

**ANNUAL
SECURITY &
FIRE SAFETY
REPORT**



2021, 2022, 2023

Killeen Central Campus

Fort Cavazos Campus

Service Area Sites:

Marble Falls

Fredericksburg

Lampasas

Gatesville

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 own safety and security. The CTCD Police Department (CTCD PD or Campus Police), in conjunction with other college offices, is responsible for preparing and distributing the *Annual Security and Fire Safety Report*. Originally known as the Campus Security Act, the federal law is intended to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 USC§1092(f) of 1990*. The annual security and fire safety report is available on the CTCD website at <https://www.ctcd.edu>.

Report 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 CTCD Police Department, Building 211, on central 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 and employees and anyone requesting the information. Campus security policies are updated yearly; last update: 10/01/2024 for reporting years, 2021-2023.

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 CTCD PD.

Reporting Crimes on Campus:

General Information - Central Campus:

Campus Law Enforcement

CTCD law enforcement service is delivered by the CTCD Police Department and is located on central campus in Building 211, directly behind the Enrollment Center (Bldg. 209). 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

CTCD campus 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 9-1-1. In cases of medical emergencies, the campus is serviced by both the Killeen Fire Department and Copperas Cove Fire Department EMS ambulance services.

Fire Emergencies

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 9-1-1. In cases of fire emergency, the campus is serviced by both the Killeen Fire Department and the Copperas Cove Fire Department.

Crime Reporting

All incidents of crime, alleged crime, sexual assault, rape, date rape or other sexual misconduct, dating violence, domestic violence, and stalking 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 generally available through the Public Information Act. For more information or to report crime or criminal activity on campus, contact the campus police at (254) 526-1427.

Reporting Crime on Campus - *Emergencies Dial 9-1-1:*

To report a crime on central campus contact the CTCD Police Department at (254) 526-1427 or (254) 526-1200 (non-emergencies) or ext. 1427 from any interior on-campus telephone; 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 campus 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.

You may also report crime or alleged 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. See page 9 for more information about our CSA's which include:

Director, Student Life and Activities	Roy J. Smith Student Center, Building 220	(254) 526-1259
Dean of Student Success & Persistence	Roy J. Smith Student Center, Building 220	(254) 526-1293
Dean of Academic Instruction	Computer Science, Building 214	(254) 526-1116
Dean of Career and Technical Instruction	Computer Science, Building 214	(254) 616-3355
Title IX Coordinator	Technology Center, Building 267	(254) 501-3028
Director, Wellness and Counseling Services	Wellness and Counseling Services, Building 264	(254) 526-1166
Director, Disability Support Services	Student Services, Building 215	(254) 526-1291
Chief Human Resources Officer	Nursing & Allied Health, Building 557	(254) 526-1128

Off Campus Crime Reporting Agencies:

Central Campus

Killeen Police Department: (254) 501-8830

Copperas Cove Police Department: (254) 547-4272

Fort Cavazos Campus

Fort Cavazos Military Police: (254) 287-4001

Central Texas College Building 3200/3201 & 335, Fort Cavazos, TX 76544

Jacqueline Haire, Dean and Campus Security Authority, (254) 526-1904

Service Area Campuses Crime Reporting Agencies and Campus Security Authorities:

Marble Falls

Contact Marble Falls City Police Department at (830) 693-3611

Central Texas College in the Frank Fickett Center

806 Steve Hawkins Parkway, Suite 115, Marble Falls, TX 78654

Jennifer Cowfer, Site Director and Campus Security Authority, (254) 616-3326

Gatesville

Contact Gatesville Police Department at (254) 865-2226

Central Texas College Center

1500 State School Road, Gatesville, TX 76598

Tara Lukehart, Site Director and Campus Security Authority, (254) 526-1973

Lampasas

Contact Lampasas Police Department at (512) 556-6235

Central Texas College Center/Lampasas County Higher Education Center (LCHEC)

208 East Avenue B, Lampasas, TX 76550

Janice Allen, Site Director and Campus Security Authority, (512) 734-5719

Fredericksburg

Site closed and ceased to exist effective August 31, 2024



CRIME STATISTICS REPORT – CENTRAL CAMPUS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	2	0	0	0	0	0	0	0	0	0
Fondling	0	0	2	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	1	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	1	1	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

VAWA OFFENSES REPORTING TABLE – CENTRAL CAMPUS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Domestic Violence	0	0	0	0	0	0	0	0	0	0	1	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE – CENTRAL CAMPUS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Arrests: Weapons: Carrying, Possessing, Etc.	0	1	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	1	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	1	4	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	2	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES REPORTING TABLE – CENTRAL CAMPUS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Hate Crimes	1	0	0	0	0	0	0	0	0	0	0	0

CRIME STATISTICS REPORT – FORT CAVAZOS CAMPUS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Murder / Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Rape	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Fondling	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Incest	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Statutory Rape	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arson	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

VAWA OFFENSES REPORTING TABLE – FORT CAVAZOS CAMPUS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Domestic Violence	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Dating Violence	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Stalking	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE – FORT CAVAZOS CAMPUS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arrests: Drug Abuse Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arrests: Liquor Law Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

HATE CRIMES REPORTING TABLE – FORT CAVAZOS CAMPUS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Hate Crimes	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

CRIME STATISTICS REPORT – MARBLE FALLS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Murder / Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Rape	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Fondling	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Incest	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Statutory Rape	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Burglary	1	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arson	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

VAWA OFFENSES REPORTING TABLE – MARBLE FALLS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Domestic Violence	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Dating Violence	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Stalking	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE – MARBLE FALLS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arrests: Drug Abuse Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	1	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arrests: Liquor Law Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

HATE CRIMES REPORTING TABLE – MARBLE FALLS

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Hate Crimes	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

CRIME STATISTICS REPORT – FREDERICKSBURG

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Murder / Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Rape	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Fondling	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Incest	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Statutory Rape	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arson	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

VAWA OFFENSES REPORTING TABLE – FREDERICKSBURG

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Domestic Violence	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Dating Violence	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Stalking	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE – FREDERICKSBURG

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arrests: Drug Abuse Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arrests: Liquor Law Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

HATE CRIMES REPORTING TABLE – FREDERICKSBURG

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Hate Crimes	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

CRIME STATISTICS REPORT – GATESVILLE

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Murder / Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Negligent Manslaughter	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Rape	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Fondling	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Incest	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Statutory Rape	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arson	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

VAWA OFFENSES REPORTING TABLE – GATESVILLE

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Domestic Violence	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Dating Violence	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Stalking	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE – GATESVILLE

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arrests: Drug Abuse Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Arrests: Liquor Law Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

HATE CRIMES REPORTING TABLE – GATESVILLE

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

YOUR RIGHT TO KNOW	GEOGRAPHIC LOCATION											
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	On-Campus Property			On-Campus Student Housing Facility			Non-Campus Property			Public Property		
Hate Crimes	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

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.

CRIME REPORT – SERVICE AREA SITE

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

YOUR RIGHT TO KNOW	CRIME STATISTICS			VAWA OFFENSES			ARREST/DISCIPLINARY ACTION			HATE CRIMES		
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
LOCATION												
LAMPASAS	0	0	0	0	0	0	0	0	0	0	0	0

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.

Campus Security Authorities (CSA): 34 CFR 668.46(a):

The following are defined by the *Clery Act* as Campus Security Authorities.

While not defined in statute, regulations provide that CSAs include:

- (i) campus police or security department personnel;
- (ii) individuals with security-related responsibilities; and
- (iii) individuals or organizations identified in institutional security policies as an individual or organization to which students and employees should report criminal offenses.

The definition at § 668.46(a)(iv) states that a CSA also includes an official “who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

What Campus Security Authorities are required to do:

CSA’s 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 CTCD PD. 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 to reporting crimes and/or allegations of crimes to any Campus Security Authority as listed on page 3, reporting can also be made to the following college representatives:

- Faculty Advisors to Student Groups
- Residence Housing Manager (RM)
- Residence Housing Assistants (RA)
- Site Directors
- EEO Coordinator
- Coaches and/or training staff

Pastoral & Professional Counselors:

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

These are two types of individuals who are not campus security authorities **under the Clery Act:**

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 counselor.

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 CTCD Police Department is comprised of 5 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 CTCD 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 murder, rape, aggravated assault, robbery and auto theft that occur on campus must be reported to the campus police and may involve joint investigative efforts between officers from the cities of Killeen and/or Copperas Cove police departments; and information shared to solve these serious felony crimes as warranted. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted through the County or District Attorney’s offices of either county, Bell or Coryell, depending on where the offense occurred on campus.

CTCD PD personnel work closely with local, state and federal police agencies and have a Mutual Aid (inter-agency) Agreement with the Killeen Police Department for combined law enforcement service. CTCD PD officers have direct radio communication with the Bell County Communications Center in Belton, Texas for dispatch services. Central Texas College Central Campus is also a part of the Bell County 9-1-1 Emergency System.

By written agreement with local, state and federal agencies, CTCD PD maintains an inter-agency 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 CTCDPD’s jurisdiction extends from Residence Drive west to the Fort Cavazos 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 local police. CTCD PD 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.

Mutual Aid:

CTCD PD is party to certain mutual aid agreements. This consists of a written Agreement for Inter-Agency Mutual Aid and Cooperation with the Killeen Police Department for providing assistance as needed when critical incidents occur on our campus which exceed our available resources.

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.

“Residential Facilities” for students on campus is a subset of the “On- Campus” category. CTCD central campus in Killeen has one on-campus resident housing facility. Central campus is the only CTCD campus/site with residential housing.

“Non-Campus” is defined as any building or property owned or controlled by a student organization 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.

Policy Statements:

Accurate Reporting of Crimes, Criminal Activity and Emergencies:

The CTCD PD 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 to CTCD PD and safety-related incidents to the office of Risk Management in a timely manner.

This publication focuses on CTCD PD because it patrols the central campus in its entirety. To report a crime on central campus contact CTCD PD at (254) 526-1427 or (254) 526-1200 (non-emergencies) or ext. 1427 from any interior on-campus telephone; dial 9-1-1 for valid emergencies only. All incident reports involving students enrolled in classes at all CTCD Texas campuses are forwarded to the Dean, Student Success and Persistence or Director of Student Life and Activities for review and potential disciplinary action. If a sexual assault or rape should occur, staff including the Title IX Coordinator and campus law enforcement, will offer the victim a wide variety of victim services, to include Title IX supportive services.

The campus community, students, faculty, staff and guests are encouraged to report all crimes and suspected criminal activity directly to CTCD Police immediately. When a crime is reported, an officer will be dispatched to the given location, conduct a preliminary investigation, and prepare a crime report. CTCD Police 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, office of Title IX, or to Human Resource Management, for employee conduct referrals, and/or to the appropriate criminal prosecutor.

CTCD central campus employs an on-campus counselor for assistance in dealing with a variety of crisis. As a matter of common practice, counselors are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics. Reports of criminal activity, even confidential reporting, may be turned over to law enforcement and investigated. The Violations of the law may be referred to law enforcement agencies and when appropriate to the director of Student Life and Activities 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 via OMNILERT.

This publication contains information about on-campus and off-campus resources. That information is made available to provide to the CTCD 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 campus police. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by CTCD PD 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 reported incidents in accordance with CTCD PD 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 departments, such as the office of Student Life and Activities, Title IX, and/ or the Human Resource Management; 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: Any sexual act including Rape, Sodomy, Sexual Assault With An Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.

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, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental 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 age 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.

Incest: Sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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.

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 destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Hate Crime: Any of the aforementioned offenses (except for negligent manslaughter), 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 against the victim. Under the Clery Act the following eight categories of bias are reported:

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 actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

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: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

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.

Reporting Annual Disclosure of Crime Statistics:

The CTCD Police Department 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 viewed at:

<https://www.ctcd.edu/sites/ctcd/assets/File/centralcampus/CampusPolice/annual-security-and-fire-safety-report.pdf>

This report is prepared in cooperation with local law enforcement agencies surrounding central campus and alternate sites and campuses. The offices of the Dean of Student Success, the Director of Student Life and Activities, Wellness and Counseling Services office, Risk Management office, and Disability Support Services (DSS) office 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 CTCD PD, designated campus officials (including but not limited to directors, deans, department heads), Student Life and Activities, Student Success, and local law enforcement agencies. The Wellness and Counseling Services offices 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 Wellness and Counseling Services office has a procedure in place to anonymously capture criminal activity disclosed confidentially during sessions and may report this to the campus police as needed. Crimes reported to campus police will be investigated, 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 211, behind Enrollment Services, Building 209, or by calling (254) 526-1427. All prospective employees may obtain a copy from Human Resources department in Building 557. 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 CTCD PD maintains a “daily crime log” to comply with the Clery Act. The Daily Crime Log is written and updated on a routine basis by CTCD PD personnel, and contains information regarding crimes and other major incidents reported at the College. Public inspection of the CTCD PD 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.

UNFOUNDED CRIMES

YOUR RIGHT TO KNOW	UNFOUNDED CRIMES																	
Report Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Crime Category/Offense	Killeen Central Campus			Fort Cavazos Campus			Marble Falls Site			Fredericksburg Site			Gatesville Site			Lampasas Site		
Rape/Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Emergency Alert and Evacuation Notifications - OMNILERT:

CTCD has implemented a mass emergency notification system on campus to assure campus members are kept informed of campus emergencies. The CTCD mass 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, emergency response, 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 mass emergency notification program and will receive these notifications; however, the individual is responsible for updating personal information, email address and phone numbers. In addition to our mass emergency notification system, you can stay informed with the latest campus closures and inclement weather alerts by calling (254) 501-3100 or following us on X (formerly Twitter), Instagram 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 CTCD 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 Outreach or the Chief of Police normally coordinate efforts to issue emergency alerts 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 Central or Fort Cavazos campus that, in the judgment of the CTCD administration or CTCD 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 CTCD Police Department's web page or the main CTCD web page 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 CTCD web site: <https://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 Residence Hall housing (Building 203) 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 in person at the campus police department (Building 211).

Policy Addressing Off Campus Criminal Activity:

When a CTCD 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. CTCD 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. CTCD police officers can, and do respond to incidents that occur in close proximity to campus. Students 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: <https://www.ctcd.edu/sites/ctcd/assets/File/Student%20Life/student-handbook.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, CTCD PD 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 CTCD PD 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 the Director 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, CTCD campuses (excluding certain housing facilities) will be open to students, parents, employees, contractors and guests. During non-business hours, access to central 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, CTCD will allow admittance to only those faculty or staff members who have a legitimate reason to enter a closed facility on any campus.

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 Planetarium Space Theater, the library and the 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 central campus are Monday through Thursday, 7:30am to 5:30pm and 7:30am to 11:30am on Friday. Fort Cavazos campus and Service Area sites control their own business operating hours.

Administrative buildings and most buildings on central 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. Faculty, staff and students of CTCD are required to obtain a current college identification card and have this card in their possession while on CTCD property. As a security precaution, campus police may request anyone at any time to show their identification card while on CTCD property. Anyone requested by campus police to show identification but who cannot produce one and believes they have a legitimate reason for being on CTCD property, will be asked by campus police to explain those reasons. If campus police determine, by a reasonableness 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:

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Zero Tolerance Policy:

CTCD is a Violence, Weapon, Discrimination and Harassment Free Zone

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The Hierarchy Rule:

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Amendments to College Policies and Regulations:

The policies and regulations of CTCD may be amended from time to time by action of the responsible bodies. Therefore, the documents in this report 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 handbook and the CTCD Human Resources Policies & Procedures Manual, both of which can be found at <https://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. CTCD 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, Staff, and Faculty, who believe that they have been subjected to sexual misconduct, including “date rape,” should report their complaint to the Title IX Coordinator, Campus Police, the Dean of Student Success and Persistence, or Chief Human Resources Officer as soon as possible after the incident occurs. The Title IX Coordinator is located at the Technology Center, Building 267, or call (254) 501-3028. The Dean of Student Success and Persistence is located at the Student Center, Building 220, or call (254) 526-1293. The Chief Human Resources Officer is located in Building 557, or call (254) 526-1128 or to the Campus Police in Building 211, or call (254) 526-1427.

Existing disciplinary and grievance procedures, as well as federal Title IX regulations, will serve as the framework for resolving allegations of sexual misconduct. Students adjudicated of sexual misconduct will be subject to campus disciplinary penalties found in the Student Handbook.

The rights of both the respondent 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 discrimination or harassment or sexual misconduct have the right to file a complaint with the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the college. All complaints of alleged sexual misconduct, harassment or discrimination against students or employees will be promptly investigated under the oversight of the College's Title IX Coordinator. 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. CTCD prohibits retaliation against anyone for reporting discriminating or harassing behavior or for participating in discrimination or harassment investigations or lawsuits.

Formal complaint : a document filed by a complainant (means a document or electronic submission such as by e-mail or through an online portal provided for this purpose by the school) or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.

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.

CTCD 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.

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 the CTCD Human Resources Policies & 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 supportive 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.

Both Victim's & Respondent 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 publicly released information regarding the complaint.
4. Have an advisor of your choice present with you 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 respondent, to tell the respondent's side of the story, and to provide the investigator with the respondent'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 an advisor 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.

Right To Report To Law Enforcement - Emergencies Always Call 9-1-1

CTCD Police:	(254) 526-1427
Killeen Police:	(254) 547-8222
Copperas Cove Police:	(254) 547-8222
Ft. Cavazos Military Police:	(254) 287-4001
Bell County Sheriff:	(254) 933-5412 or (254) 933-5524
Coryell County Sheriff:	(254) 865-7201

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 and Employees:

Larry Murphy, Director, Risk Management, Phone: (254) 501-3028

Email: lmurphy@ctcd.edu

Office location: Technology Center, Building 267, suite 230

Website & Online Confidential Reporting

Form link (copy and paste to your browser): <https://etcentral.ctcd.edu/?isAnonymous=true#form/811>

CTCD Student Success and Persistence:

Julie Starkey, Dean, Phone: (254) 526-1293

Email: Julie.starkey@ctcd.edu

Office location: Student Success and Persistence, Building 220, room 208

Website & Online Confidential Reporting

Form link (copy and paste to your browser): <https://etcentral.ctcd.edu/?isAnonymous=true#form/811>

CTCD Human Resources Management:

Holly Jordan, Chief Human Resources Officer, Phone: (254)-526-1128

Email: Holly.jordan@ctcd.edu

Office location: Nursing and Allied Health Building 557, room C108

CTCD Disability Support Services:

Dr. Christy Shank, Director, Phone: (254)-526-1291

Email: Christy.shank@ctcd.edu

Office location: Disability Support Svc., Student Services Building 215, room 108

CTCD Student Life & Activities:

Mariceli Santiago Cruz, Director and Conduct Officer, Phone: (254)-526-1259

Email: Msantiagocruz@ctcd.edu

Office location: Roy J. Smith Student Center, Building 220, Student lounge, room 134

CTCD Residence Housing Office:

Ethan Tom Weaver, Manager and Conduct Officer, Phone: (254)-526-1790

Email: Ethan.Weaver@ctcd.edu

Office location: Morton Hall, Building 203, Front Desk

On-Campus Confidential Resource:

Wellness and Counseling Services Office:

Nadiya Filimonova, Director and Counselor, Phone: (254)-526-1166

Email: Nadiya.filamonova@ctcd.edu

Office location: Building 264

Resources and links to free on and off campus services:

copy and paste link to your browser: <https://www.ctcd.edu/sites/ctcd/assets/File/Student%20Success%20%26%20Persistence/Campus%20and%20Community%20Resources%202023-2024.pdf>

Off Campus or On-line Resources:

Sexual Assault Prevention & Crisis Services

P.O. Box 12548 Austin, Texas 78711

copy and paste link to your browser: <https://www.texasattorneygeneral.gov/crime-victims>

Crime Victims Compensation: Office of the Attorney General

1-800-983-9933 / P.O. Box 12548 Austin, Texas 78711

copy and paste link to your browser: <https://www.texasattorneygeneral.gov/crime-victims>

Texas Association Against Sexual Assault: 512-474-7190 extension 110

website: www.taasa.org

National Suicide Prevention Lifeline: 988 or 1-800-273-8255

Crisis Text Line - Text "HOME" to 741741 or "HELLO"

National Domestic Violence Hotline: 1-800-799-7233

Policy Addressing Preventing and Responding to Sexual Misconduct:

CTCD is dedicated to creating an environment free from sexual misconduct in any form and providing a safe and reliable environment for reporting all acts in violation of the Title IX regulations. Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. This policy applies to all CTCD employees, students, contractors, volunteers and guests at all CTCD locations in the United States that occur while participating in or attempting to participate in a CTCD educational program or activity on or off campus. CTCD prohibits all forms of sexual misconduct. Such behavior violates the values of the institution and disrupts the living, learning, and working environment for students, faculty, staff, and visitors.

CTCD prohibits discrimination and harassment on the basis of sex, gender identity, pregnancy, and parental status. CTCD also prohibits all forms of sexual misconduct, including but not limited to, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual coercion, and stalking. All interpersonal relationships and interactions – especially those of an intimate nature - must be grounded upon mutual respect, open communication, and clear consent. **Sexual activity must be consensual; otherwise, it is sexual assault.**

All Employees of CTCD are required to promptly report incidents of sexual misconduct or 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. CTCD is committed to addressing and ultimately reducing or eliminating sexual violence by providing resources for prevention, education, support, investigations, and a fair disciplinary process.

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.

Definitions:

Actual Knowledge: Notice of sexual misconduct or allegations of sexual misconduct to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the college.

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.

Complainant: The individual who alleges to be the victim of conduct in violation of the law or CTCD 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.

Examples of indicators that a person is incapacitated and does not have the ability to give proper consent include, but are not limited to:

- under the legal age limit;
- consumption of alcohol, medication or drugs;
- imbalanced or stumbling;
- slurred speech;
- lack of consciousness or inability to control bodily functions or movements, or vomiting;
- low intellectual capacity.

Dating Violence: Under Title 4, Chapter 71.0021 of the Texas Family Code

(a) “dating violence” means an act, other than a defensive measure to protect oneself, by an actor that

(1) is committed against a victim or applicant for a protective order:

- A. with whom the actor has or has had a dating relationship; or
- B. because of the victim’s or applicant's marriage to or dating relationship with an individual with who the is or has been in a dating relationship or marriage; and

(2) 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.

(b) “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 nature of the relationship; and
- the frequency of interaction between the persons involved in the relationship.

(c). A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a “dating relationship” under subsection (b).

Dating violence does not include acts covered under the federal 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 or 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.

Family Violence: Under Title 4, Chapter 71.004 of the Texas Family Code, “family violence” means an (1) act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself, (2) Abuse, by a member of a family or household toward a child of the family or household; or (3) dating 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.

Retaliation: Any attempt to penalize or take adverse actions against a person for reporting and/or participating in a complaint, investigation, legal and/or administrative proceeding, including litigation, regarding allegations of sexual misconduct. Violation of this anti-retaliation provision may lead to discipline up to and including termination or expulsion. Furthermore, Texas Penal Code strictly prohibits and will not tolerate reprisals or retaliation for reporting a violation of law or crime. Refer to Texas Penal Code sec 36.06.

Sexual Assault: 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. The following are general descriptions and legal definitions and violations may differ by jurisdiction:

- Forcible 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, and 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 and includes sexual battery and sexual misconduct.
- Incest (non-forcible) – Unlawful sexual intercourse between persons who are related to each other within the degrees wherein such marriage is prohibited by law.
- Statutory Rape – Unlawful sexual intercourse with a person who is under the statutory age of consent. Seventeen is the legal age in the state of Texas. Campuses outside of Texas are to adhere to local jurisdiction requirements for age of consent.

Sexual Coercion: The use of manipulation, intimidation or threat to engage in sex with another person. Coercion transpires when sexual activity occurs devoid of legal and appropriate consent. Coercion may include behaviors that intimidate, isolate, manipulate, humiliate, coerce, frighten, blame or hurt someone.

Sexual Exploitation: A situation in which a person takes non-consensual or abusive sexual advantage of another person or violates the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including then they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe a person undressing, using the bathroom, or engaged in sexual or intimate activity without that person’s consent;
- Taking pictures or video or audio recording of another person engaged in sexual or intimate activity, or in any private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent);
- Prostitution or trafficking, to include recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent regardless of whether prohibited sexual conduct actually occurs;
- Exposing one’s genitals in non-consensual circumstances.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, hostile environment based on gender, and other physical or verbal conduct of a sexual nature and is defined as:

- any instance of sexual assault, dating violence, domestic violence or stalking as defined in the Violence Against Women Act; and
- that is so severe and pervasive and objectively offensive to a reasonable person to effectively deny a person equal educational access.

Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another’s will or at the expense of another, 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.

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 at a specific other person, knowingly engages in conduct that:
- (1) constitutes an offense under Section 42.07, 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; or
 - (B) that an offense will be committed against:
 - (i) a member of the other person's family;
 - (ii) an individual with whom the other person has a dating relationship; or
 - (iii) 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:
 - (A) to be placed in fear of bodily injury or death or in fear that an offense will be committed against 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, or the other person's property; or
 - (B) to feel harassed, terrified, intimidated, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
 - (3) would cause a reasonable person under circumstances similar to the circumstances of the other person to:
 - (A) fear bodily injury or death for the person;
 - (B) fear that an offense will be committed against a member of the person's family or household or 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, terrified, intimidated, 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.

Campus Policy Statement Addressing Preventing and Responding to Sexual Misconduct:

CTCD is dedicated to creating an environment free from sexual misconduct in any form and providing a safe and reliable environment for reporting all acts in violation of the Title IX regulations. Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. CTCD prohibits all forms of sexual misconduct. Such behavior violates the values of the institution and disrupts the living, learning, and working environment for students, faculty, staff, and visitors.

The College educates the staff and student community about dating violence, domestic violence, or any form of sexual assault – including 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 Wellness and Counseling Services office. The CTCD 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 CTCD PD, the Director of Student Life and Activities office and through the Wellness and Counseling Services office, and Risk Management. The first priority of an individual who believes s/he is the victim of sexual assault/misconduct is to get to a place of safety and notify CTCD Police. Time is a critical factor for evidence collection and preservation and CTCD police may request that the individual obtain the necessary medical treatment at the nearest hospital for a sexual assault forensic exam (S.A.F.E.). The individual should inform the hospital his/her health care provider that he/she is the victim of a sexual assault to ensure medical evidence is preserved by a qualified sexual assault nurse examiner (S.A.N.E.). Victims should not wash, douche, change clothes, or use the restroom if possible prior to being examined by their health care provider or meeting with the police. Victims of incidents of sexual misconduct, sexual assault, dating violence, domestic violence, or sexual harassment are encouraged to contact CTCD police or Title IX Coordinator for assistance, to obtain counseling, and other services.

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 victim regardless of whether the incident was reported to law enforcement. Filing a police report with a CTCD 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:

- Receipt of necessary medical treatment and tests forensic exam at no expense to the victim;
- Protection of vital evidence;
- Access to CTCD Wellness and Counseling Services counselors, and referral to off campus Victim Assistance Programs and trained sexual assault counselors.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system or through appropriate college disciplinary and grievance processes in accordance with applicable state and federal laws. A College representative from the CTCD Police Department or Title IX Coordinator 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 Wellness and Counseling Services office 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 the Student Handbook or Human Resources Management policy. Disciplinary actions relating to sexual assault/sexual misconduct, allows the respondent and the victim to have an advisor 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 respondent 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 respondent accused of violating the College sexual misconduct policy could be criminally prosecuted in the state courts whether adjudicated or not in the College proceedings.

Investigations will be handled according to CTCD policy and procedures. 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 adjudicated during the course of the investigation the respondent may be suspended, expelled, or terminated by 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: CTCD cannot guarantee confidentiality of any report of sexual misconduct and must investigate all such reports. If a victim chooses to make a disclosure to CTCD personnel, the victim will be informed in writing by the Title IX Coordinator to ensure informed expectations concerning privacy and confidentiality.

CTCD will however, treat all reports and information relating to a violation of this policy with the utmost sensitivity and protect the information to the extent possible while carrying out its duties to investigate, handle, and report to state and federal authorities such situations. Generally, information will only be reported to the appropriate CTCD personnel on a business need to know basis only. However, CTCD shall not prohibit the parties from discussing the allegations or gathering evidence.

Licensed health care providers, mental health counselors and pastoral counselors are, under many circumstances, required to keep a victim's information confidential unless permission is provided by the victim. Please check with your health care provider/counselor as to the confidential nature of your discussions with them. Expect that all other CTCD employees have a duty to report any violation of this policy.

Retaliation: Any attempt to penalize or take adverse actions against an individual for reporting and/or participating in a complaint, investigation, legal and/or administrative proceedings, including litigation, regarding allegations of sexual misconduct, is strictly prohibited. Violation of this anti-retaliation provision may lead to discipline up to and including termination or expulsion from CTCD.

Bringing Student Code of conduct charges or charges based on violation of Human Resource policy for materially false statements by a party, witness or other participant during the course of a Title IX process under this policy, is not retaliation.

Remedies and Discipline: No discipline related to Title IX situations shall be administered under this policy prior to a formal or informal complaint being filed.

Discipline imposed due to a final finding of misconduct under this policy will be in accordance with the Student Code of Conduct for students (See Student Handbook), and CTCD Human Resources policies for employees.

Students, employees, and all third parties violating this policy, including the failure to make a required report, could be subject to appropriate disciplinary action as determined by CTCD up to and including termination, expulsion, trespass from CTCD campuses, and/or referral to civil or criminal authorities as warranted for violations of state or federal laws.

If a formal complaint is not filed or the formal complaint does not constitute a true Title IX violation after review by the Title IX Coordinator or at the conclusion of an investigation, CTCD will determine if there has been a violation of other CTCD policies and will take appropriate action.

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)
3. Bell County Victim Services, phone, (254)-933-5235 or 1-800-460-2355 ext. 5235, https://www.bellcountytexas.com/county_government/district_attorney/victim_services_division.php
4. The Refuge Corporation, United Way of the Greater Fort Cavazos 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)
8. National Domestic Violence Hotline, 1-800-799-7233
9. Texas Legal Services Center, www.tlsc.org, 512-477-6000

Prohibition of All Forms of Harassment and Discrimination:

In accordance with state and federal laws, CTCD is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Discrimination and harassment on the basis of race, color, religion, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, genetic information, or transgender status is prohibited. CTCD strives to protect the rights and privileges and to enhance the self-esteem of all its students and employees.

Students who believe they have been treated in a discriminatory or harassing manner because of membership in a protected group may discuss the allegations or file a complaint of discrimination or harassment with the Director of Student Life and Activities at (254)-526-1259. Title IX concerns may also be referred to the CTCD Title IX Coordinator at 254-501-3028 located on the second floor of the Technology Center Building 267. Students may also file a complaint of discriminatory treatment in the provision of educational programs and services with the Department of Education, Office of Civil Rights.

Harassment, assault or discrimination in violation of CTCD policy or any state or federal law is not tolerated. It is CTCD's policy that all employees enjoy a work environment free from harassment and discrimination as described in policy and under federal and state law. This policy is rigorously enforced throughout CTCD. Immediate and appropriate discipline, up to and including termination of employment, will be imposed on any employee adjudicated of harassment or discrimination.

Definitions:

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature, to include sexual assault and stalking. Sexual harassment can also be found when submission to or rejection of this conduct meets any of the following criteria:

- Explicitly or implicitly affects an individual's employment.
- Unreasonably interferes with an individual's work performance.
- Creates an intimidating, hostile or offensive work environment.

Sexual Harassment consists of repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct related to an individual's sex or gender identification or,

Any other conduct of a sexual or gender based nature that harasses, disrupts, or interferes with work performance or that creates an intimidating, offensive or hostile environment.

Sexual harassment may take many forms, including but not limited to:

- Unwanted physical contact to include assault.
- Verbal harassment or abuse of a gender-based nature.
- Subtle or explicit pressure or request for sexual activity.
- Unnecessary touching of an individual, e.g., petting, pinching, grabbing, brushing against another employee's body.

- Requesting or demanding sexual favors accompanied by implied or overt promise or threats concerning an individual's employment status.
- Hostile work environment, i.e., when unwelcome gender-based conduct interferes with an individual's job performance or creates an intimidating, hostile or offensive working environment.

Discrimination/Hostile Environment: A behavior which occurs when employment decisions are based on an employee's race, color, religion, national origin, gender, age, disability, veteran status, genetic information, sexual orientation, gender identity, transgender status or any other protected category under state or federal law; or when an employee is treated differently because of one of these protected categories instead of work experiences or qualifications.

Procedure Process:

Any employee who believes that a supervisor, manager, other employee or nonemployee's actions or words constitute unwelcome harassment or discrimination has a responsibility to report/complain about the situation as soon as possible. Since issues are best resolved at the lowest level, employees are encouraged to discuss the complaint with the individual(s) who acted or behaved in a harassing or discriminatory manner. If an employee does not feel comfortable discussing the problem with the individual, he/she should follow the reporting chain below:

1. Immediate supervisor (proceed to the next higher level if the supervisor is the harasser).
2. Next higher level supervisor (i.e., Manager, Associate Vice Chancellor, Department Head, Dean).
3. If the employee feels uncomfortable discussing the matter with anyone in the supervisory chain, he/she is strongly encouraged to discuss the problem with the Chief Human Resources Officer, Building 557, Room C103, (254) 526-1128. The employee may be asked to provide a written statement to include names of witnesses. If the employee would prefer discussing the matter with an employee of another gender, the Chief Human Resources Officer will make that accommodation.

Allegations will be fully investigated and could result in disciplinary action, up to and including termination of employment. Investigation information and allegations of harassment, assault or discrimination will be discussed with CTCD employees and other individuals only on a "need to know" basis. Subject to this caveat, CTCD will strive to ensure all investigation information is kept as confidential as possible

Supervisors and managers will cover this subject area annually as part of a continuing education program for employees.

The Coordinator, Employee Training and Coordinator, AA/EEO are available to provide training on the law and prevention of harassment and discrimination.

CTCD and its employees shall not retaliate against any person, employee or student, who in good faith, reports perceived harassment or discrimination.

All new or returning employees must attend Equal Employment Opportunity and Sexual Harassment Prevention training within 30 calendar days of the hire date. Current employees must attend a review of this training every two years. Failure to receive required training will result in the denial of a pay increase and disciplinary action, up to and including termination.

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 CTCD with a list of registered sex offenders who have indicated that they are either enrolled, employed or carry on a vocation at CTCD.

CTCD 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 211, directly behind Enrollment Services, Building 209.

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>. Contact the office of the CTCD police for information on registered sex offenders or how to register as a sex offender on campus. Registered sex offenders have seven (7) days from the first day of class to make contact with the Campus Police to register on campus as a sex offender. Per CTCD policy the registered sex offender must provide the campus authority a class schedule every semester they are enrolled for courses to include any class changes.

Registration of Workers or Students at Institutions of Higher Education – Texas Law

REGISTRATION OF WORKERS OR STUDENTS AT INSTITUTIONS OF HIGHER EDUCATION.

Texas Code of Criminal Procedure, Chapter 62, Art. 62.153.

- (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.
- (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 62.05 for a person required to register under both this article and Article 62.059.

The authority for campus security regarding sex offender registration for CTCD is:

Joseph A. Barragan, Chief of Police
Director of Security Services

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 and 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, Residence Hall Manager or the Director of Student Life and 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 this policy.

Campus Communications about Missing Residential Students:

In cases involving missing residential students, campus law enforcement personnel shall coordinate with the CTCD Marketing and Outreach 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 Marketing and Outreach, 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 Marketing and Outreach, who may refer such inquiries and information back to campus law enforcement personnel.

Contact shall also be made with the CTCD Marketing and Outreach or Risk Management 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 CTCD 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 Wellness and Counseling Services 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 CTCD 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. CTCD 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 goggle demonstration. Red Ribbon Week in the fall offers information on drug and alcohol abuse and cessation programs. Annually the campus police provide security services and support to student club groups who build and run a haunted house along with food and games for children giving them a safe place to celebrate the holiday.

CRASE (Civilian Response to Active Shooter Events):

This course uses the Avoid, Deny, Defend (ADD) strategy, a proven plan for surviving an active shooter event. The CRASE course includes the history and prevalence of active shooter events, civilian (student, staff, and faculty) response options, medical issues, and considerations when conducting drills.

iWatch Texas School Safety:

To address specific concerns about school safety, we encourage you to report any concerns you may have related to potential threats to the safety and security of campus at the iWatch website or Mobile App. <https://iwatchtx.org/en/Welcome/Index?site=txschools>, 1-844-643-2251, or iWatchTexas Mobile App.

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.

Policies on Drug and Alcohol Abuse:

Introduction

You are admitted to CTCD 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, CTCD 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:

Section	Offense	Offense Class	Punishment
106.05	Possession of Alcohol by Minor	Class C Misdemeanor	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/ 60Days One Previous/ 180 Days Two or More Previous
106.04	Consumption of Alcohol by Minor	Class C Misdemeanor	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/ 60Days One Previous/ 180 Days Two or More Previous
106.02	Purchase of Alcohol by Minor	Class C Misdemeanor	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/ 60Days One Previous/ 180 Days Two or More Previous
106.025	Attempt to Purchase Alcohol by Minor	Class C Misdemeanor	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/ 60Days One Previous/ 180 Days Two or More Previous
106.07	Misrepresentation of Age	Class C Misdemeanor	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/ 60Days One Previous/ 180 Days Two or More Previous
106.041	DUI Minor	Class C Misdemeanor	\$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

Education, Prevention and Treatment:

CTCD is committed to providing comprehensive drug education and prevention programs, as well as early intervention and referral services. In support of this commitment, CTCD has established the Wellness and Counseling Services office, located in Building 264, to provide information and assistance to the college community. Through this program, CTCD will provide educational support programs which will assist in prevention of alcohol and substance abuse activities.

CTCD 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 Wellness and Counseling Services office. 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 their Insurance Claims office to check on health insurance coverage.

Health Risks:

Controlled substances or 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
Reduced coordination
Psychological dependence
Psychosis
Delusion
Paranoia

Legal Aspects & Consequences:

Faculty, staff and students of CTCD 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:

Drug Abuse and Liquor Law Violations

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.

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 Wellness and Counseling Services office is located in building 264 on central campus in Killeen 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 Wellness and Counseling Services office is a Liaison Among the Following Agency Hotlines:

- National Suicide Prevention Lifeline 988 or 1-800-273-8255
- Substance abuse, Helpline 1-866-971-2658
- Texas Health and Human Services 211 or 877-541-7905
- Central Texas Support Services (254) 771-3352 or (254) 245-3361

The CTCD Wellness and Counseling Services office is committed to providing students, employees and faculty members with the highest, most confidential services. Please do not hesitate to contact the Wellness and Counseling Services office at (254)-526-1166 to gain access to or for further information on the above on-campus services or off-campus services and 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 <https://www.ctcd.edu>. The following information relates to all on-campus residences of the CTCD Central Campus.

General Information on Fire Safety:

CTCD Central Campus has a coed resident housing, Morton Hall residential housing, at capacity houses up to 125 residents and is open to all CTCD students.

Morton Hall residential 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; however, no fire drills were conducted during 2021 due to COVID-19 and limited occupancy on-campus student housing, nor was the facility repurposed for quarantine use.

All of the respective information contained in the CTCD Fire Safety Report is available by:

1. Visiting or contacting the CTCD Police Department at (254)-526-1427 or
2. Contacting the Director of Risk Management at (254)-526-1347
3. Online at the CTCD website at <https://www.ctcd.edu>

On-Campus and Morton Residence Hall 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 CTCD 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 pages.

In accordance with the Clery Act of 1991 and HEO requirements of 2008, CTCD PD 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 police at (254)-526-1427.

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, Health and Safety Code, Title 9 - Chapter 791.

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.

FIRE SAFETY SYSTEMS AND FIRE REPORT FOR MORTON HALL RESIDENT HOUSING

Reporting Year	Fire Alarm Monitoring Done On-Site	Total Fires Per Year	Fire Report Number	Cause of Fire	Number of Injuries That Required Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire	Smoke Detection and Fire Extinguishers	Evacuation Plans	Fire Drills Each Calendar Year
2021	X	0	0	N/A	0	0	0	X	X	0
2022	X	0	0	N/A	0	0	0	X	X	4
2023	X	0	0	N/A	0	0	0	X	X	2

Smoking and Fire Safety:

1. Smoking, vaping and any type 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 the Morton Hall resident housing.

Refrigerator - Microwave Unit:

A combination refrigerator – microwave unit (Micro-Fridge) is provided with each residents room. Cooking is only permitted in the Micro-Fridge.

For safety reasons, the following items are not allowed in any residents 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:

Resident Managers (RM) or Resident Advisors (RA) may randomly enter any room in campus housing to check fire safety equipment, clear paths for egress from the room and ensure there are no prohibited appliances or electrical devices present which are not approved for residential use.

CTCD Plans for Future Fire Safety Improvements:

CTCD is committed to providing a safe and secure environment for students to live and learn and has upgraded the entire Campus infrastructure to include: Replacing and upgrading HVAC systems and heating systems throughout campus and building maintenance support such as electrical, fire alarm panels, and door locks. Central campus ensures that at a minimum, one fire evacuation drill is conducted in each building on campus once a year.



CTC

EAGLES

Central Texas College is a not-for-profit Texas public higher education institution accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Texas College.

