

CENTRAL TEXAS COLLEGE

ANNUAL SECURITY REPORT
2008, 2009, 2010

Crime Statistics and Fire Safety Report

General Information

Police

The office of the Campus Police is located in Building 137, directly behind the Student Services (registration) Building 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 cellular phone, dial 526-1427.

Emergency Medical Calls

The Central Texas College 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. The campus is serviced by the Killeen Fire Department's EMS ambulance services in cases of medical emergencies.

Fire

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

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 office of the Campus Police at 526-1427. The Central Texas College Police Department also disseminates crime information through the *Campus Crime Alert Bulletin*, as a part of the CTCPD Community Oriented Policing Program.

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 that is 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 housing units and dorms.

Nothing which would constitute a fire hazard shall be kept on the premises of any CTCD on-campus housing unit or dorm.

Health and Safety Checks

Residential managers or residential assistants 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 married student/single parent 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. Future plans include installing visible exterior strobe lights on buildings which once the fire alarm within the building is activated, the exterior lights flash indicating a possible or suspected fire exists within the building.

Central Texas College has also adopted a “SEE IT, SAY IT” initiative for any and all real or suspected incidences occurring on campus which come to the attention of students, faculty and staff. Everyone is encouraged to get involved with campus safety and security initiatives in ensuring our campus remains a safe and secure place to live and learn.

COMPLIANCE WITH THE TEXAS FIRE ESCAPE LAW, PENAL CODE, CHAPTER FIVE----FIRE ESCAPES - VIOLATION OF THE FIRE ESCAPE

LAW. Owner (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 failure or refusal to comply with any provision of said law is a separate offense.

ON-CAMPUS RESIDENCE LOCATION	# OF FIRE DRILLS PER YEAR	COMPLIANCE %	AVERAGE EVACUATION TIME
MORTON HALL DORMITORY BUILDING 120	2008 - 1	100%	8 min 23 sec
	2009 - 3	100%	3 min 50 sec
	2010 - 4	100%	2 min 44 sec

In accordance with the Clery Act and HEOA requirements, Central Texas College Police Department maintains a 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.

Smoking and Fire Safety

- 1) Smoking is prohibited in all areas of Morton Hall. There is a designated smoking area outside Morton Hall.
- 2) Smokers are required by Federal law to stay at least 50 feet from any building entrance.
- 3) No student is allowed to store or ignite combustible materials in the residence hall. Candles, any open flames, and burning incense are strictly prohibited in all areas of the residence hall to include rooms.
- 4) Barbecuing is permitted by staff only in designated outdoor areas. No barbecue grills may be stored in residence hall rooms.
- 5) Fire drills are conducted periodically to familiarize students with emergency evacuation procedures. All residents must evacuate immediately. Residence hall staff members will enter rooms to ensure cooperation.
- 6) Tampering with fire equipment or failure to evacuate will result in a fine and/or termination of the housing contract.
- 7) Students needing special assistance during fire alarms or emergencies are requested to notify the RM or RA during their initial check-in to Morton Hall.

POLICIES

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Central Texas College Administration or the Chief of Police, which constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college faculty/staff email system, on the CTC Campus Police web page and the campus student newsletter, "The Buzz".

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the campus community and its individuals, the Office of the Campus Police may also post a notice on the CTC web site at: www.ctcd.edu, providing the college community with more immediate notification. In such instances, a copy of the notice is posted in Morton Hall dormitory, building 120; made available to all residents of Married Student and Single Parent Student Housing; and also available at the Office of the Campus Police. Anyone with information warranting a timely warning should report the circumstances to the Campus Police, by phone (254) 526-1427 or (254) 526-1200 or in person at the Campus Police Department, building 137, directly behind Student Services building 119 on Main Campus.

Reporting Annual Disclosure of Crime Statistics

The Central Texas College Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at http://www.ctcd.edu/police/crime_fire_stats.pdf. You will also be able to connect to our site via the CTCD Home page at www.ctcd.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus.

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, faculty, staff advisors to students and/or student organizations), and local law enforcement agencies.

Yearly, campus crime statistics are made available to all enrolled students, faculty, staff and all prospective students via the Central Texas College Class Schedule Bulletin, the CTC Student newsletter and distributed through a campus wide memorandum. Anyone may obtain a copy of the campus crime statistics report at the office of the Campus Police during normal business hours.

CENTRAL TEXAS COLLEGE

CRIME STATISTICS REPORT – CENTRAL CAMPUS – YOUR RIGHT TO KNOW

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

TOTAL CRIMES REPORTED FOR: (includes attempts)	ON-CAMPUS PROPERTY			NON-CAMPUS PROPERTY			PUBLIC PROPERTY			
	Report Year	2008	2009	2010	2008	2009	2010	2008	2009	2010
Crime Category/Offense										
Murder	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
<i>Sex Offenses</i>										
Forcible	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	1*	1*	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	1*	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0	0
TOTALS	1	1	1	0	0	0	0	0	0	1

*Denotes incidences occurring within residential facilities

TOTAL HATE CRIMES REPORTED BY PREJUDICE	ON-CAMPUS PROPERTY			NON-CAMPUS PROPERTY			PUBLIC PROPERTY			
	Report Year	2008	2009	2010	2008	2009	2010	2008	2009	2010
Prejudice Types										
Race	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	1	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0	1	0	0	0

*Denotes incidences occurring within residential facilities

On-Campus Residence Fire Related Policies

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 web links.

NEVER USE A WATER FIRE EXTINGUISHER ON AN ELECTRICAL FIRE. NEVER USE ANY EXTINGUISHER ON A GREASE FIRE ONLY THOSE SPECIFIED FOR GREASE FIRES.

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.
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. Keep streets, fire hydrants, and walkways clear for emergency vehicles and crews.
9. Assist emergency crews if requested.
10. Keep clear of any emergency Command Post unless you have official business.

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.

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 Crime Statistics and Fire Safety Report are posted on the CTCD web site at http://www.ctcd.edu/police/crime_fire_stats.pdf.

The following information relates to all on-campus residences of the Central Texas College, central campus.

General Information

Central Texas College, central campus, has a total of 14 on campus student housing facilities. They include one coed dormitory facility, Morton Hall which at capacity houses up to 125 students and Married Student/Single Parent Housing. MSH, as it is referred to, contains 13 fourplex one and two bedroom apartment buildings. MSH also serves as housing for students, faculty and staff.

Morton Hall and MSH are 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 hall 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 academic/administrative buildings are equipped with portable fire extinguishers, smoke detection and visual/audible fire alarm systems.

Emergency evacuation maps are installed in each 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 @ 254-526-1396 or
3. Visiting our website @ ctcd.edu

ARRESTS OR DISCIPLINARY REFERRALS ON SELECT OFFENSES	ON-CAMPUS PROPERTY			NON-CAMPUS PROPERTY			PUBLIC PROPERTY		
	Report Year	2008	2009	2010	2008	2009	2010	2008	2009
Violation Types									
<i>Liquor Violations</i>									
Arrests	0	0	1	0	0	0	0	1	0
Referrals	4	0	2	0	0	0	0	0	0
<i>Drug Violations</i>									
Arrests	0	1*	1	0	0	0	0	1	0
Referrals	0	0	0	0	0	0	0	0	0
<i>Weapons Violations</i>									
Arrests	0	0	0	0	0	0	0	0	0
Referrals	1	0	2	0	0	0	0	1	1
TOTALS	5	1	6	0	0	0	0	3	1

*Denotes incidences occurring within residential facilities

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.

To Report a Crime

To report a crime on campus contact the Campus Police Department at 254-526-1427 or 526-1200 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in parking lots, in buildings, wandering hallways or loitering around vehicles, inside buildings or around Resident Hall or Married Student Housing should be reported to the police department immediately. In addition you may report a crime to the following areas who will refer you to the campus police officer:

Kerstin Brooks, Director, Student Life and Activities	Building 106	526-1259
John Hunt, Dean, Central Campus	Building 121	526-1116
Dr. Gerald Mahone-Lewis, Coordinator SARC/EAP	Building 119	526-1166
Deborah Shibley, Director of Risk Management	Building 108	526-1347

For off campus crime reporting options contact the Killeen Police Department at 254-526-8311 and/or the Copperas Cove Police Department at 547-1693.

When a Central Texas College student is involved in an off-campus offense, 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. Central Texas College 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 have primary jurisdiction in all areas off campus, CTC officers can and do respond to incidents that occur in close proximity to campus.

CTC police officers have direct radio communications with both city police departments, fire departments, and ambulance services to facilitate rapid response in any emergency situation. Any student who violates the CTC Student Code of Conduct will be subject to disciplinary action up to and including expulsion from college. Students whose behavior constitutes a violation of both the College Code and Federal, State or Local Law may be accountable to both the College and civil authorities. Disciplinary action at the College will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending. For more information refer to the CTC Student Handbook.

Policy Addressing Confidential Crime Reporting

The Central Texas College Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the CTCPD cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other authorities listed above and referred back to the police for action.

Security & Access

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

Residence halls are 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. Examples are the Physical Fitness Center and Natatorium, the Learning Resource Center, the Library and the Student Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Normal campus business hours are Monday through Thursday, 7:30 am to 5:30 pm and 7:30 am to 11:30 am on Friday. Under normal circumstances, buildings containing classrooms are opened by the Campus Police or custodial personnel by 6:30 am and secured

(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.

(f) 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.

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

The authority for campus security at Central Texas College is:
 Mary G. Wheeler
 Chief of Police

ANNUAL CAMPUS FIRE SAFETY REPORT – CENTRAL CAMPUS – 2008, 2009, 2010

ON CAMPUS RESIDENCE	ADDRESS	TOTAL FIRES	DATE AND TIME OF FIRE	FIRE CAUSE/ VALUE OF PROPERTY DAMAGE	#INJURED REQUIRING MEDICAL TREATMENT AT MEDICAL FACILITY	3 DEATHS RELATED TO FIRE
HOUSING	8-C Resident Drive	1	11/28/09 2203 hrs	Electrical/ \$100	0	0

MSH - acronym for Married Student Housing/Single Parent Housing

Please do not hesitate to contact the CTC SARC office at 254-526-1166 to gain access to or for further information on the above on-campus services.

Sex Offender Registration Information

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 at the Office of the Campus Police located in building 137, directly behind Student Services, building 119.

In addition, a list of all registered sex offenders in Texas is available from The Texas Department of Public Safety Sex Offenders website at https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx.

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.

Registration of Workers or Students at Institutions of Higher Education

Article 62.153 states:

(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:

by 10:30 pm, excluding weekends, some restrictions and/or limitations apply. Weekend openings and closings are determined by the Director of Student Life Activities and require prior written approval. All faculty, staff and students of CTC 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 anytime while on CTC property to show their identification card. Anyone requested by Campus Police to show an identification card 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 these reasons. If Campus Police determine that any such explanations are insufficient they reserve the right to request the person leave the premises.

Emergencies may necessitate changes or alterations to any posted building/classroom openings or closings. Areas that are revealed as problematic have security surveys 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 lake area and the CTC duck pond, are restricted access areas during hours of darkness 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 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 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 526-1347.

Campus Police Authority and Jurisdiction – Texas Education Code

The Central Texas College Police 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 disciplinary division of the Student Life office. 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 are reported to the Campus Police Department and joint investigative efforts with investigators from CTCPD and both the cities of Killeen and Copperas Cove are deployed to solve these serious felony crimes when 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, depending on the location of the offense.

Campus Police personnel work closely with local, state, and federal police agencies and 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 state and federal agencies, The Central Texas College Police Department maintains an 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 west bound by Residence Drive, east to Clear Creek Drive, south to Bell Tower Drive, and north to US 190. Any college owned or leased property in outlying areas is patrolled jointly by both college and city police.

CTC Police Officers also provide first responder services to the campus community by the use of first aid, CPR and AED until arrival of a local EMS provider.

Procedures for Reporting a Crime or Emergency

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 crime or other emergency on campus dial CTCPD at 526-1427 or X1427 from any interior on-campus telephone. All CTCPD incident reports involving students enrolled in classes at CTC are forwarded to the Director of Student Life and Activities for review and potential disciplinary action. If a sexual assault or rape should occur, staff on the scene, including CTCPD, will offer the victim a wide variety of services.

CTCD employs an on-campus counselor for assistance in dealing with a variety of crisis, however all reports of criminal activity will be 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 Activities for review. When a potentially

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 Manual (for faculty and staff). Voluntary admission to a substance abuse treatment program prior to issuance of charges may be looked upon favorably in disciplinary cases. Disciplinary action cases involving drug or alcohol related situations by students will result in suspension, dismissal or expulsion, depending on the nature and seriousness of the case. Participation in a substance or alcohol abuse educational program may be required in addition to other sanctions. Any disciplinary action by the college may precede 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

Prevention Programs

SARC, located in Bldg 119, Room 116 on Central Campus, Killeen, TX 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 SARC is a liaison among the following agency hotlines:

- Suicide Prevention
- Alcohol and Drug Abuse
- STD-VD Helpline
- AIDS Helpline

The SARC is committed to providing students, employees and faculty members with the highest, most confidential service.

Legal Aspects/Consequences

Faculty, staff, and students of Central Texas College are expected to abide by local, state and federal laws and campus regulations pertaining to controlled substances and alcohol possession/consumption. More specifically, the Institution prohibits "manufacturing, possessing, having under control, selling, transmitting, using or being party thereto to any illegal drug, controlled substance, drug paraphernalia, and alcohol on college premises or at college sponsored activities."

The term "controlled substance" when used in this context shall refer to those drugs and substances whose manufacture, possession, sale or delivery results in criminal sanctions under the Texas Controlled Substance Act, Chapter 481, as well as substances which possess a chemical structure similar to that of a controlled substance. Penalties for drug possession are governed by the Texas Health and Safety Code, Subtitle C, specific penalties may vary depending on the type of drug and amount seized. Additional information concerning other federal, state and local violations and consequences can be found at the Central Texas College Police Department.

Penalties

Illicit Drugs

Drug Possession/Sale	Varies according to placement of the drug on schedules and amount in possession.	Up to \$10,000 fine and/or 5-99 years in jail
----------------------	--	---

Alcohol

Minor in Possession	Class C Misdemeanor	Up to \$500 fine
Minor Consumption	Class C Misdemeanor	Up to \$500 fine
Purchase by/or attempt to	Class C Misdemeanor	Up to \$500 fine
Misrepresentation of Age	Class C Misdemeanor	Up to \$500 fine
DUI/Minor	Class C Misdemeanor	Up to \$500 fine
Consumption near schools	Class C Misdemeanor	Up to \$500 fine

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 but not limited to up to 180 days jail. Penalties for alcohol crimes are governed by the Texas Alcohol Beverage Code (TABC) Section 101.

Institutional Disciplinary Process

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

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 appropriate means.

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

Crimes should be reported to the CTC Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

Safety and Security Awareness Programs

During student orientations, students are informed of services offered by the CTC Police Department and the Office of Risk Management. Video presentations outline ways to maintain personal safety and security. Students are told about crimes on-campus and in residence halls and housing facilities. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis and by special request.

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

CTCPD 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 activities. 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 CTC Student newsletter *The Bell Tower Buzz* and the CTC Student email newsletter *In the Loop*, are used for presenting crime information to the campus community which includes the occurrence of serious crimes on the 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:

- Sexual offenses
- How to report offenses
- Who to contact
- How offenders choose victims

- Prevention practices
- Parking lot safety
- What to do if assaulted
- Victim services

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 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.

Operation H.E.A.T

A statewide motor vehicle registration program administered by the Texas Department of Public Safety that helps law enforcement officials identify stolen vehicles.

Drug Abuse and Alcohol

Introduction

Students are admitted to Central Texas College for the purpose of education, social and personal enhancement. As students they have rights and privileges as prescribed by the State and Federal constitutions, and statutes and policies of the Board of Trustees of the Central Texas College District. With these rights and privileges, students also have certain duties and responsibilities essential for creating an environment where all students can learn how 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 education, social and personal enhancement. It is, therefore, important for all members of the college community to take responsibility in preventing substance and alcohol abuse.

In recognition of 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 attempts to eliminate problems that substance and alcohol abuse pose to the college community.

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 Substance Abuse Resource Center in the Student Services, Building 119, room 203, on central campus to provide information and assistance to the college community. Through the 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 substance and alcohol abuse problems. Assessment and intervention services for students and staff are available through the Substance Abuse Resource Center in the Student Services building. 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 Drug Community Activity Division. Information relating to these outside agencies may be requested from the office of the Substance Abuse Resource Center or appropriate Campus Dean. All contacts are confidential and will not be the basis of disciplinary action. Faculty and staff seeking outside assistance may contact the Insurance Claims Office to check health insurance coverage. Counseling assistance services is also available for students who are the victim or alleged victim of sexual assault or other sex offenses up to and including changing academic and living situations after an alleged sexual assault incident, if so requested by the victim.

Health Risks

Controlled substances or dangerous drugs as defined by law include, but are not limited to marihuana, any narcotic drug, hallucinogens, stimulants, depressants, amphetamines and barbiturates.

Physical and mental health risks are associated with abuse of these substances. Depending on the drug of abuse, threat risks include:

Physical

Altered heart rate
Lung/pulmonary system damage
Hepatitis
Altered blood pressure
Stroke
Birth defects
Paranoia
Spread of disease through needle injection

Mental

Impaired memory
Reduced concentration
Reduces coordination
Psychological dependence
Psychosis
Delusion
Coma and Death