

# THE 2016 ANNUAL SECURITY REPORT

Including Statistics for the  
2015 Calendar Year



AUSTIN  
COLLEGE

# THE AUSTIN COLLEGE ANNUAL CAMPUS SECURITY REPORT

## INTRODUCTION

The Austin College Annual Security Report is submitted in accordance with the Higher Education Opportunity Act of 2008 (HEOA), the amended Higher Education Act of 1965 (HEA), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act or the Clery Amendment). This report contains changes which were signed into law on March 7, 2013 as the Campus Sexual Violation elimination Act (“Campus SaVE”), part of the re-authorization of the Violence Against Women Act (the “VAWA”). Campus crime, arrest and referral statistics included in this report are prepared in cooperation with the Sherman Police Department and the Student Affairs Division of Austin College. In order to comply with the Act, some items listed in the statistics may have occurred off campus, in close proximity to the institution. This report as well as the Annual Campus Fire Safety Report may be found in their entirety in the following locations and formats:

- PDF Format on the Austin College Web Site at:  
<http://www.austincollege.edu/campus-life/police/>.  
This link will be distributed by e-mail to the entire campus community at the start of each fall semester.
- Printed copies will be made available upon request at the Campus Police Office, Jackson Technology Center, Room 100.

## CAMPUS SECURITY & PERSONAL SAFETY

### The Campus Police Department

The Austin College campus is patrolled by Officers of the Austin College Campus Police Department. The department consists of seven full time Police Officers who are certified through the Texas Commission on Law Enforcement (TCOLE). One or more officers are on duty 24 hours a day, seven days a week, year round.

All campus police officers are fully commissioned under the provisions of Section 51.212 of the Texas Education Code, and have full law enforcement authorities throughout all property owned and controlled by Austin College. All officers are graduates of a police academy, and must attend in-service courses to maintain their Police Officer certification as mandated by the State of Texas.

Officers are responsible for a full range of public safety services including all crime reports, investigations, medical and fire emergencies, traffic accidents, enforcement of laws regulating alcohol, the use of controlled substances, weapons and all other incidents requiring police assistance. Officers are also committed to serving the campus community by providing specific services that both enhance the safety of the members of the community and improve quality of life by minimizing the effect of unexpected circumstances. Those services include Campus Escorts, Motorist Assists, and Lock-Out

requests at Bryan Apartments, Johnson “Roo” Suites, The Flats at Brockett Court and the Village on Grand. Campus Police encourages anyone who must walk alone during hours of darkness to call 903-813-2555 to request an Officer to meet them at their location and escort them to their campus destination safely.

### Interagency Cooperation

The Austin College Campus Police Department maintains a close working relationship with the Sherman Police Department, Grayson County Sheriff’s Department, state and federal law enforcement agencies and all appropriate elements of the criminal justice system. Assistance and support from these agencies can be obtained immediately. Since the main campus of Austin College is positioned entirely within the City of Sherman, crime trends and suspect information are routinely exchanged between the two departments in an effort to solve crimes, and build better cases against the perpetrators. The department’s ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police assistance while still maintaining the authority of the College.

### Community Responsibility

The security of members of the College community is of vital concern to the Austin College Administration and especially the Campus Police Department. However, students, faculty and staff must actively accept responsibility for doing their part to maintain a safe environment. All members of the College community have a responsibility to themselves and to others to use due care for their safety and to comply with all local, state and federal laws and the college’s regulations for the protection of others.

Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased crimes. Campus Police will continue to develop and implement security measures, but these measures cannot succeed without the personal support of faculty, staff, students and visitors. The Austin College Police Department is committed to providing quality service and protection to the campus community while working within the framework of its authority and resources. Community members are encouraged to contact Campus Police to report crimes as soon as they are observed or detected.

## AC ALERT EMERGENCY NOTIFICATION SYSTEM

AC Alert is an emergency notification system provided to all Austin College students, faculty, and staff. It is provided by NTI Connect-ED and is designed to help facilitate emergency communication by voicemail, email, and text messages. The safety of the students, faculty, and staff at Austin College is very important. For this reason, Austin College has chosen to develop an emergency notification system. This system allows the College to send a message to you quickly by cell phone (including text messaging),

landline, and email to alert you to emergency situations at Austin College. The information you provide will only be used in an Austin College emergency situation.

Students are **REQUIRED** to confirm and update their AC Alert Emergency Notification Information during course registration each semester. If the information is not updated by the 12th class day of the semester, a fine of \$25 per week will be assessed until the record is completed.

The delivery success is only as accurate as the contact information you provide to us. If this information changes throughout the year, please go to your Webhopper page and click on AC Alert Emergency Info.

## REPORTING EMERGENCIES, CRIMINAL ACTIVITY, OR REQUESTING OFFICER ASSISTANCE

Members of the campus community are encouraged to immediately notify Campus Police or the appropriate law enforcement agency whenever they witness an offense being committed. In this type of situation, immediate reporting and response increases the opportunity for intervention and apprehension. For crimes that have already been committed, quick reporting will still assist Officers in protecting the crime scene and gathering evidence.

### Important Phone Numbers:

Campus Police	903-813-2555 (or Ext. 2555 from a campus phone)
Sherman Police Dept.	903-892-7290
Emergency	911

(All 911 calls are routed to the Sherman Dispatch Office for Police/Fire/Ambulance)

When the Campus Police Office is unoccupied, phone calls to 903-813-2555 (X-2555) are routed to the patrol officer(s) by way of a radio patch system. Other phone numbers assigned to Campus Police will not relay to the radio patch system when the office is unoccupied. For this reason, community members should always consider this number as the primary contact number for the Department. Depending on circumstances surrounding the phone calls answered by radio, the responding Officer may request a callback number so that the information can be received via cell phone or landline.

Reporting an incident may be handled in one of several ways. Individuals who want to report alleged criminal action or emergencies that occur on campus may do so by calling Campus Police at the number listed above. This procedure is recommended if the caller is observing current activity or the suspect's direction and mode of travel, and current information will assist in intervention or apprehension of an individual. There are a number of Emergency Phones around campus that may be utilized if no other phone is currently available. Community members may also choose to visit the Campus Police Office located in the Jackson Technology Center to make a report in person. This procedure may be preferred whenever a report is of a sensitive or complex nature, or

possibly requires a written statement as part of the investigative process. Requesting immediate assistance from any officer on patrol is also an option.

When a report of a crime in progress or major offense is received, Austin College Police Department will dispatch an officer immediately to investigate the suspected criminal activity. Responses include, but are not limited to:

- Dispatching one or more officers.
- Preparing any needed investigation reports.
- Arresting and filing charges, depending upon the circumstances of the offense.
- Referring alleged offenders to appropriate campus agencies for action.

For less serious crimes that have already occurred, Officers may respond immediately if time permits, or make arrangements to meet at a later time if there are more pressing circumstances requiring immediate attention.

Offenses occurring off-campus should be reported to the appropriate law enforcement agency. If they are off campus but within the City of Sherman, Sherman Police Department can be reached at 903-892-7290.

## NOTIFICATION OF CRIME TO THE CAMPUS COMMUNITY

Efforts are made to advise the campus community about campus crimes and crime related problems on a timely basis. These include the Campus Police Crime Log, the College's student newspaper, Special Crime Alerts and, in extreme situations, Crime Bulletins that are distributed through the campus voice mail system or e-mail.

### The Crime Log

A Crime Log of incidences occurring on campus will be maintained at the Campus Police Department. This log is a public record document and may be viewed upon request.

### Neighborhood Alerts

Neighborhood Alerts are for trends occurring in the Sherman community within close proximity of the Austin College campus. When such alerts are issued, students may not have been affected, but could be a target of a similar crime because they live in close proximity to the area where such a crime occurred.

### Crime Alerts

Crime Alerts are notification by e-mail and postings regarding crime trends and particular security risks. Once a security issue or crime trend is identified, notifications are prepared and distributed to alert the community. Depending on the circumstance, distribution may go to a specific residence hall, all students, or the entire campus community.

## Crime Bulletins

Crime Bulletins are similar to Crime Alerts, but are for situations that are more serious in nature. They may be issued whenever a major crime risk is identified. It may be after a single specific crime has been committed, or after a major security risk has been identified.

## CRIME PREVENTION PROGRAMMING

Crime Prevention Programs on personal safety and theft prevention are coordinated through Campus Police, Student Enrichment, Engagement and Development (SEED) Office, the Mentors in Violence Prevention Program, and various other groups on campus. Individuals and groups wishing to host a program should contact one of these areas to make arrangements for the specific topic being considered. Each Fall, "The Shadow" program is held as a contest between the four traditional Residence Halls. Each Jan Term, the Sexual Harassment And Rape Prevention (S.H.A.R.P) Program is presented.

## SECURITY AND MAINTENANCE OF CAMPUS FACILITIES

### Non-Residential Facilities

Non-residential facilities at Austin College follow routine opening and closing schedules. During weekday business hours, the College (excluding housing facilities) will be open to employees, students, parents, contractors, guests and invitees. Business Hours are generally defined as 8:30 am to 5:00 pm, Monday through Friday.

During evening and weekend hours, access to most academic facilities (for classes, meetings, review sessions, etc.) will be by card access only, unless the event is open to outside guests. Abell Library, Craig Hall, IDEA Center and the Wright Campus Center are the only buildings that are routinely open during evening hours. Emergency situations may necessitate changes or alterations to any building schedules, and will be communicated to the campus community via postings, e-mail, internet, or other communication methods as deemed necessary at the time.

### Residence Halls

Residence Halls remain locked 24 hours a day, and are accessible by card access or key only. Except for scheduled breaks, occupants will have 24-Hour card access to the residence hall they occupy. Approved student guests may be given limited card access from 10 am to 10 pm only. The Guest Access approval may be revoked by a SEED Professional Staff Member or a Campus Police Officer at any time depending on the circumstances, once a concern has been brought to their attention. Access to the traditional residence halls during scheduled breaks will be limited to only those who receive approval through the Area Coordinator.

## Maintenance Issues

Campus Police Officers patrol the campus in an effort to assure a high level of physical security. As a regular part of their patrol duties, they also submit maintenance requests regarding any safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps and handrails and any other condition which might detract from one's personal wellbeing. All such conditions can be reported to the Physical Plant Department Hot Line, or by calling 903-813-2208 during business hours. Campus Police can be notified at 903-813-2555 regarding issues that require immediate attention after regular business hours.

## EMERGENCY RESPONSE

The Austin College Emergency Response Guide includes information on response procedures as well as contingency and continuity plans for the campus, whether those situations require shelter in place or evacuation procedures. Various campus personnel and departments are trained to assist with those plans, drills are conducted and alert systems are tested to verify proper operation.

All Campus Police Officers have completed the FEMA ICS-100 Course in Incident Command. When a serious event occurs on campus, the Officers of the Campus Police Department are usually the first to respond. Officers will contact the appropriate campus staff and departments to assist. Depending on the type of incident, Campus Police will seek assistance of Sherman Police, Fire, and Ambulance Services. Other local, state or federal agencies could be summoned and involved in responding to the incident as well. Once on the scene, all summoned departments and agencies will work together to manage the incident.

The Emergency Response Guide is available on the Austin College Web Site, <http://www.austincollege.edu/wp-content/uploads/2010/04/Emergency-Response-Guide.pdf>, and is publicized to the campus community annually as part of the school's Clery Act compliance efforts. Various other departments and entities on campus have response and contingency plans that outline in greater detail the responsibilities of that particular department. These include, but are not limited to Athletics, Library Services, Physical Plant, the Sciences, Housekeeping and Dining Services.

All members of the Campus Community are encouraged, through the annual distribution of various documents, printed and/or electronic, as well as through the use of notices on Bulletin Boards, to notify Campus Police of any situation or incident on campus that involves a significant emergency or dangerous situation. In turn, Campus Police has a responsibility to respond to such incidents to determine the validity and scope of the threat, determine its risk to the health and safety of the campus community, and to assist those adversely affected by the threat. In situations where a valid threat is identified, Federal Law requires that the institution immediately notify the campus community, or appropriate segments of the community that may be affected by the situation. This communication is relayed to the campus community by the Office of the Director of

Public Affairs, who collects the information from the Campus Police Department or the Campus Crisis Committee. This communication will also, where applicable, provide information on where to find updates regarding the threat.

#### Notification to the Austin College Community about an Immediate Threat

The Office of Public Affairs and the Campus Crisis Committee receive information from various offices/departments on campus, such as the Campus Police Department, Student Life, Environmental Health and Safety, etc. When the Office of Public Affairs or Campus Crisis Committee confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the AC Community, they will collaborate to determine the content of the message and will use any or all of the systems available, to communicate to the AC Community, or the appropriate segment, if the threat is limited to a particular building or segment of the population. The Office of Public Affairs and the Campus Crisis Committee 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 judgment of the first responders (ACPD, Sherman Police, Fire, Ambulance, or other possible entity), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the AC Community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the AC Community. These methods of communication may include campus e-mails, emergency text messages that can be sent to a phone or PDA, and emergency alert messages on the college's web site. The college will post updates by any or all of the methods available, as those updates are received or pertain to the AC Community.

### PROCEDURES FOR TESTING EMERGENCY RESPONSE AND EVACUATION

Timed Evacuation Drills are held each Fall and Spring Semester in the Residence Halls, and at Roo Suites. Timed Evacuation Drills are also performed annually in the Academic and Nonresidential Buildings. Full documentation of the Drills is kept on file at the Campus Police Office. Through these drills, the AC Community learns the location of the emergency exits within the buildings they occupy, and are provided guidance about the direction they should travel when exiting the facility at the time of the Evacuation Drill. In actual long term evacuation situations, AC Community members would be given instruction on alternate locations to meet, receive further instruction, etc. depending on the situation requiring the evacuation.

Residence Hall and Apartment Complex Drills are monitored by Campus Police and SEED Staff. The Nonresidential Facility Drills are monitored by Campus Police and Physical Plant Supervisors and Technicians, with the assistance of other Physical Plant Staff. Lockdown (Shelter in place) Simulation Drills are monitored by Campus Police



and each building's assigned Emergency Lockdown Personnel. Reports are prepared by participating departments, which identify immediate concerns to be addressed or repaired. Service Requests and Equipment concerns are submitted to the Physical Plant or other areas of responsibility.

SEED Staff, including Area Coordinators (ACs), Head Residents (HRs), Resident Managers (RMs), Site Managers (SMs), and Resident Assistants (RAs) receive annual training and ongoing in-service training and act as an ongoing resource for the students living in residential facilities. Fire Drills, Emergency Evacuations, Shelter-in-Place procedures, as well as other residence hall safety topics are a part of the Policy Review in Cluster Meetings and Town Hall Meetings during opening of school.

The City of Sherman tests the operation of the Emergency Notification Sirens at 9 am on the first Wednesday of the month, as long as weather is permitting. These tests include the Severe Weather Alert Tone as well as the College's Lock-Down Siren Tone. These tests can either be an audible test where the siren is completely activated, or a silent test where each remote siren's response to specific commands is tested, but the sirens are not heard. An E-mail notification is sent to the campus community on the Monday or Tuesday before the Siren test process takes place.

#### Shelter-in-Place Procedures

There are situations, such as during a Tornado Warning, a major natural gas leak or other possible situation, where sheltering in place may be safer or at least provide less of a safety risk than evacuating. To "shelter-in-place" means to make a temporary shelter of the building you are in, until it is determined to be safe to resume normal activities.

Shelter-in-Place alerts may come from any form of emergency notification procedure available, and from any source, including ACPD, SEED Staff, other employees of the institution, or local, state, or federal government.

No matter where you are on campus, basic precautions for sheltering in place are the same. Basic Shelter-in-Place steps include:

- Staying in the building you currently occupy.
- If outside, seek shelter in the building closest to your location.
- Collect needed shelter-in-place supplies and a telephone for use in an emergency.
- Close and lock any open windows in your immediate area.
- Go to an interior room or hallway, away from exterior doors and windows.
- Turn off any air conditioners, heaters and fans. If possible, close any air vents that have controls on them.
- Make a list of the people with you. Contact, or have another close by person to contact ACPD, to let them know where you are sheltering.
- If available, turn on Radio or Television to listen for further instruction.
- Try to stay as comfortable as possible until ACPD or other authorized personnel advise that it is safe to leave.

## OFF CAMPUS CRIMINAL ACTIVITY

The Austin College Student Enrichment, Engagement and Development (SEED) Office is the campus entity immediately responsible for contact with student organizations. Campus Police does not provide law enforcement services to off-campus residences. Off-campus criminal activity within the City of Sherman is monitored and recorded by the Sherman Police Department. Sherman Police may call on Campus Police anytime their assistance is needed. SEED and Campus Police maintain a close working relationship with the Sherman Police Department. This cooperative approach addresses situations as they arise as well as future concerns.

## MISSING STUDENT POLICY

Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing students reports of student who reside on campus.

Missing student policy is defined as any currently registered student of Austin College who has not been seen by friends, family members or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of a member of the College community. The College will initiate an investigation when notified that a student; who resides in a campus residence hall, is missing, with no reasonable explanation for his/her absence. The investigation will include gathering of all information including: discussions with friends and roommate, meal and card access use around campus, use of social networking sites if possible, and contacting them by phone or text.

In the event of a missing student residing on campus, the Vice President for Student Affairs and Athletics or a designee will notify the designated contacts regarding the situation. In the event the student does not reside in a College residence hall, the appropriate local police authorities will be notified by Campus Police and an investigation will be initiated.

Each fall, new and continuing students will be provided with an opportunity to denote the confidential contact person. If a student has not reached their 18th birthday at the time they are reported missing for 24 hours, then the student's custodial parent or guardian will be notified by the College.

*Revisions and clarifications will be published as experience with the law and institution's policy warrants.*

## FIREARMS ON CAMPUS

All firearms are prohibited on Austin College campus property. The possession, storage, or use of any firearm, (openly carried or in a concealed manner) or weapon is strictly forbidden. In accordance with Section 411.2031, Texas Government Code, and after consultation with the campus community, Austin College determined to prohibit handgun license holders from carrying concealed handguns on campus.

### **Statutory Notice Prohibiting Concealed Handguns on the Austin College premises by License Holders**

All students, employees, outside contractors, and visitors holding a valid license issued by the State of Texas to carry a handgun are forbidden from entering in or on the Austin College premises with a concealed handgun and are given the following statutory notice with which they must comply:

#### **Concealed Handguns Prohibited**

Pursuant to **section 30.06** penal code (trespass by license holder with a concealed handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this property with a concealed handgun.

#### **Openly Carried Handguns Prohibited**

Pursuant to **section 30.07** penal code (trespass by license holder with an openly carried handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law) may not enter this property with a handgun that is carried openly.

#### **Prohibido Entrar Con Armas De Fuego Ocultas (Pistolas)**

Conforme a la **Sección 30.06** del código penal (traspasar portando armas de fuego ocultas) personas con licencia bajo del sub-capitulo h, capitulo 411, código de gobierno (ley de portar armas), no deben entrar a esta propiedad portando un arma de fuego ocultas.

#### **Prohibido Entrar Con Armas De Fuego Al Aire Libre (Pistolas)**

Conforme a la **Sección 30.07** del código penal (traspasar portando armas de fuego al aire libre licencia) personas con licencia bajo del subcapitulo h, capitulo 411, código de gobierno (ley de portar armas), no deben entrar a esta propiedad portando un arma de fuego al aire libre.

The Only Exceptions Are:

a. A regular employee of Austin College (whose primary purpose at Austin College is employment related) who holds a valid handgun license issued by the state may store or transport a lawfully possessed firearm or ammunition in a locked, privately owned or leased motor vehicle on the Austin College premises, per Section 411.2032(b), Texas Government Code.

b. Austin College Regulations allow members of the College community to bring shotguns or rifles on campus provided they are stored at the Campus Police & Safety Office under lock and key. The owner may retrieve the weapon(s) at any time if the owner is taking them off campus.

c. Law enforcement officers and other officials authorized by state law.

## ALCOHOL

The possession, sale or the furnishing of alcohol on the Austin College Campus is governed by Austin College, Sherman City Ordinances and Texas State Law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Texas Alcoholic Beverage Commission (TABC) and enforcement is the responsibility of the Austin College Campus Police Department. In addition to state laws, campus policies regarding possession and consumption are further defined in the AC Environment. Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the college. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.

The Pouch Club is a licensed facility and is allowed to sell beer and wine for consumption specifically within the boundaries and provisions set forth by the Texas Alcoholic Beverage Commission License held by the club.

Possession and consumption by anyone under the age of 21 is prohibited by law. The following Texas Alcoholic Beverage Code Offenses are Class C Misdemeanors, and are punishable by fine not to exceed \$500.00.

106.02	Purchase of Alcohol by a Minor
106.025	Attempt to Purchase Alcohol by a Minor
106.04	Consumption of Alcohol by a Minor
106.05	Possession of Alcohol by a Minor
106.07	Misrepresentation of Age by a Minor

Penalties for these Offenses are enhanced after the 2<sup>nd</sup> conviction, and may result in confinement and suspension of the person's driver's license.

It is also unlawful for another person to sell, furnish or provide alcohol to a person under the age of 21 (TABC 106.03 and 106.06). Such Offenses are Class A Misdemeanors and are subject to a fine not to exceed \$4000.00, and/or confinement in jail not to exceed one year.

## DRUGS

Austin College has been designated a "Drug Free" campus and much of the campus is positioned within the Jefferson Elementary School "Drug Free School Zone" because of our close proximity to the campus, as defined by state law. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and

federal laws. Such laws are strictly enforced by the AC Campus Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.

## SERVICES AVAILABLE ON-CAMPUS

### Alcohol & Drug Education Programs

The Student Affairs Division offers a number of services and educational programs on-campus to provide help for alcohol and drug problems. These include the following:

**Support Groups:** Campus community members are encouraged to contact Counseling Services if they are interested in starting a support group on-campus or participating in one.

**Assessment:** The Director of Counseling (located in Adams Center) coordinates referrals for students to off-campus services for assessment of alcohol and drug dependencies.

**Intervention:** Information on intervention techniques is available to College community members through Health, Wellness and Counseling Services.

**MyStudentBody:** the MyStudentBody Comprehensive College Health Suite provides reliable college health information on Alcohol, Drugs, Tobacco Use, Sexual Health, Nutrition and Stress with motivational self-assessments modeled on the effective BASICS program. While first year students are requested as part of their admission process to visit the site, any member of the Austin College student body who wants to learn more about alcohol and drugs in an up-to-date, non-judging manner can visit.

## AUSTIN COLLEGE

### **Sexual Misconduct and Harassment Policies and Procedures**

Sexual misconduct committed on property owned or rented by Austin College or in a context directly related to the College on or off campus by a student, faculty member, or staff member against any student, faculty member, staff member, or third party is prohibited and will not be tolerated. The College has an obligation to investigate and address complaints or reports of sex or gender discrimination, including sexual misconduct, whenever it becomes aware of such a complaint or report regardless of how the information was brought to the College's attention or the extent to which the reporter/complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved. All individuals have access to confidential resources that they may use for support and guidance without initiating College action.

### **Sexual Misconduct prevention, education, and events**

The goal of Austin College is to provide for ongoing programming, events, and educational opportunities to create a healthy, safe, and supportive community. Throughout the year, we will provide activities to learn about healthy relationships, supporting friends, and intervening in troubled situations.

Look for your campus-wide email from [admin@campusclarity.com](mailto:admin@campusclarity.com) providing you with on-line education through its Think About it Program. All students need to complete this course.

New (Freshman) students will attend two programs during the opening of school weekend.

1. Sexual Harassment and other federally defined information
2. Risky Choices

The Student Engagement, Enrichment, and Development office sponsors ongoing bystander intervention training and programs through its partnership with Mentors in Violence Prevention (MVP). Feel free to contact them to find out more about this program.

Watch for a number of “awareness campaigns” that will be provided throughout the school year.

More activities and events will be forthcoming and promoted on campus. We hope to see you in attendance.

### **Resources for Help**

Austin College urges persons who believe they have been victims of sexual violence to engage on-campus procedures to address their situation and/or to pursue criminal charges against the person or persons they believe to have committed the assault. Regardless of their choices in the matter under criminal or civil law, victims of sexual misconduct or sexual harassment are strongly encouraged to speak with someone on campus, in order to ensure they receive the necessary support. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited and will not be tolerated. Any person who thinks he/she has been the victim of retaliation should contact the Title IX coordinator immediately.

### **Immediate On-Campus Help:**

(\* Denotes privileged resource, communications, are protected and confidential by law)

#### **Janie Wood\***

Director of Counseling – Adams Center  
903-813-2451

#### **John Williams\***

Chaplain and Director of Church Relations – Wynne Chapel  
903-821-5916

**Lenora Hatch**

Director of Health Services – Adams Center  
903-813-2247

**Campus Police**

Jackson Technology Center 100  
903-813-2555

**Timothy Millerick**

**Vice President for Student Affairs**

Title IX Coordinator  
Wright Campus Center 251  
903-813-2428

**Office of Student Engagement, Enrichment, and Development (S.E.E.D)**

Wright Campus Center 201  
903-813-2306  
Night duty phone – 903-815-3705

**Advocates**

Student participants in a sexual misconduct investigation are entitled to an advisor/advocate of their choosing to accompany and assist them throughout the campus resolution process. The advisor/advocate can be a friend, faculty mentor, family member, attorney or any other supporter a participant may choose to help them who is both eligible and available. People who may be called as witnesses may not serve as advisor/advocate(s). The College maintains a group of non-attorney advisor/advocates from among the faculty and staff that are available to all participants.

The participants are entitled to be accompanied by their advisor/advocate in all meetings and interviews at which participants are requested to be present, including intake, interviews, hearings and appeals. Advisor/advocate(s) may help their participant prepare for each meeting.

All advisor/advocate(s) are subject to the same campus rules, whether or not they are attorneys. They may not present on behalf of their participant in a meeting, interview, or hearing. He/she may confer quietly with their participant as necessary, as long as it does not disrupt the process. Advisor/advocate(s) are expected to refrain from interference with the College's investigation and resolution. Those who step out of their role in any meeting under the campus resolution process will be warned. Continued disruption or failure to respect the limits of the role will result in removal from the meeting, interview or hearing.

The College expects the advisor/advocate to adjust their schedule to allow them to attend College meetings, interviews, or hearings when scheduled. The College does not

typically change such scheduled meetings to accommodate an advisor/advocate's ability to attend. Other accommodation for participation may be considered (e.g. phone, Skype).

Participants must inform the College of the identity of their advisor/advocate at least 2 days before the date of their first meeting with staff/investigators involved in the process. A participant may change advisor/advocate(s) during the process for any reason. Participants must provide timely notice of a change in advisor/advocate(s).

**Immediate Off-Campus Help:**

(\*Denotes privileged communication, protected and confidential by law)

**Sherman Police Department**

317 S. Travis Street – Sherman, TX  
903-892-7290 or dial 911

**Texoma Medical Center**

5016 South US-75 – Denison, TX 75020  
903-416-4000

**Wilson N. Jones Medical Center**

500 North Highland Avenue – Sherman, TX 75092  
903-870-4630

**Grayson Crisis Center**

4200 N. Travis Street – Sherman, TX  
903-893-5615

**National Sexual Assault Hotline\***

1-800-656-HOPE (4673)

**Preserving Evidence**

Seek medical care as soon as possible at any emergency medical facility such as Texas Health Presbyterian Hospital Plano. To preserve your legal options, it is important to have a medical exam to assess for physical injuries and to collect evidence. You may have the exam and then decide not to pursue legal action. To preserve evidence of a sexual assault you should not wash or use the restroom in any way until you have been examined. Evidence may deteriorate quickly so victims are encouraged to seek an exam as quickly as possible. A *Sexual Assault Nurse Examiner (SANE)* can be found at:

**Medical Center of McKinney**

4500 Medical Center Drive – McKinney, TX 75069  
972-547-8000

**Texas Health Presbyterian Hospital, Plano**

6200 West Parker Road – Plano, TX 75093  
214-418-4041



**North Texas Regional Hospital, Gainesville**  
1900 Hospital Blvd. – Gainesville, TX 76240  
940-665-1751

**Hunt Regional Healthcare, Greenville**  
4215 Joe Ramsey Blvd. – Greenville, TX 75401  
903-408-5000

Student(s) needing assistance with transportation are encouraged to call Campus Police directly.

### **Reporting**

There are several ways to speak with someone, report an incident, or seek additional information, support, and resources. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality. The following list provides reporting options as well as how confidentiality applies to each entity.

- A. Title IX Coordinator:** Pursuant to Title IX of the Education Amendments of 1972, Austin College's Title IX Coordinator is the designated agent of the College with primary responsibility for coordinating College Title IX compliance efforts. The Title IX Coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. The Title IX Coordinator oversees monitoring of College policy in relation to Title IX law developments and is also responsible for implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the College's Title IX compliance, including identifying and addressing any patterns or systemic problems.

Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance or incidence of sexual misconduct (regardless of whether the complaint is against a student, staff, faculty, visitor, or otherwise), may contact the College's Title IX Coordinator, Tim Millerick.

#### **Title IX Coordinator**

Timothy P. Millerick  
Vice President for Student Affairs  
Wright Campus Center 251  
900 N. Grand Ave., STE 61595  
Sherman, TX 75090  
Telephone: 903-813-2428 (press1)  
Email: tmillerick@austincollege.edu

- B. Privileged Communication:** Professional, licensed counselors and pastoral counselors are not required to report any information concerning an incident without the complainant's permission.

**Counseling Services**

Adams Center  
903.813.2247

**College Chaplain**

Wynne Chapel  
903-821-5916

- C. Confidential Disclosures:** Non-professional counselors or advocates will report the incident to the Title IX Coordinator; however, they are not required to report personally identifiable information about the reporter/complainant. Reporter/complainant needs to understand that not providing identity information may prohibit the College from conducting an investigation and pursuing disciplinary action.

Each academic year, the non-professional counselors or advocates will be identified from among the faculty and staff on campus who have been prepared for such roles.

- D. Responsible Employees:** A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has the authority or duty. All College employees and volunteers (defined as individuals having signed such forms in the current academic year) are considered *responsible employees* and have an obligation to report any knowledge of a sexual misconduct incident to the Title IX Coordinator(s). A report to responsible employees constitutes a formal report to the College and generally obligates the College to investigate the incident and to take appropriate steps to address the situation. These employees cannot guarantee confidentiality due to Austin College's responsibility to provide a safe campus environment. Reports made to Campus Police will also be reported to the Title IX Coordinator. Austin College follows proper confidential protocol as it pertains to reporting obligations under the Clery Act.

**Examples of Responsible Employees:** Faculty, administrative staff, coaches, campus police, area coordinators, Communication/Inquiry student leaders, faculty mentors, and resident assistants.

Questions regarding Title IX may also be referred to the United States Department of Education's Office for Civil Rights.

**Office for Civil Rights – Dallas Office**

U.S. Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, TX 75201  
Telephone: 214-661-9600  
FAX: 214-661-9687; TTD: 877-521-2172 Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

**Notice of Non-discrimination**

Austin College is committed to equal opportunity and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs and related activities.

The Austin College Policy for Sexual Misconduct and Harassment (“Sexual Misconduct Policy”) applies to all applicants, students, faculty, administrators staff, guests and third parties.

Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or as a result of participating in an investigation of a complaint of discrimination or harassment.

The Human Resources Director has been designated to handle discrimination or harassment inquiries regarding the non-discrimination policy.

Keith Larey  
Director of Human Resources  
Caruth Administration Building  
900 N. Grand Ave., Suite 6I  
Sherman, TX 75090  
Telephone: 903-813-2435  
Fax: 903-813-3197  
Email: [klarey@austincollege.edu](mailto:klarey@austincollege.edu)

Title IX of the Educational Amendments of 1972 provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Title IX Coordinator has been designated to handle sex or gender-based inquiries regarding the non-discrimination policy:

Timothy P. Millerick  
Vice President for Student Affairs  
& Title IX Coordinator  
Wright Campus Center 251

900 N. Grand Ave., STE 61595  
Sherman, TX 75090  
Telephone: 903-813-2428 (press1)  
FAX: 903-813-2038  
Email: [tmillerick@austincollege.edu](mailto:tmillerick@austincollege.edu)

### **Policy Statement – Sexual Misconduct**

Discrimination on the basis of sex or gender to include sexual misconduct (sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual violence and sexual exploitation), domestic violence, dating violence, stalking, or other forms of sexual violence or sex or gender-based harassment is a violation of The Sexual Misconduct Policy and will not be tolerated by the College. Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment.

This Sexual Misconduct Policy applies to all applicants, students, faculty, staff, and third parties and applies regardless of the sexual orientation or gender identity of the parties. If you believe you have been subjected to sexual misconduct, you may report such conduct or file a complaint with the Title IX Coordinator, Tim Millerick.

### **Sexual Misconduct and Other Important Definitions**

Austin College reaffirms its commitment to a campus community free from sexual misconduct in all of its forms. This commitment involves continuing efforts to eliminate all forms of harassment, sexual misconduct, and interpersonal violence. These efforts include education and preventative programming, personnel training, establishment of procedures which ensure the protection of individual rights, and resources for those who believe they have experienced such conduct. Sexual misconduct may occur across a broad spectrum and between persons of the same or opposite sex. The College prohibits all variations of sexual misconduct.

The following is a non-exhaustive list of prohibited sexual misconduct, as well as important definitions.

**Sexual Harassment** includes “sex- based harassment” and “gender-based harassment” and is any unwelcome conduct of a sexual nature, including, but not limited to, unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

**Unwelcome Conduct** - Conduct is considered “unwelcome” if a person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

**Hostile Environment** exists when sexual harassment/misconduct is sufficiently serious to deny or limit a person's ability to participate in or benefit from the College's programs or activities. A hostile environment can be created by anyone involved in the College's programs or activities. The College will work to make a reasonable determination if a hostile environment exists.

**Quid Pro Quo Harassment** may occur when anyone in a position of power or authority over another uses any academic or supervisory reward to subject such other person to unwanted sexual attention or subject such other person to verbal or physical conduct of a sexual nature. In general, quid pro quo sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature by one in a position of power or influence when:

1. Submission by an individual is made either as an explicit or implicit term of condition of employment or of academic standing; or
2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that student or employee.

**Sexual Assault involves** actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

1. intentional touching of another person's intimate parts without that person's consent; or
2. other intentional sexual contact with another person without that person's consent; or
3. coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
4. rape, which consists of 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.

Sexual assault can be committed by persons of the same sex as well as those of the opposite sex.

Students, faculty members and staff members should understand that forced or unwanted sexual intercourse or sexual contact (as defined above), whether it involves a stranger or an acquaintance, is sexual assault.

**Sexual Exploitation and Intimidation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples could include prostitution, recording and/or distributing and/or viewing of images/audio of another person without their consent, and voyeurism. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. Students, faculty members and staff members should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be (or may become) a violation of the Sexual Misconduct Policy.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

**Domestic and Intimate Partner Violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or 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 State of Texas.

**Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic nature or intimate nature with the victim; and, whereas 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, and the frequency of interaction between the persons involved in the relationship.

**Consent** is knowing, voluntary, and clear permission to engage in sexual activity or contact. Each party is responsible for making certain consent is given and continued throughout the encounter. A person can withdraw consent at any time, through words or actions. Silence or absence of resistance does not constitute consent. Past consent does not confirm future consent; consent to specific activity does not imply consent to other activity; and consent with one person does not constitute consent with another person. Current or past relationships do not sufficiently constitute consent. Texas State law requires persons be 17 years of age to give consent. Consent cannot be given if force or threat of force has been used to coerce sexual activity or if a party is incapacitated.

**Incapacitation** - A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Such reasons for incapacitation include the use of drugs or alcohol either voluntarily or involuntarily, being asleep or unconscious, or an intellectual or other disability that prevents a party from having the capacity to consent. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

**False Accusations--** A false complaint of sexual misconduct can place a permanent stigma on a member of the Austin College community, regardless of the outcome of an investigation. Therefore, false accusations are prohibited and are violations of College policy. The College reserves the right to redress through appropriate College protocol any complaint, accusation, or testimony found through an investigation to be brought in bad faith or knowingly false. This provision *does not* apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation.

**Retaliation** is defined as any adverse action taken against a person either bringing a complaint of misconduct or accused of misconduct. Retaliation could include, but is not limited to, threats, intimidation, coercion or discriminatory action. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited, and will not be tolerated. Retaliation against those accused of sexual misconduct is also prohibited.

### **Confidentiality**

The College is committed to protecting the privacy of any individual(s) involved in allegations of sexual misconduct. Should a reporter/complainant choose to make a report/bring a formal complaint, investigations of sexual misconduct are done so with respect for confidentiality. Every effort will be made to ensure confidentiality to the extent feasible in order to allow the College to conduct a thorough review of allegation(s). Names and details of the incident will not be shared with anyone outside of the investigative effort, hearing process, and will only be shared with those who must know in order to assist in the review, investigation or resolution of a report. If the complainant requests confidentiality, the Title IX Coordinator will weigh the request for confidentiality or no investigation against the College's ability to conduct an investigation without revealing identifiable information, the seriousness of the alleged conduct, and the threat to the College community.

It is important to remember when sharing an incident that different employees have different responsibilities regarding confidentiality. As noted herein, responsible employees are required to report all details of an incident (including the identities of both the complainant and the alleged perpetrator) to the Title IX Coordinator.

### **Bill of Rights for student participants (respondent/complainant)**

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992 (Public Law: 102-325, section 486(c)). This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford participants in sexual assault proceedings certain basic rights. It also requires the school to notify students of their option to report their assault to the proper law enforcement authorities.

In situations of sexual misconduct participants have the right to:

- 1. A Safe Environment** – The College takes seriously the safety of individual students as well as the entire campus community, and will pursue whatever means it deems necessary and feasible to provide a safe environment with respect to the rights and well-being of all students. Such accommodations may include, but are not limited to, no contact directives, change in class schedules, or change in living arrangements.
- 2. Resources and Support** - All parties have the opportunity to have others present for support and consultation and access to campus support services, including, but

not limited to, Counseling Services, Student Engagement, Enrichment, and Development, Health Services, faculty mentor, and identified advocates.

- 3. Fairness** - The College will investigate and adjudicate violations of The Sexual Misconduct Policy in a timely and impartial manner. All involved will be taken seriously and treated with respect and dignity. Both parties shall be informed in a timely manner and as close to the same time as possible of the outcome of any disciplinary proceeding.
- 4. Options for Reporting** - Students shall be informed of their options to notify proper law enforcement.
- 5. Privacy** - The investigative process is closed and handled with all confidentiality in mind. Any documents or written statements by both parties are protected by the Family Educational Rights and Privacy Act.
- 6. Freedom From Retaliation** - Any retaliation or intimidation of those involved in a misconduct incident, be it those bringing a complaint, those accused, or those participating in a process, is prohibited and will not be tolerated by the College.

## **PROCEDURES FOR RESOLUTION OF COMPLAINTS AGAINST STUDENTS REGARDING SEXUAL MISCONDUCT**

### **Investigation and Adjudication Process**

Most allegations of misconduct within the Austin College community will proceed through the disciplinary process set forth under the Non-Academic Code of Student Conduct. Allegations of sexual misconduct (including but not limited to sexual harassment, unwelcome conduct, hostile environment, sexual assault, sexual exploitation and intimidation, stalking, domestic violence, and dating violence) will be adjudicated using the process(es) outlined below.

For complaints alleging a possible violation of the Austin College Sexual Misconduct Policy the following terms shall apply:

**Reporter/complainant participant:** In this process, the person reporting a possible violation of Sexual Misconduct Policy and/or complaint is referred to as the reporter/complainant.

**Responding participant:** In this process, the person who is alleged to have violated the Sexual Misconduct Policy is referred to as the responding participant, or a respondent.

### **Reporting a complaint**



A student who wishes to make a report of sexual misconduct is encouraged to inform the Title IX coordinator. To the extent possible, a report should be written and include details of the sexual misconduct, name of the accused student, the date, and location. Any other relevant and supporting information should be submitted as well. In every report of sexual misconduct, the College will conduct an initial Title IX assessment. At the conclusion of the assessment, the report will be referred for either a remedies-based resolution or investigation to determine if there is sufficient information to proceed with judicial resolution.

Upon receipt of a report, the Title IX coordinator or his designee will have a preliminary meeting with the reporter/complainant. The purpose of the preliminary meeting is to gain basic understanding of the nature and circumstances of the report; it is not intended to be a full investigation. At this meeting, the reporter/complainant will be provided with a copy of the Sexual Misconduct and Harassment Policy, as well as information about resources, procedural options, interim remedies or remedies, and advised about the College's prohibition on retaliation.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, an investigation may continue depending on a variety of factors, such as the nature of the complaint, the reporter/complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding.

In the course of this assessment, the College will consider the interest of the reporter/complainant and his/her expressed preference for the manner for resolution. Where possible and as warranted by a review of the facts and circumstances, the College will seek action consistent with reporter/complainant's request.

Where a reporter/complainant requests that a name or other identifiable information not be shared with the respondent or that no formal action be taken, the College will balance this request with its dual obligations to provide a safe and non-discriminatory environment for all College community members. The College also will consider its responsibility to afford a respondent fundamental fairness by providing notice and an opportunity to respond before action is taken against him/her.

Should the reporter/complainant not wish to proceed with an investigation or judicial resolution, the Title IX coordinator, in consultation with the Dean of Students and Chief of Campus Police, will determine, based on the available information, including any investigative report, whether the investigation or the judicial resolution proceedings should nonetheless go forward.

The College reserves the right to proceed with adjudicating a complaint without the support of the reporter/complainant.

In making such a determination the College will consider, among other factors, the following:

- whether the reporter/complainant has requested confidentiality;
- whether he/she wants to participate in the investigation or judicial hearing;
- the severity and impact of the sexual misconduct;
- the respective ages of the participants;
- whether the reporter/complainant is a minor under the age of 18;
- whether the respondent has admitted to the sexual misconduct;
- whether the respondent has a pattern of committing sexual misconduct;
- the existence of independent evidence; and
- the extent of prior remedial methods taken with the respondent.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or a request not to pursue an investigation, but the College's ability to do so may be limited, based on the nature of the request by the reporter/complainant.

Participants will be informed of the College's chosen course of action. Following the initial assessment with the reporter/complainant, and considering requests to date, the Title IX coordinator will meet with the student alleged to have violated the Sexual Misconduct Policy - the respondent. The respondent is welcome to bring a support person/advisor with them to the meeting. At this meeting the Title IX coordinator or designee will provide respondent with information about the complaint. The respondent will be provided a copy of the Sexual Misconduct Policy, advised of their rights and responsibilities and available resources and told about the College's prohibition on retaliation.

Prior to receiving the written information about the complaint, the respondent will be asked to acknowledge his/her understanding for confidentiality and non-retaliation, essentially, agreeing not to disclose or discuss anything related to the complaint with anyone other than those authorized to see/hear such information under the process.

### **Interim Measures**

Upon receipt of a complaint, and continuing through to the release of a final outcome, the College has a duty to protect the complainant as well as the student body from potential further harassment. Therefore, the College may initiate interim or temporary measures. Such measures are intended to reduce further contact between the participants, to ensure the safety of all involved, and to address concerns that may create a hostile environment. Interim measures and remedies will vary based on the facts of a particular case.

Examples of possible interim measures could include, but are not be limited to:

- administrative no-contact or "stay away" orders;
- academic accommodation and support;
- change in residential living arrangement, extracurricular activities, dining area access, work situation, and transportation on and off campus;
- counseling and health services;

- increased monitoring, supervision and/or security.

An interim suspension of the respondent from the campus (e.g. residence halls, classes, other activities, etc.) will be enacted should there be a demonstrated threat to the health and safety of others involved and/or the normal operations of the College. Such determinations will be made by the Title IX coordinator in consultation with the Dean of Students and the Chief of Campus Police.

### **Fact-Finding Investigation**

Upon receipt of initial statements from the participants, the Title IX coordinator will review the information with the Dean of Students. Where the review indicates a possible violation of the Sexual Misconduct Policy, the Title IX coordinator will refer the case to a neutral investigator(s) of the College's choosing. The investigation is designed to provide fair, reliable gathering of facts. The investigation will be thorough, impartial, and fair; and all individuals will be treated with appropriate sensitivity and respect. The process will be conducted in a manner that is respectful of individual privacy concerns.

It is the responsibility of the investigator to gather information relevant to the facts provided by the statements of the participants to the extent reasonable and possible. Such information gathering will include, but is not limited to, speaking with the participants and any other individuals who may have relevant information, gathering any available physical or medical evidence, including documents, communications between the participants, and other electronic records as necessary and appropriate. Participants will have an equal opportunity to be heard, submit information, and identify witnesses who may have relevant information.

Upon completion of the fact-finding process, the investigator will prepare a report setting forth the facts gathered. The report, along with any other relevant information, will be provided to the Title IX coordinator. The Title IX coordinator, in consultation with the Dean of Students, and Chief of Campus Police or their designee will review the report and make a threshold determination regarding whether there is sufficient information upon which a Student Conduct Council could find a violation of the Sexual Misconduct Policy. If there is sufficient information, the case will be referred to the Dean of Students for resolution within the process for resolving alleged violations of the Austin College Sexual Misconduct Policy. Both participants will be informed of the conclusion(s) made from the investigative report.

The Title IX Coordinator, in consultation with the Dean of Students and Chief of Campus Police or their designee, will determine the appropriate manner of resolution, and, if appropriate, pursue either a remedies-based resolution or an investigation to determine if there is sufficient information to pursue judicial resolution.

### **Basic expectations for individuals involved in the process for resolving alleged violation(s) of the Sexual Misconduct Policy**

1. Austin College community members are expected to participate in this process and cooperate fully, although efforts will be made where possible to accommodate schedules to reduce the burden of participation on participants and others.
2. Unless both participants agree otherwise, participants will not communicate with one another regarding the incident in question, once the process has begun.
3. To the extent permitted by law, participants and others will maintain confidentiality of the process. This is not intended to imply that participants involved in the process are prevented from speaking to parents, counselors, other confidantes or from reporting the matter to local authorities.

### **Remedies-based Resolution**

Remedies-based resolution is a non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a respondent. When enacting a remedies-based resolution, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the reporter/complainant's access to his/her educational and extracurricular activities at the College.

Examples of remedies-based resolution can include, but not be limited to, interim measures as identified, targeted or broad-based educational programming or training, direct communication with the respondent by reporter/complainant, communication with the respondent by the Title IX coordinator or others, or appropriate forms of restorative justice. Depending on what is chosen, it may be possible for the reporter/complainant to maintain anonymity.

*A remedies-based resolution will not be used in instances involving violent behavior, sexual misconduct, and/or sexual assault.*

### **Procedures and related information for resolution (formal and informal) of situations involving alleged violations of the sexual misconduct policy**

#### **Mediation (informal resolution)**

When possible and safe, effort may be made to address/resolve problematic behavior, conflicts, or misconduct situation(s) through an informal process. The reporter/complainant must participate voluntarily and will not be required to work directly with the person alleged to have created the problem. He/she will be able to end the process at any time and shall have the right to engage in the formal process for resolution.

Such informal resolution may result in a letter/memorandum of understanding between the participants.

*Mediation or other such informal resolution will not be used in allegations involving violent behavior, sexual misconduct, and /or sexual misconduct.*

#### Administrative agreement option

Following the completion of the fact finding investigation and prior to the start of the Student Conduct Council hearing process, the respondent may seek an administrative agreement with the Title IX coordinator or designee. Such an agreement includes acceptance of responsibility for a violation of the Sexual Misconduct Policy. Once committed, such acceptance cannot be withdrawn or appealed. Sanctions will be applied consistent with those set forth in section (H) of the hearing process below. Confidentiality and records will be maintained as indicated as well.

#### Student Conduct Council (Sexual Misconduct) Hearing

The hearing is intended to provide a full and fair opportunity for the reporter/complainant and respondent to present their accounts of events and for the Council to determine the facts of the case, make a determination regarding alleged violation of College regulations, and to recommend appropriate sanctions, if necessary.

The hearing is closed and is not open to the public. The hearing process is an administrative process conducted in a higher education setting and is not subject to the same standards as a court of law. Rules of evidence found in legal proceedings shall not be applied, nor shall any deviations from these prescribed procedures alone invalidate a decision, unless significant prejudice to a reporter/complainant, respondent, or the College may exist.

***Violations of this Sexual Misconduct Policy will be determined through careful investigation and findings meeting the preponderance of the evidence (i.e., more likely than not) standard.***

If a participant does not attend a hearing for any non-emergency or non-compelling reason, the hearing may be held in the individual's absence at the discretion of the Dean of Students/Chair.

If a respondent chooses to withdraw from the College prior to the end of the semester (defined by the last day of final exams) during which a complaint was filed under the Sexual Misconduct Policy, a hold shall be placed on the respondent's records noting "pending disciplinary charges." Should the respondent withdraw after the semester ended, similar action will be initiated. This notation will be removed or changed as appropriate following final resolution of the disciplinary complaint. If the respondent withdraws from the College while the disciplinary complaint is pending, a permanent notation will be placed on his/her student transcript stating, "student withdrew with disciplinary charges pending." A student who leaves under these circumstances will not be eligible to return to the College. A respondent cannot receive a degree while there is a pending, unresolved disciplinary complaint against him/her.

A reporter/complainant or respondent may request participation by other suitable means that would not require physical proximity to the other participant. This could include, but not be limited to, partitioning a hearing room or using technology, such as Skype or

conference call from an alternative location, to facilitate participation. Any proposed alternative must be reviewed in advance to ensure it is consistent with the goals of a fair and equitable process.

All participants involved in the hearing are required to keep the information learned in preparation for the hearing and at the hearing private. Consistent with the Family Education Rights and Privacy Act (FERPA) regulations, the participants, Council, and others associated may not share copies of documents. All copies provided must be returned to the College at the conclusion of the hearing as well as any appeals process. Any breach of this duty is subject to disciplinary action by the College.

### **Student Conduct Council Hearing adjudication process**

- A. Both the reporter/complainant and the respondent will:
  1. participate in a pre-hearing meeting;
  2. be given a statement of allegation(s) in writing;
  3. be provided a notice of hearing five calendar days prior to the hearing;
  4. be permitted to review all investigative documents and related information, subject to the privacy limitations imposed by state and federal law at least five days prior to the hearing;
  5. be able to provide a written response to the investigative documents within the stated timeline;
  6. have the opportunity to identify witnesses - Such individuals must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak generally about an individual's character;
  7. be permitted to have an advisor/support person of their choice to assist him/her throughout the hearing - Such individuals may only speak to the person to whom they are assisting;
    - a. An attorney may serve as an advisor/support person but must abide by the preceding statement. The College will not recognize or enforce agreements between parties reached outside this process.
  8. listen (e.g. by skype or phone connection) to the discussion (interviews, questions) in the hearing process;
  9. be given the opportunity to provide follow-up questions to the Council for consideration to ask of other hearing participants;
  10. be notified of the outcome of the hearing and/or any appeal.
  
- B. The Student Conduct Council hearing panel shall:
  1. be referred to as the Council;
  2. be amended to include three faculty or staff members and the Chair; the Chair is typically the Dean of Students;
  3. review all documents and information as presented to them;
  4. engage all participants needed to reach an informed decision;
  5. utilize "preponderance of the evidence" standard, meaning that it is more likely than not the respondent is responsible for the alleged violation;

6. deliberate in closed (private) session to make determination of finding whether the respondent is in violation or not in violation of the Sexual Misconduct Policy;
  7. provide additional recommendation(s) regarding sanction, if desired - In so doing the Council will consider all the relevant information presented, prior disciplinary history, and any confirmed mitigating circumstances.
- C. The Dean of Students /Chair will:
1. convene all meetings involved in the adjudication procedures and facilitate the hearing process;
  2. be a non-voting Council member regarding findings;
  3. have the authority to determine the relevance of information in the investigative report, any witnesses and/or their statements, and other documented evidence as is material to the determination of responsibility given the nature of the allegation(s);
  4. provide the report of findings to the Vice President for Student Affairs.
- D. Situational representative
1. The College reserves the right to have a situational representative in the hearing to assist with presenting a case to the Student Conduct Council. Typically this would be a staff member and/or campus police officer.
  2. At the request of the Council, the investigator(s) of a situation may be included in the hearing as either a situational representative or to respond to questions of the Council.
- E. General Hearing Process
1. The Chair will direct all present to state their names.
  2. The Chair will excuse unapproved parties, explain the general format and procedures for the hearing and answer any questions from the respondent or reporter/complainant.
  3. The Sexual Misconduct Policy violation(s) will be stated.
  4. The respondent will make a plea of either “in violation” or “not in violation”.
  5. The witnesses will be asked to leave the room and shall be called back as requested by the Council.
  6. The Council will interview the participants as they need in order to make an informed decision.
  7. Each, the respondent and the reporter/complainant, will be given private time with the Council for the purpose of discussing any questions, observations, or related information that either participant wants the Council to review with the other directly.
  8. The Council will reconvene with all participants.
  9. Closing (summary) statements will be heard.
  10. All participants will leave and the Council shall deliberate in closed, private session.
  11. The Council may reconvene, following the initial hearing, to consider additional questions or clarifications.

#### F. Related Hearing Process Guidelines

Request to reschedule hearing - Either participant can request to have a hearing rescheduled. Request for such must be made to the Dean of Students/Chair at least three business days prior to the hearing. Such a reschedule will be at the discretion of the Council and its chair. Such is typically done when there are pending criminal charges against the respondent and he/she wants time to seek legal counsel and/or there is a substantive conflict in one's schedule, particularly regarding academic tasks.

Contest a Council member - Participants may question the participation of any Council member for conflict of interest or other good cause. Familiarity alone does not create a conflict. However, where there is clear information to suggest a member will not be able to provide unbiased and impartial decision, an alternate should be used.

Preponderance of the evidence - Council members will consider credible evidence to assess the preponderance of the evidence or greater weight standard. This standard expects Council members to consider whether it is more likely than not that a violation occurred.

Recording of hearing - The College will not audio or video record the Student Conduct council hearing, nor is any other individual permitted to do so.

Prior Sexual History of a reporter/complainant - A reporter/complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between participants, and the respondent alleges consent, the prior sexual history between participants may be relevant to assess the manner and nature of communications between them. However, the mere fact of a current or previous dating or sexual relationship by itself is not sufficient to constitute consent. Any prior sexual history of reporter/complainant with other individuals typically is not and will not be considered.

Pattern of evidence by a respondent---- Where there is evidence of a pattern of conduct similar in nature by the respondent , either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant to the Council's determination of in violation and /or assigning of a sanction.

Any participant seeking to introduce information about prior sexual history or pattern of evidence should bring this information to the attention of the investigator(s) at the earliest opportunity. The College, through the Dean of Students/Chair may choose to introduce this information, with notice to both parties.



To aid in an advance determination of such information, a participant must submit to the Dean of Students/Chair three days after the notice of the charge has been made the following:

- a written statement of the information, if not already provided during the investigation;
- a summary of the relevance of this information to make a decision of in violation or sanction; and,
- a brief statement of why this information was not shared previously.

Expert witnesses - Both the investigator and the Dean of Students/Chair reserve the right to consult with any experts which he/she deems necessary to the determination of the facts for a case. Such individuals could be consulted to review or provide a professional opinion regarding evidence discovered or testimony presented in a hearing.

#### G. Student Conduct Council Finding

Once all the issues regarding the complaint have been fully investigated and adequately addressed, the Council will report its decision to the Vice President for Student Affairs. The decision will be reached by a majority. Under ordinary circumstances, the Council's decision will be issued in writing within five days after the hearing.

The imposition of sanctions will take effect immediately and will not be deferred pending the resolution of appeal. Graduation, study abroad, internships, etc. do not in and of themselves constitute exigent circumstances. In cases where the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the student to prior status, recognizing that some opportunities may be irreparable in the short term

The Council may find one of the following related to a sexual misconduct complaint:

- A finding that the Sexual Misconduct Policy was violated. The Council can then recommend additional sanction(s) to the minimum consequences set forth by the College.
- A finding that the Sexual Misconduct Policy was not violated as there is insufficient information to substantiate the allegations of the complaint.

Upon final review of the entire process and the information related to the complaint, the Vice President for Student Affairs will notify both the reporter/complainant and the respondent in writing.

#### H. Sanctions

A student who is found in violation of any component of the Austin College Sexual Misconduct policy *shall at a minimum be suspended from the College for*

*the next four long semesters* (including break periods, etc.) from the semester in which the violation occurred. Upon reenrollment the student shall be on probation during the first long semester in which he/she returns. Additional consequences may be added to this minimum sanction.

All sanctions take effect immediately and shall remain in force during any appeal or other time.

#### I. Appeal Procedure

Either participant may appeal the final determination of the decision in writing to the Vice President for Academic Affairs. The appeal must be filed within five calendar days of having received the outcome. The reporter/complainant and/or respondent may appeal only the parts of the decision directly relating to them. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. The burden of proof lies with the participant requesting the appeal, as the original decision is presumed to have been decided reasonably and appropriately. The Vice President for Student Affairs will inform participants of the appeal. Each participant has an opportunity to respond in writing to an appeal within five calendar days of being notified.

The limited bases for appeal are as follows:

- To consider new evidence unavailable during the original hearing or investigation that could substantially impact the original finding and sanctions. This new evidence and its potential impact must be included.
- A procedural error occurred that adversely impacted the outcome of the hearing. Such a deviation would be of substantial impact on the fairness and/or outcome.
- The sanction(s) imposed beyond the minimum consequences established by the College are excessive for the designated violation and the cumulative history of the respondent.

The Vice President for Academic Affairs shall consider the merits of an appeal only on the basis of the three grounds for appeal and supporting information provided in the written request and the record of the original hearing. The Vice President for Student Affairs will communicate the result of the appeal to the participants within 15 calendar days of having received the appeal.

#### J. Records

In violation findings of responsibility regarding a sexual misconduct are maintained as part of the student's portfolio that is stored in the Student Affairs office. Cases involving suspension or expulsion will become a permanent part of the student's portfolio. The portfolio will be maintained in the file for no fewer than seven years after the student departs from the College.

Medical and law schools and some governmental agencies may require disclosure by the College of any student conduct findings. Students who transfer to other schools or participate in off-campus study programs may also be required to provide such information.

## SEXUAL ASSAULT & SEXUAL HARRASSMANT EDUCATION

Intentional programming includes:

- Freshman Orientation Programs: “Differences Among Us” and “Risky Choices”
- Project F.L.O.O.R. Programming Topics for Residence Hall Freshman Clusters
- Communication Inquiry Session for first semester Freshmen.
- The College provides sexual misconduct training through Campus Clarity’s “Think About It” online educational course. Once a student matriculates to the College, they are expected to complete this online course prior to the first day of classes.
- Opportunities for other programming and guest speakers throughout the school year, which gives students multiple opportunities to learn the risks of victimization as well as possible outcomes for offenders.

Students, faculty and staff will be offered opportunities and be encouraged to attend training sessions on the subject of sexual assault and harassment. Members of the respective hearing boards also will receive training concerning sexual assault and harassment. In addition, this policy will be reiterated at appropriate opportunities through athletics, in classes, meetings, programs and publications.

## SEX OFFENDER REGISTRY

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, Austin College provides a link to the Texas Public Sex Offender Registry on its website. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the individual is employed, carries a vocation, or is a student.

## WHAT TO DO IF YOU ARE THE VICTIM OF A CRIME...

- Contact Campus Police (903.813.2555) as soon as possible. Describe the suspect to the dispatcher and inform him/her of the direction of travel taken by the suspect.

- Remember and report all you can about the suspect and relay that information to the dispatcher. Try to remember race, gender, clothing description, height, weight, color of hair and eyes, any unusual features, jewelry, and description of vehicle.
- Remain on the phone with the dispatcher until told to hang up.

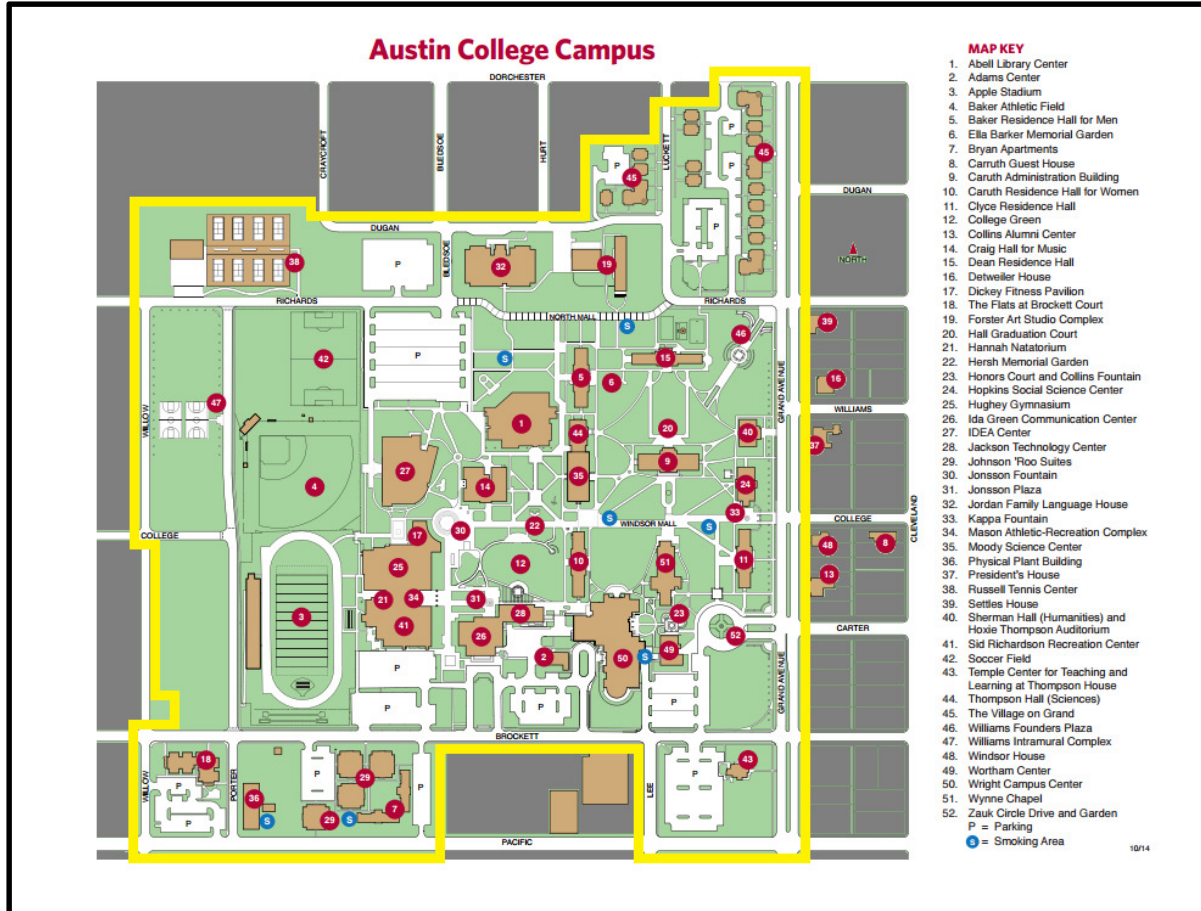
# 903-813-2555

## IMPORTANT PHONE NUMBERS

Emergency	911
AC Campus Police	903-813-2555
AC Student Life Office	903-813-2306
AC Vice President for Student Affairs and Athletics	903-813-2228
AC Counseling & Health Services Center	903-813-2247
AC College Chaplain	903-813-2210
AC Physical Plant	903-813-2208
AC Title IX Coordinator	903-813-2228
Alcoholics Anonymous-Sherman	903-868-2734
Grayson County Crisis Center	903-893-5615
Heritage Park Hospital	903-813-3700
Texoma Medical Center (TMC) Hospital	903-416-4000
TMC Behavioral Health Center	903-416-3000
The Substance Abuse Council	903-892-9911
Wilson N. Jones Regional Hospital	903-870-4611

# ATTACHMENT 1

## THE REPORTABLE AREA OF THE AUSTIN COLLEGE CAMPUS AS DEFINED BY CLERY AMENDMENT STANDARDS



The Clery Amendment specifies how the reportable area surrounding the campus is defined in order to maintain a nationwide standard among all colleges and universities. The shaded area is considered outside of the reportable area of the campus. In addition to the Map above, Clery Amendment reporting for Austin College includes Sneed Prairie, which is owned by Austin College and is used specifically for environmental research.

## ATTACHMENT 2

### THE ANNUAL CRIME STATISTICS FOR 2015

Austin College provides the following information pursuant to the disclosure requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

REPORTED OFFENSES	On Campus			Residential Facilities			Non-Campus			Public Property		
	'13	'14	'15	'13	'14	'15	'13	'14	'15	'13	'14	'15
Murder & Non Negligent Manslaughter												
Negligent Manslaughter												
Sex Offenses (forcible)*	1	3	10	1	3	9				1		1
Sex Offenses (non-forcible)												
Robbery												
Aggravated Assault		4	4									
Burglary	2	2	3	2	2	1						
Motor Vehicle Thefts (Golf Carts)		1										
Motor Vehicle Thefts		1	2									
Arson	1			1								

ARRESTS FOR												
Weapons Possession												
Drug Abuse Violations										6		
Liquor Law Violations		2			1					2		
Dating Violence												
Domestic Violence												
Stalking												

REFERRALS FOR												
Weapons Possession												
Drug Abuse Violations	12	9	13	6	7	13						
Liquor Law Violations	29	32	31	26	31	26						
Dating Violence		1	1		1							
Domestic Violence			1			1						
Stalking												

SEXUAL ASSAULT REPORTS BY SUBCATEGORIES												
Rape*	1	1	7	1	1	7						
Fondling		2	3		2	2						1
Incest												
Statutory Rape (Underage Victim)												

*\*This report includes four incidents of sexual assault that meet the criteria for rape that were reported to a counselor whose professional position allows them to maintain confidentiality by law. The student reporting requested that no further action be taken by the College.*

## HATE CRIME REPORTING:

A Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Under Clery, reportable bias categories include race, gender, religion, sexual orientation, ethnicity, national origin, disability, gender identity.

There were no reported Hate Crimes for the years 2013, 2014 or 2015.

## NOTES PERTAINING TO THE REPORTING OF CRIMES

### CAMPUS

The term "campus" means any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendor).

### NONCAMPUS

The term "noncampus building or property" means any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

### PUBLIC PROPERTY

The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, or other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Public Property Offenses are generally those reported by the Sherman Police Department, to have happened adjacent to the Austin College Campus, as defined by Clery Guidelines. Reported crimes may involve individuals not associated with the institution.

### THE HIERARCHY RULE

Historically, national crime data reporting shows that offenses of law generally occur singly as opposed to several offenses being committed simultaneously. In regard to this, the Uniform Crime Reporting Handbook states, "The Hierarchy Rule requires that when more than one Part 1 Offense is classified, the law enforcement agency must locate the

offense that is highest on the hierarchy list and score that offense involved and not the other offense(s) in a multiple-offense situation.” Exceptions to the Hierarchy Rule include justifiable homicide, motor vehicle theft, arson, and offenses that separated by time and place, as well as the reporting of Hate Crimes.

#### UNFOUNDING FALSE OR BASELESS COMPLAINTS

If an agency determines through an investigation of an offense that the complaint is false or baseless, meaning no offense occurred nor was attempted, then the agency must mark it as unfounded once that determination is made. Recovery of stolen property, low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. For Clery reporting purposes, these statistics contain only the offenses that are believed to have actually occurred.

There were no unfounded reportable Offenses for the reporting period.



## ATTACHMENT 3

### 2015 FIRE STATISTICS FOR RESIDENTIAL FACILITIES

Residential Facility	Total of Intentional Fires in each Building	Fire Incident Number	Cause of Fire	Number of related injuries resulting in treatment at a medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Baker Hall	0	N/A	N/A	N/A	N/A	N/A
Bryan Apts	0	N/A	N/A	N/A	N/A	N/A
Caruth Hall	0	N/A	N/A	N/A	N/A	N/A
Clyce Hall	0	N/A	N/A	N/A	N/A	N/A
Dean Hall	0	N/A	N/A	N/A	N/A	N/A
Jordan House*	0	N/A	N/A	N/A	N/A	N/A
Roo Suites	0	N/A	N/A	N/A	N/A	N/A
The Flats	0	N/A	N/A	N/A	N/A	N/A
The Village	0	N/A	N/A	N/A	N/A	N/A

\***Jordan House** There was one unintentional electrical fire inside of a built-in appliance in the Kitchen.

### FIRE SAFETY PROTECTION LEVEL FOR RESIDENTIAL FACILITIES

Facility	Fire Alarm Monitoring	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (Fire) Drills each Calendar Year
Baker Hall	Local			X	X	X	2
Bryan Apts.	None			X	X	X	0
Caruth Hall	Local			X	X	X	2
Clyce Hall	Local			X	X	X	2
Dean Hall	Local			X	X	X	2
Jordan House	Monitored		X	X	X	X	2
Roo Suites	Monitored		X	X	Community Rm.		2
The Flats	Monitored		X	X	X		2
The Village	None	X		X	X		0

**Local Alarms** sound within the building but do not alert an outside entity.

**Monitored Alarms** are monitored by an off-site alarm monitoring company, who will notify both Sherman Fire Department and Austin College Campus Police anytime an alarm is activated.

## ATTACHMENT 4

### EMERGENCY EVACUATION DRILL DOCUMENTATION

Academic Building Evacuation Drills are announced through an e-mail the week of the event, along with an explanation regarding Fire Safety and expected response during a Drill as well as during an actual Fire Emergency. Academic Building Evacuation Drills generally occur near the end of Jan Term or early Spring Semester.

Residential Facility Evacuation Drills are always carried out unannounced.

<b>Facility</b>	<b>Type of Drill</b>	<b>Date</b>	<b>Time Started</b>	<b>Time Reset</b>	<b>1 Announced 2 Unannounced</b>
Baker Hall	Evacuation	2/18/15	21:04	21:33	2
	Evacuation	9/10/15	19:05	19:43	2
Caruth Hall	Evacuation	3/19/15	20:11	20:40	2
	Evacuation	9/3/15	19:06	19:25	2
Clyce Hall	Evacuation	3/19/15	20:57	21:27	2
	Evacuation	9/3/15	20:26	20:48	2
Dean Hall	Evacuation	2/18/15	20:05	20:51	2
	Evacuation	9/3/15	19:39	20:00	2
Jordan House	Evacuation	2/10/15	21:18	21:30	2
	Evacuation	9/10/15	20:00	20:12	2
Roo Suites "C"	Evacuation	2/11/15	20:02	20:55	2
	Evacuation	9/8/15	19:04	19:18	2
Roo Suites "D"	Evacuation	2/12/15	20:07	20:41	2
	Evacuation	9/9/15	19:00	19:16	2
Roo Suites "E"	Evacuation	2/12/15	20:45	21:02	2
	Evacuation	9/8/15	19:20	19:28	2
Roo Suites "F"	Evacuation	2/11/15	21:02	21:43	2
	Evacuation	9/9/15	19:19	19:36	2
Flats At Brockett Court	Evacuation	2/10/15	20:03	21:01	2
	Evacuation	9/8/15	19:42	20:07	2
Bryan Apts.	No Drills				
The Village	No Drills				

## ATTACHMENT 5

### EMERGENCY LOCK-DOWN DRILL DOCUMENTATION

During the month of December, “Shelter-In-Place” Drills are held at each individual building, and involve the designated Security Personnel for that building. Campus Police personnel monitor and review the Lock-Down procedure at each building, facilitate discussion among the participants, and answer questions at each location.

12/14-18/2015	Lock Down procedures were reviewed with and demonstrated by Emergency Lockdown Personnel at the following locations.
	Abell Library
	Adams Center
	Administration Building
	Craig Hall
	Forster Art
	Hopkins Center
	Ida Green
	IDEA Center
	Jackson Center
	Mason Complex
	Physical Plant
	Sherman Hall
	Temple Center
	Wortham Center
8/5/15	The after-hours Emergency Response procedure for SEED staff was reviewed and successfully demonstrated.