you decide to pursue an administrative investigation with the College and/or criminal investigation with the police.

5. To seek confidential crisis counseling, on and/or off-campus.

6. To request interim measures, including changes to academic, campus living, transportation and campus working situations, and support from CTCD, regardless of whether or not you file a formal complaint.

7. Obtain legal orders in accordance with applicable laws, including a civil protection order or other order of protection through a court.

8. Request a “No Contact Order” through the College. This order is an official notice to the accused that he or she is not to contact you by any means.

9. While complete confidence is not always possible, the College will exercise the utmost discretion. The details within the investigation will be shared only with necessary College officials who can assist with the investigative review, corrective action and/or sanctions.

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**Both Victim's & Accused's Rights**

1. Be notified of your rights and options and be provided with equitable rights as an accused party.

2. To be treated with dignity and respect during the investigation.

3. The right to preservation of privacy, to the extent possible and allowed by law, and be informed in advance, if possible, of any publically released information regarding the complaint.

4. Have a representative of your choice present with them during any disciplinary proceeding or meeting pertaining to the investigation or resolution.

5. The right to timely notice of all meetings; written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.

6. The right to respond to and/or challenge evidence used against the accused, to tell the accused’s side of the story, and to provide the investigator with the accused’s supporting evidence and witnesses.

7. Have all proceedings conducted by individuals who have been adequately trained and are free from conflicts of interest.

8. Have all reports and investigations of sexual misconduct treated seriously and, to the fullest extent possible, with respect for the privacy of all involved.

9. Have the full, prompt, and reasonable cooperation from campus personnel in responding to a report of a Title IX violation.

10. To be present, with a representative of your choice, at all College hearings and to have a prompt, impartial, and equitable resolution of the reported incident.

11. The right to a finding and sanction (if applicable) based solely on evidence presented during the investigation, and to be simultaneously informed in writing of the outcome of any College Title IX disciplinary proceeding, including the decision, sanctions imposed and any available appeals process.

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**Right To Report To Law Enforcement - Emergencies Always Call 911**

CTCD Campus Police: 254-526-1427
Killeen Police: 254-501-8830
Copperas Cove Police: 254-547-8222
Ft. Hood Military Police: 254-287-4001
Bell County Sheriff: 254-933-5412
Coryell Co. Sheriff: 254-865-7201
Marble Falls Police: 830-693-3611
Fredericksburg Police: 830-997-7585

**What If It Is Not A Crime?**

Some misconduct is not criminal; however you still have the right as a student or employee to report any incident to College officials.
On-Campus Resources:

CTCD TITLE IX Coordinator for Students:

**Julie Starkey**. Dean Phone: 254-526-1293
Email: Julie.starkey@ctcd.edu
Office location: Student Success and Persistence, Building 106, room 208
Website & Online Confidential Reporting
Form link: [https://centraltexascollege.tfaforms.net/217734](https://centraltexascollege.tfaforms.net/217734)

CTCD TITLE IX Coordinator for Employees:

CTCD Human Resource Management:
Associate Deputy Chancellor, Human Resource Management, **Holly Jordan** Phone: 254-526-1128
Email: Holly.jordan@ctcd.edu
Office location: Nursing and Allied Health Building 155, room C108

Disability Support Services, Alternate Coordinator for Students:

**Dr. Christy Shank** Phone: 254-526-1291
Email: Christy.shank@ctcd.edu
Office location: Disability Support Svc., Student Services Building 111, room 202

Student Life & Activities:

Director and Conduct Officer, **Mariceli Vargas** Phone: 254-526-1259
Email: Mariceli.vargas@ctcd.edu
Office location: Roy J. Smith Student Center, Building 106, Student lounge, room 134

Residence Housing Office:

Manager and Conduct Officer, **Victoria Magee** Phone: 254-526-1790
Email: Victoria.magee@ctcd.edu
Office location: Morton Hall, Building 120, Front Desk

On-Campus Confidential Resource:

Student and Employee Assistance Programs:
Phone: 254-526-1166
Email: Gerald.mahone-lewis@ctcd.edu
Email: Nadiya.filamonova@ctcd.edu
Office location: SEAP Building 158.
Webpage and link to free on-campus services:

Off Campus or On-line Resources:

Sexual Assault Prevention & Crisis Services
P.O. Box 12548 Austin, Texas 78711

Crime Victims Compensation: Office of the Attorney General
P.O. Box 12548 Austin, Texas 78711

Texas Association Against Sexual Assault: 512-474-7190 ext 110
www.taasa.org

National Domestic Violence Hotline: 1-800-799-7233
Policy Addressing Preventing and Responding to Sex Offenses:

It is the policy of the Central Texas College District (“College”) to provide an educational and work climate that is conducive to the personal and professional development of each individual. In accordance with state and federal laws, Central Texas College prohibits discrimination on the basis of sex, sexual orientation, gender, or gender identity.

Therefore, the College will not tolerate sexual misconduct of any form, to include but not limited to dating violence, domestic violence, sexual assault and stalking. Students, faculty, staff, vendors, contractors, and third parties should be aware that these unacceptable behaviors (“prohibited conduct”) are a flagrant violation of the values and behavioral expectations of Central Texas College and individuals who engage in such conduct will be subject to disciplinary action by the College as provided in this policy, notwithstanding any action that may or may not be taken by the civil or criminal authorities. Central Texas College strongly encourages prompt reporting of any incident related to these offenses.

It is expected that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded upon mutual respect, open communication, and clear consent. Responsible Employees of Central Texas College (as defined below) are required to promptly report incidents of prohibited conduct as provided in this policy. All reported violations within the jurisdiction of the College, including sexual assault, harassment, and retaliation, will be investigated promptly, fairly, and impartially and, as warranted, will be resolved through appropriate college disciplinary and grievance processes and/or criminal proceedings in accordance with applicable state and federal laws. Central Texas College is committed to addressing and ultimately reducing or eliminating sexual violence by providing resources for prevention, education, support, investigations, and a fair disciplinary process.

Definitions:

Bystander Intervention: As defined in the 2013 Violence Against Women Reauthorization Act Amended (VAWA), bystander intervention is the “safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.”

Coercion: Coercion transpires when sexual activity occurs devoid of legal and appropriate consent. Sexual coercion is defined as the use of manipulation, intimidation or threat to force someone to have sex.

Complaint: A signed document or other report, including verbal reports (if appropriately acknowledged), alleging a violation of this policy.

Complainant: A person who submits a complaint alleging a violation of this policy.

Consent: According to Texas state law, there is no “implied” consent. Consent is an affirmative, unambiguous, voluntary and conscious decision by each involved participant engaging in a specific agreed-upon sexual activity. The consent has to be “ongoing” throughout the sexual contact and can be revoked at any time and for any reason. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent is active, not passive and silence or the absence of resistance – in and of itself – cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions generate mutually understandable permission regarding the conditions of the sexual activity. Instances involving intoxication, lack of consciousness, or drug use of any of the involved participants does not render consent null and void. Incapacity to provide effective consent may also result from mental disability, intellectual disability, unconsciousness or sleep. A person giving consent must be of legal age (17 in the state of Texas), sound mind, and fully cognizant of their surroundings and the situation.

Sexual activity and intimacy must be consensual; otherwise, it is sexual assault!

Examples of when a person should know the other is incapacitated include, but are not limited to:

- the amount of alcohol, medication or drugs consumed, or
- imbalance or stumbling, or
- slurred speech, or
- lack of consciousness or inability to control bodily functions or movements, or
- vomiting.
**Dating Violence:** Under Title 4, Chapter 71 of the Texas Family Code, “dating violence” means an act, other than a defensive measure to protect oneself, by an actor that is committed against a victim

(1) with whom the actor has or has had a dating relationship; or

(2) because of the victim’s marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; AND the act is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault. “Dating relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature and the existence of such a relationship shall be determined based on consideration of:

• the length of the relationship;
• the type of the relationship; and
• the frequency of interaction between the persons involved in the relationship.

Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** Domestic violence is a pattern of abusive behavior that one person in an intimate partner relationship uses to maintain power and control over the other. This is a violent misdemeanor and felony crime and is committed by:

• a current or former spouse or intimate partner of the victim;
• a person with whom the victim shares a child in common without being married;
• a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
• a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas; or
• any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Texas.

Acts may include any behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame or hurt someone. There is often a pattern or repeated cycle of violence.

**Respondent:** The person designated to respond to a complaint. Generally, the respondent is the person alleged to be responsible for the prohibited conduct alleged in a complaint.

**Responsible Employee:** Pursuant to Title IX, a “responsible employee” is a College official, administrator or supervisor (this designation is currently under review for possible modifications). A responsible employee has the duty to promptly report incidents of sex discrimination, sexual harassment, sexual misconduct, dating violence, domestic violence, sexual assault, and stalking to the Central Texas College Title IX Compliance Coordinator or other appropriate College designee. Responsible employees are not confidential reporting resources.

**Retaliation:** Any attempt to penalize or take adverse actions against a person for reporting and/or participating in a complaint or the investigation, proceeding, or litigation of any act of sexual misconduct/violence. Texas strictly prohibits and will not tolerate reprisals or retaliation for reporting a violation of law.

**Sex Offenses (Sexual Violence):** Any physical sex acts perpetrated against an individual without consent, to include when a person is incapable of giving consent due to alcohol, drugs or disability. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion:

• **Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.

• **Fondling** – Intentional touching, no matter how slight, whether clothed or unclothed, of another person’s private body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part of the perpetrator, without consent and/or by force. It also includes forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. The victim may also be incapable of giving consent due to age or temporary or permanent mental incapacity. This definition includes sexual battery and sexual misconduct.

• **Incest** – Unlawful sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

• **Statutory Rape** – Unlawful sexual intercourse with a person who is under the statutory age of consent which is 17 in the state of Texas.
Sexual Assault: A sex offense that meets the definition rape, fondling, incest, or statutory rape.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature. Sexual harassment is defined in the CTCD HR Manual, Policy No. 220 Anti-Harassment, Assault and Discrimination. All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another’s will or at the expense of another, including but not limited to sexual harassment, sexual violence, stalking and any other conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and/or working environment, or has the effect of threatening or intimidating the person against whom such conduct is directed.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his/her own safety or the safety of others and/or (2) suffer substantial emotional distress. A course of conduct means two 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.

The Texas Penal Code defines Stalking as:
Sec. 42.072. STALKING
(a) A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:
(1) constitutes an offense under Section 42.072, or that the actor knows or reasonably should know the other person will regard as threatening:
(A) bodily injury or death for the other person;
(B) bodily injury or death for a member of the other person’s family or household or for an individual with whom the other person has a dating relationship; or
(C) that an offense will be committed against the other person’s property;
(2) causes the other person, a member of the other person’s family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person’s property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
(3) would cause a reasonable person to:
(A) fear bodily injury or death for himself or herself;
(B) fear bodily injury or death for a member of the person’s family or household or for an individual with whom the person has a dating relationship;
(C) fear that an offense will be committed against the person’s property; or
(D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.
(b) An offense under this section is a felony of the third degree, except that the offense is a felony of the second degree if the actor has previously been convicted of an offense under this section or of an offense under any of the following laws that contains elements that are substantially similar to the elements of an offense under this section:
(1) the laws of another state;
(2) the laws of a federally recognized Indian tribe;
(3) the laws of a territory of the United States; or
(4) federal law.
(c) For purposes of this section, a trier of fact may find that different types of conduct described by Subsection (a), if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.
(d) In this section:
(1) “Dating relationship,” “family,” “household,” and “member of a household” have the meanings assigned by Chapter 71, Family Code.
(2) “Property” includes a pet, companion animal, or assistance animal, as defined by Section 121.002, Human Resources Code.

An act that might not violate or be prosecuted under applicable state or federal laws may still violate the standards and protocols of the CTCD Student Code of Conduct.
VAWA – Violence Against Women’s Act (VAWA) was created from federal legislation and initially signed into law in 1994 which changed statutes as they related to domestic violence, dating violence, sexual assault, and stalking.

**Campus Policy Statement Addressing Preventing and Responding to Sex Offenses:**
The College educates the staff and student community about dating violence, domestic violence, any form of sexual assault – including but not limited to acquaintance or date rape – and stalking through many different on-campus events each semester. Primary and ongoing prevention and awareness programming and training are designed to promote healthy gender relations through dialogue and education and to work toward the elimination of sexual violence.

Domestic violence workshops are offered twice a year through the Student and Employee Assistance Programs/Substance Abuse Resource Center (SEAP/SARC) with a Domestic Violence Program on the horizon. The Police Department offers specialized sexual assault education and information programs to college students and employees upon request. Literature on date rape education, bystander intervention, risk reduction, and prevention is available through the Office of the Campus Police, the Director of Student Life and Activities office and through Student and Employee Assistance Programs/Substance Abuse Resource Center (SEAP/SARC), Risk Management.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The CTCD Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported as soon as possible directly to a campus police officer and/or to the Director of Student Life. Reports of incidents of sexual assault, dating violence, domestic violence, and stalking may also be made to the CTCD Title IX Compliance Coordinator. Further, all CTCD employees are obligated to report sexual misconduct of which they become aware, unless they have a legally recognized confidentiality privilege such as physicians and counselors. When making a complaint, a victim should include dates, times, places, witnesses, and specifics of what was said and done. The complaint should also list any proposed resolutions, accommodations or protections requested by the student regardless of whether the incident was reported to law enforcement. Filing a police report with a Campus officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers or other College personnel.

**Filing a police report will:**
- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam) or may be helpful in obtaining a protection order;
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Student Code of Conduct process, or only the latter. A College representative from the Police Department or the SEAP/SARC will help guide the victim through the available options and support the victim in his or her decision. CTCD will provide him or her written explanation of their rights and options – regardless whether the offense occurred on or off campus. Various counseling options are available from the College through the SEAP which coordinates its efforts with support services outside the College system and can be obtained through the Rape and Sexual Abuse Center and the Victim’s Assistance Programs with both Bell and Coryell Counties.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in this Student Handbook. Disciplinary actions relating to sexual assault/sexual misconduct, allows the accused and the victim to have a support person, process advisor, and/or legal counsel present during all meetings/proceedings, and/or disciplinary hearings. However, their role will be limited to being present only; they are not allowed to actively participate in the process (legal counsel can advise them whether to answer questions). Both the victim and accused will be informed in writing of a) the outcome of the hearing and b) CTCD’s procedures to appeal the result of the disciplinary proceeding, if available, c) any change to the result, and d) when the results of the investigation or disciplinary proceeding become final. A student accused of violating the College sexual misconduct policy could be criminally prosecuted in the state courts whether found guilty or not in the College proceedings.

Investigations will be handled according to the section Resolution of a Student Complaint of Sexual Discrimination or Harassment in the CTCD Student Handbook, and in the case of an accused student, the Student Conduct Code. Any investigative or disciplinary proceedings that arise from a complaint of sexual assault, dating violence, domestic
violence, or stalking will be determined by a preponderance of the available evidence. These proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and/or hearing process that protects the safety of victims and promotes accountability. The complainant, respondent, and appropriate officials will be provided timely and equal access to any information that will be used during the informal and formal disciplinary meetings and hearings. If found guilty during the course of the investigation the accused may be suspended or expelled from the College, including for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Confidentiality: Recognizing that confidentiality may be of the utmost importance to victims of sexual assault, dating violence, domestic violence and stalking, Central Texas College cannot guarantee confidentiality and must evaluate any request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment. If a victim chooses to make a disclosure to CTCD personnel, the victim should have informed expectations concerning privacy and confidentiality. The College will treat the information with the utmost sensitivity. Generally, information will only be reported to the appropriate personnel where necessary to provide accommodations and protective measures and ensure the safety and security of the campus community. Professional, licensed health care providers, mental health counselors and pastoral counselors are required to keep a victim’s information confidential unless permission is provided by the victim. Under certain state laws, mandate reporting may occur in the cases of minors, imminent harm to self or others, or a requirement to testify in a criminal case. Victims should be aware that resources are available to them that maintain complete confidentiality and these resources can be located through the SEAP.

Harassment: In accordance with state and federal laws, Central Texas College is committed to providing an educational and workplace environment, which will contribute to the personal, professional, and academic development of each individual. Faculty, staff and students should be aware that discrimination and harassment based on age, ethnic background, family status, gender, sexual orientation, disability, national origin, race, religion, veteran status or any other protected class under federal or state laws are prohibited. Prohibited harassment can take many forms to include verbal harassment, verbal or physical intimidation, stalking, and use of electronic devices to harass. To fulfill its mission as an institution of higher learning, Central Texas College encourages a climate that values and nurtures diversity and mutual respect.

Individuals who believe they have experienced harassment or discrimination are encouraged to contact the appropriate officials. Students should contact the Student Life Office at this campus; faculty should contact the Campus Dean; and staff members should contact the Office of the Director of Human Resources.

Consensual Relationships: Faculty, administrators, and supervisory staff who evaluate academic performance or job performance for students or employees place themselves at risk by entering into romantic or close social relationships with subordinates or students. Faculty and staff who choose to engage in such relationships should be sensitive to the constant possibility that they may unexpectedly be placed in a position of responsibility for the student’s instruction or employee’s evaluation. In addition, faculty, administrators, and supervisory staff should be aware that romantic or close social involvement with any student or subordinate employee could be subject to formal action if a complaint of inappropriate behavior is initiated. Even when both parties have consented to the development of such relationship, they can raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others; a faculty member or supervisor will be held accountable for unprofessional behavior.

Retaliation: Retaliation for having suffered, made a complaint of discriminating, violent, or harassing misconduct, witnessing, participating in an investigation, or filing a grievance, or criminal or civil complaint, is prohibited. Central Texas College will not tolerate retaliation in any form against any faculty, staff, students or volunteer. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Any allegations of or questions about retaliation should be directed to the Office of Human Resources, Director of Student Life, or the Title IX Compliance Coordinator.

Other: Students wishing to file a grievance or complaint against an individual for any of the prohibited acts of for acts not included in one of the above categories may do so by following the preceding procedures.

Prohibition of All Forms of Sexual Harassment and Sexual Violence: Because Central Texas College has a commitment to an environment free of prohibited discrimination, sexual harassment is prohibited in accordance with federal and state non-discrimination laws, including Title IX of the Education Amendments of 1972. Title IX provides that no person shall, on the basis of sex, be excluded from
participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The law considers harassment or violence based on sex to be a form of discrimination. This policy covers students and all types of employees. It applies whether the alleged harasser is an employee, a fellow student, or visitor to the College, vendors, contractors, volunteers, and third parties acting as agents for the College and whether it takes place in the facilities of the College, at a class or training program sponsored by the College at another location, or elsewhere.

**Definitions:**

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature, including sexual violence when it meets any of the following criteria:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual – “Quid Pro Quo.”
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus. Sexual harassment can occur between any individuals associated with the College, e.g., an employee and a supervisor; coworkers; faculty members; a faculty, staff member, or student and a customer; vendor, or contractor; students; or a student and a faculty member – “Hostile Environment.”

Each situation must be considered in context to determine if sexual harassment has occurred. Conduct must be severe or pervasive in order to create a hostile environment; conduct may be inappropriate, unprofessional, offensive, or hurtful, yet not be harassment under this policy. The more severe the harassment, the less a pattern of harassment must be present.

Conduct alleged to constitute harassment is evaluated from the perspective of a reasonable pattern. Sexual harassment may occur between persons of the same sex or members of different sexes.

**Unwelcome Conduct:** Conduct that is not requested or invited and is reasonably regarded as undesirable or offensive. “Sexual violence” includes, but is not limited to 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. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence is a form of unwelcome conduct. Examples of unwelcome sexual contact can be verbal, nonverbal, or physical in nature and can include, but are not limited to:

- Making sexual propositions or pressuring students for sexual favors;
- Touching of a sexual nature;
- Inappropriately displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or dirty jokes;
- Name calling and slurs;
- Spreading sexual rumors or rating other students as to sexual activity or performance;
- Circulating or showing emails or Web sites of a sexual nature; or
- Intentionally interfering with or physically restricting the movement of another individual.

**Investigation Process:**

Every student and every person against whom a complaint is made is entitled to due process. Therefore, the College’s investigation will include interviews with all relevant persons including the complainant the alleged harasser, and other potential witnesses. Based on a preponderance of evidence, the investigation will determine the appropriate course of action. CTCD will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate. For complete information on how to file a complaint refer to the CTCD Student Handbook.

**Community resources available to the complainant of sexual assault:**

1. Texas Association Against Sexual Assault, www.taasa.org, 512-474-7190 or Victim Assistance 888-343-4414
2. Sexual Assault Counseling, Texas Health and Human Services, www.211texas.org, dial 211 (24-hour service)
4. The Refuge Corporation, United Way of the Greater Fort Hood Area, 254-547-6753
5. Families in Crisis, 254-634-1184 or 1-888-799-SAFE (Crisis 24-hour hotline)
6. Texas Rape & Sexual Assault Resources, www.AARDVARC.org
7. Texas Abuse Hotline, Texas Department of Family & Protective Services, 1-800-252-5400 (24-hour hotline)
10. Sexual Assault Legal Services & Assistance (SALSA), www.hopelaws.org

The Campus Sex Crimes Prevention Act:
The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires The Texas Department of Public Safety to provide Central Texas College District with a list of registered sex offenders who have indicated that they are either enrolled, employed or carry on a vocation at Central Texas College.

Central Texas College District is required to inform the campus community that a TXDPS registration list of sex offenders will be maintained and available for anyone’s review at the Office of the Campus Police located in building 137, directly behind Student Services, building 119.

This information is provided for your information and may be disseminated as needed. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Requirement of Student Sex Offenders:
Information regarding registered sex offenders as set forth by the Violent Crime Control and Law Enforcement Act of 1994 is available by accessing the Texas Department of Public Safety Sex Offender website at: https://records.txdps.state.tx.us/SexOffenderRegistry

You can also contact the office of the Campus Police for information on registered sex offenders or how to register as a sex offender. To register as a sex offender with the CTCD campus police, registrants: have seven (7) days from the day of class enrollment, including each returning semester, to contact the Campus Police to register on Campus as a sex offender or update their previous registration information form. Failure to register on campus as a sex offender can result in administrative disciplinary action, arrest and/or both arrest and disciplinary action.

Registration of Workers or Students at Institutions of Higher Education – Texas Law
REGISTRATION OF WORKERS OR STUDENTS AT INSTITUTIONS OF HIGHER EDUCATION.
(a) Not later than the later of the seventh day after the date on which the person begins to work or attend school or the first date the applicable authority by policy allows the person to register, a person required to register under Article 62.152 or any other provision of this chapter who is employed, carries on a vocation, or is a student at a public or private institution of higher education in this state shall report that fact to:
(1) the authority for campus security for that institution; or
(2) if an authority for campus security for that institution does not exist, the local law enforcement authority of:
(A) the municipality in which the institution is located; or
(B) the county in which the institution is located, if the institution is not located in a municipality.
(b) A person described by Subsection (a) shall provide the authority for campus security or the local law enforcement authority with all information the person is required to provide under Article 62.051(c).
(c) A person described by Subsection (a) shall notify the authority for campus security or the local law enforcement authority not later than the seventh day after the date of termination of the person’s status as a worker or student at the institution.
(d) The authority for campus security or the local law enforcement authority shall promptly forward to the administrative office of the institution any information received from the person under this article and any information received from the department under Article 62.005.
(e) Subsection (a)(2) does not require a person to register with a local law enforcement authority if the person is otherwise required by this chapter to register with that authority.
This article does not impose the requirements of public notification or notification to public or private primary or secondary schools on:

(1) an authority for campus security; or
(2) a local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by this chapter to make notifications.

Notwithstanding Article 62.059, the requirements of this article supersede those of Article 62.05 for a person required to register under both this article and Article 62.059.

The authority for campus security regarding sex offender registration for Central Texas College District is:
Joseph A. Barragan, Chief of Police

Campus Policy on Reporting Missing Residential Students:
The establishment of procedures for the college’s response to missing residential students, as required by the Higher Education Opportunity Act (HEOA) of 2008 applies to all students who reside in any on-campus housing.

For purposes of this policy, a student may be considered to be a “missing person” if:

- The person’s absence is contrary to his/her usual pattern of behavior; or
- Some unusual or unexplained circumstance may have caused the absence Such circumstance could include, but is not limited to:
  - Suspicion that the missing person may be the victim of foul play;
  - Past expression of suicidal thoughts;
  - Is or may be drug dependent;
  - Has been with or is acquainted with persons who may endanger the student’s welfare.

Procedures for Designation of Emergency Contact Information:

Students age 18 and above and emancipated minors:
Residential students will be given the opportunity after registering for classes and upon moving into on-campus housing, to designate individual/individuals to immediately be contacted by the college, but not more than 24 hours after the time the student is determined to be missing, in accordance with the procedures set forth below. Designations will remain in effect until changed or rescinded by the student.

Students under the age of 18:
In the event a residential student who is not emancipated is determined to be missing, the college is required to notify a custodial parent or guardian immediately, but not more than 2 hours after the student is determined to be missing in accordance with the procedures set forth below.

The CTCD Residence housing manager shall maintain up to date emergency contact information for all on-campus residential students, and shall be aware of and comply with the requirements of the procedures for reporting missing residential students as required in HEOA.

Official Notification Procedures for Missing Residential Students:

- Any individual on campus who has information that a residential student may be missing, should notify the Campus Police immediately.
- The Campus Police will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (physical description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. The CTCD Administration shall be notified immediately after the report is received.
- If the above actions are unsuccessful in locating the residential student or it is immediately apparent that the student is actually missing (e.g., witnessed abduction, signs of foul play), the Campus Police will initiate a missing person report and take charge of the investigation.
- The Campus Police, Residential Housing Manager or the Director of Student Life Activities will notify the emergency contact person (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) that the student is believed to be missing in accordance with the guidelines specified in paragraph “a”.
Campus Communications about Missing Residential Students:
In cases involving missing residential students, campus law enforcement personnel shall coordinate with the CTCD Office of Community Relations and Marketing who are best situated to provide information to the media to elicit public assistance and information in the search for a missing residential student. Information regarding missing residential students will be initiated and verified by campus law enforcement and pertinent information disseminated through the college’s Office of Community Relations and Marketing, unless other arrangements are warranted. All inquiries to the College regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to Community Relations and Marketing, who may refer such inquiries and information back to campus law enforcement personnel. Contact shall also be made with the CTCD Office of Community Relations and Marketing to initiate a campus wide emergency broadcast alert message concerning the missing student.

Issuing a Timely Warning:
Once a report of a missing person is received, should the circumstances surrounding the missing person indicate the need to consider the person “missing critical”, the Chief of Police may disseminate a campus wide “timely warning” should the circumstances place other members of the campus community in danger.

Safety and Security Awareness Programs:
During student orientations held before and during each semester, students are informed of services offered by the offices of the Campus Police, Risk Management and the SEAP/SARC offices. Various campus events and presentations outline ways to maintain personal safety and security. Students are told about crimes on campus and in residence housing during these orientations and given suggestions on how to avoid becoming a victim of crime. Crime prevention programs and sexual assault prevention programs are offered on a continual basis and by special request to individual departments.

Crime prevention and awareness at CTC requires the involvement of all members of the college community. The campus police strive to provide leadership and direction for this effort through programs ranging from crime prevention seminars training and presentations; to on-site inspections. CTC police officers participate in many crime prevention and awareness presentations each academic year.

Campus police crime prevention programs stress campus community awareness through the dissemination of materials and presentations to familiarize students, faculty and staff of their individual responsibility to help reduce criminal activity. Presentations, posters and handouts are all utilized in an effort to make all members of the campus community aware of the potential for crime. The CTCD website and the CTCD student email Eagle Mail are used for presenting crime information to the campus community which includes the occurrence of serious crimes on campus. Security awareness and crime prevention programs are based upon a dual concept of eliminating and minimizing criminal opportunities when possible and encouraging students, faculty and staff to share safety responsibilities.

Crime prevention and sexual assault programs are presented to students each semester. Topics covered in these presentations include:

- Sex offenses
- How to report offenses
- Who to contact
- How offenders choose victims
- Prevention practices
- Parking lot safety
- What to do if assaulted
- Victim services

Some of the campus events and programs used to disseminate crime information and awareness throughout the school year include the annual pre-spring break DUI Simulator and drunk goggles demonstration. Red Ribbon Week in the fall offers information on drug and alcohol abuse and cessation programs. Annually the campus police and student club groups build and run a haunted house along with food and games for children giving them a safe place to celebrate the holiday.

Operation Identification
To discourage theft on campus, under this program, personal property items are engraved with the owner’s personal identification number.
Campus Escorts
Courtesy escorts are provided to anyone desiring the need for additional safety when walking to or from their class or vehicle.

Vehicle Assistance
The campus police will assist you with your stranded vehicle by providing a courtesy jump start or unlocking it if you accidentally lock your keys inside. Campus police also carry compressed air in case you have a flat tire while on campus.

Child Identification
Complimentary fingerprinting of your child and providing an identification kit in case your child is missing, has run away, or is kidnapped.

Policies on Drug and Alcohol Abuse:
Introduction
You are admitted to Central Texas College for the purpose of educational, social and personal enhancement. As a student, you have certain rights and privileges. With these rights and privileges, you also have certain duties and responsibilities essential for creating an environment in which all students can learn to live productive, fulfilling lives. Substance and alcohol abuse disrupts this environment and threatens not only the lives and well-being of our students, faculty and staff, but also the potential for educational, social and personal enhancement. All members of our college community must take responsibility for preventing substance and alcohol abuse.

In recognition of the problems associated with substance and alcohol abuse, Central Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse, but also education, prevention, intervention, and treatment activities necessary to help eliminate problems that substance and alcohol abuse poses to the college community.

Alcohol Offenses

<table>
<thead>
<tr>
<th>Section</th>
<th>Offense</th>
<th>Offence Class</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>106.05</td>
<td>Possession of Alcohol by Minor</td>
<td>Class C Misdemeanor</td>
<td>Fine $250-$2,000, No more than 180 Days Jail or Both. In addition 8-12 hours Community Service Not Previously Convicted or 20-40 Hours if Previously Convicted DL Suspension for 30 Days No Previous Conviction/ 60 Days One Previous/ 180 Days Two or More Previous</td>
</tr>
<tr>
<td>106.04</td>
<td>Consumption of Alcohol by Minor</td>
<td>Class C Misdemeanor</td>
<td>Fine $250-$2,000, No more than 180 Days Jail or Both. In addition 8-12 hours Community Service Not Previously Convicted or 20-40 Hours if Previously Convicted DL Suspension for 30 Days No Previous Conviction/ 60 Days One Previous/ 180 Days Two or More Previous</td>
</tr>
<tr>
<td>106.02</td>
<td>Purchase of Alcohol by Minor</td>
<td>Class C Misdemeanor</td>
<td>Fine $250-$2,000, No more than 180 Days Jail or Both. In addition 8-12 hours Community Service Not Previously Convicted or 20-40 Hours if Previously Convicted DL Suspension for 30 Days No Previous Conviction/ 60 Days One Previous/ 180 Days Two or More Previous</td>
</tr>
<tr>
<td>106.025</td>
<td>Attempt to Purchase Alcohol by Minor</td>
<td>Class C Misdemeanor</td>
<td>Fine $250-$2,000, No more than 180 Days Jail or Both. In addition 8-12 hours Community Service Not Previously Convicted or 20-40 Hours if Previously Convicted DL Suspension for 30 Days No Previous Conviction/ 60 Days One Previous/ 180 Days Two or More Previous</td>
</tr>
<tr>
<td>106.07</td>
<td>Misrepresentation of Age</td>
<td>Class C Misdemeanor</td>
<td>Fine $250-$2,000, No more than 180 Days Jail or Both. In addition 8-12 hours Community Service Not Previously Convicted or 20-40 Hours if Previously Convicted DL Suspension for 30 Days No Previous Conviction/ 60 Days One Previous/ 180 Days Two or More Previous</td>
</tr>
<tr>
<td>106.041</td>
<td>DUI Minor</td>
<td>Class B Misdemeanor</td>
<td>$500-$2,000, No more than 180 Days Jail or Both. In addition 20-40 Hours Not previously Convicted or 40-60 Hours Community Service if Previously Convicted</td>
</tr>
</tbody>
</table>

Education, Prevention and Treatment:
Central Texas College is committed to providing comprehensive drug education and prevention programs, as well as early intervention and referral services. In support of this commitment, Central Texas College has established the Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC), located in Building 158, to provide information and assistance to the college community. Through this program, Central Texas College will provide educational support programs which will assist in prevention of alcohol and substance abuse activities.

Central Texas College recognizes the importance of treatment services in assisting faculty, staff and students in overcoming substances and alcohol abuse problems. Assessment and intervention services for students and staff are available through the Student and Employee Assistance Program/Substance Abuse Resource Center (SEAP/SARC). If further treatment is necessary, staff and students may be referred to outside counselors and programs. Active duty military and their dependents may seek assistance through the on-post alcohol and Drug community Activity Division. Information relating to these outside agencies may be requested from the office of the Substance Abuse Resource Center or the appropriate Campus Dean. All contacts are confidential and will not be the basis of disciplinary charges. Faculty and staff seeking outside assistance may contact the Insurance Claims Office to check on health insurance coverage.
Health Risks:
Controlled substances of dangerous drugs as defined by law include, but are not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, and barbiturate. Physical and mental health risks are associated with abuse of these substances. Depending on the drug of abuse, health risks include, but are not limited to:

**Physical**
- Altered heart rate
- Reduced concentration
- Hepatitis
- Altered blood pressure
- Stroke
- Birth defects
- Coma and Death
- Spread of disease through needle sharing

**Mental**
- Impaired memory
- Lung/pulmonary system damage
- Reduces coordination
- Psychological dependence
- Psychosis
- Delusion
- Paranoia

Legal Aspects & Consequences:
Faculty, staff and students of Central Texas College are expected to abide by local, state and federal laws pertaining to controlled substances and illegal drugs, to include the illegal use of approved drugs. More specifically, the Institution prohibits the manufacturing, possessing, having under control, selling, transmitting, using, or being party to any illegal drug activities, possession of drug paraphernalia on college premises or at college sponsored activities.

The term “controlled substance” when used in this policy shall refer to those drugs and substances whose, possession, sale or delivery results in criminal sanctions under the Texas Controlled Substances Act, as well as substances that possess a chemical structure similar to that of a controlled substance.

Also prohibited is the manufacture, possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any college-owned or operated facility or at any college sponsored event except when specifically approved by the Chancellor or Board of Trustees of the College District.

Criminal Penalties:
**Illicit drugs**
Drug Possession and Sales vary according to placement of the drug on schedules and amount in possession – Up to $10,000 fine and/or 5-99 years in jail.

All minors convicted for alcohol-related offenses can result in the suspension of or denial of a driver’s license. Penalties may be enhanced for previous convictions on alcohol-related offenses including up to 180 days jail. Penalties for alcohol crimes are governed by the Texas Alcohol Beverage Code (TABC) Section 101.

Institutional Disciplinary Process on Alcohol and Drug Abuse:
Institutional disciplinary charges may be brought against faculty, staff and students alleged to have violated institutional regulations and/or local, state or federal laws. Violations of any state or federal laws that occur off campus, if the continued presence of the individual is likely to interfere with the educational process and the orderly operation of the institution, the institution reserves the right to perform its own disciplinary action independently of governmental or state charges or prosecution. The institution also has no obligation to await the outcome of governmental prosecution before taking its own disciplinary action. Institutional disciplinary proceedings will be in accordance with procedures outlined in the Student Handbook (for students) and the CTCD Personnel Policy and Procedures Manual (for employees).

Disciplinary action cases involving drug- or alcohol-related situations by students may result in suspension, dismissal or expulsion depending on the nature and seriousness of the case. Voluntary admission to a substance abuse treatment program prior to issuance of charges may be looked upon favorably in disciplinary cases. Participation in a substance or alcohol abuse educational program may be required in addition to other sanctions. Any disciplinary action by the college may proceed and be in addition to any penalty imposed by off-campus authority. Possible actions for violations of campus policies/regulations and/or violations of local, state or federal laws include:

- Warning
- Reprimand
- Suspension
- Probation
- Expulsion
- Restitution
Addiction Prevention Programs:
The Student and Employee Assistance Program (SEAP) and Substance Abuse Resource Program (SARC) is located in building 158 on central campus and offers assessment, referral and short-term counseling in the following areas to students, employees and faculty:

• Substance abuse education and preventive measures
• Anxiety/stress management
• Personal loss/grievance
• Interpersonal/partner Relationship Issues
• Depression management
• Career, educational and guidance
• Issues-related group (may be gender-related)

The SEAP/SARC is a Liaison Among the Following Agency Hotlines:

• Suicide prevention
• Alcohol and drug abuse
• STD-VD helpline
• AIDS helpline

The SEAP/SARC is committed to providing students, employees and faculty members with the highest, most confidential services. Please do not hesitate to contact the CTCD SEAP/SARC office at 254-526-1166 to gain access to or for further information on the above on-campus services or off-campus referrals.

Annual Fire Safety Report Overview:
The Higher Education Opportunity Act of 2008 (HEOA) was signed into law in August 2008 and requires that all academic institutions provide an annual fire safety report outlining fire safety practices, standards, and fire incident statistics. By October 1 of each year, the Annual Security and Fire Safety Report must be distributed to all enrolled students and current employees. Distribution may be by direct mailing, campus mail, and/or electronic mail. The Annual Security and Fire Safety Report are posted on the CTCD web site at www.ctcd.edu. The following information relates to all on-campus residences of the Central Texas College, central campus.

General Information on Fire Safety:
Central Texas College, central campus, has a coed resident housing, Morton Hall, at capacity houses up to 125 residents and is open to all CTC students.

Morton Hall residence housing is equipped with portable fire extinguishers, heat/smoke detectors, and visual/audible fire alarm systems. Emergency evacuation maps are installed in each hallway and restroom on each floor to direct occupants to emergency exits.

All residents are requested to notify the Resident Advisor (RA) if there are problems with heat/smoke detectors or if a fire extinguisher has been discharged. All residents and resident housing staff receive fire safety training at the beginning of each academic year with training reviewed regularly with residents and staff. Fire drills are conducted at least once each semester.

Basic fire safety information is offered to all new and continuing employees. All buildings on campus are equipped with portable fire extinguishers, smoke detection and visual/audible fire alarm systems. Emergency evacuation maps are installed in each room or hallway to direct occupants to emergency exits. Fire drills are conducted at least once each semester.

All of the respective information contained in the CTC Fire Safety Report is available by:
1. Visiting or contacting the Campus Police Department @ 254-526-1427 or
2. Contacting the Director of Risk Management @ 254-526-1347
3. Online at the CTCD website @ www.ctcd.edu
On-Campus Residence Fire Related Policies and Procedures:
Fires and Fire Alarms - Actual or False – CTCD Safety Policy
Once a building fire alarm has been activated, notify the Campus Police. The Building Coordinator, with the assistance of staff members, shall initiate evacuation of all offices, classrooms, restrooms, hallways and labs. Evacuation should be effected regardless of whether or not a fire actually exists. Personal safety will take precedence over checking each room. Specific fire related policies can also be reviewed via the Housing and Risk Management webpages.

In accordance with the Clery Act of 1991 and HEO requirements of 2008, Central Texas College Police Department maintains a hard copy daily crime activity log and a fire log. For more information on these logs or any other crime or safety information please contact the campus police at 254-526-1427.

Resident Housing Fire Safety:
1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. If a minor fire appears controllable, immediately activate the building fire alarm and call Campus Police, promptly direct the charge of the fire extinguisher toward the base of the fire while keeping your back to a usable exit route.
3. If an emergency exists, activate the building fire alarm and evacuate the building.
4. On fires that do not appear controllable, immediately activate the fire alarm.
5. Evacuate all rooms, and if possible close all doors and windows to confine the fire and reduce oxygen - DO NOT LOCK DOORS. Call Campus Police and 911.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same, do not use elevators.
7. Assist disabled persons in exiting the building. DO NOT USE THE ELEVATORS DURING A FIRE. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
8. Once outside, move to the designated gathering area and stay at least 300 feet away from the affected building.
9. Keep streets, fire hydrants, and walkways clear for emergency vehicles and crews.
10. Assist emergency crews if requested.
11. Keep clear of any emergency Command Post unless you have official business.

Never Use A Water Fire Extinguisher On An Electrical Fire.

Never Use ANY Extinguisher On A Grease Fire, Only Those Specified For Grease Fires.

Do NOT Return To An Evacuated Building Until The All Clear Signal Is Given By The Campus Police Or Their Designee

NOTE: If you become trapped on the second floor of a building during a fire and a window is available, place an article of clothing on the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout or make a loud noise at regular intervals to alert emergency crews of your location.

Compliance with the Texas fire Escape Law, Penal Code, Chapter Five - Fire Escapes - Violation of Fire Escape Law.
Owners (occupants) of any building required by law to be equipped with adequate fire escapes who shall fail or refuse to comply with any provision of the statutes regulating fire escape or any person who shall obstruct any fire escape or hallway or entrance leading thereof, so as to prevent free access to or use of either, shall be fined no less than twenty dollars nor more than fifty dollars. Each day of failure or refusal to comply with any provision of said law is a separate offense.
Smoking and Fire Safety:
1. Smoking and tobacco use is prohibited in all campus buildings and outdoors on campus grounds excluding in the passenger compartment of personally owned or leased vehicles.
2. No student is allowed to store or ignite combustible materials in the residence housing. Candles, any open flames, and burning incense are strictly prohibited in all areas of the residence housing to include rooms.
3. Barbecuing is permitted by staff only in designated outdoor areas. No barbecue grills may be stored in residence hall.
4. Fire drills are conducted periodically to familiarize students with emergency evacuation procedures. All residents must evacuate immediately. Residence housing staff members will enter rooms to ensure compliance.
5. Tampering with fire equipment or failure to evacuate will result in a fine and/or termination of the housing contract.
6. Students needing special assistance during fire alarms evacuations or other emergencies are requested to notify the RM or RA during their initial check-in to Morton Hall resident housing.

Refrigerator - Microwave Unit:
A combination refrigerator – microwave unit (Micro-Fridge) is provided with each dorm room. Cooking is only permitted in the Micro-Fridge.

For safety reasons, the following items are **not allowed** in any dorm room:

1. coffee pots
2. hot plates
3. slow cookers
4. rice cookers
5. steamers
6. toasters
7. electric grills
8. refrigerators and microwaves other than the micro-fridge provided by the college
9. open flames from any cooking source, candle, etc.

The possession and/or detonation of any explosive device, including all forms of fireworks is strictly prohibited anywhere on campus, including residence housing. Nothing which would constitute a fire hazard shall be kept on the premises of any CTCD property including residence housing.

Housing Health and Safety Checks:
Residential managers (RM) or residential assistants (RA) will enter all rooms in the dormitories to check fire safety equipment, clear paths for egress from the room and see that there are no prohibited appliances or electrical devices present which are not approved for dorm use. The Housing Manager will conduct similar inspections of residence housing at their discretion.

CTCD Plans for Future Fire Safety Improvements:
CTCD is committed to providing a safe and secure environment for students to live and learn and is currently in the primary stages of upgrading the entire Campus infrastructure to include: additional exterior lighting and replacing old outdated lighting, replacing sewage lines, replacing and upgrading HVAC systems and heating systems throughout campus. CTC main campus ensures that at a minimum, one fire evacuation drill is conducted in each building on campus once a year, including on-campus resident housing.