

McLennan

C O M M U N I T Y

COLLEGE

2018

**Annual Security and Fire
Safety Report**

President's Message

In an effort to foster a safe campus environment, McLennan Community College has adopted and implemented policies and practices in compliance with the requirements of the *Jeanne Clery Act* (20 USC § 10292(f), 34 CFR § 668.46 and §668.41). This publication contains information about safety measures, processes, and policies and should be used as a resource by the campus community to deter crime. I encourage you to take time to review the *Annual Security Report* and positively contribute to making campus safety a priority. The McLennan Community College *2018 Annual Security Report* has been reviewed and approved for release and posting to the MCC website.

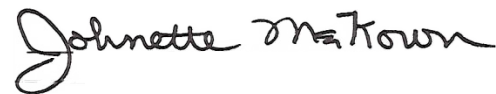
A handwritten signature in black ink that reads "Johnette Markow". The signature is written in a cursive style with a large initial "J" and a stylized "M".

Table of Contents

- Quick Reference Resources 6
 - MCC Police Department (on campus) 6
 - Local Law Enforcement (off-campus) 6
 - Fire Department (off-campus) 6
 - Health 6
 - Community Services 6
 - National and State Hotlines 6
 - Additional Campus Offices 6
- The *Clery Act* 7
 - Compliance with the *Clery Act* 7
- Campus Safety 8
 - Preparing the Report 8
 - Notifications 8
 - Campus Police Department 8
 - Maintenance of Campus Facilities 9
 - Geography 9
 - On-Campus Geography 9
 - Non-Campus Buildings or Property 9
 - Public Buildings or Property 10
 - Reporting Crimes 10
 - Criminal Activity On-Campus 10
 - Reporting Criminal Activity Off-Campus 10
 - Campus Security Procedures and Practices 11
 - Missing Student Notification 11
 - MCC MyAlert 11
 - Suicide Awareness 11
 - C.A.R.E. Team 12
 - Emergency Training 12
 - Community Safety Tips 12
 - Emergency Management 12
 - Professional Development 12
 - Crime Prevention 12
 - Monitoring & Recording Criminal Activities 13
 - Monitoring CCSC 13

CCSC Monitoring Committee..... 13

Recorded Information 13

Examples of Video Monitoring & Recording of Public Areas..... 13

False Alarms or Reports..... 13

Campus Security Authorities (CSAs) 15

 Designated CSAs: 15

Timely Warnings..... 16

 Content of Notification 16

 Procedures for Notification 16

Emergency Response and Evacuation Procedures..... 17

 Content of Notification 17

 Procedures for Notification 17

 Concept of Operations..... 17

 Emergency Preparedness..... 18

 Testing Mass Notification 18

 Procedures for Testing Emergency Response and Evacuation Plan 18

 Table 1: Emergency Response Preparedness Matrix 19

 Action to Take in Inclement Weather 20

Crime Statistics 21

 Campus Crime Statistics 21

 Crime Logs..... 21

 Statistics from Local Law Enforcement Agencies 21

 Definitions of Criminal Offenses 21

 Table 2: Criminal Offenses Reporting 24

 Table 3: VAWA Offenses Reporting..... 25

 Table 4: Arrests and Disciplinary Referrals Reporting..... 25

Unfounded Crimes 25

Alcohol and Drugs 26

 Drug Free Schools and Communities Act 26

 Policy Distribution to Students 26

 Policy Distribution to Employees..... 26

 Standards of Conduct 26

 Disciplinary Sanctions for Students 27

 Disciplinary Sanctions for Employees 27

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking 28

Prevention and Awareness..... 28

Bystander Intervention..... 28

Sexual Misconduct Policy..... 29

Definitions..... 29

What to Do If You Are a Victim..... 30

Written Notification and Reporting..... 31

Confidentiality 31

Counselors and Confidential Crime Reporting 31

Protecting Both Parties..... 32

Disciplinary Procedures and Formal Resolution..... 32

Community Services 33

Education 34

Family Violence..... 34

Registered Sex Offender Information 34

Protecting Minors on Campus..... 34

Fire Report..... 36

 Fire Safety..... 36

 Fire Drills..... 36

 Fire Safety Inspections..... 36

 Portable Electrical Appliances, Smoking and Open Flames..... 36

 Emergency Evacuation Plan..... 36

 Table 5: On-campus Student Housing Facility Fire Safety Systems..... 36

 Table 6: Fire Safety Reports..... 37

Quick Reference Resources

MCC Police Department (on campus)

Emergency..... 254-299-8911
 Dial “8911” from any campus phone; calls answered 24 hours a day, 7 days a week.
 Non-emergency254-299-8860
 Dir. of Public Safety & Chief of Police..... 254-299-8844
 Hearing Impaired (Texas Relay)7-1-1
<http://www.mclennan.edu/police/>

Local Law Enforcement (off-campus)

Emergency..... 9-1-1
 Non-emergency:
 Waco Police Department..... 254-750-7500
 Bellmead Police Department 254-799-0251
 Lacy Lakeview Police Department 254-799-2479
 Beverly Hills Police Department 254-752-2585
 Robinson Police Department 254-662-0525
 Hewitt Police Department 254-666-6272
 Woodway Police Department 254-772-4470
 McLennan County Sheriff 254-757-5095
 Hearing Impaired (Texas Relay)7-1-1

Fire Department (off-campus)

Emergency..... 9-1-1

Health

Community Clinic.....254-313-5800
 MCC’s Community Services Center
 4601 N. 19th St.
 Medical Services, Information, and Appointments
 Monday-Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m.
<http://www.mclennan.edu/community-clinic/>

Baylor Scott and White Hillcrest..... 254-202-2000
 100 Hillcrest Medical Blvd
<http://www.sw.org/location/waco-hillcrest-medical-center>

The DePaul Center..... 254-776-5970
 301 Londonderry Drive
<http://www.providence.net/depaul/>

Community Services

Advocacy Center for Crime Victims Crisis
 Hotline.....254-752-9330
 Toll Free.....888-867-7233
 MHMR (select Crisis option)254-752-3451
 Waco Family Abuse Center.....254-751-1781
 Toll Free.....800-283-8401
 Family Abuse Center:
<http://www.familyabusecenter.org/>

National and State Hotlines

Mental Health Crisis Line.....866-752-3451
 National Domestic Violence Hotline.....800-799-7233

.....800-787-3224 TTY
<http://www.thehotline.org/>
 National Suicide Prevention.....800-273-TALK (8255)
 Texas Advocacy Project Sexual Assault Legal Line
888-296-7233
 Family Violence and Sexual Assault Legal Line
800-656-HOPE (4673)
<http://www.texasadvocacyproject.org>

Additional Campus Offices

Office Hours Monday-Friday 8 a.m. – 5:00 p.m.

CARE Team.....254-299-8645
 Student Services Center, Room 211
<http://www.mclennan.edu/care/>

Completion Center 254-299-8226
 Student Services Center, Room 249

Counseling Services 254-299-8210
 Wellness and Fitness, Room 101
 Preventative short term counseling
<http://www.mclennan.edu/counseling>

Disability Services..... 254-299-8122
 Student Services Center, Room 249
<http://www.mclennan.edu/disability/>

Student Conduct 254-299-8614
 Student Services Center, Room 211
<http://www.mclennan.edu/insight/>

Student Support Services (TRIO)..... 254-299-8431
 Student Services Center, Room 304
<http://www.mclennan.edu/student-support-services/>

Support & Empowerment Program..... 254-299-8569
 Student Services Center, Room 249
<http://www.mclennan.edu/support-and-empowerment/>

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

The Clery Act

“The *Jeanne Clery Act*, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the College’s annual security report.

Under the Act, institutions must provide survivors of sexual assault domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.”

Source: <http://www.Clerycenter.org>

Compliance with the Clery Act

The *Clery Act* requires McLennan Community College (MCC) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The Act also requires MCC to collect, report, and disseminate crime data to everyone on campus and to the Department of Education annually.

To be in full compliance with the law, McLennan Community College must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The McLennan Community College Police Department must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus, in public areas on or near campus, and in certain non-campus buildings, such as remote classrooms. McLennan Community College must also report liquor and drug law violations and illegal weapons possession, if they result in a disciplinary referral or arrest.

4. Submit the collected crime statistics to the Department of Education each fall.

5. Inform prospective students and employees about the availability of the Annual Security Report.

Source: *The Handbook for Campus Safety and Security Reporting*

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/>.

Members of the campus community are encouraged to use this report as a guide for safe practices on- and off-campus. 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.

Campus Safety

In compliance with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 10292(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.

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.

Preparing the Report

The McLennan Community College Police Department, Student Success Division, 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*).

Data for the report is gathered from multiple areas. The behavioral intervention team, C.A.R.E., provides information regarding students of concern who have also been involved in a Clery crime. Information is collected from the Title IX Coordinator for Title IX violations that are also Clery crimes. Additional information is gathered from reports made by faculty, staff, or students to Insight, by phone, or by email. All information is carefully reviewed to determine if Clery crimes occurred on Clery geography and were reported to a Campus Security Authority. Incidents meeting the criteria are then documented in the Annual Security Report as Clery crime statistics.

The Annual Security Report is published every year by October 1st and contains three years of 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. The report may also be accessed by clicking on the link entitled *Security Report* at the bottom of every page of the McLennan Community College website.

The report is linked through additional pages to provide notification to:

- Prospective employees via the College's Human Resource's Employment Opportunities webpage at <http://www.mclennan.edu/employment/>.
- New employees via a link during new employee

orientation and on the College's Human Resources' webpage at <http://www.mclennan.edu/human-resources/>.

- Prospective students and parents of students via the About McLennan webpage at <http://www.mclennan.edu/about/>.

Upon request, prospective students and employees may obtain a hard copy of the report from Campus Police located in the Student Services Center, Room 135 or by calling 254-299-8860.

Campus Police Department

MCC's Campus Police department is a 17-member police force. The department consists of ten commissioned Police Officers and seven 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.

"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 MCC 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." See *Policy E-XXVIII.III, Campus Crime and Security*.

The MCC Police Department 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. The commissioned and security officers, assist in safeguarding the campus community and in the enforcement of college rules and regulations. Campus Police investigate 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.

Maintenance of Campus Facilities

“MCC seeks to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities and grounds. However, the policy of promoting openness must be balanced by controls on access to campus facilities and grounds designed to promote security in campus facilities.” See *Policy E-XXVIII.II, Campus Crime and Security*.

MCC does not have traditional on-campus student housing, however, the College does house two international students each academic year in a single family dwelling. Campus Police enforces college rules and regulations on access and security of all campus facilities and regularly patrols the grounds and buildings on the campus. MCC Maintenance staff 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.

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.” See *Policy E-XXVIII.II, Campus Crime and Security*.

The Access Specialist in the Physical Plant 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.

MCC 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 Emergency Management Committee and Emergency Operations Team notified of issues or concerns from students or staff, participate in at least two emergency training opportunities a year, and serve as front-line communicators during an emergency.

During business hours, the College 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.

Geography

Under the *Clery Act*, McLennan Community College is required to provide statistics for all reported crimes based on the following criteria:

- crimes occurring within a location determined to be part of the *Clery* geography;
- crimes reported to a Campus Security Authority; and
- crimes included as part of *Clery* offenses.

As specified in the *Clery Act*, the following property descriptions are used to identify the location of crimes on and around MCC’s campus.

On-Campus Geography

“Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).” 20 USC § 10292(f), 34 CFR 668.46(a)

Non-Campus Buildings or Property

“Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s

educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.” 20 USC § 10292(f), 34 CFR 668.46(a)

MCC does not have any chartered student organizations utilizing off-campus facilities. All meetings are required to be “held on campus during the regular college day.” See *Policy G-IV, Clubs and Organizations*.

Public Buildings or Property

“All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.” 20 USC § 10292(f), 34 CFR 668.46(a)

Reporting Crimes

“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.” See *Policy E-XXVIII.III, Campus Crime and Security*.

Faculty, staff, and students are provided with information regarding what to report, timely reporting and how to make accurate reports during professional development training, risk management training as required under *H.B. 2639, 80th Texas Legislature*, and campus-wide emails. They are encouraged to report all crimes on campus. Reporting of crimes is not confidential, however reports related to *Title IX* may be made confidentially and anonymously by any member of the campus community online at *Lighthouse* or individuals may make a confidential report at Counseling Services (254-299-8210).

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. See *Policy E-XXVIII.III, Campus Crime and Security and E-XXVIII-a, Sexual Misconduct Policy*.

Criminal Activity On-Campus

To report criminal activity, a criminal offense, suspected criminal activity or an on-campus emergency, immediately contact the MCC Police Department 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, room 135. Police officers and Security officers 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 strategically 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 investigate and confirm the occurrence of on-campus *Clery Act* crimes which may include but are not limited to: murder, sexual assault, aggravated assault, burglary, motor vehicle theft, robbery, liquor law violations, drug abuse violations, weapons violations, domestic violence, dating violence, stalking, hate crimes, 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 the College in its security program.

Reporting Criminal Activity Off-Campus

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

Campus Police and area police departments 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.

MCC Police jurisdiction includes: the Highlander Ranch, the Emergency Services Education Center, a portion of Cameron Park bordering campus geography, and all buildings associated with 1400 College Drive. Separate campus properties such as the Emergency Services Education Center and Non-campus properties such as the Highlander Ranch are monitored and secured by Campus Police. Primary MCC Campus Police jurisdiction does not include off-campus properties that are not owned or controlled 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.

For offenses not occurring on campus, at a non-campus property owned, or controlled by McLennan Community College, 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 Procedures and Practices

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 *Concern for Students Referral Guide* and website instructs an individual on behaviors to look for and what to do. Options include referring individuals who demonstrate a harm to themselves or others, Title IX referrals, and all other issues. Selecting ‘all other’ will open a referral form in “Insight” (<http://www.mclennan.edu/insight>).

Administrative attention will be provided in the areas of academic or general support, other support, academic integrity, and behavioral concerns.

Various campus units, including the Emergency Management Committee, Emergency Operations Team, and Student Success, 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 Emergency Management 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.

Missing Student Notification

This notification is required for all students residing in facilities that meet the federal definition of on-campus housing. Students missing for 24 hours should be reported immediately to both:

Drew Canham,
Vice President, Student Success
McLennan Community College
Administration Building, Room 408

1400 College Drive
254-299-8645
FAX: 254-299-8654
dcanham@mclennan.edu

Clayton Williams
Director, Public Safety/
Chief of Police
McLennan Community College
Student Services Center, Room 132
1400 College Drive
254-299-8844
rwilliams@mclennan.edu

Students residing in facilities on-campus are provided the option to identify a contact person upon applying to McLennan Community College. This information will remain confidential. The listed person(s) will only be contacted in the event of a missing person investigation. Only college officials with authorization will have access to this information. The parent or guardian, in addition to the listed contact person of any student under the age of 18, will be contacted within 24 hours of being determined missing.

Within 24 hours of the determination of a missing student, local law enforcement will be notified by the Director, Public Safety/Chief of Police or their designee.

MCC MyAlert

The College’s online orientation program is intended to inform new and returning students about MCC’s procedures and resources. During online orientation, students are informed of services offered through MCC such as MCC MyAlert (<https://www.mclennan.edu/myalert/>) and encouraged to verify their contact information through MCC MyAlert before classes begin for the semester. Information is provided regarding 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 MCC MyAlert.

Suicide Awareness

Students and employees are encouraged to learn more about risk factors and how to help someone who may be depressed or considering suicide. Ongoing advising, coaching, and mentoring is available to assist students with accessing the resources at MCC needed for their success. Each year, the Division of Student Success hosts Suicide Awareness & Prevention Week.

C.A.R.E. Team

McLennan Community College's Campus Awareness Response and Evaluation (C.A.R.E.) Team exists to promote student success and enhance campus-wide communication regarding specific behavioral concerns that may involve (1) students who are likely to hurt themselves; and (2) students who may become a threat to others.. The team consists of: the:

- Vice President for Student Success,
- Director, Student Development,
- Director for Student Engagement and Compliance Education,
- Associate Director of Counseling,
- Associate Director of the Completion Center,
- Advising Specialist/ Conduct Officer,
- a representative from the Campus Police department,
- two faculty members, and
- Success Coach, Accommodations.

The C.A.R.E. Team is considered McLennan Community College's Behavioral Intervention Team (BIT) and closely follows national best-practice models.

Faculty, staff, and students have the ability to report members of the campus community to the C.A.R.E. Team through an online reporting form. The C.A.R.E. Team collects reports and utilizes their collective expertise to make decisions about how to best help students.

Emergency Training

MCC's Emergency Management Team and Emergency Operations Team frequently offer Building Safety Coordinator training to MCC 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 Emergency Management Committee and Emergency Operations Team notified of issues or concerns from students and employees, participate in at least 2 emergency training opportunities a year, and serve as front-line communicators during an emergency.

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

Community Safety Tips

MCC's Marketing & Communications department sends online information throughout the year in order to educate the campus community about emergency procedures at the College.

Emergency Management

MCC's Emergency Management Committee offers emergency guidelines, an operations field guide, and the Emergency Management plan (available through the Director of Marketing & Communications, Administration 410). All three resources communicate the college's plan in the event 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, the College offers employees professional development sessions which always include at least one emergency or safety topic. Topics offered in the past include AED & CPR training, active shooter training, and student-in-crisis training.

Crime Prevention

A primary goal of Campus Police is the prevention of crime before it occurs. Since MCC 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
- Styrker Chair (Evacu-Chair) Training

Campus police promote personal safety, and encourage walking 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 MCC 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. MCC Police Officers have communication with the area police departments, fire department, and ambulance services to facilitate rapid response in any emergency situation. MCC uses 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 MCC 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.” *See Policy E-XXVIII-d, Closed Circuit Security Monitoring.*

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.” *See Policy E-XXVIII-d, Closed Circuit Security Monitoring.*

CCSC Monitoring Committee

According to MCC’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: MCC Chief of Police, Director of Student Development, Director of Human Resources, the MCC 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 MCC 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.” *See Policy E-XXVIII-d, Closed Circuit Security Monitoring.*

Recorded Information

The MCC 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

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

False Alarms or Reports

According to the *Texas Penal Code -PENAL§ 42.06, False Alarm or Report:*

“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:

- cause action by an official or volunteer agency organized to deal with emergencies;
- place a person in fear of imminent serious bodily injury; or
- 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.

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.”

Campus Security Authorities (CSAs)

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 MCC Campus Security Authority.

“Campus Security Authority (CSA) is a *Clery*-specific term that encompasses four groups of individuals and organizations associated with an institution.”

Source: The Handbook for Campus Safety and Security Reporting

These include:

- campus police department;
- individuals who have responsibility for campus security but are not part of a police or security department;
- any individual or organization identified as someone students and employees should report *Clery* crimes; and
- officials with significant student or campus activity responsibilities.

Exemptions under the *Clery Act* include pastoral and professional counselors. “To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.”

Source: The Handbook for Campus Safety and Security Reporting

Individuals who are considered a Campus Security Authority and share a role as a pastoral or professional counselor are obligated to report *Clery Act* crimes.

CSAs have an important role in complying with the law. CSAs are provided ongoing training opportunities through the office of Student Engagement and Compliance Education.

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. It is the decision of the victim to act on this option. In the midst of an emergency, 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 *Clery* Incident Report Form available on the McLennan Community College’s Police Department website at http://www.mclennan.edu/police/docs/clery_incident_report_form.pdf. Reports must be submitted to the McLennan Community College Police Department within 48 hours of incident notification.

Designated CSAs:

- Director, Public Safety/Chief of Police, Clayton Williams (254-299-8844)
- Vice President, Student Success, Drew Canham (254-299- 8645)
- Vice President, Finance and Administration, Stephen Benson (254-299-8679)
- EEO Officer, Al Pollard (254-299-8669)
- Director, Human Resources, Missy Kittner (254-299-8514)
- Associate Director, Student Development, Tina Lyles (254-299-8681)
- Director, University Center, Annette Scott (254-299-8380)
- Division Chair, Human Services & Education, Joe Arrington (254-299-8706)
- Associate Professor, Kelly Parker (254-299-8177)
- Program Director/Professor, Lesley Plemons (254-299-8233)
- Project Director, Laura Crapps (254-299-8451)
- Librarian/Professor, Sharon Keenan (254-299-8343)
- Director, ESEC, Lt. Gary Myles (254-299-6501)
- Director, Student Engagement, Claudette Jackson (254-299-8465)
- Professor, Linda Crawford (254-299-2940)
- Program Director, Becky Griffin (254-299-8354)
- Associate Professor, Liz Painter (254-299-8298)

Timely Warnings

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 and a notice “will be published to inform students and employees of criminal occurrence on the campus.” See *Policy E-XXVIII.I, Campus Crime and Security*.

Certain information may be temporarily withheld to protect a victim or maintain the integrity of an in-progress criminal investigation. Campus Police will be primarily responsible for carrying out mandates of the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*.

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. Warnings are issued through one or more of the following mediums: MCC 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 MCC’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

“Timely warnings will be issued for *Clery* crimes which pose a serious or continuing threat to the campus community. Any release of information to the public will comply with the open crime logs or timely warning provisions of the *Clery Act*; the names of victims or information that could easily lead to a victim’s identification will not be released.”

Procedures for Notification

“College administrators will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the timely warning.

Upon determination by the MCC Director of Public Safety/Chief of Police of a serious or continuing threat to campus safety, the MCC Director of Marketing & Communications (or designee) will send a MCC MyAlert which is an opt-out system with notifications sent via email, text messaging, and available social media. After this notification, the Director of Marketing & Communications (or designee) will send an email to all students and employees, notifying local media outlets, and transmitting an audio message via Informacast, a telephone intercom system, as time permits.” See *Policy E-XXVIII-h, Timely Warnings for Campus Safety*.

Emergency Response and Evacuation Procedures

Content of Notification

MCC does not segment the population for individualized notifications. 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, Building Safety Coordinators, and an Emergency Operations Team. The Director of Public Safety/Chief of Police 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 Public Safety/Chief of Police and the President (or designee) will determine what information to provide in notifications. The Director of Marketing & Communications (or designee) will send a McLennan MyAlert with: (a) an all student and employee email, (b) notification to local media outlets, and (c) an audio message via Informacast (a phone intercom messaging system), 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.
- MCC 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 Director of Public

Concept of Operations

The MCC emergency notification system is composed of There are several methods to inform the campus. The appropriate

Safety/Chief of Police as well as Waco Police Department and/or our local EMS if needed.

- The officer on scene will offer assistance or direct evacuation of the building(s), if needed.
- The Director of Public Safety/Chief of Police will notify and inform the President of the situation.
- As soon as the Director of Public Safety/Chief of Police or President has confirmed that a significant emergency or dangerous situation exists, the President (or designee), upon consultation with the Director of Public Safety/Chief of Police, 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 designee) will then notify the Director of Marketing & Communications, Vice Presidents, and Emergency Manager.
- The Director of Marketing & Communications will initiate the process by sending warnings or notifications campus wide or to select groups as appropriate to the situation. Information will be sent over MCC MyAlert, audio messaging, by phone via InformaCast, and broadcast emails to students and employees. The message may also be posted on the MCC homepage and Facebook, and media outlets will be notified if it is appropriate to the situation.
- The Emergency Manager 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 the Director of Public Safety/Chief of Police and President (or designee).” *See Policy E-XXVIII-b, Emergency Response Plan.*

mode(s) of distribution will be determined by the incident timeline and populations affected, as outlined in this document:

- The MCC 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 MCC'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.
- MCC MyAlert is the college's notification system.
 - Notifications involve the use of text messages sent to all MCC 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, MCC 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. The campus is apprised of the drills through email notification from the Office of the President at the beginning of the academic year. A record of these activities is maintained by and accessed through the Emergency Manager.

Testing Mass Notification

The Emergency Management 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 the College's emergency plans and capabilities. The Emergency notification systems are tested each semester. See Table 1 for all drills conducted during the 2017-2018 academic year. Exercises may include tabletop, functional, full-scale, or any combination thereof. Tests may be announced or unannounced in advance to the campus community.

Procedures for Testing Emergency Response and Evacuation Plan

A drill is coordinated by the Building Coordinators each semester for McLennan Community College. 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 MCC, 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.

Table 1: Emergency Response Preparedness Matrix

Emergency Response Preparedness Matrix				
Exercise	Date	Time	Announced (A) Unannounced (U)	Description
Drill				
Lockdown	10/3/17	12:20 p.m.	A	Lockdown drill performed in the Business Technology Building
Lockdown	10/25/17	10:30 a.m.	A	Lockdown drill performed in the HP, HPS, HPN and Lecture Hall
Shelter in Place	11/2/17	9:45 a.m.	A	Shelter in place drill performed in the Science Building
Shelter in Place	11/3/17	8:25 a.m.	A	Shelter in place drill performed in the Student Services Center
Lockdown	11/9/17	1:00 p.m.	A	Lockdown drill performed in the Emergency Services Education Center
Evacuation	11/9/17	11:15 a.m.	A	Evacuation drill performed in the Math, Wellness, and Fitness Building
Lockdown, Shelter in Place	2/1/18	9:50 a.m.	A	Lockdown/Shelter in Place drill performed in the Foundation
Evacuation	2/8/18	10:00 a.m.	A	Evacuation performed in the Student Services Center
Shelter in Place	2/8/18	2:30 p.m.	A	Shelter in Place performed in the Learning Technology Center
Shelter in Place	2/27/18	10:45 a.m.	A	Shelter in Place performed in the Business Technology Building
Evacuation	4/3/18	1:18 p.m.	A	Evacuation drill performed in the Emergency Services Education Center
Lockdown	4/23/18	11:30 a.m.	A	Lockdown drill performed in the Science Building
MCC MyAlert Tests				
	6/27/2017		U	MCC Alert: Test Alert to all users
	9/21/2017		U	MCC Alert: Test Alert to all users
	1/26/2018		U	MCC Alert: Test Alert to all users
	4/12/2018		U	MCC Alert: Test Alert to all users

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 Building Coordinators will receive the alert and take appropriate steps for the safety of the occupants in the building. In the event of a tornado watch, the Building Coordinator will monitor weather conditions. In the event of a tornado warning, the following plan will be implemented:

Daytime (Week days)

- The Emergency Management Committee will assemble in the Command Center at the discretion of the President (or designee).
- 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, 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.
 - All groups should remain in place until the warning expires.
- After determination is made that all danger has passed, the Emergency Management Committee 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 Emergency Management Committee members, if available) will alert campus visitors, staff, and students to proceed to safe areas.
- All other procedures will remain the same.” *See Policy E-XXVIII-b, Emergency Response Plan.*

Crime Statistics

Campus Crime Statistics

The McLennan Community College Police Department, Emergency Management Committee, Student Success Division, and Marketing & Communications department prepared 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 MCC Home page (see Annual Security Report at the bottom of the page) or through Campus Police in the Student Services Center, Room 135, during normal business hours.

“Campus Police will be responsible for the gathering of statistics concerning the occurrence of crime on campus which has been reported to Campus Police authorities or local police agencies.” See *Policy E-XXVIII.VII, Campus Crime and Security*.

Crime Logs

Campus Police maintains a daily crime log. Five employees in the Campus Police Department are trained on proper maintenance of the log. The log lists the nature of the crime, date and 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 review by the public, upon request at the Campus Police department on the first floor of the Student Services Center. Information on the MCC Police Department web page <http://www.mclennan.edu/police/> also provides the public with instructions for requests to view the log.

Statistics from Local Law Enforcement

Agencies

McLennan Community College Campus Police work with local, state, and federal law enforcement agencies to obtain crime statistics for all *Clery Act* crimes for locations defined as part of the campus *Clery* geography. This includes on campus, public property, and non-campus properties. All efforts are made to obtain crime statistics for out-of-state and out-of-country non-campus properties. Information received is included as part of the crime statistics. Campus Police document all efforts and responses to those efforts.

Definitions of Criminal Offenses

Note: All definitions are from the Uniform Crime Reporting Program, Summary Reporting System (SRS) Manual, National Incident-Based Reporting System (NIBRS) Data, and Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

Criminal Homicide are offenses separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

- **Murder and non-negligent manslaughter** is the willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence** is the killing of another person through gross negligence.

Sexual Assault (Sex offenses) are defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is sexual intercourse with a person who is under the statutory age of consent.

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of

a weapon or by means likely to produce death or great bodily harm.

Burglary is the unlawful entry of a structure to commit a felony or a theft.

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate crimes are a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **Race** is a preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion** is a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation** is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender** is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity** is a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity** is a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that

stresses common ancestry.

- **National Origin** is a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** is a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

- **Constructive possession** is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has

cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, and by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Weapons: Carrying, Possessing, Etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug abuse violations are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor law violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and

drunkenness.

MCC Campus Police provided these statistics in conjunction with the Waco Police Department, the McLennan County Sheriff’s office, and information gathered from Campus Security Authorities. Statistics were also included from various local departments in off-site study trips and other locations defined by the *Clery Act* as non-campus geography. Non-Campus property includes the Highlander Ranch and the student athlete housing. MCC does not have on-campus student housing. No Hate Crimes were reported for 2015, 2016, or 2017. *Clery* crimes reported during this three year period did not show evidence that any victim was intentionally selected due to a bias against the victim by the perpetrator.

Table 2: Criminal Offenses Reporting

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Main Campus		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
RAPE	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
FONDLING	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
INCEST	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
STATUTORY RAPE	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
ROBBERY	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
AGGRAVATED ASSAULT	2015	1	0	0
	2016	0	0	0
	2017	0	0	0
BURGLARY	2015	0	0	0
	2016	0	0	0
	2017	1	0	0
MOTOR VEHICLE THEFT	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
ARSON	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

Table 3: VAWA Offenses Reporting

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Main Campus		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2015	0	0	0
	2016	2	0	0
	2017	0	0	0
DATING VIOLENCE	2015	0	0	0
	2016	1	0	0
	2017	0	0	0
STALKING	2015	2	0	0
	2016	0	0	0
	2017	0	0	0

Table 4: Arrests and Disciplinary Referrals Reporting

OFFENSE	YEAR	GEOGRAPHIC LOCATION McLennan Community College – Main Campus		
		ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2015	1	0	0
	2016	2	2	0
	2017	1	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2015	0	0	0
	2016	0	9	0
	2017	0	0	0

There were no reported Hate Crimes for the years 2015, 2016, or 2017.

Unfounded Crimes

There was one unfounded crime in 2015, one unfounded crime in 2016, and zero unfounded crimes in 2017.

Alcohol and Drugs

Drug Free Schools and Communities Act

The *Drug and Alcohol Abuse Prevention Program* (E-XXV-a) addresses the unlawful possession, use, or distribution of alcohol and illicit drugs. The policy is in support of *The Drug-Free Schools and Communities Act* (DFSCA) of 1989 - also known as the *Drug-Free Schools and Campuses Act*. Students, faculty, and staff may request information about the Drug Free Schools and Campuses Act, McLennan Community College's drug and alcohol prevention program, and DFSCA Biennial Reviews by contacting Student Engagement at 254-299- 8443 or by accessing through the campus safety web page at www.mclennan.edu/campus-safety/.

Policy Distribution to Students

All students enrolled in at least one academic credit hour of McLennan Community College courses receive the DFSCA Annual Disclosure via their student email accounts. This is inclusive of dual credit and online students. Email notifications are sent following the twelfth class day of the fall and spring semesters and the third class day of each summer session.

Additionally, the DFSCA is made available to students through the McLennan Community College's Student Handbook, called the *Highlander Guide*, located in the Health and Safety section, and labeled "Drug and Alcohol Abuse Prevention Program". The policy statement indicates that McLennan Community College is a drug-free campus in accordance with the Federal Drug-Free Schools and Communities Act Amendment of 1989. See *Policy E-XXVIII.VI, Campus Crime and Security policy*.

Policy Distribution to Employees

All employees of McLennan Community College receive the DFSCA Annual Disclosure via their campus email accounts within the first month of the new academic year. Employees hired after the distribution of the DFSCA Annual Disclosure receive notification during new employee orientation.

Employees are also provided the DFSCA in the Personnel Handbook under the heading of Personnel Policies and Procedures. A *Policy on Drug-Free Workplace* is also available under this heading. The policy statement states that "McLennan Community College shall maintain a drug-free work place for all employees. McLennan Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702 (a) (1) (A); 28 TAC 169.2." See *Policy E-XXV, Drug-Free Workplace*

Policy.

Standards of Conduct

The College's *General Conduct Policy* (E-VIII) outlines conduct expectations of students and employees:

"Any student(s) found to have committed the following misconduct while defined as a student is subject to disciplinary sanction(s), condition(s), and /or restriction(s)."

"Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College employees. Violations of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment or suspension with or without pay."

Misconduct includes, but is not limited to:

1. Alcoholic Beverages

- a) Use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages, except as expressly permitted by college policy and federal, state, and/or local law.
- b) Being under the influence of alcohol and/or intoxicated as defined by federal, state, and/or local law.
- c) Persons in violation of McLennan Community College's alcohol policies will also face criminal sanctions provided by federal, state, and local law when applicable.

2. Narcotics or Drugs

- a) Use, possession, sale, delivery, manufacture, or distribution of any narcotic, drug, or medicine chemical compound, or other controlled substance prescribed to someone else, except as expressly permitted by federal, state, and/or local law.
- b) Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
- c) Being under the influence of narcotics, drugs, medicine, chemical compound, or other controlled substance prescribed to someone else, except as expressly permitted by federal, state, and/or local law.
- d) Persons in violation of McLennan Community College's narcotics and other drugs policy will also face criminal sanctions provided by federal, state, and local law when applicable. See *Policy E-VIII, General*

Conduct Policy.

The use of illegal drugs and the illegal use of alcoholic beverages is identified as conduct which adversely affects the community of McLennan Community College. Being under the influence of alcohol or any other intoxicants at any campus facility is a violation of McLennan Community College's *Drug and Alcohol Abuse Prevention Program* policy. McLennan Community College students are also prohibited from the illegal use of drugs or alcohol whether on- or off-campus. The legal age for the consumption of alcohol is 21 years of age. Any underage student consuming alcohol is violating student conduct standards. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication. *See Policy E-XXV-a, Drug and Alcohol Abuse Prevention Program.*

McLennan Community College's regulations prohibit any use, possession, sale, delivery, manufacture, or distribution of alcohol, and other drugs by McLennan Community College students, faculty, staff, or guests to the campus, on college-owned property, and at all college-sponsored activities, unless specifically authorized by the President in accordance with Board of Trustees. *See Policy E-XXV-a, Drug and Alcohol Abuse Prevention Program.*

All drug and alcohol policies are enforced by McLennan Community College Police Department. Referral to the appropriate agency will be made for violation of state and federal drug and alcohol laws.

Disciplinary Sanctions for Students

"Students found responsible for violating these policies will face sanctioning through McLennan Community College's conduct process. Sanctions include reprimand, disciplinary probation, time-limited suspension, and expulsion. Educational conditions and campus restrictions will be enforced when appropriate." *See Policy E-XXV-a, Drug and Alcohol Abuse Prevention Program, and Policy E-VIII, General Conduct Policy.*

"Students who violate state or federal law or the College's *Drug and Alcohol Abuse Prevention Program* 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." *See Policy E-XXVIII, Campus Crime and Security policy.*

Disciplinary Sanctions for Employees

"Employees who violate this policy will be subject to disciplinary sanctions. Such sanctions may include referral to

drug and alcohol counseling, rehabilitation programs, employee assistance programs, termination from employment with MCC, and referral to appropriate law enforcement officials for prosecution as necessary. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2"

"Compliance with these requirements and prohibitions is a mandatory condition of employment. As a further condition of employment, employees will notify the College President of any criminal drug statute conviction for a violation occurring in the workplace *no later than five days after such conviction*. Within ten days of receiving such notice, the President of McLennan Community College (or designee) will notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D); 41 U.S.C. 702(a)(1)(E)" *See Policy E-XXV, Policy on Drug-Free Workplace.*

"Within thirty calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, McLennan Community College will either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703." *See Policy E-XXV, Policy on Drug-Free Workplace.*

Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The College's *General Conduct Policy* prohibits sexually violent acts, termed "Sexual Misconduct" by MCC, 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 MCC 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.

MCC prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including *Title IX, the Violence Against Women Reauthorization Act (VAWA)*, *Campus SaVE Act* or this policy.

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 community, the College utilizes a range of campaigns, strategies, and initiatives to provide awareness, education, risk reduction, and prevention programming.

The College offers yearly programming to bring awareness to and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking.

Educational programs, online training software, 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 and other programs 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.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals, and how to avoid potential attacks. Participants also learn approaches to prevent victim-blaming. Throughout the year, ongoing awareness and prevention campaigns are directed to current students and employees, including faculty, often taking the form of emails, guest speakers, and events.

MCC'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 within the first 15 working days of employment at the College. 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.

The office of Student Engagement is responsible for providing ongoing educational opportunities for students on the College's sexual misconduct policy. This includes 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 student orientation, Learning Frameworks classes, online training software, workshops, campus activities, and other programs throughout the year.

Bystander Intervention

Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence.

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 encouraged to take precautions to protect their own safety as much as possible when planning an intervention.

Bystander intervention plays a significant role in the prevention of sexual misconduct. Bystander intervention:

1. discourages victim blaming and makes the issue a community problem rather than individual problem;
2. helps create allies in ending sexual misconduct;
3. plays a role in social and community norm changing.

Source: <http://www.health.ny.gov/publications/2040>

The College encourages everyone to be an active bystander using the following strategies:

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

Bystander intervention strategies adapted from Stanford University

If there is an immediate danger, individuals should dial 911 or 254-299-8911 if calling from campus.

Sexual Misconduct Policy

“McLennan Community College considers all sexual misconduct violations to be serious offenses. McLennan Community College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person, regardless of sex, sexual orientation and/or gender identity of those involved.” See *Policy E-XXVIII-a, Sexual Misconduct Policy*.

Definitions

Sexual harassment – (1)unwelcome, (2) sexual, sex-based and/or gender-based, (3) verbal, written, online and/or physical conduct.

Quid pro quo sexual harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational development or performance..

Non-consensual sexual intercourse – any sexual intercourse, however slight, with any object, by a person upon another person, which is without consent and/or by force.

Sexual intercourse includes: vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

Non-consensual sexual contact – Defined as: any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes: intentional contact with the breasts, groin, genitals or mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

Sexual exploitation – Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-consensual Sexual Intercourse or Non-consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

1. Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
2. Invasion of sexual privacy.
3. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent).
4. Prostitution.
5. Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.

6. Administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent (assuming the act is not completed).

7. Exposing one’s genitals in non-consensual circumstances.

8. Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Force – Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).

Coercion – Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is non-consensual, but non-consensual sexual activity is not by definition forced.

Consent - Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, if the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Incapacitation – A state where someone cannot make rational, reasonable decisions because they lack the capacity to give

knowing/informed consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

Incapacity can also result from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Intimate partner violence – Violence or abuse between those in an intimate interaction and/or relationship to each other. (*Texas Penal Code – PENAL § 71.003.Family, § 71.004.Family Violence, § 71.005.Household, § 71.006.Member of a Household*)

Stalking - A course of conduct directed at a specific person based on actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear.

Stalking may also be repetitive and menacing or involve pursuit, following, harassing and/or interfering with the peace and/or safety of another.

What to Do If You Are a Victim

If you are the victim of gender-based violence some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Police at 254-299-8911 if you are on-campus, or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you even after the immediate crisis has passed.
 - 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.
 - For after hours assistance, please contact the Advocacy Center for Crime Victims and Children at 254-752-9330.
3. 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.

4. Contact Campus Police if you need assistance with College-related concerns, such as no contact orders or other protective measures or if you obtained external orders of protection (e.g. restraining orders, injunctions, protection from abuse).

This information is provided online on the McLennan Community College website and in the Title IX brochure.

Written Notification and Reporting

Students involved in an incident related to sexual misconduct 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:

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

If a complaint is first made to any other employee of the College, that employee must refer the complaint to the Title IX Coordinator promptly. The campus official receiving the report shall advise the reporting party of the importance of preserving evidence for possible future legal investigations.

The Title IX Coordinator (or designee) will meet with the reporting party (and other parties involved) at the earliest opportunity and notify him/her in writing, and in person, of their rights. These rights may include but are not limited to free, personal counseling through Counseling Services, educational or situational accommodations, the choice to notify law enforcement, and a full understanding of the process.

MCC Police will assist individuals who would like to notify off-campus law enforcement. Individuals may choose to decline their right to notify on or off campus police. Any requests to seek a “no contact order” are reviewed by the Title IX Coordinator and may be issued on a case-by-case basis.

Confidentiality

McLennan Community College will protect their confidentiality, as well as the confidentiality of the responding party, 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) or online at <https://www.lighthouse-services.com/mclennan/>. 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.

Counselors and Confidential Crime Reporting

In partnership with Tarleton State University (www.tarleton.edu) and the University of Mary Hardin-Baylor (www.umhb.edu), MCC offers free counseling for all students on campus, including those taking classes from partner schools through the University Center at MCC. Practicum and Intern counselors from both Tarleton and University of Mary Hardin-Baylor work with MCC students and students enrolled in partnered universities in the University Center who present with a wide variety of issues, ranging from adjustment disorders, 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. Practicum and intern counselors are supervised by Licensed Professional Counselor-Supervisors from MCC and Tarleton professional staff. Counseling services are available during regular business hours 8:00 a.m. - 5:00 p.m. Monday-Friday. Crisis counseling is available for those students who may potentially be of harm to themselves or others.

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. See exemptions outlined in *Campus Security Authorities*. 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.

A Professional Counselor is “a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.” *Source: The Handbook for Campus Safety and Security Reporting*.

All Licensed Professional Counselor Supervisors (LPC-S), LPC’s, LPC practicum students, LPC interns, graduate assistants, and any employees of the Counseling Services Center are required to follow confidentiality reporting procedures as defined by the LPC State Licensing Board of Examiners, FERPA and HIPAA. Tarleton State University assumes sole responsibility for confidentiality reporting procedures for their employees, student intern/practicum students and graduate assistants. McLennan Community College assumes sole responsibility for confidentiality reporting procedures for their employees and student inter/practicum students from the University of Mary Hardin Baylor. All involved sign a form binding them to the guidelines of confidentiality. 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 (Titanium) is password protected with different levels of security depending on level of supervision required.

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

For resources after hours, contact:

- the Mental Health Crisis Line (866-752-3451);
- the DePaul Center (254-776- 5970); or
- the National Suicide Prevention (800-273-8255).

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 reporting party and the responding party. 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 reporting party.

Disciplinary Procedures and Formal Resolution

The *Discrimination Resolution Process (F-V-s)* “provides the process to address illegal discrimination involving race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected categories at McLennan Community College for employees, students, visitors, and independent contractors, on the MCC campus or other property or facilities owned or used by the College.”

“The resolution process will be administered by the Title IX Coordinator. Procedures will include a prompt preliminary inquiry to determine whether there is reasonable cause to believe policies have been violated. If so, McLennan Community College will initiate a discrete investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the nondiscrimination policy has been violated. If so, McLennan Community College will implement effective remedies designed to end the discrimination, prevent its recurrence, and address its effects.”

“Records of all allegations, investigations, resolutions and hearings will be kept by the Title IX Coordinator.”

“McLennan Community College will maintain confidentiality regarding any accommodations or protective measures per the rights of the parties, provided it does not impair the College’s ability to create a safe and nondiscriminatory environment.”

The College maintains a list of rights available to reporting and responding parties in the *Discrimination Resolution Process (F-*

V-s) which includes on-campus resources such as counseling, assistance in changing academic settings, and assistance with no contact orders.

“Upon notice, McLennan Community College will address the alleged discrimination. Interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation may be provided to redress harm to the reporting and responding parties upon a finding of discrimination, harassment, or retaliation.

McLennan Community College may interim suspend a student, employee or organization pending the completion of the Discrimination Resolution Process investigation and procedures, particularly when in the judgment of the Title IX Coordinator the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the option to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to McLennan Community College campus, facilities and events. As determined by the Title IX Coordinator, this restriction can include classes, work and all other McLennan Community College activities or privileges for which the student or employee might otherwise be eligible. At the discretion of the Title IX Coordinator, alternative options to employment or coursework may be pursued to ensure as minimal an impact as possible on the parties.

Following the conclusion of Discrimination Resolution Process investigation, and in addition to any sanctions implemented, the Title IX Coordinator may utilize long-term remedies or actions to stop the harassment or discrimination, remedy its effects and prevent their recurrence. At the discretion of the Title IX Coordinator, long-term remedies may also be provided even when the responding party is found not responsible.” See *Policy F-V-s, Discrimination Resolution Process*.

Student and employee outcomes which include disciplinary sanctions, conditions, and restrictions may include:

Student –

- Disciplinary Reprimand
- Disciplinary Probation
- Deferred Disciplinary Suspension
- Disciplinary Suspension
- Disciplinary Expulsion
- Withholding grades, official transcript or degree
- Revocation of degree, denial of degree and/or withdrawal of diploma
- Other sanction(s) as deemed appropriate under the circumstances.

Employee –

- Warning – verbal or written; ·
- Performance Improvement/Management Process; ·
- Required counseling; ·
- Required training or education; ·
- Probation; ·
- Loss of annual pay increase; ·
- Loss of oversight or supervisory responsibility; ·
- Demotion; ·
- Suspension with pay; ·
- Suspension without pay; ·
- Termination; and ·
- McLennan Community College may assign any other outcomes deemed appropriate in addition to or in place of the above sanctions.

A comprehensive description of the outcomes is available in the *Discrimination Resolution Process (F-V-s)*.

Community Services

Community resources available to the reporting party of sexual assault include:

- Baylor Scott & White Hillcrest Medical Center, 100 Hillcrest Medical Blvd., 254-202-2000; <http://www.sw.org/location/waco-hillcrest-hospital/>;
- Providence Health Center, 6901 Medical Parkway, 254-7514000, <http://providence.net/>.
- Advocacy Center for Crime Victims and Children, 2323 Columbus Avenue, hotlines: 254- 752-7233 or 888-867-7233, <http://www.advocacycntr.org/>.
- 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/>.
- 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.

A comprehensive list of on and off campus resources is available in the Office of Student Engagement, Student Service Center room 319.

Education

- The Director of Marketing of Marketing and Communications (or designee) shall inform all employees of the policy on sexual misconduct.
- The Director of Student Engagement (or designee) shall inform all students of the policy on sexual misconduct.
- The *Sexual Misconduct Policy* shall be included in the *Personnel Handbook* and the *Highlander Guide*.
- Programs to promote awareness and safe practices related to rape, acquaintance rape, and other sex offenses shall be conducted by the office of Student Engagement, Professional Development, and Campus Police.

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.

Source: Texas Department of Public Safety, 2012 Crime in Texas, <http://www.txdps.state.tx.us/crimereports/12/citCh5.pdf>

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 (TXDPS Sex Offender Registry) is available by accessing the Texas Department of Public Safety Sex Offender website at:

<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 MCC 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 as “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:

- Campus 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.

Fire Report

As outlined in the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 10292(f), 34 CFR § §668.49), MCC is responsible for “any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.”

Fire Safety

MCC maintains ownership and control of one single family home geographically located on campus which houses two international students each academic year. The residents receive a housing contract with fire safety information regarding scheduled drills, reporting of faulty fire safety equipment, and an emergency evacuation plan.

Fire Drills

Routine fire drills shall be conducted each year or while the residence is in use. These drills will be reported annually as part of the Fire Safety System.

Fire Safety Inspections

Routine inspections occur each semester by MCC Physical Plant staff. Any fire safety equipment not found to be operating properly will be replaced immediately.

Portable Electrical Appliances, Smoking and Open Flames

Due to the nature of the residence, portable electrical appliances and open flames from sources such as candles are not prohibited. The use of tobacco products is prohibited in the residence. *See Policy E-XXIII, Tobacco Products Policy.*

Emergency Evacuation Plan

- Do not panic; stay calm and act in an orderly manner.
- Notify other residents in the home of the presence of smoke or fire.
- Evacuate the home if smoke is coming from vents.
- For small fires, access the fire extinguisher, point the nozzle toward the base of the fire and compress handle. If fire fails to extinguish, place extinguisher on the ground, evacuate the home, proceed to the designated safety area, and call 254-299-8911.
- If thick smoke is present, crawl as close to the floor as possible.
- Close all doors behind you, exit the home, proceed to the designated safety area, and call 254-299-8911.

Table 5: On-campus Student Housing Facility Fire Safety Systems

FACILITY	BATTERY-POWERED SMOKE DETECTORS	SMOKE DETECTION DEVICES	FIRE EXTINGUISHERS	SPRINKLER SYSTEM	DRILLS EACH CALENDAR YEAR
1820 Powell Drive	X	X	X		0

Table 6: Fire Safety Reports

2015, 2016, 2017 FACILITY	TOTAL FIRES	FIRE NUMBER	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
1820 Powell Drive	0	0	N/A	N/A	N/A	N/A