

ANNUAL SECURITY REPORT

Updated October 2015

McLennan Community College

Campus Police
1400 College Drive
Waco, TX 76708

October 1, 2015

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EMERGENCY NUMBERS

254-299-8911

Dial "8911" from any campus phone

Calls to the emergency number listed above are answered 24 hours a day, 7 days a week.

254-299-8911

254-299-8860

Director Public Safety & Chief of Police,

254-299-8844

CONTACT US

McLennan Community College Campus Police

Student Services Center, 1st floor

1400 College Drive

Waco, TX 76708

<http://www.mclennan.edu/police/>



This report is intended to provide valuable information regarding procedures McLennan Community College has developed in partnership with members of the community to maintain a safe campus environment. To find out more about any information in this document or about Campus Police, please call the Director of Public Safety/Chief of Police or visit the McLennan Community College's Police Department website at <http://www.mclennan.edu/police/>.

McLennan Community College is required to distribute the following information to all current and potential students and employees. This report contains numerous links to websites with information that may be useful in reading this report. If any link does not function, please e-mail marcom@mclennan.edu for assistance.

In compliance with the requirements of the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) (20 USC § 1092(f), 34 CFR § 668.46 and § 668.41), and in order to promote the safety and security of the campus community, the following information is provided to the McLennan Community College campus.

Preparing the Annual Security Report and Disclosure of Crime Statistics

The McLennan Community College Police Department, Crisis Committee, Student Success department, and Marketing & Communications department are responsible for preparing and distributing the Annual Security Report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (Clery Act). The Annual Security Report is published every year by October 1st and contains three years of selected campus crime statistics as well as certain campus security policy statements in accordance with the Clery Act.

Notifications

Each year, an e-mail notification is sent to **all current students, faculty, and staff** providing the website URL to access this report. Upon request, prospective students and employee may obtain a written paper copy of the report from Campus Police located in the Student Services Center, Room 140, by calling 254-299-8860.

Prospective employees are notified about the Clery Act via McLennan's Human Resources' Employment Opportunities webpage at <http://www.mclennan.edu/employment/>. There is a link on the right menu bar to the "Annual Security Report."

New employees are notified via a link during new employee orientation and on McLennan's Human Resources' webpage at <http://www.mclennan.edu/human-resources/>. There is a link on the right menu bar to the "Annual Security Report."

Prospective students and parents of students may also read about and reference Clery Act information on the "About McLennan" webpage at <http://www.mclennan.edu/about/> via the link titled "Annual Security Report." Furthermore, there is a link to the report at the bottom of every page of the McLennan website at <http://www.mclennan.edu>.

McLennan Police

McLennan's Campus Police is a 17-member police force. The department consists of nine commissioned Police Officers and eight Security Officers appointed by the Board of Trustees pursuant to section 51.212 of the Texas Education Code. All commissioned officers are licensed by the Texas Commission of Law Enforcement and are recognized as peace officers under Article 2.12 of the Texas Code of Criminal Procedure.

McLennan has primary responsibility for law enforcement on campus and works closely with the Waco Police Department and other law enforcement agencies. Campus Police patrol on campus 24-hours a day, in vehicles, on foot, or by bicycle, providing around-the-clock protection. In addition to the nine

commissioned officers, the department employs eight campus Security Officers who assist in safeguarding the campus community and in the enforcement of college rules and regulations. Campus Police investigates all reported criminal activities and emergencies occurring on campus.

Campus Police will be primarily responsible for carrying out mandates of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus Police has developed rules and regulations to implement policies and to carry out its duties and responsibilities.

Criminal actions or emergencies may be reported directly by students, faculty, staff, or community members. To quickly access McLennan police, dial "8911" from any campus phone. Emergency call boxes have been strategically placed throughout the campus to provide direct contact to the officer on duty.

From off campus, please call 254-299-8911 to reach Campus Police.

Mission Statement

The mission of Campus Police is to positively enhance and promote a safe and secure environment for the students, faculty, and staff. The Campus Police department is committed to being a sensitive, caring, and impartial policing organization. The department is dedicated to the highest level of professionalism and uncompromising integrity.

Reporting Crimes & Other Emergencies

Policy E-XXVIII of McLennan's Policies and Procedures handbook

Members of the Campus Police are conservators of the peace. They work with local, state, and federal law enforcement agencies, and they seek to protect life and property, to prevent anti-social conduct, and to preserve a secure campus environment.

Upon receipt of a call or report, Campus Police will respond as quickly and safely as possible to any request for assistance, whether it is an emergency or not. Campus Police or Security officers in vehicles, on foot, or on bicycles are eager to be of assistance and may be contacted directly. For off-campus offenses, we encourage prompt reporting to the proper law enforcement agency.

Criminal Activity On-Campus

To report criminal activity, contact the McLennan Police Department.

Any on-campus emergency, criminal offense, or suspected criminal activity, should be reported immediately to Campus Police at extension 8911 from any campus phone, in person, or by calling 254-299-8911. The Campus Police department, including Campus Police Officers and Security Officers, is located in the college's Student Services Center (254-299-8860). Police officers and security guards are on duty 24-hours a day, 7 days a week. Also, students, faculty, staff or visitors

may use one of the emergency telephones located throughout campus. Campus elevators are also equipped with emergency phones.

In response to a call, Campus Police will take the required action, dispatching an officer or asking the victim to report to the Campus Police Department to file an incident report. Crimes should be reported to Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community, when appropriate.

Campus Police will develop rules and regulations to implement policies and to carry out its duties and responsibilities. Campus Police will investigate and confirm the occurrence of on-campus murder, sexual assault, aggravated assault, burglary, motor vehicle theft, robbery, liquor law violations, drug abuse violations, weapons violations, and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. Reports of these occurrences will be reviewed to determine if the information gathered can assist McLennan in its security program.

Criminal Activity Off-Campus

For non-emergencies from a campus phone, dial 8860, or to contact Campus Police from an off-campus phone, payphone or cellphone, please call 254-299-8860.

Campus Police and the Waco Police Department have a mutual aid and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrests, and prosecutions. Campus Police personnel attend monthly meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the college community.

Primary McLennan Campus Police jurisdiction does not include off-campus properties that are not owned by McLennan Community College. However, regular contact between Campus Police and local law enforcement agencies is maintained to aid in the tracking of criminal activities. Campus Police obtain information from the agencies about criminal activity at properties like the off-campus housing for student athletes.

Off-campus properties such as the Emergency Services Education Center and the Highlander Ranch are monitored and secured by Campus Police.

For off-campus offenses, we encourage prompt reporting to the proper law enforcement agency. Faculty, staff, and students may file a report with the Waco Police Department online at <http://www.waco-texas.com/police/police-online-report.asp> or by phone at 254-750-7500 (for non-emergencies) or 911 (for emergencies). The Waco Police Department also has a Crime Stoppers program (<http://wacocrimestoppers.org/>). Tips may also be sent by text message by texting "WACOTIP plus your message" to 274637 (CRIMES) or by phone at 754-HELP.

Campus Security Authorities (CSA)

Faculty, staff and students are encouraged to report any criminal offenses within the campus environment directly to Campus Police. However, as an option, you may also report criminal offenses to any McLennan Campus Security Authority.

A Campus Security Authority (CSA) is a Clery-specific term that encompasses the following groups of individuals and organizations associated with an institution whose functions involve relationships with students such as:

- security and law enforcement officers,
- academic advisors,
- advising specialists,
- student activities personnel,
- success coaches,
- deans (or other senior student administrative personnel),
- athletic coaches,
- sponsors and advisors to students clubs and organizations, and
- staff involved in student discipline and campus judicial proceedings.

An easy way to contact a CSA is by searching the McLennan employee directory online at <http://www.mclennan.edu/directory/>.

Professional and pastoral counselors are exempt from the reporting requirement while working within the scope of a license or certification. Although exempt from the reporting requirements of the Clery Act, they are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics, especially if the incident may pose an ongoing threat to the campus community.

CSAs have an important role in complying with the law. CSA crime reports are used by the college to:

- fulfill its responsibility to annually disclose Clery crime statistics, and
- to issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

If a reporting party needs assistance, a CSA will explain how to get help, and let a victim know that help is available even if he or she does not want an investigation conducted. The decision to act on this option is the victim's. In the midst of an emergency situation, such as physical assault, however, a CSA will contact campus police or call 911, as appropriate.

If someone tells a CSA about a crime or incident that may be a crime, the CSA must record the information on a Crime Statistic Report Form and submit the report to the McLennan Police Department in a timely manner.

Contacts for reporting

Title	Phone #	Location
Director of Public Safety/Chief of Police Larry Radke	254- 299-8844	Student Services Center, 132
Vice President, Student Success Drew Canham	254- 299-8645	Administration, 408
EEO Officer Al Pollard	254- 299-8669	Administration, 417
Vice President, Finance & Administration Gene Gooch	254- 299-8649	Administration, 404
Director, Human Resources Missy Kittner	254- 299-8514	Administration, 104
Advising Specialist Josh Rieff	254- 299-8565	Student Services Center

Other Considerations

The Vice President of Student Success (or designee) can assist victims with issues including, but not limited to: class schedule changes, withdrawal procedures, or campus housing relocations, if desired and available.

Programs to Prevent Acts of Sexual Misconduct

Legal Definitions

Dating Violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence means violent misdemeanor or felony offenses committed by the victim’s current or former spouse, current or former co-habitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Sexual Assault is any sexual penetration by the use of force, or threat of force, or where the complainant was unable to understand the nature of the act or otherwise unable to give knowing consent.

Stalking is continuous unwanted conduct directed at a specific person that would cause a reasonable person to feel fear.

Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is not consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a

person is mentally or physically incapacitate or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Consent cannot be gained by ignoring or acting without regard to the objectives or intentions of another, or by taking advantage of the incapacitation of another, where the individual knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual's capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of previously given consent.

Prohibition of Acts of Sexual Misconduct

[McLennan's General Conduct policy](#) prohibits sexually violent acts, termed "Sexual Misconduct", by McLennan which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While McLennan utilizes different standards and definitions than the State of Texas Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

Prevention and Awareness

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence occurring among its students, the college utilizes a range of campaigns, strategies, and initiatives to provide awareness, education, risk reduction and prevention programming.

It is the policy of the College to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs such as Campus Clarity training and workshops are offered to raise awareness for all incoming students on the risk reduction of dating violence, domestic violence, stalking, and other forms of sexual assault/misconduct as well as bystander intervention, consent and drug and alcohol awareness training. Training for incoming students and new employees is conducted during new student and new employee orientation. These programs and other offered throughout the year include strong messages regarding not only awareness, but also primary prevention and discussion of institutional policies on sexual misconduct as well as the State of Texas' definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity.

Bystander intervention is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions. Bystanders are encourage to take precautions to protect their own safety as much as possible when planning an intervention.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of emails, guest speakers and events.

McLennan's Human Resources Department informs all employees of the policy on sexual misconduct through the REWARD program, which covers policy information relating to sexual harassment, Title IX, and other EEO Training. The training must be completed with the first 15 working days of employment at McLennan. When an employee has completed the REWARD program and has scored 100% on the quiz, the completion certificate must be printed, signed, dated, and returned to the HR office for proper filing.

Student Success coaches are responsible for educating students on McLennan's sexual assault policy, including precautions they can take to avoid becoming the victim of a crime, the influence of drugs and alcohol on such crimes, what to do if a crime occurs, how to preserve evidence and how to report the crime, the penalties for committing such a crime and the disciplinary process involved in investigating such crimes. This education is provided through a combination of presentations in new students' orientation, Learning Frameworks classes, workshops, student activities, and other programs throughout the year.

Procedures in the Event of Sexual Misconduct

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, these safety procedures serve as a guide:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact McLennan Police at 254-299-8911, if you are off campus, or call 911, if you are on campus.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to Counseling Services in the Wellness & Fitness building, Room 101 for support and guidance.
4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered

- clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify Campus Police (254-299-8860) or the campus Title IX Coordinator, Drew Canham, Vice President of Student Success, at dcanham@mclennan.edu or by phone at 254-299-8645.
5. Even after the immediate crisis has passed, consider seeking support from Counseling Services and/or the Advocacy Center in Waco at 254-752-7233 or 888-867-7233.
 6. Contact Campus Police if you need assistance with College-related concerns, such as no-contact orders or other protective measures. The Police Department will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, counseling services access and other resources as needed by a victim.
 7. Be accompanied by an advisor at any conduct proceeding (for advisory purposes only, not for representation).
 8. A full understanding of the outcomes, including any sanctions, conditions or restrictions for accused parties found responsible for acts of sexual misconduct including disciplinary reprimand, disciplinary probation, time-limited suspension, and expulsion, or termination, as appropriate.

Confidentiality

McLennan Community College will protect their confidentiality, as well as the confidentiality of the alleged accused, to the fullest extent permissible by the law in accordance with the Family Educational Rights and Privacy Act (FERPA). Individuals wishing to file an anonymous sexual misconduct report may do so at Counseling Services (254-299-8210). Personnel accepting anonymous reports within MCC Counseling Services are under no obligation to report personal details of alleged sexual misconduct. In addition, individuals accepting anonymous reports will advise the reporting party about preserving evidence and will offer to assist them in making a formal allegation.

Written Notification

Students involved in conduct proceedings (sexual misconduct or otherwise) are provided with written notification of their rights as a student and resources available to them.

Individuals who would like to report an incident of Sexual Misconduct are encouraged to immediately contact the following people:

Drew Canham, Title IX Coordinator
Vice Presidents, Student Success
Administration Building, Room 408
254-299-8645
dcanham@mclennan.edu

Melissa (Missy) Kittner, Title IX Deputy Coordinator
Director, Human Resources
Administration Building, Room 104
254-299-8514
mkittner@mclennan.edu

If a complaint is first made to any other employee of the College, that employee should refer the complaint to the Title IX Coordinator as soon as possible, but not to exceed one business day. The campus official receiving the report shall advise the complainant of the importance of preserving evidence for possible future legal investigations.

The Title IX Coordinator (or designee) will meet with the complainant (and other parties involved) at the earliest opportunity and notify him/her in writing, and in person, of the right to:

1. Immediate access to free, personal counseling through McLennan's Counseling Services or through an off-campus resource.
2. Be provided access to a trained McLennan official who will serve as a personal advocate. This person is familiar with campus conduct processes as well as additional campus resources.
3. Educational and situational accommodations that would allow them to better continue their education.
4. The choice to notify law enforcement and, if so desired, have an McLennan official assist them in doing so.
5. The option of seeking a "no contact order" against the respondent.
6. A full understanding of campus conduct processes.

Disciplinary Procedures

The process used directly correlates with the accused individual's classification. For example, if a student is accused of sexual misconduct, the General Conduct Policy shall be following. The following procedures will be added to the disciplinary process in cases of alleged sexual misconduct:

1. Throughout the conduct process, the Title IX coordinator shall be kept informed of all decisions and developments. In addition, before rendering a decision, the appropriate

- personnel must present notification, in writing, to the Title IX coordinator (or designee) and the Vice President, Student Success for approval and/or revision.
2. Both the complainant and the respondent shall each have an information meeting with the appropriate Vice President (or designee), where the rights and protections afforded to them by Title IX, the SaVE Act, and McLennan are shared in person and in writing. In addition individuals may ask questions and share concerns.
 3. Both the complainant and the respondent must be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceedings, procedures for an appeal, any change to the results, and when such results are final.
 4. Both parties have the right to appeal the outcome of the conduct process according to the appeal procedures outlined in the accused person's disciplinary process. Note: The following processes will be used. If the accused is a:
 - Student: General Conduct Policy (E-VIII)
 - Full-time Faculty: Academic Freedom, Responsibility, and Tenure Policy (F-III-a)
 - Any other employee: Non-Faculty Investigation Procedures Policy (F-V-c)

Sexual Misconduct Policy

Sex offenses including rape, acquaintance rape, sexual harassment, and other sex offenses (forcible or non-forcible) against any student or employee are prohibited and will not be tolerated. Individuals aware of incidents involving sexual misconduct are encouraged to report the offense immediately to an appropriate campus official and/or campus law enforcement officials.

DETERMINING WHICH PROCESS IS USED:

Students and employees wishing to report sexual misconduct, and the personnel assisting those filing reports, should not worry about which process should be used. Parties should primarily be concerned with health and safety, and getting the report filed. The Title IX Coordinator or designee will inform parties about which process shall be used.

The process used directly correlates with the accused individual's classification (i.e. student, full-time faculty, non-faculty employee). For example, if a student is accused of sexual misconduct, the *General Conduct Policy* shall be followed.

DEFINITIONS:

- A. Sexual assault: Any sexual penetration by the use of force, or threat of force, or where the complainant was unable to understand the nature of the act or otherwise unable to give knowing consent.

B. Forcible sex offense: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcible or against the person's will where the complainant is incapable of giving consent.

1. Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

3. 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 complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

4. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the complainant is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

C. Partner Violence

1. Domestic Violence – violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

2. Dating Violence – means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

D. Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse.

1. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

2. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

E. Sexual Harassment: unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.
 2. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual.
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.
 4. Stalking, or continuous unwanted conduct directed at a specific person that would cause a reasonable person to feel fear.
- F. Consent: "Consent" must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Consent cannot be gained by ignoring or acting without regard to the objectives or intentions of another, or by taking advantage of the incapacitation of another, where the individual knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual's capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of previously given consent.

PROCEDURES:

Individuals who would like to report an incident of Sexual Misconduct are encouraged to immediately contact the following:

Drew Canham, Title IX Coordinator
Vice President, Student Success
Administration Building, Room 408
254-299-8645 dcanham@mclennan.edu

Melissa (Missy) Kittner, Title IX Deputy Coordinator
Director, Human Resources
Administration Building, Room 104
254-299-8514 mkittner@mclennan.edu

If a complaint is first made to any other employee of the College, that employee should refer the complaint to the Title IX Coordinator as soon as possible, but not to exceed one business day. The campus official receiving the report shall advise the complainant of the importance of preserving evidence for possible future legal investigations.

The Title IX coordinator or designee will meet with the complainant (and other parties involved) at the earliest opportunity and notify him/her of right to:

1. Immediate access to free, personal counseling through MCC Counseling Services or through an off-campus resource.
2. Be provided access to a trained MCC official who will serve as a personal advocate. This person is familiar with campus conduct processes as well as additional campus resources.
3. Educational and situational accommodations that would allow them to better continue their education.
4. The choice to notify law enforcement and, if so desired, have an MCC official assist them in doing so.
5. The option of seeking a “no contact order” against the respondent.
6. A full understanding of campus conduct processes.
7. Be accompanied by an advisor at any conduct proceeding (for advisory purposes only, not for representation).
8. A full understanding of sanctioning outcomes for accused parties found responsible for acts of sexual misconduct including disciplinary reprimand, disciplinary probation, time-limited suspension, and expulsion, or termination, as appropriate.

McLennan Community College will protect their confidentiality, as well as the confidentiality of the alleged accused, to the fullest extent permissible by law and in accordance with the Family Educational Rights and Privacy Act. Individuals wishing to file an anonymous sexual misconduct report may do so at Counseling Services (254-299-8210). Personnel accepting anonymous reports within MCC Counseling Services are under no obligation to report personal details of alleged sexual misconduct. In addition, individuals accepting anonymous reports will advise the reporting party about preserving evidence and will offer to assist them in making a formal allegation.

FORMAL RESOLUTION:

The process used directly correlates with the accused individual’s classification. For example, if a student is accused of sexual misconduct, the *General Conduct Policy* shall be followed. The following procedures will be added to the disciplinary process in cases of alleged sexual misconduct:

1. Throughout the conduct process, the Title IX coordinator shall be kept informed of all decisions and developments. In addition, before rendering a decision, the appropriate personnel must

present notification, in writing, to the Title IX coordinator (or designee) and the Vice President, Student Success for approval and/or revision.

2. Both the complainant and the respondent shall each have an informational meeting with the appropriate Vice President (or designee), where the rights and protections afforded to them by Title IX, the SaVE act, and MCC are shared in person and in writing. In addition, individuals may ask questions and share concerns.
3. Both the complainant and the respondent must be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceeding, procedures for an appeal, any change to the results, and when such results are final.
4. Both parties have the right to appeal the outcome of the conduct process according to the appeal procedures outlined in the accused person's disciplinary process.

Note:

The following processes will be used. If the accused is a: Student: General Conduct Policy (E-VIII)

- Full-time Faculty: Academic Freedom, Responsibility and Tenure Policy (F-III-a)
- Any Other Employee: Non-Faculty Investigation Procedures Policy (F-V-c)

OTHER CAMPUS SERVICES:

If requested, the college will provide the following assistance, insofar as reasonably available, to those allegedly involved in an incident of sexual misconduct including:

1. Student Development, second floor of the Student Services Center, room 211, 254-299-8614;
2. MCC Police Department, first floor of the Student Services Center, room 315, 254-299-8911; and
3. Human Resources, first floor of the Administration Building, room 101, 254-299-8514.

COMMUNITY SERVICES:

Community resources available to the complainant of sexual assault include:

1. Hillcrest Baptist Medical Center, 100 Hillcrest Medical Blvd., 254-202-2000, <http://www.sw.org/location/wacohillcrest-hospital>;
2. Providence Health Center, 6901 Medical Parkway, 254-7514000, <http://providence.net/>;
3. Advocacy Center for Crime Complainants and Children, 2323 Columbus Avenue, hotlines: 254-752-7233 or 888-867-7233, <http://www.advocacyctr.org/>.
4. Department of Family and Protective Services (DFPS), 1711 Herring, 254-297-2400 or 801 Austin Ave., Ste. B-30, 254-756-5571, <http://www.dfps.state.tx.us/>.
5. MCC Advising Specialists, Success Coaches, and Counseling Services maintain a list of community resources and mental health professionals. Other resources include social and legal aid services. Individuals have the option to select the agency with which they will work.

EDUCATION:

1. Human Resources shall inform all employees of the policy on sexual misconduct.
2. Student Development shall inform all students of the policy on sexual misconduct.
3. Current summaries of the Policy and Procedures on sexual misconduct shall be included in the *Personnel Handbook* and the *Highlander Guide*.
4. Programs to promote awareness and safe practices related to rape, acquaintance rape, and other sex offenses shall be conducted.

Other Sexual Offenses

Besides rape, other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another).

McLennan's policy and definitions of sex offenses are located here:

<http://www.mclennan.edu/employees/policy-manual/docs/E-XXVIII-A.pdf>

McLennan's campus police and procedures are located here:

<http://www.mclennan.edu/police/>

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment. <http://www.mclennan.edu/employees/policy-manual/docs/E-VIII.pdf>

Family Violence

The Texas Family Code defines Family Violence as an act by a member of a family or household against another member that is intended to result in physical harm, bodily injury, assault, or a threat that reasonably places the member in fear of imminent physical harm. Senate Bill 68 of the 77th Legislature amended the Family Code to include "Dating Violence". The "Dating Relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.¹

Victim Resources

Procedurally, when the College receives a report of sexual misconduct, gender-based violence, or other sex or gender discrimination the campus Title IX Coordinator, Drew Canham, Vice President of

¹ Texas Department of Public Safety, *2012 Crime in Texas*,
[sahttp://www.txdps.state.tx.us/crimereports/12/citCh5.pdf](http://www.txdps.state.tx.us/crimereports/12/citCh5.pdf)

Student Success, is notified. If the victim wishes to access local community agencies and/or law enforcement for support, the College will assist the victim in making these contacts. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc). If the victim so desires, they will be connected with a counselor on- or off-campus, as well as an on-or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but the College provides them in hope of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, guest or visitor.

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Procedures detailing the investigation and resolution processes of the College can be found online here:

<http://www.mclennan.edu/employees/policy-manual/docs/E-VIII.pdf>.

The Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation are maintained in accordance with Texas law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures.

In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be informed in writing in a timely manner and will be notified when the results of the resolution process become final.

Registered Sex Offender Information

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, employed, or volunteering on campus.

This Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

The Texas Department of Public Safety (DPS) is the official Texas internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. Information regarding registered sex offenders is available by accessing the Texas Department of Public Safety Sex Offender website at: [TXDPS Sex Offender Registry \(https://records.txdps.state.tx.us/DpsWebsite/\)](https://records.txdps.state.tx.us/DpsWebsite/).

In addition to the above notice to the State of Texas, all sex offenders are required to deliver written notice of their status as a sex offender to the College's Police Department no later than three (3) business days prior to their enrollment in, employment with, volunteering at or residence in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

Protecting Minors on Campus

Texas state law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency, including the McLennan Police Department. Any person who has reason to believe that a child's physical or mental health and welfare has been adversely affected by abuse or neglect by another person must

immediately report the suspected abuse or neglect. This obligation applies to all members of the college community, including faculty, administrators, staff, and students.

In addition, there are special reporting obligations for certain employees defined “professionals.” Professionals including, “teachers, nurses, doctors, day care employees and employees of a clinic or health care facility that provides reproductive services” have a specific duty to make a report no later than 48 hours after suspecting that a child has been or may be abused or neglected or a victim of indecency with a child. A “child” is a person under 18 years of age.

Neither Texas law nor any college policy allows individuals to delegate the duty to report child abuse or neglect. While employees are encouraged to report incidents of abuse or suspected abuse to a supervisor or responsible college official, their first obligation is to protect the child by reporting to law enforcement or DFPS. Any person who knowingly fails to report suspected child abuse or neglect commits a Class A misdemeanor which is punishable by up to 1 year in jail and/or a fine of up to \$4000. For more information or to make a report of suspected child abuse or neglect, contact:

- McLennan Police at 8911 on-campus or 254-299-8911 off-campus,
- a local law enforcement agency, and/or
- Texas Department of Family and Protective Services at its toll-free, 24-hour Family Violence hotline at 800-252-5400.

Victim Services

Counseling Services

A partnership of McLennan and Tarleton State University.

Through a partnership with Tarleton State University, McLennan offers free counseling for all students enrolled in classes, including those enrolled with partner schools through the University Center at McLennan.

Counseling Services provides free, confidential counseling for many types of concerns:

- Emotional: Anxiety, depression, anger, stress, loneliness, guilt, self-esteem, and grief
- Relationships: Marriage, dating, friendship, co-workers, parents, and teachers
- Family: Family crisis, divorce, identity concerns, and problems stemming from childhood
- Academic: Test or preparation anxiety, perfectionism and low motivation

To make an appointment to meet with a counselor and discuss your concerns, call 254-299-8210 or email counseling@mclennan.edu. Counseling Services (<http://www.mclennan.edu/counseling/>) is located in the Wellness & Fitness building, room 101.

For counseling after hours, call Campus Police at 254-299-8911 or from any campus phone at 8911. For more assistance, contact the Mental Health Crisis Line (866-752-3451), The DePaul Center (254-776-5970) or the National Suicide Prevention (800-273-8255).

Other On-Campus Services

If requested, the college will provide assistance, insofar as reasonably available, to the victim of a sexual assault including:

1. Crisis Intervention Services;
2. Student Development Services, second floor of the Student Services Center, room 211, 254-299-8613;
3. C.A.R.E. Team, McLennan's Behavioral Intervention Team (BIT) Student Development, room 408, 254-299-8645;
4. Campus police officers, first floor of the Student Services Center, room 315, 254-299-8911; and
5. Human Resources, first floor of the Administration Building, room 101, 254-299-8611.

Community Services

Community resources available to a victim of sexual assault include:

1. Advocacy Center for Crime Victims and Children, 2323 Columbus Avenue, hotlines: 254-752-7233 or 888-867-7233, <http://www.advocacyctr.org/>.
2. Baylor Scott & White Hillcrest Medical Center, 100 Hillcrest Medical Blvd., 254-202-2000, <http://www.sw.org/location/waco-hillcrest-hospital>;
3. Providence Health Center, 6901 Medical Parkway, 254-751-4000, <http://providence.net/>;
4. Department of Family and Protective Services (DFPS), 1711 Herring, 254-297-2400 or 801 Austin Ave., Ste. B-30, 254-756-5571, <http://www.dfps.state.tx.us/>.
5. McLennan Counseling Specialists, Success Coaches, and Counseling Services maintain a list of community resources and mental health professionals. Other resources include social and legal aid services. Students have the option to select the agency with which they will work.

Protective Measures for Victims

1. Any student who has been affected by sexual misconduct who wishes to change his/her classroom or academic situation may discuss various options with the Vice President of Student Success at 254-299-8645 or the Office of Student Development at 254-299-8614. Options include total College withdrawal, discrete course withdrawal, or change of section.
2. Any student who has been affected by sexual misconduct has the option of changing her/his campus housing assignment if alternate housing is reasonably available by contacting the Vice President of Student Success at 254-299-8645.
3. The College may take interim steps to protect the complainant as necessary before the final outcome of an investigation. Measures including, but not limited to criminal trespassing order, interim suspension, and temporary removal from College housing may be taken if deemed appropriate. Any reported retaliatory harassment will be addressed immediately by the McLennan Police Department (254-299-8911) and/or Student Development (254-299-8613).

Sanctions, Conditions, and Restrictions

Sanctions following appropriate disciplinary procedures shall include suspension from the College or termination of employment. Disciplinary procedures shall proceed regardless of other possible or pending civil or criminal actions.

If not otherwise provided in the Personnel Handbook or the General Conduct Policy, whichever may apply, both the victim and the person accused of sexual assault shall; (1) be permitted to have an advisor present during any campus disciplinary proceeding; (2) be present or have others present during any disciplinary proceedings; and (3) be informed of the outcome of any campus disciplinary proceedings.

Protecting Both Parties

To the extent possible, an investigation into a formal complaint and any other proceedings arising out of a formal complaint will be conducted in a way calculated to protect the confidentiality interests of both parties, the complainant and the accused. After an investigation of a formal complaint, the parties will be informed of the facts developed in the course of the investigation. The parties will be informed promptly about the outcome of any proceedings arising out of a formal complaint. The college reserves the right to investigate any/all complaints, written or unwritten, with or without the consent of the complainant.

Confidential Reporting

The McLennan Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the McLennan Police Department cannot hold reports of crime in confidence. Confidential reports for purpose of inclusion in the annual disclosure of crime statistics can generally be made to other McLennan campus security authorities as identified above.

Crimes that are a felony in nature can be reported anonymously by calling Waco Crime Stoppers at 254-753-4357 (HELP).

Counselors and Confidential Crime Reporting

In partnership with Tarleton State University (www.tarleton.edu), McLennan offers free counseling for all students on campus, including those taking classes from partner schools through the University Center at McLennan.

- Tarleton practicum counselors work with McLennan students and students enrolled in partnered universities in the University Center who present with a wide variety of issues, ranging from adjustment disorders, substance abuse, difficulties in managing stress and affective concerns, relationship and developmental problems, to issues of self-esteem and self-worth and challenges in transitioning to college life and career planning. Services begin with individual crisis and expand to include career, group and

substance abuse. Practicum supervisors include McLennan and Tarleton professional staff and faculty.

As a result of the negotiated rulemaking 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 "Professional Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. 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 basis for inclusion into the annual crime statistics.

Professional Counselor

A Professional Counselor is 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.

Confidentiality reporting procedures for licensed professional counselors (LPC), students completing practicums, LPC interns, undergraduate psychology volunteers, and any employees of the Counseling Services Center are under the jurisdiction of Tarleton State University. All involved sign a form binding them to the Tarleton counseling program guidelines of confidentiality required by the State of Texas. All state and federal laws of confidentiality are upheld, and clients sign a consent for treatment informing them of their rights when they enter into counseling.

McLennan Community College is the custodian of all counseling records. Records are secured behind double locks within the Counseling Center, and the electronic medical records system is password protected with different levels of security depending on level of supervision required.

Disclosure of Crime Statistics

The McLennan Community College Police Department, Crisis Committee, Student Success department, and Marketing & Communications department prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located via the McLennan Home page at www.mclennan.edu (see Security Report at the bottom of the page) or request one through Campus Police in the Student Services Center, Room 410, during normal business hours.

Crime Logs

Campus Police maintains a daily crime log. The log lists the date, time reported, time occurred, general location, and disposition, if this information is known at the time the log is created. Certain information may be temporarily withheld to protect a victim or maintain the integrity of an active criminal investigation. The crime logs are available for display, upon request at the Campus Police department on the first floor of the Student Services Center.

Crime Statistics

Policy E-XXVIII of McLennan's Policies and Procedures handbook

Campus crime, arrest and referral statistics include those reported to the McLennan Campus Police, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, and athletic coaches), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report including the disclosure of crime statistics for the past year and two years prior. Faculty and staff receive similar notifications via campus e-mail. Copies of the report may also be obtained through Campus Police located in the Student Services Center, room 135 or by calling 254-299-8824. Copies of this report may also be obtained through Marketing & Communications located in room 410 of the Administration building or by calling 254-299-8640.

Campus Police is responsible for gathering statistics concerning the occurrence of crime on campus that has been reported to Campus Police authorities or local police agencies to comply with the Clery Act. These statistics may be found on the McLennan website at <http://www.mclennan.edu/police/statistics> .

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following are statistical reports of the past 3 years of crime on the McLennan campus:

Main Campus			
1400 College Drive			
	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual offenses - Forcible	0	0	0
Sexual offenses -Non-forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Stalking	-	0	0
Domestic Violence	-	1	
Dating Violence	-	0	0
Arrests			
Weapons; carrying, possessing, etc.	0	1	1
Drug abuse violations	1	1	1
Liquor law violations	0	0	0
Disciplinary Actions			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Stalking	-	-	0
Domestic Violence	-	-	0
Dating Violence	-	-	0
No hate crimes have been reported.	0	0	0

Emergency Services Education Center

7601 Steinbeck Road			
	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual offenses - Forcible	0	0	0
Sexual offenses -Non-forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Stalking	-	-	0
Domestic Violence	-	-	0
Dating Violence	-	-	0
Arrest			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Stalking	0	0	1
Domestic Violence	0	0	0
Dating Violence	0	0	0
No hate crimes have been reported.	0	0	0

Highlander Ranch

223A Cobbs Lane			
	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual offenses - Forcible	0	0	0
Sexual offenses -Non-forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Stalking	-	0	0
Domestic Violence	-	0	0
Dating Violence	-	0	0
Arrest			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
No hate crimes have been reported.	0	0	0

Noncampus - Rented housing for athlete's

Iris, Hyacinth, Orchid & Lilac Streets in China Spring, TX			
	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual offenses - Forcible	0	0	0
Sexual offenses -Non-forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	5	1	4
Motor vehicle theft	0	0	0
Arson	0	0	0
Stalking	-	0	0
Domestic Violence	-	0	3
Dating Violence	-	0	0
Arrests			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
No hate crimes have been reported.	0	0	0

Public Property - Cameron Park

Waco, TX	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sexual offenses - Forcible	0	0	0
Sexual offenses -Non-forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Stalking	-	-	0
Domestic Violence	-	-	0
Dating Violence	-	-	0
Arrests			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions			
Weapons; carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
No hate crimes have been reported.	0	0	0

Campus Security

Policy E-XXVIII of McLennan's Policies and Procedures handbook

Maintenance of Campus Facilities

McLennan seeks to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities and grounds. The policy of promoting openness must be balanced by controls on access designed to promote security in campus facilities.

Campus Police enforce college rules and regulations on access and security of campus facilities, and regularly patrols the grounds and buildings on the McLennan campus. McLennan Maintenance Crew inspects the lighting, grounds and buildings (doors, locks, etc.) to determine what improvements if any need to be made for security on the campus. Facilities personnel maintain

college facilities with a concern for safety and security. Lighting surveys are conducted on a regular basis to spot any lighting concerns or areas in need of repair.

However, Campus Police provide services to the facilities including locking of all entrances and monitoring the campus security cameras on a regular schedule. Campus Police will examine or cause to have examined all campus facilities and grounds to determine if any security concerns exist.

The Campus Card Office conducts security surveys as needed to continually assess facility security needs. Key control is established by college policy and access to building master keys is restricted.

The College maintains a Safety Committee that addresses concerns including lighting, risk assessment, etc. The Environmental Health and Safety Manual is also available online at <http://www.mclennan.edu/safety-manual/>. This manual establishes appropriate safety standards and guidelines for the operation and facilities of the institution.

McLennan Building Safety Coordinators assist with emergency drills, maintain correspondence with the occupants in the building or floor they serve, notify the building or floor about emergencies in the vicinity, keep the Crisis Committee and Emergency Operations team notified of issues or concerns from students or staff, participate in at least 2 emergency training opportunities a year, and serve as front-line communicators during an emergency.

During business hours, McLennan will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all campus facilities is by key/card access, if issued, or by admittance via Campus Police.

Emergencies may necessitate changes or alterations to any posted schedules.

Campus Law Enforcement

Policy E-XXVIII.III of McLennan's Policies and Procedures handbook

Members of Campus Police are conservators of the peace. They work with local, state and federal law enforcement agencies, and they seek to protect life and property, to prevent anti-social conduct, and to preserve a secure campus environment.

Campus Police officers possess the same authority as police officers in cities and sheriffs in counties, including the power to make arrests on view or warrants of violations of state statutes, city and county ordinances of McLennan County when such is required for the protection of McLennan properties and interests, its students and personnel, and when specifically requested by appropriate state or local law enforcement officials. Campus Police will report all crimes occurring on campus to appropriate police agencies; pursue cooperative relationships with municipal, county, state and federal law enforcement agencies; and when requested, will aid in any investigations or apprehensions on the campus. Students and employees will be encouraged to report crime on campus to Campus Police and to appropriate police agencies.

Campus Security Procedures & Practices

Policy E-XXVIII.IV of McLennan's Policies and Procedures handbook

Campus Police will inform students and employees about campus security measures to encourage all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.

In order to help keep our campus community as healthy and safe as possible, the “InSight” webpage (<http://www.mclennan.edu/insight>) allows faculty & staff a means for choosing from one of four referral options for students they know are



struggling in some way or need administration attention. The four referral options are Success Coaches, Academic Integrity, C.A.R.E. Team, and conduct issues.

Various campus units, including the Crisis Committee, Emergency Operations Team, and Student Development, utilize outreach programs each semester to train and educate the campus community and provide the knowledge needed to respond appropriately to various types of hazards. Additionally, the Crisis Committee is responsible for annually publicizing emergency response and evacuation procedures to the campus community. This publicity occurs primarily through multiple e-mail “blasts” sent to employees and students throughout the year.

McLennan MyAlert

McLennan’s online orientation program is intended to inform new and returning students about McLennan’s procedures and resources. During online orientation, students are informed of services offered through McLennanMyAlert (<https://www.mclennan.edu/myalert/>) and encouraged to verify their contact information through McLennanMyAlert before classes begin for the semester. A slide show presentation explains to students about the emergency notification system and how to verify information in the opt-out system. Similar information is presented to new employees through an online new employee orientation. Each semester, information is also disseminated to students and employees through the closed circuit televisions on campus, emails and flyers about McLennanMyAlert.

Suicide Awareness

Each September, McLennan’s Success Coaches and Mental Health Department host Suicide Awareness & Prevention Week. During this time, students and employees are encouraged to learn more about risk factors and how to help someone that may be depressed or considering suicide. The Success Coaches also offer ongoing advising, coaching and mentoring to assist students with the resources at McLennan needed for their success.

C.A.R.E. Team

McLennan Community College’s Campus Awareness Response and Evaluation (CARE) Team exists to promote student success and enhance campus-wide communication regarding specific behavioral problems that may involve threats to the safety and well-being of the individual or the

campus community. The team consists of the Vice President of Student Success, the Chief of Campus Police or designee, the Coordinator of Student Activities, a representative from the Department of Mental Health, a liaison from McLennan Counseling Services, the Director of Human Resources, the two Advising Specialists, and is chaired by the Associate Director of Student Development. The CARE Team is McLennan's Behavioral Intervention Team (BIT) and closely follows best-practice models.

Faculty, staff, and students have the ability to report members of the campus community to the CARE Team by emailing care@mclennan.edu. The CARE Team serves two types of students: students who are likely to hurt themselves and students who may become a threat to hurt others. The CARE Team collects reports, utilizes the collective expertise of the team, and makes decisions about how to best help reported students.

Crisis and Emergency Training

McLennan's Crisis Committee and Emergency Operations team frequently offer Building Safety Coordinator training to McLennan employees specifically chosen for these positions. The Building Safety Coordinators assist with emergency drills, maintain correspondence with the occupants in the building or floor they serve, notify the building or floor about emergencies in the vicinity, keep the Crisis Committee and Emergency Operations team notified of issues or concerns from students or staff, participate in at least 2 emergency training opportunities a year, and serve as front-line communicators during an emergency.

McLennan's Campus Emergency Response Teams (<http://www.mclennan.edu/crisis-management/response-team>) consist of faculty and staff members who volunteer their time to receive special training to assist Campus Police, the Crisis Management Committee or Team and Administration during an emergency.

Community Safety Tips

McLennan's Marketing & Communications department displays "Be Prepared" graphics on the campus TVs throughout the year in order to educate the campus community about emergency procedures at McLennan.

Crisis Management

McLennan's Crisis Committee offers emergency guidelines, an operations field guide and the Crisis Management plan online at <http://www.mclennan.edu/crisis-management/>. All three resources communicate the college's plan in the event a crisis or an emergency should occur.

The Environmental Health and Safety Manual is also available online at <http://www.mclennan.edu/safety-manual/>. This manual establishes appropriate safety standards and guidelines for the operation and facilities of the institution.

Professional Development

Each semester, McLennan offers employees professional development sessions, which always include at least one emergency, safety or crisis topic. Some of the topics offered in the past include AED & CPR training, active shooter training, and student-in-crisis training.

Crime Prevention

Policy E-XXVIII.V of McLennan's Policies and Procedures handbook

A primary goal of Campus Police is the prevention of crime before it occurs. Since McLennan officers cannot be everywhere all the time, they need the help of all members of the college community to take an active role in their personal safety and property protection. Crime prevention is important to the campus community, and employees and students can help by reporting any crime or suspected crime immediately to Campus Police. By doing so, they may help prevent someone else from becoming a victim of a more serious crime.

Campus Police offer a variety of crime prevention, safety, and First Aid programs including:

- Bomb Threat education
- Automated External Defibrillator (AED) training
- Styker Chair (Evacu-Chair) Training

To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call Campus Police for an escort at 254-299-8911.

Monitoring & Recording Criminal Activities

When a McLennan student or employee is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Waco Police Department routinely works and communicates with Campus Police on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. McLennan Police Officers have communication with the city police department, fire department, and ambulance services to facilitate rapid response in any emergency situation.

McLennan will use closed circuit security cameras (CCSC) in public areas in a manner consistent with the rights of privacy for the purposes of safety and security. The purpose of CCSC monitoring of public areas by security personnel is to deter crime and to assist the McLennan Campus Police in protecting the safety and property of the College community. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited. Video monitoring of public areas for security purposes at the College is limited to uses that do not violate accepted rights of privacy.

Monitoring CCSC

The McLennan Campus Police Department is authorized to oversee and coordinate the use of CCSC monitoring for safety and security purposes at the College. McLennan Campus Police will monitor new developments in the relevant law and in security industry practices to ensure that CCSC monitoring at the College is consistent with the appropriate standards and legal protections.

CCSC Monitoring Committee

According to McLennan's policy on Closed Circuit security monitoring and recording of public areas for safety and security purposes (E-XXVIII-d), a CCSC Monitoring Committee will review camera locations and requests for release of recorded video. The CCSC Monitoring Committee consists of five members: McLennan Chief of Police, Director of Student Development, Director of Human Resources, the McLennan EEO Officer, and Director of Information Systems and Services.

The locations of permanent CCSC cameras are approved by the CCSC Monitoring Committee. A list of College camera locations will be made available to anyone requesting the list. The locations of temporary cameras to be used for special events will also be approved by the CCSC Monitoring Committee.

The CCSC Monitoring Committee will review complaints regarding camera locations and determine whether the policy is being followed. The committee will determine if potential community security needs outweigh any likely infringement of individual privacy or conversely.

The CCSC Monitoring Committee will review requests received by McLennan Campus Police to release recordings obtained through CCSC monitoring. No releases of CCSC recordings will occur without authorization by the Chief of Police and the President or Vice President of Finance and Administration. Excluded from review by the CCSC Monitoring Committee are releases of recordings directly related to a criminal investigation, arrest, or subpoena. Any release of recordings will be documented.

Recorded Information

The McLennan Campus Police will ensure security measures are in place to prevent tampering with or duplicating recorded information. Recorded video will be held for a period not to exceed 30 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police.

Examples of Video Monitoring & Recording of Public Areas

- A. *Protection of Buildings and Property:* Building perimeter, entrances and exits, lobbies and corridors, receiving docks, special storage areas, laboratories, cashier locations, etc.
- B. *Monitoring of Access Control Systems:* Restricted access at entrances to buildings and other areas.
- C. *Verification of Security Alarm:* Intrusion alarms, exit door controls, fire alarm locations, etc.
- D. *Video Patrol of Public Areas:* Bus stops, parking lots, streets, bookstore, and vehicle intersections, etc.
- E. *Criminal Investigation:* Robbery, burglary, and theft surveillance.
- F. *Protection of pedestrians:* Monitoring of pedestrian and vehicle traffic activity.

False Alarms or Reports

According to the Offense & Penalties for False Alarm or Report Section 42.06 of the Texas Penal Code, False Alarm or Report:

- A. A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
 - a. cause action by an official or volunteer agency organized to deal with emergencies;
 - b. place a person in fear of imminent serious bodily injury; or
 - c. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- B. An offense under this section is a Class A misdemeanor unless the false report involves a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which case, the offense is a **state jail felony**.

Possession, Use & Sale of Alcoholic Beverages

McLennan is a drug-free campus as described by the Federal Drug-Free Schools and Communities Act Amendment of 1989. Only under certain circumstances and in designated areas is the consumption of alcohol permitted.* It is a violation of the General Conduct Policy to possess, attempt to possess, use, transmit, or distribute (sell) drugs or alcohol on the campus or at any building, facility, grounds, or other property owned, leased, or controlled by the institution. Counseling and treatment resources are available from Student Development (254-299-8614) on the second floor of the Student Services Center or through Counseling Services (254-299-8210) in the Health & Wellness building on campus.

Possession, Use & Sale of Illegal Drugs

[Policy E-XXVIII.VI of McLennan's Policies and Procedures handbook](#)

Students who violate state or federal law or the college's alcohol and drug policy on campus or at college activities off-campus are subject to prosecution by local, state, federal officials and are subject to discipline where appropriate.

All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 and students who are Pell Grant recipients must notify the college within five days of any criminal drug statute conviction for a violation occurring on or off college premises while conducting college business or activities. The college will, within 10 days after receiving such notice, inform the federal agency providing the grant of such conviction. Within 30 days following the notification of the conviction, appropriate disciplinary action will be taken against such employee or students. Employees or students may be required, at their own expense, to participate satisfactorily in a substance abuse assistance or rehabilitation program.

McLennan recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs and intends to abide by and strictly enforce all state and federal laws governing possession, use, and sale of

**Upon approval by the President, alcoholic beverages may be served at the Bosque River Stage, Conference Center, Northwood House, McLennan House and Gardens, Highlander Ranch, and other designated areas, and subject to all federal, state, and local laws and regulations regarding possession, use and sale of alcoholic beverages.*

alcoholic beverages and illegal drugs, including but not limited to, the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989. McLennan adopts the following:

Drug & Alcohol Abuse Education Program

Campus Police, in concert with Student Success, will develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on and off campus at college activities and will present educational programs on alcohol and drug abuse.

McLennan has institutional policies that address Drug Free Workplace and Campus Crime and Security. In addition, the Highlander Guide, the McLennan student handbook, provides general information on drugs, effects and penalties associated with drug use.

Disclosure of Alleged Victims of a Crime of Violence

The institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

McLennan's Emergency Response & Evacuation Procedures

EMERGENCY NOTIFICATION AND WARNING

The health, safety and security of students, faculty, staff and guests of McLennan are of primary importance. Timely notification of any emergency or dangerous situation that may threaten the safety or security of the campus community is essential to allowing the campus community to take steps to protect themselves and minimize injury.

Purpose

This supplement provides guidance to McLennan and may serve as the plan for notification of events that could negatively affect the health, safety and welfare of the campus community.

Situation and Assumptions

- Incidents and/or events may necessitate the notification of McLennan faculty, staff and students collectively or within impacted groups.
- The amount of time available to notify the impacted campus population will vary from days to minutes depending on the specific incident/event.
- McLennan will immediately notify the campus community upon confirmation of an emergency or dangerous situation unless notification adversely affects the mitigation of the emergency.

- Complete notification of 100 percent of campus population is not possible; however, attempts will be made to notify the largest percentage of the population to whom information about the incident/event specifics, would be relevant.
- The notification of an event or an emergency situation is dependent upon the event and the immediacy of the notification.

Immediate Threat

- This is an event that poses a significant emergency or dangerous situation involving an imminent or impending threat to the health or safety of students or employees occurring on campus. This type of situation most likely will result in notification of the entire campus.

Timely Warnings

[Policy E-XXVIII of McLennan's Policies and Procedures handbook](#)

Campus Police will be primarily responsible for carrying out mandates of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Campus Police will investigate and confirm the occurrence of on-campus murder, sexual assault, aggravated assault, burglary, motor vehicle theft, robbery, liquor law violations, drug abuse violations, weapons violations, and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police, constitutes an immediate threat to the health or safety of students or employees, a campus-wide "timely warning" will be issued upon confirmation. However, certain information may be temporarily withheld to protect a victim or maintain the integrity of an in-progress criminal investigation.

Warnings to members of the campus community regarding occurrences of Clery Act crimes will be issued by means of the college's Marketing & Communications Office through one or more of the following mediums: McLennan myAlert (SMS and e-mail opt-out system), college e-mail, website graphic, local TV and radio announcements, college voice mail messages, social media postings, press release and/or web calendar event postings.

Depending on the type of emergency, especially in all situations that could pose an immediate threat to the community and individuals, Campus Police may also post signs on campus or alert occupants in buildings on foot.

In emergency or dangerous situations, warnings include procedures for both response and evacuation. These are notifications that are sent to the campus community advising of event(s) that have occurred on the campus property or advising of event(s) occurring near the campus. Timely warnings are meant to provide information to make McLennan's campus community aware of an ongoing threat or risk, aid in the prevention of similar crimes, and provide safety tips. These notifications usually occur as an all-campus email and should be issued as soon as the pertinent information is available.

Content of Notification

The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action.

Procedures for Notification

McLennan has first responders, a certified emergency response team, a building safety coordinator program and an emergency operations command center team. The Director of Campus Safety will determine whether notification should be given to any one or all of the aforementioned personnel before the notification of the campus community. Fire alarms will sound in the case of a fire emergency to alert the campus community to evacuate. The Director of Campus Safety and the President (or designee) will determine the information appropriate to be contained in the notifications. The Director of Marketing & Communications (or designee) will send a McLennanMyAlert (which is an opt-out system with notifications via email, text messages, and available social media). The Director of Marketing & Communications (or designee) will follow up the McLennanMyAlert with an all student and employee email, notification to local media outlets, and phone intercom message through Informacast, as time permits.

College administrators will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

- Should an emergency or serious situation occur, the person or witness should call Campus Police at 8911 from a campus phone or 254-299-8911 from a cell phone.
- McLennan dispatch or the officer on duty will take the call and will send Campus Police officers to verify the hazard or danger and notify the McLennan Police Chief as well as Waco Police Department or East Texas Medical Center if needed.
- The officer on the scene will offer assistance or direct evacuation of the building, if needed.
- The McLennan Police Chief will notify the President and inform her of the situation.
- As soon as the Police Chief or President has confirmed that a significant emergency or dangerous situation exists, the President, upon consultation with the Police Chief, will determine a course of action and authorize any messages or warnings that should be released and determine to whom these warnings should be distributed.
- The entire campus community will be notified if a large segment of the campus community may be affected by or have the potential to be affected by the threat.
- The President or her designee will then notify the Director of Marketing & Communications, Vice Presidents and Crisis Management Committee Chair.
- The Director of Marketing & Communications will initiate the process by sending out warnings or notifications campus wide or to select groups as indicated by the

emergency. Information will be sent over MyAlert, voice messaging, InformaCast, and broadcast emails to students, staff and faculty. The message may also be posted on the McLennan homepage and Facebook, and the media will be notified if indicated by the emergency or dangerous situation.

- The Chair of the Crisis Management Committee will inform the Campus-CERT team members of the warning and coordinate assistance in notification and/or evacuation.

A warning may not be issued for a confirmed emergency or dangerous situation if doing so will compromise any effort to mitigate the emergency. The decision to withhold issuing a warning will be determined through consultation with McLennan's Police Chief and President.

Concept of Operations

- The McLennan emergency notification system is composed of several methods to inform the campus. The appropriate mode(s) of distribution will be determined by the incident timeline and populations affected, as outlined in this document.
- The McLennan homepage at www.mclennan.edu serves as the official source of emergency notification information. It will be updated as necessary during an incident. Other notification modes may refer to the homepage for additional information.
- An email is sent to the campus community informing them of the hazard or danger.
- InformaCast is used for blast messaging over all desk phones on McLennan's campus via VOIP.
 - A voice message will be left at the contact phone number of all faculty, students and/or staff as determined by the urgency of the notification.
- McLennan myAlert is the college's notification system.
 - Notifications involve the use of text messages sent to all McLennan email subscribers who have submitted their cellphone numbers to the alert system or select groups as determined by the immediacy of the threat.
- Closed circuit television located in buildings may be used to televise warnings or alerts.
- Campus Police and/or the Building Safety Coordinators will strategically travel throughout the campus broadcasting the emergency warnings.
- Depending on the incident, the notification can be distributed to local media for publication.

Emergency Preparedness

During this reporting period, McLennan has participated and hosted several exercises and drills to improve the college's response to and evacuation capabilities during to various threats to the campus community. A record of these activities is included in the following Emergency Response Preparedness Matrix.

Testing Mass notification

The Crisis Committee is responsible for conducting tests of emergency response and evacuation procedures on at least an annual basis through a variety of drills and exercises designed to assess and evaluate McLennan’s emergency plans and capabilities. The Emergency notification systems are tested at least once annually. Exercises may include tabletop, functional, full-scale, or any combination thereof. Tests may be announced or unannounced in advance to the campus community.

Emergency Response Preparedness Matrix				
Exercise	Date	Time	Announced (A) Unannounced (U)	Description
Fire Drills				
	10/19/2013	9:00 AM	A	Fire Drill and evacuation test performed at Administration, MAC, ESEC, CSC and Enrollment Services Center
	2/18/2014	10:00 AM	U	Fire drill and evacuation test performed at Science, BT, and Math & Wellness buildings.
McLennanMyAlert Test				
	5/1/14	1:28 PM	U	MCC Alert: Test Alert to all users
	2/19/14	11:54 AM	U	MCC Alert: Test Alert to all users

Procedures for Testing Emergency Response and Evacuation Procedures

A drill is coordinated by the Crisis Committee each year for McLennan. The purpose of the drills is to prepare building occupants for an organized evacuation in case of an emergency. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting for a short-term building evacuation. At McLennan, evacuation drills are used to educate and train occupants on issues specific to their facility. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In

addition to educating the occupants of the building about the evacuation procedures during the drills, the process also provides the college an opportunity to test the operations of the fire alarm system components. Any deficient equipment is noted so that appropriate repairs may be performed.

Action to Take in Inclement Weather

When the National Weather Service transmits a signal to the weather alert radios (deployed in strategic locations on the campus) designating a severe weather condition, the Crisis Management Team will be activated. In the event of a tornado watch, the Crisis Management Team will monitor weather conditions. In the event of a tornado warning, the following plan will be implemented:

Daytime (Week days)

- The Crisis Management Team will assemble in the Command Center at the discretion of the President.
- Campus Police will notify the Director of Marketing & Communications to alert Building Safety Coordinators to notify other staff and students to proceed immediately to pre-identified secure locations in each building. Maps are located in hallways of buildings to indicate safe locations. Safe areas are generally interior hallways on the lowest floor. Auditoriums, gymnasiums, large rooms or window areas should be avoided. When a severe weather alert has been declared by the Crisis Management Team, the following activities should be interrupted and the indicated safeguards initiated immediately.
 - Classes should cease immediately. Students and faculty should shut off lab equipment for which they are responsible and proceed to the closest safe area.
 - All college business and activities except for emergency services will terminate. Students, staff and faculty should proceed to the designated area until the warning expires.
- Campus police will broadcast “take cover” instructions to staff and students between buildings and in parking areas.
- After determination is made that all danger has passed, the Crisis Management Team will advise the Director of Marketing & Communications to notify Building Safety Coordinators and Campus Police to announce “all clear” and resume normal activities.

Evening

- Campus Police will alert staff and students of impending threatening weather conditions. Staff will assist the police in alerting campus visitors, staff and students to proceed to safe areas.
- All other procedures will remain the same.

Weekend

- The Weekend Security Officer (supported by other Crisis Management Team members if available) will alert campus visitors, staff and students to proceed to safe areas.
- All other procedures will remain the same.

For questions or concerns about this report, please contact McLennan's Director of Public Safety/Chief of Police at 254-299-8844 or Director of Marketing & Communications at 254-299-8640.