



**2017**  
**Annual Security Report**  
**and**  
**Annual Fire & Safety Report**

| Main Campus | EWCHEC – Hutto | EWCHEC – Taylor | Texas Bioscience Institute |

# Temple College Police Department

2017

## Annual Security Report

and

## Annual Fire & Safety Report

---

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act.

Temple College is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information. The information is also available on the Temple College Police Department website: <http://www.templejc.edu/resources/campus-police/security-and-crime-statistics/index.php>



Temple College Police Department  
2600 South 1<sup>st</sup> Street  
Temple, TX 76504  
(254) 298-8911  
(254) 298-8698 (Fax)  
[www.templejc.edu](http://www.templejc.edu)  
chief.markum@templejc.edu

## Table of Contents

The <i>Clery Act</i> .....	7
Compliance with the <i>Clery Act</i> .....	7
Campus Safety .....	8
Preparing the Report.....	8
Notifications .....	8
Campus Police Department .....	8
Maintenance of Campus Facilities .....	9
Geography .....	9
On-Campus Geography .....	10
Non-Campus Buildings or Property .....	10
Public Buildings or Property .....	10
Reporting Crimes .....	10
Criminal Activity On-Campus.....	10
Reporting Criminal Activity Off-Campus .....	11
Campus Security Procedures and Practices .....	11
Leopard Alert .....	11
Suicide Awareness .....	12
Emergency Training .....	13
Community Safety Tips.....	13
Emergency Management .....	13
Professional Development.....	13
Crime Prevention.....	13
Monitoring & Recording Criminal Activities.....	13
Monitoring CCSC.....	14
Recorded Information.....	14
Examples of Video Monitoring & Recording of Public Areas.....	14
False Alarms or Reports .....	14
Campus Security Authorities (CSAs).....	15
Designated CSAs.....	15
Timely Warnings.....	17
Content of Notification.....	17
Procedures for Notification .....	17
Content of Notification.....	18
Procedures for Notification .....	18
Concept of Operations.....	18
Emergency Preparedness.....	19

Testing Mass Notification .....	19
Procedures for Testing Emergency Response and Evacuation Plan.....	19
Crime Statistics .....	21
Campus Crime Statistics.....	21
Crime Logs.....	21
Statistics from Local Law Enforcement Agencies .....	21
Definitions of Criminal Offenses .....	21
Table 1: Criminal Offenses Reporting Table.....	24
Table 2: VAWA Offenses Reporting Table .....	28
Table 3: Arrests and Disciplinary Referrals Reporting Table .....	29
Hate Crimes.....	31
Table 4: Unfounded Crimes Table .....	31
Alcohol and Drugs .....	32
Drug-Free Schools and Communities Act.....	32
Policy Distribution to Students.....	32
Policy Distribution to Employees.....	32
Standards of Conduct .....	32
Disciplinary Sanctions for Students .....	33
Disciplinary Sanctions for Employees .....	33
Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking .....	35
Prevention and Awareness .....	35
Bystander Intervention .....	36
Sexual Misconduct Policy .....	36
Definitions.....	36
Partner Violence:.....	37
What to Do If You Are a Victim .....	38
Written Notification and Reporting.....	39
Confidentiality.....	40
Counselors and Confidential Crime Reporting.....	40
Protecting Both Parties .....	41
Disciplinary Procedures and Formal Resolution .....	41
Community Services .....	43
Education.....	43
Family Violence .....	43
Registered Sex Offender Information.....	44
Protecting Minors on Campus .....	44
Weapons: Temple College Campus Carry Policy .....	46
Missing Student Notification Procedures.....	48

Campus Policy on Reporting Missing Residential Students.....	48
Procedures for Designation of Emergency Contact Information.....	48
Official Notification Procedures for Missing Residential Students.....	48
Issuing a Timely Warning .....	49
Annual Fire Safety Report.....	50
Annual Fire Safety Report Overview .....	50
General Information on Fire Safety .....	50
Table 5: Fire Safety Systems in Residential Facilities .....	50
Fires and Fire Alarms - Actual or False – Safety Policy .....	51
Compliance with the Texas Fire Escape Law, Penal Code, Chapter Five - Fire Escapes - Violation of Fire Escape Law .....	51
Table 6: Fire Statistics Reporting Table for the Annual Fire Safety Report.....	52
Smoking and Fire Safety .....	52
Housing Health and Safety Checks .....	53
Fire Safety Improvements .....	53

# The Clery Act

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

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

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

---

## Compliance with the Clery Act

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

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

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

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

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

Members of the campus community are encouraged to use this report as a guide for safe practices on- and off-campus. This report contains numerous links to websites with information that may be useful in reading this report. If any link does not function, please email [webmaster@templejc.edu](mailto:webmaster@templejc.edu) for assistance.

# Campus Safety

In compliance with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 10292(f), 34 CFR § 668.46 and §668.41), and in order to promote the safety and security of the campus community, the following information is provided to the Temple College Campus.

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

---

## Preparing the Report

Data for the report is gathered from multiple areas. Information is collected from the Title IX Coordinator for Title IX violations that are also Clery crimes. Additional information is gathered from reports made by faculty, staff, or students by phone, or by email. All information is carefully reviewed to determine if Clery crimes occurred on Clery geography and were reported to a Campus Security Authority. Incidents meeting the criteria are then documented in the Annual Security Report as Clery crime statistics.

The Annual Security Report is published every year by October 1<sup>st</sup> and contains three years of campus crime statistics as well as certain campus security policy statements in accordance with the *Clery Act*.

## Notifications

Each year, an e-mail notification is sent to all current students, faculty, and staff providing the website URL to access this report. The report may also be accessed by clicking on the link entitled *Title IX* at the bottom of every page of the Temple College website.

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

- Prospective employees via Temple College's Human Resource's Employment Opportunities webpage at <https://templejc.peopleadmin.com/>
- Prospective students and parents of students via the Temple College Police webpage at <https://www.templejc.edu/resources/campus-police/>

Upon request, prospective students and employees may obtain a hard copy of the report from Campus Police at the Temple College Police Department which is located on the east side of campus off of E. Marvin R. Felder Drive behind the University Courtyard Apartments, or by calling 254-298-8911.

## Campus Police Department

The Temple College Police Department is a 7-member police force. The police officers are appointed by the Board of Trustees pursuant to section 51.212 of the Texas Education Code and are commissioned peace officers that are licensed and certified by the Texas Commission on Law Enforcement as meeting the minimum training requirements of the State of Texas for peace officers. They are Police Officers with the same authority as a municipal officer and county deputy under Article 2.12 of the Texas Code of Criminal Procedure including the power to make arrests on view or warrants of violations of state statutes when such is required for the protection of Temple College properties and interests, its students and personnel, and when specifically requested by appropriate state or local law enforcement officials.

Temple College Police Department's jurisdiction encompasses the entire county in which property is owned, leased, rented or otherwise under control of the college, currently in Bell and Williamson counties. Campus Police will report all crimes occurring on campus to appropriate police agencies; pursue cooperative relationships with municipal, county, state, and federal law enforcement agencies; and when requested, will aid in any investigations or apprehensions on the campus. Students and employees will be encouraged to report crime on campus to Campus Police and to appropriate

police agencies.

Temple College Police has primary responsibility for law enforcement on the main campus and works closely with the Temple Police Department and other law enforcement agencies. Campus Police patrols on campus in vehicles, on foot, or by electric vehicle, providing protection. Campus Police investigate all reported criminal activities and emergencies occurring on campus.

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

### **Maintenance of Campus Facilities**

Temple College does not have traditional on-campus student housing, however, the College Foundation does operate a student apartment complex (University Courtyard Apartments). Campus Police enforce college rules and regulations on access and security of all campus facilities and regularly patrols the grounds and buildings on the main campus.

Temple College Facilities/Maintenance staff inspects the lighting, grounds, and buildings (doors, locks, etc.) to determine what improvements if any need to be made for security on the campus. Facilities personnel maintain college facilities with a concern for safety and security. Lighting surveys are conducted on a regular basis to spot any lighting concerns or areas in need of repair.

Campus Police provide services to the facilities including locking of all entrances and monitoring the campus security cameras on a regular schedule.

The Telecommunications and Security Systems department conducts security surveys as needed to continually assess facility security needs. Key control is established by college policy and access to building master keys is restricted.

The College maintains a Safety and Security Committee that addresses concerns including lighting, risk assessment, etc.

Temple College Emergency Management Building Liaisons assist with emergency drills, maintain correspondence with the occupants in the building they serve, notify the building about emergencies in the vicinity, keep the Vice President of Administrative Services notified of issues or concerns from students or staff, participate in the fall and spring Emergency Preparedness Week drills, and serve as front-line communicators during an emergency.

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

Emergencies may necessitate changes or alterations to any posted schedules.

### **Geography**

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

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

As specified in the *Clery Act*, the following property descriptions are used to identify the location of crimes on and

around Temple College's campus.

### **On-Campus Geography**

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

### **Non-Campus Buildings or Property**

“Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.” 20 USC § 10292(f), 34 CFR 668.46(a)

Temple College does not have any chartered student organizations utilizing off-campus facilities. All meetings are required to be “held on campus during the regular college day

### **Public Buildings or Property**

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

### **Reporting Crimes**

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

Faculty, staff, and students are provided with information regarding what to report, timely reporting and how to make accurate reports during professional development training, risk management training as required under *H.B. 2639, 80<sup>th</sup> Texas Legislature*, and campus-wide emails. They are encouraged to report all crimes on campus. Reporting of crimes is not confidential, however, reports related to *Title IX* may be made confidentially and anonymously by any member of the campus community online at [https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/#incident\\_form](https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/#incident_form).

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

### **Criminal Activity On-Campus**

To report criminal activity, a criminal offense, suspected criminal activity or an on-campus emergency, immediately contact the Temple College Police Department at extension 8911 from any campus phone, in person, or by calling 254-298-8911 or 9-1-1. The Temple College Police Department which is located on the east side of campus off of E. Marvin R. Felder Drive behind the University Courtyard Apartments. Police officers are on duty 24-hours a day, 7 days a week.

Also, students, faculty, staff, or visitors may use one of the emergency “blue light” telephones located strategically throughout campus. Campus elevators are also equipped with emergency phones.

In response to a call, Campus Police will take the required action, dispatching an officer or asking the victim to report

to the Campus Police Department to file an incident report.

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

Campus Police will investigate and confirm the occurrence of on-campus *Clery Act* crimes which may include but are not limited to: murder, sexual assault, aggravated assault, burglary, motor vehicle theft, robbery, liquor law violations, drug abuse violations, weapons violations, domestic violence, dating violence, stalking, hate crimes, and other emergencies occurring on the campus considered to be a threat to the safety of students and employees. Reports of these occurrences will be reviewed to determine if the information gathered can assist Temple College in its security program.

### **Reporting Criminal Activity Off-Campus**

For non-emergencies from a campus phone, dial 8911, or to contact Campus Police from an off-campus phone or cell phone, please call 254-298-8911.

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

Temple College Police jurisdiction includes the main campus and all buildings associated with 2600 South 1<sup>st</sup> Street and 2315 South 1<sup>st</sup> Street (University Courtyard Apartments). Separate campus properties such as the Texas Bioscience Institute (TBI), the East Williamson County Higher Education Center – Taylor, and the East Williamson County Higher Education Center - Hutto are monitored and secured by contract security officers. Primary Temple College Police jurisdiction does not include off-campus properties that are not owned or controlled by Temple College, such as the Temple College Apartments (located at 265 East Marvin R. Felder Drive). However, regular contact between Campus Police and local law enforcement agencies is maintained to aid in the tracking of criminal activities. Campus Police obtain information from the agencies about criminal activity in the area of the campuses.

For offenses not occurring on campus, at a non-campus property owned, or controlled by Temple College, we encourage prompt reporting to the proper law enforcement agency. Faculty, staff, and students may file a report with the Temple Police Department by phone at 254-298-5500 (for non-emergencies) or 911 (for emergencies). The Temple Police Department also participated in the Bell County Crime Stoppers program (<http://bellcountycrimestoppers.com/>). Tips may also be sent by phone at 526-TIPS (8477).

### **Campus Security Procedures and Practices**

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

In order to help keep our campus community as healthy and safe as possible, the college maintains a mental health counseling webpage (<http://www.templejc.edu/resources/mental-health-counseling/>) which allows a member of the campus community a means for choosing from available counseling services, local support groups, and community resources for individuals they know are struggling in some way or need administrative attention.

Additionally, the Campus Police are responsible for annually publicizing emergency response and evacuation procedures to the campus community. This publicity occurs during the second week of the fall and spring semesters during *Emergency Preparedness Week*.

### **Leopard Alert**

In accordance with state requirements, Temple College maintains an emergency alert system called Leopard Alert that provides for timely notification to students, faculty, and staff of emergencies affecting the College or its students and employees. (Education Code 51.218(b)) Leopard Alert can be accessed from the Temple College home page.

Leopard Alert is powered by e2Campus—a national mass notification provider. Contact information provided to the Leopard Alert service is used only for delivering health and safety emergency information. E2Campus has strict “Zero Spam” and usage policies for the information used by and for the Leopard Alert service.

In addition to having alerts sent to a cell phone, pager and e-mail, Leopard Alert notifications can also be received and published to a number of personalized home pages such as Google, AOL, and Yahoo, or any RSS reader. Members of the campus community can enroll in Leopard Alert at <http://www.templejc.edu/resources/leopard-alert/>

Students and staff are encouraged to verify their contact information through Leopard Alert before classes begin for the semester.

### **Suicide Awareness**

Students and employees are encouraged to learn more about risk factors and how to help someone who may be depressed or considering suicide. Ongoing advising, coaching, and mentoring are available to assist students with accessing the resources at Temple College needed for their success. The Temple, Taylor and Hutto campuses have Licensed Professional Counselors available to students in need of counseling services. **All services provided are confidential.**

## **Emergency Training**

Temple College's Vice President of Administrative Services and the Safety and Security Committee frequently offer Emergency Management Building Liaison training to employees specifically chosen for these positions. The Emergency Management Building Liaisons assist with emergency drills, maintain correspondence with the occupants of the building they serve, notify the building about emergencies in the vicinity, keep the Vice President of Administrative Services and the Safety and Security Committee notified of issues or concerns from students and employees, participate in the Emergency Preparedness Week drills, and serve as front-line communicators during an emergency.

Temple College's Campus Emergency Management Building Liaison Teams

(<http://www.templejc.edu/about/emergency-management-safety/>) consist of faculty and staff members who volunteer their time to receive special training to assist Campus Police, and Administration during an emergency.

## **Community Safety Tips**

Temple College's Marketing & Media Relations department in conjunction with the Campus Police publishes educational brochures throughout the year in order to educate the campus community about emergency procedures at Temple College.

## **Emergency Management**

Temple College's Safety and Security Committee offers emergency response guidelines, and the Emergency Management plan (<http://www.templejc.edu/about/emergency-management-safety/>). Both resources communicate the college's plan in the event an emergency should occur.

The Environmental Health and Safety Manuals is also available online at <http://www.templejc.edu/about/emergency-management-safety/>.

These manuals establish appropriate safety standards and guidelines for the operation and facilities of the institution.

## **Professional Development**

Each semester, Temple College offers employees professional development sessions which always include at least one emergency or safety topic. Topics offered in the past include AED & CPR training, active shooter training, fire extinguisher training, and student-in-crisis training.

## **Crime Prevention**

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

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

- Civilian Response to an Active Shooter Event (CRASE) training
- Building Alarm Training
- Rape Aggression Defense (RAD) Training

To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call Campus Police for an escort at 254-298-8911.

## **Monitoring & Recording Criminal Activities**

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

Temple College uses closed-circuit security cameras (CCSC) in public areas in a manner consistent with the rights of privacy for the purposes of safety and security.

### **Monitoring CCSC**

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

### **Recorded Information**

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

### **Examples of Video Monitoring & Recording of Public Areas**

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

### **False Alarms or Reports**

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

A person commits an offense if he knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

- cause action by an official or volunteer agency organized to deal with emergencies;
- place a person in fear of imminent serious bodily injury; or
- prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An offense under this section is a Class A misdemeanor unless the false report involves a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which case, the offense is a state jail felony.

# Campus Security Authorities (CSAs)

---

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

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

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

These include:

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

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

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

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

CSAs have an important role in complying with the law. CSAs are provided ongoing training opportunities through the office of Professional Development.

CSA crime reports are used by the college to:

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

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

If someone tells a CSA about a crime or incident that may be a crime, the CSA must record the information on a *Clery* Incident Report Form available on the Temple College’s Title IX webpage at

[https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/#incident\\_form](https://www.templejc.edu/resources/campus-police/title-ix-sexual-violence/#incident_form)

Reports must be submitted as soon as possible after initial incident notification.

## Designated CSAs:

- Director of Public Safety, Michael Markum (254-298-8911)
- Title IX Coordinator, Dr. Randolph P. Baca (254-298-8582)
- Title IX Deputy Coordinator, Adrian Sora (254-298-8328)
- Title IX Deputy Coordinator Athletics, Kristen Zaleski (254-298-8528)

- Director of Student Life, Ruth Bridges (254-298-8309)
- Athletic Director, Craig McMurtry (254-298-8529)
- Professor Kim Sebek, (254-298-8527)
- Professor Kirby Johnson (254-298-8525)

# Timely Warnings

---

In the event that a situation arises, either on- or off-campus, that, in the judgment of the Chief of Police, constitutes an immediate threat to the health or safety of students or employees, a campus-wide “timely warning” will be issued upon confirmation and a notice will be published to inform students and employees of criminal occurrence on the campus.

Certain information may be temporarily withheld to protect a victim or maintain the integrity of an in-progress criminal investigation. Campus Police will be primarily responsible for carrying out mandates of the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. However, warnings to members of the campus community regarding occurrences of *Clery Act* crimes will be issued by means of the college’s Marketing & Media Relations Department. Warnings are issued through one or more of the following mediums: Leopard Alert (opt-in SMS and e-mail system), college e-mail (opt-out system), website graphic, local TV and radio announcements, college voicemail messages, social media postings, press release, and/or web calendar event postings.

Depending on the type of emergency, especially in all situations that could pose an immediate threat to the community and individuals, Campus Police may also post signs on campus or alert occupants in buildings on foot. In an emergency or dangerous situations, warnings include procedures for both response and evacuation. These are notifications that are sent to the campus community advising of the event(s) that have occurred on the campus property or advising of the event(s) occurring near the campus. Timely warnings are meant to provide information to make Temple College’s campus community aware of an ongoing threat or risk, aid in the prevention of similar crimes, and provide safety tips. These notifications usually occur as an all-campus email and should be issued as soon as the pertinent information is available.

## **Content of Notification**

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

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

## **Procedures for Notification**

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

Upon determination by the Temple College Director of Public Safety/Chief of Police of a serious or continuing threat to campus safety, the Temple College Vice President of Administrative Services (or designee) will send a Leopard Alert and available social media. After this notification, the Temple College Vice President of Administrative Services (or designee) will send an email to all students and employees, notifying local media outlets, and transmitting an audio message via telephone intercom system, as time permits.

# Emergency Response and Evacuation Procedures

---

## Content of Notification

Temple College does not segment the population for individualized notifications. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if a situation warrants such action.

## Procedures for Notification

Temple College has first responders, Emergency Management Building Liaisons, and an Emergency Operations Team. The Director of Public Safety/Chief of Police will determine whether notification should be given to any or all of the aforementioned personnel before the notification of the campus community. Fire alarms will sound in the case of a fire emergency to alert the campus community to evacuate. The Director of Public Safety/Chief of Police and the President (or designee) will determine what information to provide in notifications. The Vice President of Administrative Services (or designee) will send an alert via (1) Leopard alert (2) all student and employee email, (3) an audio message via phone intercom messaging system, and (4) notification to local media outlets as time permits.

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

- Should an emergency or serious situation occur, the person or witness should call Campus Police at 8911 from a campus phone or 254-298-8911 from a cell phone.
- The officer on duty will take the call and will respond to verify the emergency or serious situation.

## Concept of Operations

The Temple College emergency notification system is composed of hazard or dangers and will notify the Director of Public Safety/Chief of Police as well as Bell County Communications Center if needed.

- The officer on scene will offer assistance or direct evacuation of the building(s) if needed.
- The Director of Public Safety/Chief of Police will notify and inform the President of the situation.
- As soon as the Director of Public Safety/Chief of Police or President has confirmed that a significant emergency or dangerous situation exists, the President (or designee), upon consultation with the Director of Public Safety/Chief of Police, will determine a course of action and authorize any messages or warnings that should be released and determine to whom these warnings should be distributed.
- The entire campus community will be notified if a large segment of the campus community may be affected by or have the potential to be affected by the threat.
- The President (or designee) will then notify the Director of Marketing & Communications, Emergency Management Director, Vice Presidents, and Division Directors.
- The Director of Marketing & Communications will initiate the process by sending warnings or notifications campus-wide or select groups as appropriate to the situation. Information will be sent over Leopard Alert, audio messaging, by phone, and broadcast emails to students and employees. The message may also be posted on the Temple College homepage and Facebook, and media outlets will be notified if it is appropriate to the situation.

A warning may not be issued for a confirmed emergency or dangerous situation if doing so will compromise any effort to mitigate the emergency. The decision to withhold issuing a warning will be determined through consultation with the Director of Public Safety/Chief of Police and President (or designee).

There are several methods to inform the campus. The appropriate mode(s) of distribution will be determined by the incident timeline and populations affected, as outlined in this document:

- The Temple College homepage at [www.templejc.edu](http://www.templejc.edu) serves as the official source of emergency notification information. It will be updated as necessary during an incident. Other notification modes may refer to the homepage for additional information.
- An email is sent to the campus community informing them of the hazard or danger.
- The phone intercom messaging system is used for blast messaging over all desk phones on Temple College's campus via VOIP.
- Leopard Alert is the college's notification system.
  - Notifications involve the use of text messages sent to all Temple College subscribers who have submitted their cellphone numbers and/or emails to the alert system or select groups as determined by the immediacy of the threat.
- Campus Police and/or the Emergency Management Building Liaisons will strategically travel throughout the campus broadcasting the emergency warnings.
- Depending on the incident, the notification can be distributed to local media for publication.

### **Emergency Preparedness**

During this reporting period, Temple College has participated and hosted several exercises and drills to improve the college's response to evacuation capabilities during various threats to the campus community. The campus is apprised of the drills (known as Emergency Preparedness week) through signage and email notification from the Vice President of Administrative Services on the first day of the fall and spring semesters. Emergency Preparedness Week occurs during the second week of the fall and springs semesters. Written summaries of each drill are presented by Campus Police to the Safety and Security Committee. These reports are analyzed to identify areas of improvement that may be needed to maintain a safe and secure environment for the students and employees of the College. A record of these activities is maintained by and accessed through the Vice President of Administrative Services.

*Source: Emergency Management Policy (May 11, 2017)*

### **Testing Mass Notification**

The Temple College Police Department is responsible for conducting tests of emergency response and evacuation procedures on at least a semi-annual basis through a variety of drills and exercises designed to assess and evaluate Temple College's emergency plans and capabilities. The Emergency notification systems are tested each semester. See Table 1 for all drills conducted during the academic year. Exercises may include tabletop, functional, full-scale, or any combination thereof. Tests may be announced or unannounced in advance to the campus community.

### **Procedures for Testing Emergency Response and Evacuation Plan**

"The Chief of Police, in coordination with the Emergency Management Liaisons and Directors of Off-Campus Facilities, will be responsible for conducting the following drills:

- i. A minimum of one building and/or off-campus facility evacuation exercise during the Fall semester and at least once during the Spring semester;
- ii. A severe weather shelter exercise at least once a year at the beginning of tornado season.

Campus Police will be responsible for conducting an exercise of the procedures for securing the campus against a major criminal incident at least once a year.

A functional exercise testing the operations of a Field Command Post (CP) and the College EOC will be conducted at least annually.

At least every three years the College will conduct a full-scale exercise of its emergency response capabilities. When possible this exercise will be conducted in cooperation with local emergency response agencies.

When requested to do so, the College will make every effort to participate in exercises conducted by the Cities of Temple, Taylor, or Hutto; Bell or Williamson Counties; the State Disaster District Committee; or the Governor’s Division of Emergency Management.”

*Source: Temple College Master Emergency Management Plan*

### **Action to Take in Inclement Weather**

When the National Weather Service transmits a signal to the weather alert radios (deployed in Local Warning Point) designating a severe weather condition, the Emergency Management Building Liaisons will receive the alert by phone tree message and take appropriate steps for the safety of the occupants in the building. In the event of a tornado watch, the Emergency Management Building Liaisons will monitor weather conditions. In the event of a tornado warning, the following plan will be implemented:

#### **Daytime (Weekdays)**

- The Emergency Operations Team will assemble in the Emergency Operations Center at the discretion of the President (or designee).
- The Vice President of Administrative Services will alert Emergency Management Building Liaisons to notify other staff and students to proceed immediately to pre-identified secure locations in each building. Maps are located in hallways of buildings to indicate safe locations. Safe areas are generally interior hallways on the lowest floor. Auditoriums, gymnasiums, large rooms or window areas should be avoided. When a severe weather alert has been declared, the following activities should be interrupted and the indicated safeguards initiated immediately.
  - Classes should cease immediately. Students and faculty should shut off lab equipment for which they are responsible and proceed to the closest safe area.
  - All college business and activities except for emergency services will terminate. Students, staff, and faculty should proceed to the designated area until the warning expires.
  - All groups should remain in place until the warning expires.
- After a determination is made that all danger has passed, the Vice President of Administrative Services will advise the Campus Police and the Emergency Management Building Liaisons to announce “all clear” and resume normal activities.

#### **Evening**

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

#### **Weekend**

- Campus Police will alert campus visitors, staff, and students to proceed to safe areas.
- All other procedures will remain the same.

# Crime Statistics

---

## Campus Crime Statistics

The Temple College Police Department prepared this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report can be located via the Temple College Security and Crime Statistics webpage (<https://www.templejc.edu/resources/campus-police/security-and-crime-statistics/>) or through Campus Police at the police department, during normal business hours.

Campus Police will be responsible for the gathering of statistics concerning the occurrence of crime on campus which has been reported to Campus Police authorities or local police agencies.

## Crime Logs

Campus Police maintain a daily crime log. The log lists the nature of the crime, date and time reported, time occurred, general location, and disposition, if this information is known at the time the log is created. Certain information may be temporarily withheld to protect a victim or maintain the integrity of an active criminal investigation. The crime logs are available for review by the public, upon request at the Temple College Police Department.

## Statistics from Local Law Enforcement Agencies

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

## Definitions of Criminal Offenses

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

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

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

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

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

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

**Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

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

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

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

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

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

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

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

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

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

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

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

**Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, and by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

**Weapons: Carrying, Possessing, Etc.,** is defined as the violation of laws or ordinances prohibiting the illegal manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Additional information is located in the table of contents of this document and online at: <https://www.templejc.edu/resources/campus-police/campus-carry/index.php>

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

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

The Temple College Police Department provided these statistics in conjunction with the Temple Police Department, Taylor Police Department, Hutto Police Department, and information gathered from Campus Security Authorities. Statistics were also included from various local departments in off-site study trips and other locations defined by the *Clery Act* as non-campus geography. On-Campus Student housing includes the University Courtyard Apartments. Temple College has identified additional campuses that must comply separately under the Clery Act: East Williamson County Higher Education Center (EWCHEC) – Taylor, East Williamson County Higher Education Center (EWCHEC) – Hutto, and the Texas Bioscience Institute. All additional campuses are governed by the same policies as the main campus unless otherwise noted. This report contains all required crime statistics information for each of the campuses listed above. Temple College reports the crimes required by the Clery Act that occurred on or within an institution’s Clery geography that was reported to a Campus Security Authority. All additional campuses are satellite campuses and do not have on-campus student housing. No Hate Crimes were reported for 2014, 2015, or 2016. *Clery* crimes reported during this three-year period did not show evidence that any victim was intentionally selected due to a bias against the victim by the perpetrator.

**Table 1: Criminal Offenses Reporting Table**

Temple College Main Campus					
OFFENSE	YEAR	ON-CAMPUS	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
RAPE	2014	0	0	0	0
	2015	0	0	0	0
	2016	1	1	0	0
FONDLING	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
INCEST	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
STATUTORY RAPE	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
ROBBERY	2014	0	0	0	0
	2015	1	1	0	0
	2016	0	0	0	0
AGGRAVATED ASSAULT	2014	0	0	0	0
	2015	1	1	0	0
	2016	0	0	0	0
BURGLARY	2014	6	5	0	0
	2015	3	3	0	0
	2016	3	2	0	0
MOTOR VEHICLE THEFT	2014	1	0	0	0
	2015	1	0	0	0
	2016	0	0	0	0
ARSON	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Temple College EWCHEC - Taylor Campus				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
RAPE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
FONDLING	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
INCEST	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
STATUTORY RAPE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ROBBERY	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
AGGRAVATED ASSAULT	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
BURGLARY	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
MOTOR VEHICLE THEFT	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARSON	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

Temple College EWCHEC - Hutto Campus				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
RAPE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
FONDLING	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
INCEST	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
STATUTORY RAPE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ROBBERY	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
AGGRAVATED ASSAULT	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
BURGLARY	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
MOTOR VEHICLE THEFT	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARSON	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

Temple College Texas Bioscience Institute Campus				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
RAPE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
FONDLING	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
INCEST	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
STATUTORY RAPE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ROBBERY	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
AGGRAVATED ASSAULT	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
BURGLARY	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
MOTOR VEHICLE THEFT	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARSON	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

**Table 2: VAWA Offenses Reporting Table**

Main Campus 2600 South 1 <sup>st</sup> Street, Temple					
OFFENSE	YEAR	ON-CAMPUS	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2014	0	0	0	0
	2015	1	1	0	0
	2016	1	1	0	0
DATING VIOLENCE	2014	0	0	0	0
	2015	0	0	0	0
	2016	2	2	0	0
STALKING	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

EWCHEC - Taylor Campus 516 North Main Street, Taylor				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DATING VIOLENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
STALKING	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

EWCHEC – Hutto Campus 1600 Innovation Blvd., Hutto				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DATING VIOLENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
STALKING	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

Texas Bioscience Institute Campus 5701 Airport Road, Temple				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DATING VIOLENCE	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
STALKING	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

**Table 3: Arrests and Disciplinary Referrals Reporting Table**

Main Campus 2600 South 1 <sup>st</sup> Street, Temple					
OFFENSE	YEAR	ON-CAMPUS	ON-CAMPUS STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2014	3	2	0	0
	2015	1	1	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2014	2	1	0	0
	2015	2	2	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

Temple College EWCHEC - Taylor Campus				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

Temple College EWCHEC - Hutto Campus				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

Temple College Texas Bioscience Institute Campus				
OFFENSE	YEAR	ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

*\*Note: No satellite campuses contain residential facilities.*

### Hate Crimes

There were no reported Hate Crimes for the years 2014, 2015, or 2016.

**Table 4: Unfounded Crimes Table**

Unfounded Crimes			
Campus	2014	2015	2016
Main	11	0	0
EWCHEC – Taylor	0	0	0
EWCHEC – Hutto	0	0	0
Texas Bioscience Institute	0	0	0

# Alcohol and Drugs

---

## **Drug-Free Schools and Communities Act**

Temple College prohibits the illegal use of drugs and alcohol and fully supports the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA). Any location at which college activities are conducted is declared to be drug and alcohol-free. The Drug-Free Workplace Act of 1988 requires some Federal contractors and all Federal grantees to agree that they will provide drug-free workplaces as a precondition of receiving a contract or grant from a Federal agency. Title 34, CFR, § 86 of the Drug-Free Schools and Communities Act Amendments of 1989, added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, Temple College must certify that it has adopted and implemented a drug prevention program.

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*

To assist students with prevention, counseling, treatment, and rehabilitation for drug/alcohol related problems, advisors refer students to outside agencies and/or the Office of Student Accommodations.

Any employee needing assistance related to drug/alcohol problems should contact the Human Resources Office and any student needing assistance should be directed to the Advising Office. Employees should contact the office of Human Resources to determine what medical benefits they may have available for substance-abuse treatment. Human Resources may also direct employees to additional community resources for assessment and treatment.

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*

## **Policy Distribution to Students**

All students enrolled in at least one academic credit hour of Temple College courses will receive the DFSCA Annual Disclosure in writing annually.

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*

## **Policy Distribution to Employees**

All employees of Temple College will receive the DFSCA Annual Disclosure in writing annually.

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*

## **Standards of Conduct**

“The possession, use, manufacturing, distribution, dispensing, or sale of alcoholic beverages, illegal drugs, or controlled substances by Temple College employee and students in accordance with 21 USC § 812 - Schedules of Controlled Substances, except on bona fide prescription, on the campus/centers or at any college activity is prohibited.”

“Any employee or student violating this policy is subject to arrest. A conviction for violating the local, state, and/or federal laws governing alcohol and controlled substances can result in fines, imprisonment, seizure of property, or a combination of these penalties.”

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*

Misconduct includes, but is not limited to:

### 1. Alcoholic Beverages

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

### 2. Narcotics or Drugs

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

The use of illegal drugs and the illegal use of alcoholic beverages are identified as conduct which adversely affects the community of Temple College. Being under the influence of alcohol or any other intoxicants at any campus facility is a violation of Temple College’s *Drug and Alcohol Abuse Prevention Program* policy. Temple College students are also prohibited from the illegal use of drugs or alcohol whether on- or off-campus. The legal age for the consumption of alcohol is 21 years of age.

Any underage student consuming alcohol is violating student conduct standards. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication.

Temple College’s regulations prohibit any use, possession, sale, delivery, manufacture, or distribution of alcohol, and other drugs by Temple College students, faculty, staff, or guests to the campus, on college-owned property, and at all college-sponsored activities, unless specifically authorized by the President in accordance with Board of Trustees.

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

**Disciplinary Sanctions for Students**

“Any action by one or more individuals, whether students or non-students, that interferes with the orderly operation of the College or violates college rules/policies will be the cause of disciplinary action and/or possible arrest by authorized peace officers. A student convicted by civil authorities for any crime committed on campus shall be subject to automatic suspension from the College. All student rights and privileges are revoked at the point of suspension.”

*Source: Academic Catalog, Student Handbook, Disciplinary Proceedings*

**Disciplinary Sanctions for Employees**

“Any employee convicted of violating a criminal drug statute in this workplace must inform the College of such conviction (including pleas of guilty and nolo contendere) within five (5) days of the conviction. Failure to inform the College, subjects the employee to disciplinary action, up to and including termination. By law, the College will notify any federal contracting officers within ten (10) days of receiving such notice from an employee or otherwise receiving notice of such a conviction.”

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*

“The College reserves the right to permit employees convicted of violating a criminal drug statute at any location or site where College activities are conducted to participate in an approved rehabilitation or drug-abuse assistance program as an alternative to discipline. If such a program is permitted by the College and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment and must provide evidence of completion either through a counselor or doctor’s written statement. This statement will be kept in the employee’s medical file in the Human Resources Office.”

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*

“An employee may self-refer to a certified program. However, the employee must inform the Human Resources Office and provide evidence of completion of the program to the Human Resources Office.”

*Source: Drug and Alcohol-Free Campus policy (May 29, 2013)*

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

---

Temple College's *Sexual Violence and Sexual Misconduct Policy* prohibit sexually violent acts, termed "Sexual Violence" and "Sexual Misconduct" by Temple College, which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking, and sexual harassment. While Temple College utilizes different standards and definitions than the State of Texas Code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence.

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

## **Prevention and Awareness**

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

It is the policy of the College to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year.

*Source: Sexual Violence and Sexual Misconduct Policy (March 10, 2016)*

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

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

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

The office of Student Life is responsible for providing ongoing educational opportunities for students on Temple College's sexual misconduct policy. This includes precautions they can take to avoid becoming the victim of a crime, the influence of drugs and alcohol on such crimes, what to do if a crime occurs, how to preserve evidence and how to report the crime, the penalties for committing such a crime, and the disciplinary process involved in investigating such crimes. This education is provided through a combination of presentations in new student orientation, workshops, campus activities, and other programs throughout the year.

## **Bystander Intervention**

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

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

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

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

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

Below is a list of ways to be an active bystander. If you or someone else is in immediate danger, dial 911 or 254-298-8911 if calling from campus.

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

*Bystander intervention strategies adapted from Stanford University*

## **Sexual Misconduct Policy**

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

## **Definitions**

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

**Forcible sex offense** – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcible or against the person’s will where the reporting party is incapable of giving consent.

**Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the reporting party is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the reporting party is incapable of giving consent because of his/her youth

or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault With an Object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the reporting party is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

#### **Partner Violence:**

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

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

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

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

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

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

Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity.

Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.

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

**Consent** - “Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard or being asleep or unconscious.

Consent cannot be gained by ignoring or acting without regard to the objectives or intentions of another, or by taking advantage of the incapacitation of another, where the individual knows or reasonably should have known of such incapacity.

Use of alcohol or drugs may impair an individual's capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of previously given consent.

### **What to Do If You Are a Victim**

If you are the victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Police at 254-298-8911, if you are off-campus, or call 911, if you are on campus.
2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you even after the immediate crisis has passed.
  - If you are on campus during regular business hours, you may contact Counseling Services in the Administration Building, Room 944 for support and guidance.
  - Families in Crisis, Inc., Domestic Violence, and Sexual Assault Advocates
    - Temple 254-773-7765, Killeen 254-634-1184
  - National Domestic Violence Hotline: 1-888-799-7233
  - National Sexual Assault Telephone Hotline: 1-800-656-4673
3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge. To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

Choosing to have an exam does not mean that you have to report the assault to law enforcement. The exam can only occur within the first 120 hours (five days) after a sexual assault with police involvement and 96 hours (four days) without police involvement. The non-report option preserves the evidence for two years, during which time a survivor can make the decision about whether or not to report the assault to law enforcement.

Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in the transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or a clean sheet, to avoid contamination.

If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

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

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

### **Written Notification and Reporting**

Students involved in an incident related to sexual misconduct are provided with written notification of their rights as a student and resources available to them. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact:

**Dr. Randolph P. Baca, Title IX Coordinator** Associate Vice President, Resource Management

Room 970, Marc Nigliazzo Administration Building

254-298-8582

[randy.baca@templejc.edu](mailto:randy.baca@templejc.edu)

**Mr. Adrian Sora, Title IX Deputy Coordinator**

Room 1473, One College Centre Building

254-298-8328

[adrian.sora@templejc.edu](mailto:adrian.sora@templejc.edu)

**Ms. Kristen Zaleski, Title IX Deputy Coordinator-Athletics**

Softball Coach

Room 607, Health and Physical Education Center

254-298-8528

[kristen.zaleski@templejc.edu](mailto:kristen.zaleski@templejc.edu)

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

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

1. Immediate access to free, personal counseling through Temple College's Counseling Services or through an off-campus resource.
2. Be provided access to a pool of personal advocates who are trained Temple College officials who will serve as an advisor of choice. This person is familiar with campus conduct processes as well as additional campus resources.
3. Educational and situational accommodations that would allow them to better continue their education. These accommodations may include but are not limited to academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community.
4. The choice to notify law enforcement and, if so desired, have a Temple College official assist them in doing so.
5. The option of seeking a "no contact order" against the responding party.
6. A full understanding of campus conduct processes.
7. Be accompanied by an advisor (of choice) at any conduct proceeding (for advisory purposes only, not for representation).
8. A full understanding of sanctioning outcomes for responding parties found responsible for acts of sexual misconduct including disciplinary reprimand, disciplinary probation, time-limited suspension, and expulsion, or termination, as appropriate.

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

## **Confidentiality**

Temple College will protect their confidentiality, as well as the confidentiality of the responding party, to the fullest extent permissible by the law in accordance with the *Family Educational Rights and Privacy Act (FERPA)*. Individuals wishing to file an anonymous sexual misconduct report may do so at Counseling Services (254-298-8318).

Personnel accepting anonymous reports from Temple College Counseling Services are under no obligation to report personal details of alleged sexual misconduct. In addition, individuals accepting anonymous reports will advise the reporting party about preserving evidence and will offer to assist them in making a formal allegation.

## **Counselors and Confidential Crime Reporting**

Temple College offers free counseling for all students on campus, including those taking classes from partner schools at Temple College.

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

As a result of the negotiated rulemaking process which was followed by the passage of the law, the 1998 amendments to *20 Section 1092 (f)* clarified the identity of those considered to be campus security authorities. Campus “Professional Counselors,” when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. See exemptions outlined in *Campus Security Authorities*. As a matter of common practice, counselors are encouraged; if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

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

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

Confidentiality reporting procedures for licensed professional counselors (LPC) are under the jurisdiction of Temple College. All involved sign a form binding them to the Temple College counseling program guidelines of confidentiality required by the State of Texas. All state and federal laws of confidentiality are upheld, and clients sign a consent for treatment informing them of their rights when they enter into counseling. Temple College is the custodian of all counseling records. Records are secured behind double locks within the Counseling Center, and the electronic medical records system is password protected with different levels of security depending on the level of supervision required.

To make an appointment to meet with a counselor on the Main campus, Hutto campus, or Taylor campus and discuss your concerns, call 254-298-8318 or email [christine.simon@templejc.edu](mailto:christine.simon@templejc.edu). Counseling Services on the main campus is located in the Marc Nigliazzo Administration Building, room 944 and can be accessed online clicking on the link entitled *Mental Health* at the bottom of every page of the Temple College website.

For more assistance, contact:

### **Main Campus**

- Families in Crisis, Inc., Domestic Violence and Sexual Assault Advocates
  - Temple 254-773-7765
  - Killeen 254-634-1184;
- Central Counties MHMR Crisis Hotline:
  - 1-800-888-4036,
  - non-crisis: 1-844- 815-6221;
- the Mental Health Crisis Line (866-752-3451);
- the National Suicide Prevention (800-273-8255);
- Veterans Crisis Line: 1-800-273-8255

### **Hutto Taylor Campuses**

- Hope Alliance Domestic Violence Services
  - 512-255-1212 [www.hopealliancetxt.org](http://www.hopealliancetxt.org)
- STARRY Counseling (children and families) Office
  - 512-388-8290
- Williamson County and Cities Health District
  - Taylor Clinic (Free Clinic) 512-238-2121
  - Georgetown Clinic Ph.: 512-943-3640
- Bluebonnet Trails Community Services (Formerly MHMR)
  - Crisis Hotline: 24/7, 1-800-841-1255
  - 512-244-8212 [www.bbtrails.org](http://www.bbtrails.org)
- the Mental Health Crisis Line (866-752-3451);
- the National Suicide Prevention (800-273-8255);
- Veterans Crisis Line: 1-800-273-8255
- Mobile Outreach Team (MOT)
  - 512-943-3545
- Bluebonnet Trails Community Services Behavioral Health and Family Health Care
  - Hutto Office 512-759-3980
- Bluebonnet Trails Community Services Behavioral Health
  - Taylor Office 512-365-1600
- Austin State Hospital (Austin)
  - Ph.: 512-452-0381 After hours: 512-419-2810

### **Protecting Both Parties**

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

### **Disciplinary Procedures and Formal Resolution**

1. The process used directly correlates with the responding party's classification. If the responding party is a:
  - Student: *Sexual Violence and Sexual Misconduct Policy, Student Sanctions Section*
  - Faculty or Staff: *Discipline, Suspension, and Discharge Policy*

The following procedures will be added to the disciplinary process in cases of alleged sexual misconduct:

2. Throughout the conduct process, the Title IX Coordinator shall be kept informed of all decisions and developments. Prior to rendering a decision, the appropriate personnel must present notification, in writing, to

the Title IX Coordinator (or designee), for approval and/or revision.

3. Both the reporting party and the respondent shall each have an information meeting with the appropriate Vice President (or designee), where the rights and protections afforded to them by Title IX, the SaVE Act, and Temple College are shared in-person and in- writing. In addition, individuals may ask questions and share concerns.
4. Both the reporting party and the responding party must be simultaneously informed, in writing, of the outcome of any institutional disciplinary proceedings, procedures for an appeal, any change to the results, and when such results are final.
5. Both parties have the right to appeal the outcome of the conduct process according to the appeal procedures outlined in the responding party's disciplinary process.
6. Additionally, where possible and for the welfare of the victim, The Vice President, Educational Services is available to assist victim(s) of sexual violence or misconduct by making reasonable changes in academic situations. The College will also take steps to prevent reoccurrence of any harassment.
7. If the alleged perpetrator is a student-athlete or otherwise involved in a campus-wide extracurricular activity, the College reserves the right to suspend the student from such activity. This action will be recommended by the Vice President, Educational Services with the input of the Head Coach and Athletic Director.

## Community Services

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

### Main Campus

- Baylor Scott & White Medical Center, 2401 S. 31<sup>st</sup> Street, Temple, 254-724-2111; <https://www.bswhealth.com/locations/temple/>;
- Seton Medical Center – Harker Heights, 850 W Central Texas Expy, Harker Heights, 254-690-9000; <https://setonharkerheights.net/>
- Metroplex Adventist Hospital, 2201 S Clear Creek Rd, Killeen, 254-526-7523; <http://www.mplex.org/>
- Central Texas Veterans Health Care System, 1901 S. 1<sup>st</sup> Street, Temple, 254-778-4811, <https://www.centraltexas.va.gov/>.(restricted to veterans)
- Families in Crisis, Inc., Domestic Violence, and Sexual Assault Advocates
  - Temple 254-773-7765, Killeen 254-634-1184
- Department of Family and Protective Services (DFPS), Gateway Mall 4501 S. General Bruce Dr., Ste. 20, Temple, 254-770-2660 <http://www.dfps.state.tx.us/>.

### Hutto/Taylor Campuses

- Baylor Scott & White Medical Center – Taylor, 305 Mallard Ln, Taylor (512) 352-7611; <https://www.bswhealth.com/locations/taylor/>
- Seton Medical Center Williamson, 201 Seton Pkwy, Round Rock, (512) 324-4000; <https://www.seton.net/locations/seton-medical-center-williamson/>
- Baylor Scott & White Medical Center - Round Rock, 300 University Blvd, Round Rock, (512) 509-0100; <https://www.bswhealth.com/locations/round-rock/>
- St. David's Round Rock Medical Center, 2400 Round Rock Ave, Round Rock, (512) 341-1000; <https://stdavids.com/locations/st-davids-round-rock-medical-center/>
- St. David's Georgetown Hospital, 2000 Scenic Dr, Georgetown, (512) 943-3000; <https://stdavids.com/locations/st-davids-georgetown-hospital/>
- Department of Family and Protective Services (DFPS),
  - 1101 E. Old Settlers Blvd., Ste. 300, Round Rock, (512) 244-6651; <http://www.dfps.state.tx.us/>.
  - 301 Highland, Taylor, (512) 352-7661; <http://www.dfps.state.tx.us/>.
  - Abuse/Neglect hotline: 800-252-5400

Temple College Advising Specialists, Success Coaches, and Counseling Services maintain a list of community resources and mental health professionals. Other resources include social and legal aid services. Individuals have the option to select the agency with which they will work.

A comprehensive list of on and off campus resources is available at the Office of Student Life and Temple College Police Department and in the *Quick Reference Resources* section of this report.

## Education

- The Associate Vice President, Resource Management (or designee) shall inform all employees of the policy on sexual misconduct.
- The Title IX Coordinator (or designee) shall inform all students of the policy on sexual misconduct.
- Programs to promote awareness and safe practices related to rape, acquaintance rape and other sex offenses shall be conducted by Campus Police.

## Family Violence

The Texas Family Code defines Family Violence as an act by a member of a family or household against another member that is intended to result in physical harm, bodily injury, assault, or a threat that reasonably places the member

in fear of imminent physical harm. Senate Bill 68 of the 77th Legislature amended the Family Code to include “Dating Violence.” The “Dating Relationship” means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

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

### **Registered Sex Offender Information**

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

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

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

<https://records.txdps.state.tx.us/DpsWebsite/>

In addition to the above notice to the State of Texas, all sex offenders are required to deliver written notice of their status as a sex offender to the Temple College’s Police Department no later than seventh (7) day after the date on which the person begins to work or attend school (Texas CCP Art. 62.153). Such notification may be disseminated by the College to, and for the safety and well-being of, the College community, and may be considered by the College for enrollment and discipline purposes.

### **Protecting Minors on Campus**

Texas state law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency, including the Temple College Police Department. Any person who has reason to believe that a child’s physical or mental health and welfare has been adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect. This obligation applies to all members of the College community, including faculty, administrators, staff, and students.

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

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

- Campus Police at 8911 on-campus or 254-298-8911 off-campus,
- a local law enforcement agency, and/or
- Texas Dept. of Family & Protective Services, 24-hour Abuse/Neglect hotline at 800-252-5400.

# Weapons: Temple College Campus Carry Policy

---

## **Campus Concealed Carry**

Temple College adheres to all state and federal laws and is committed to providing a safe and secure environment for the students, faculty members, employees, and visitors of Temple College. Senate Bill 11 of the 84th Legislative Session and Government Code 411.2031 generally authorizes a handgun license holder to carry a concealed handgun on the campus of a community college effective August 1, 2017, subject to rules adopted in accordance with the legislation. As outlined in the legislation, an institution may create a rule that prohibits concealed carry from specific campus areas or activities as long as the rule does not generally prohibit or have the effect of generally prohibiting concealed carry of handguns by license holders.

**Open carry of handguns is not authorized as outlined in HB 910, Government Code Sec. 411.2031, and Penal Code 46.035.** The open carry law effective January 1, 2016, provides that a handgun license holder cannot carry a partially or wholly visible handgun, regardless if it is holstered, and intentionally or knowingly display the handgun in plain view of another person on the premises of an institution of higher education, or any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area of an institution of higher education. As provided by law, handgun license holders may carry concealed weapons on Temple College campuses/centers, except for the excluded areas indicated below.

## **Permanent Exclusion Zones:**

### **Main Campus** (2600 South First Street, Temple, Texas 76504)

Student Success Center, Testing Center, room 3617 - Language in the contracts with the College Board, Prometric Test Center, and Pearson Education prohibits the carrying of weapons in the area of the testing center where testing is being conducted.

### **The University Courtyard Apartments and Temple College Apartments are not owned or leased by Temple College.**

Temple College will follow the policies established by these entities related to the carry and storage of concealed handguns at these locations.

### **Texas Bioscience Institute (TBI)** (5701 Airport Road, Temple, Texas 76504)

The TBI is not owned or leased by Temple College. Temple College will follow the policies established by Baylor Scott & White Healthcare System related to the carrying of concealed handguns at this location.

### **East Williamson County Higher Education Center – Taylor (EWCHEC-Taylor)** – 516 North Main Street, Taylor, Texas 76574

The Taylor Independent School District (ISD) owns the EWCHEC-Taylor location. Temple College will follow the policies established by Taylor ISD related to the carrying of concealed handguns at this location.

### **East Williamson County Higher Education Center – Hutto (EWCHEC-Hutto)** – 1600 Innovation Boulevard, Hutto, Texas 78634

Texas State Technical College (TSTC) owns the EWCHEC-Hutto location. Temple College will follow the policies established by TSTC related to the carrying of concealed handguns at this location.

## **Temporary Exclusion Zones:**

Concealed handgun carry is not permitted on the premises where a high school, collegiate, or professional sporting event or interscholastic event (e.g., University Interscholastic League event) is taking place outlined in Texas Penal Code Sec.

46.035(b)(2). Temporary Texas Penal Code 30.06 signage must be displayed in a conspicuous manner clearly visible to the public at the beginning of such events, during the events, and must be removed at the conclusion of such events.

Any room used as a formal hearing location that operates similar to a court, i.e., where an individual or panel is designated under institutional policy to adjudicate the rights or privileges of a student or an employee of the institution may be excluded as outline in Texas Penal Code Section 46.03(a)(3).

Texas Penal Code Sec. 46.035(c) - A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held (e.g., Temple College Board of Trustee meetings) and if the meeting is an open meeting subject to Chapter 551, Government Code, and the entity provided notice as required by that chapter.

Safety training will be provided by the College for faculty members, staff, and students interested in more in-depth information about campus carry and related issues. Responsibility for safety training rests with Campus Police and the Emergency Management Coordinator.

License handgun holders bear the responsibility for safeguarding their handguns at all times, and must take all necessary precautions to ensure their handguns are secured as outlined in Penal Code section 46.02, 46.03, and 46.035. License holders who fail to use reasonable care in securing their handguns or act negligently are subject to disciplinary action, up to and including suspension, termination, or dismissal.

If a person is believed to have improperly displayed a handgun or carried a handgun into a location where concealed carry is not permitted, campus police should be immediately contacted.

Additional information and Frequently Asked Questions (FAQ's) can be found here online:  
<https://www.templejc.edu/resources/campus-police/campus-carry/index.php>

# Missing Student Notification Procedures

---

## **Campus Policy on Reporting Missing Residential Students**

The establishment of procedures for the college's response to missing residential students, as required by the Higher Education Opportunity Act (HEOA) of 2008 applies to all students who reside in any on-campus housing.

For purposes of this policy, a student may be considered to be a "missing person" if:

- The person's absence is contrary to his/her usual pattern of behavior; or
- Some unusual or unexplained circumstance may have caused the absence

Such circumstance could include, but is not limited to:

- Suspicion that the missing person may be the victim of foul play;
- Past expression of suicidal thoughts;
- Is or may be drug dependent;
- Has been with or is acquainted with persons who may endanger the student's welfare

## **Procedures for Designation of Emergency Contact Information**

### **Students age 18 and above and emancipated minors**

Residential students will be given the opportunity after registering for classes and upon moving into on-campus housing, to designate individual/individuals to immediately be contacted by the college, but not more than 24 hours after the time the student is determined to be missing, in accordance with the procedures set forth below. Designations will remain in effect until changed or rescinded by the student.

### **Students under the age of 18**

In the event a residential student who is not emancipated is determined to be missing, the college is required to notify a custodial parent or guardian immediately, but not more than 2 hours after the student is determined to be missing in accordance with the procedures set forth below.

The Manager of University Courtyard Apartments shall maintain up to date emergency contact information for all on-campus residential students. And shall be aware of and comply with the requirements of the procedures for reporting missing residential students as required in HEOA.

## **Official Notification Procedures for Missing Residential Students**

- a. Any individual on campus who has information that a residential student may be missing should notify the Campus Police immediately.
- b. The Campus Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (physical description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. The Temple College Administration shall be notified immediately after the report is received.
- c. If the above actions are unsuccessful in locating the residential student or it is immediately apparent that the student is actually missing (e.g., witnessed abduction, signs of foul play), the Campus Police will initiate a missing person report and take charge of the investigation.
- d. The Campus Police will notify the emergency contact person (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) that the student is believed to be missing in accordance with the guidelines specified in paragraph "a" above.

### **Campus Communications about Missing Residential Students**

In cases involving missing residential students, campus law enforcement personnel shall coordinate with the Temple College Marketing and Media Relations Division who are best situated to provide information to the media to elicit public assistance and information in the search for a missing residential student. Information regarding missing residential students will be initiated and verified by campus law enforcement and pertinent information disseminated through the college's Marketing and Media Relations Division unless other arrangements are warranted. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to Marketing and Media Relations Division, who may refer such inquiries and information back to campus law enforcement personnel.

Contact shall also be made with the Temple College Marketing and Media Relations Division to initiate a campus-wide emergency broadcast alert message.

### **Issuing a Timely Warning**

Once a report of a missing person is received, should the circumstances surrounding the missing person indicate the need to consider the person "missing critical", the Chief of Police may disseminate a campus wide "timely warning" should the circumstances place other members of the campus community in danger.

# Annual Fire Safety Report

## Annual Fire Safety Report Overview

The Higher Education Opportunity Act of 2008 (HEOA) was signed into law in August 2008 and requires that all academic institutions provide an annual fire safety report outlining fire safety practices, standards, and fire incident statistics. By October 1 of each year, the Annual Security and Fire Safety Report must be distributed to all enrolled students and current employees. Distribution may be by direct mailing, campus mail, and/or electronic mail. The Annual Security and Fire Safety Report are posted on the Temple College web site at [www.templejc.edu](http://www.templejc.edu). The following information relates to all on-campus residences of the Temple College, Main Campus.

## General Information on Fire Safety

Temple College, central campus, has one on-campus student housing complex (University Courtyard Apartments) which consists of four co-ed 3-story apartment building. Note: No satellite campuses contain residential facilities.

The University Courtyard Apartments is equipped with full fire sprinkler systems (sprinklers in each bedroom, kitchen, and common areas in every apartment), portable fire extinguishers in each apartment and also breezeways, heat/smoke detectors, and visual/audible fire alarm systems. Each building also has an exterior Fire Department Connection valve and a sprinkler control room.

**Table 5: Fire Safety Systems in Residential Facilities**

University Courtyard Apartments							
Building	Fire Alarm Monitoring Done On-Site	Audible/Visual Fire Alarm	Full Sprinkler System	Smoke/Heat Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire) Drills Each Calendar Year
One	X	X	X	X	X	X	2
Two	X	X	X	X	X	X	2
Three	X	X	X	X	X	X	2
Four	X	X	X	X	X	X	2
Office/Clubhouse	X	X	X	X	X	X	2

*\*Note: No satellite campuses contain residential facilities.*

All residents are requested to notify the apartment complex management if there are problems with heat/smoke detectors or if a fire extinguisher has been discharged. All residents and management employees receive fire safety training at the beginning of each academic year with training reviewed regularly with residents and staff. Fire drills are conducted at least once each long semester.

Basic fire safety information is offered to all new and continuing employees. All academic/administrative buildings are equipped with portable fire extinguishers, smoke detection, and visual/audible fire alarm systems. Fire drills are conducted at least once a year.

All of the respective information contained in the Temple College Fire Safety Report is available by Visiting or contacting the Campus Police Department at 254-298-8911

## **On-Campus Residence Fire Related Policies and Procedures**

### **Fires and Fire Alarms - Actual or False – Safety Policy**

Once a building fire alarm has been activated or a fire discovered, notify the Campus Police and call 9-1-1. The Apartment Management Team, with the assistance of staff members, shall initiate evacuation of all affected offices, common areas, restrooms, breezeways, and apartments. Evacuation should be effected regardless of whether or not a fire actually exists. Personal safety will take precedence over checking each room.

In accordance with the Jeanne Clery Act of 1991 and HEO requirements of 2008, the Temple College Police Department maintains a daily crime activity log and a fire log. For more information on these logs or any other crime or safety information please contact the campus police at 254-298-8911.

NEVER USE A WATER FIRE EXTINGUISHER ON AN ELECTRICAL FIRE.

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

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. If a minor fire appears controllable, immediately activate the building fire alarm and call Campus Police, promptly direct the charge of the fire extinguisher toward the base of the fire while keeping your back to a usable exit route.
3. If an emergency exists, activate the building fire alarm and evacuate the building.
4. On fires that do not appear controllable, immediately activate the fire alarm.
5. Evacuate all rooms, and if possible close all doors and windows to confine the fire and reduce oxygen—DO NOT LOCK DOORS. Call Campus Police and 911.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. Assist disabled persons in exiting the building. DO NOT USE THE ELEVATORS DURING A FIRE. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
8. Once outside, move to the designated gathering area and stay at least 300 feet away from the affected building. Keep streets, fire hydrants, and walkways clear for emergency vehicles and crews.
9. Assist emergency crews if requested.
10. Keep clear of any emergency Command Post unless you have official business.

DO NOT RETURN TO AN EVACUATED BUILDING UNTIL THE ALL CLEAR SIGNAL IS GIVEN BY THE CAMPUS POLICE OR THEIR DESIGNEE.

NOTE: If you become trapped on the second floor of a building during a fire and a window is available, place an article of clothing on the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout or make a loud noise at regular intervals to alert emergency crews of your location.

### **Compliance with the Texas Fire Escape Law, Penal Code, Chapter Five - Fire Escapes - Violation of Fire Escape Law**

Owner (occupants) of any building required by law to be equipped with adequate fire escapes who shall fail or refuse to comply with any provision of the statutes regulating fire escape or any person who shall obstruct any fire escape or hallway or entrance leading thereof, so as to prevent free access to or use of either, shall be fined no less than twenty dollars nor more than fifty dollars. Each day failure or refusal to comply with any provision of said law is a separate

offense.

**Table 6: Fire Statistics Reporting Table for the Annual Fire Safety Report**

University Courtyard Apartments					
Year	Total Fires Per Year	Fire Report Number	Date	Time	Cause of Fire
2014	0	0	0	0	N/A
2015	0	0	0	0	N/A
2016	0	0	0	0	N/A
University Courtyard Apartments					
Year	Number of Injuries That Required Treatment at Medical Facility		Number of Deaths Related to Fire		Value of Property Damage Caused by Fire
2014	0		0		0
2015	0		0		0
2016	0		0		0

*\*Note: No satellite campuses contain residential facilities.*

### Smoking and Fire Safety

1. Smoking is prohibited in all areas of campus effective August 2013. This prohibition includes all buildings and apartments of the University Courtyard Apartments.
2. No student is allowed to store or ignite combustible materials in the University Courtyard Apartments. Candles, and any open flames are strictly prohibited in all areas of the University Courtyard Apartments residence hall to include rooms.
3. Barbecuing is permitted only in designated outdoor areas. No barbecue grills may be stored in apartments or storage closets at the University Courtyard Apartments.
4. Fire drills are conducted periodically to familiarize students with emergency evacuation procedures. All residents must evacuate immediately. Apartment Management will enter rooms to ensure cooperation.
5. Tampering with fire equipment or failure to evacuate will result in a fine and/or termination of the apartment lease.
6. Students needing special assistance during fire alarms or emergencies are requested to notify the apartment management during their lease-signing.

### Apartment Kitchens

A full kitchen (refrigerator, oven, and microwave) are provided in the common area of each apartment. Cooking is only permitted in the kitchen area.

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

1. coffee pots
2. hot plates
3. slow cookers
4. rice cookers
5. steamers
6. toasters
7. electric grills
8. refrigerators and microwaves other than provided with the apartment
9. open flames from any cooking source, candle, etc.

The possession and/or detonation of an explosive device, including all forms of fireworks is strictly prohibited anywhere on campus, including the residence hall. Nothing which would constitute a fire hazard shall be kept on the premises of any Temple College property including the University Courtyard Apartments.

**Housing Health and Safety Checks**

Apartment management will enter all apartments and bedrooms in the complex to check fire safety equipment, clear paths for egress from the room and see that there are no prohibited appliances or electrical devices present which are not approved for use.

**Fire Safety Improvements**

The University Courtyard Apartment management team in conjunction with the contracted fire safety system company will monitor new developments in the relevant fire suppression system and safety industry practices to ensure that fire alarm and suppression systems at the College and On-Campus Residence is consistent with the appropriate standards and current protection requirements.