# Annual Security & Fire Safety Report

# KILGORE COLLEGE
## *Kilgore & Longview*

*Statistics for 2016-2018 / Published September 2019*

# *KILGORE COLLEGE MISSION STATEMENT*

**Kilgore College provides a learner-centered environment that focuses on student access, success and completion via collaborative partnerships.**

- Kilgore College promotes **access** through its open-door admission, distance learning opportunities, dual credit courses, developmental education, continuing education, and comprehensive financial aid programs.
- Kilgore College promotes **success** through high quality innovative instruction and holistic student support services and activities.
- Kilgore College promotes **completion** by providing a foundation for students to flourish either through university transfer or entry into the workforce as highly skilled and technologically advanced employees.
- Kilgore College leads and promotes **partnerships** through outreach to area schools and universities, small business/entrepreneurial expansion, adult education and literacy, responsiveness to economic development needs, and promotion of social and cultural advancement.

*The mission statement of Kilgore College is consistent with the Texas Education Code 130.0011, which states that the mission of public junior colleges shall be two-year institutions primarily serving their local taxing districts and service areas in Texas and offering vocational, technical, and academic courses for certification or associate degrees, as well as continuing education, remedial and compensatory education consistent with open-admissions policies*

*Approved by KC Board of Trustees:*
*December 12, 2016*
*December 11, 2017*
*December 17, 2018*

The Kilgore College main campus is located in Kilgore, Texas with a second campus located in Longview, Texas. KC has maintained a reputation for being a safe campus for its community members, but no campus is crime-free; therefore, all members of the KC community should take reasonable precautions. KC is committed to working with all members of the community to make its campuses safe and secure. The College has developed a series of policies and procedures to assist in these efforts.

The following information has been prepared to increase your awareness of the current programs that exist to assist you in providing for your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act. KC has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crimes are serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their property.

## The Kilgore College Police Department

The major responsibility for the safety and well-being of students, faculty and staff members at Kilgore College rests with the Campus Police Department. The department recognizes that it has a wider mission than that of other law enforcement agencies, adding significantly to its responsibilities.

Department personnel are sensitive to the unique nature of the college community, a diverse group of students, faculty and staff. This situation calls for a safe and orderly environment so that all members of the community can fulfill their individual missions.

The Kilgore College Police Department (KCPD) is a State-Certified police agency. The officers at Kilgore College are certified peace officers under art. 2.12 of the Code of Criminal Procedure and are commissioned by the Board of Trustees of Kilgore College under section 51.203, subchapter E, Chapter 51 of the Education Code. They provide protection 24 hours-a-day, every day of the year. Their authority extends to the Kilgore College-Longview campus and any property owned or leased by Kilgore College. KCPD officers carry all the powers, privileges, and immunities granted any other law enforcement official in the State of Texas. The officers are empowered to write citations, make arrests, and investigate all criminal incidents on campus.

As a service to the students, staff and visitors, campus police will assist with minor vehicle problems such as jump-starting low batteries and accidental lock outs.

## Working Relationships with Other Law Enforcement Agencies

The KCPD cooperates with other law enforcement agencies at the local, county, state and federal level. This includes communications and the coordination of special events. The KCPD is part of the City of Kilgore Police Department communications system which provides for immediate mutual assistance in Kilgore. Additionally, the KCPD has direct communications with the City of Longview Police Department to maintain an immediate response capability at the KC-Longview campus.

## Training

All KCPD officers have met the minimum training standards as established by the Texas Commission on Law Enforcement Standards and Education and are required to obtain a minimum of 40 hours continuing education/training every two years.

## Reporting Procedures

### General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to KCPD in a timely manner. This publication focuses on KCPD because it patrols the majority of the Kilgore Campus and the KC-Longview Campus. However, the respective local law enforcement agencies should be contacted when incidents, emergencies, or crimes occur off of the campus in either location.

To report a crime, an emergency, or a non-emergency security or public safety-related matter, on the Kilgore Campus, call KCPD at extension 8650 or, from outside the KC phone system, 903-983-8650. This number will be answered 24 hours a day 365 days a year.

To report a crime, an emergency, or a non-emergency security or public safety related matter, on the KC-Longview Campus, an individual should call KCPD at extension 2011 or, from outside the KC phone system, 903-236-2011. This number will be answered anytime this campus is open.

Callers should dial 911 for all emergencies involving imminent bodily injury, serious threat to life, or death.  911 System: When a person calls 911 from a phone in the campus phone system, the call will be simultaneously routed to the local 911 center as well as the KCPD. In Kilgore, the 911 center is located at the Kilgore Police Department; in Longview, it is located at the Longview Police Department. When a 911 call is placed using a cell phone, the call will be routed to the 911 call center in the appropriate jurisdiction and will not be simultaneously routed to the KCPD office.

**Notification to the KC Community about Reported Crimes**
In an effort to provide timely notice to the KC community, and in the event of a serious incident which may pose an ongoing threat to members of the KC community, a campus-wide alert is sent via a Ranger Alert, a text messaging system that is sent to all members of the campus community who have subscribed to the service. These alerts are generally written by the Vice President of Student Development who serves in the capacity as the Emergency Management Coordinator of the campus. These messages may also be sent out by the Chief of Police.

Updates to any of the KC community about a particular case resulting in a campus-wide alert may be distributed by a blast e-mail to all students and staff, may be posted on the campus web site, or may be shared with the school newspaper, *The Flare*, for a follow-up story.

In the event of criminal activity taking place on campus, Crime Alert posters may also be posted by the KCPD in campus buildings when deemed necessary.

When crime alerts are posted in campus buildings, they are printed on orange paper and posted in the lobby/entrance area of the affected building(s) for seven days.

Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/ National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offense are considered on a case by case basis, depending on the facts of the case and the information known by KCPD. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other KC community members and a Crime Alert would not be distributed.

The KC Police Chief or his designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.
Representatives of *The Flare,* the campus newspaper, are invited to meet with the Chief of Police or a designee to discuss crime on campus, and the representatives then decide what information to report to the campus community.

A daily crime log is available for review at the KCPD office at Kilgore as well as at the KCPD Longview sub-station.

**Statistical Disclosure of Reported Incidents**
Incidents reported to the KCPD that fall into one of the required reporting classifications will be disclosed as a statistic in this annual report published by the KCPD.

**Reporting Methods Available on Campus**
KCPD can be contacted from on-campus telephones by dialing extension 8650 for the Kilgore campus or 903-983-8650 from non-campus phones. KCPD Longview can be contacted from campus phones by dialing extension 2011 or 903-236-2011 from non-campus phones. The KCPD website – www.kilgore.edu/kcpd - has an online reporting tool that allows the public to make reports anonymously.

**Reporting a Crime to the local police agencies**
*Following are contact numbers for local law enforcement agencies in the KC campus areas:*

Kilgore Police Department: 903-983-1559
Longview Police Department: 903-237-1199 Gregg
County Sheriff's Dept.: 903-236-8400 Rusk
County Sheriff's Dept.: 903-657-3581 Texas
Department of Public Safety: 903-236-4844
Gladewater Police Department: 903-845-2166
Gilmer Police Department: 903-843-5545
Henderson Police Department: 903-657-3512

**Off-Campus Crime**
Local law enforcement agencies may notify the KCPD about criminal activity which occurs off campus and involving KC students; however, there are no official policies in place requiring that local law enforcement agencies do so. Students in these cases are subject to arrest by the local law enforcement agencies, and these cases may be forwarded to the office of the Vice President of Student Development for judicial review.

**Access to Campus Facilities at the Kilgore Campus**

**Academic Buildings and Administration**
Access to College buildings and facilities is available to students, employees, guests of employees, and visitors during normal business hours, Monday through Friday. Access on Saturdays will also be available at designated campuses during regularly scheduled office hours.

Each semester, employees involved with student organizations should submit a list of students authorized to enter a college building after normal business hours, on weekends, or during holidays. This building entry request should be forwarded to the KCPD each semester and will be used to allow or deny access to buildings.

Employees entering or leaving after normal business hours should notify the KCPD; this notification will assist the department in maintaining a secure environment.

**Residence Halls**

Access to housing facilities is monitored by college housing personnel until visitation hours end. Access by residents to their housing facilities after hours can be obtained only by contacting housing personnel or the KCPD for entry. Identification will be required before entry is allowed. All visitors and guests entering residence halls must check in when entering a hall and check out when leaving by contacting the housing employee on duty at that hall. There will be no after-hour entry allowed for non-registered guests.

## Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazards on our campuses. The KCPD regularly patrols both campuses and reports malfunctioning lights and other unsafe physical conditions to the college's maintenance contractor for maintenance and/or repair. All members of the KC community are encouraged to report any equipment problems to the KCPD or the maintenance contractor.

## Crime Statistics

*The information below provides context for the crime statistics reported as part of compliance with the Clery Act.*

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the KC community obtained from the following sources: the KC Police Department (KCPD), the Kilgore Police Department (KPD), the Longview Police Department, and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.
A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all College Deans, Directors, and Department Heads.

Statistical information is requested and provided to KCPD by the employees at the KC Counseling Center and the Student Health Center, even though they are not required by law to provide statistics for the compliance document.
All of the statistics are gathered, compiled, and reported to the KC community via this publication.

KCPD submits the annual crime statistics published in this document to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

KCPD sends notification to every enrolled student and current employee on an annual basis. The notification includes a brief summary of the contents of the publication. The notification also includes the address for the KCPD website where the publication can be found online https://www.kilgore.edu/about/police-department-kcpd and information about how to request a hard copy of the document.

**Specific Information about Classifying Crime Statistics**

The statistics in this document are published in accordance with the standards and guidelines used by the *FBI Uniform Crime Reporting Handbook* and the relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/ Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicate the number of people referred to the office of the Vice President of Student Development for disciplinary action for violations of those specific laws. Being "found responsible" for a violation includes a referral that results in a student being charged by Student Development and a record of the action being kept on file.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

**Specific Information about the Crime Statistics Reported by KC**

Statistics for "Residential Facilities" are also counted in the "On-Campus" crime category. The law requires institutions to break out the number of "On-Campus" crimes that occur in residential facilities.

Crime statistics for the categories of larceny and simple assault are not required by law, but are still provided in the interest of informing the community about the most frequent crimes that occur at KC.

Statistics under the heading of "Disciplinary Action" include those individuals referred to the Office of Student Development for disciplinary action. The numbers include incidents that are reported via KCPD incident reports and reports provided directly to Student Development from other members of the KC community. Referrals include the number of people referred for disciplinary action and found responsible for violating those specific laws. Being "found responsible" is defined above.

# KILGORE CAMPUS

# 2019 Campus Safety and Security Survey

## Screening Questions

**Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.**

**1. Does your institution provide On-Campus Student Housing Facilities?**

○ **No.**

◉ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

|  | Last Year |
|---|---|
| **Number of On-campus Student Housing Facilities:**     4 | 4 |

**2. Does your institution have any noncampus buildings or properties?**

○ Yes          ◉ No

**3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.**

○ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

○ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

◉ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

○ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

# Criminal Offenses - On campus

**For each of the following criminal offenses, enter the number reported to have occurred On Campus.**

| Criminal offense | Total occurrences On campus | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| b. Manslaughter by Negligence | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 |
| d. Fondling | 1 | 0 | 0 |
| e. Incest | 0 | 0 | 0 |
| f. Statutory rape | 0 | 1 | 0 |
| g. Robbery | 0 | 1 | 1 |
| h. Aggravated assault | 0 | 0 | 1 |
| i. Burglary | 3 | 8 | 1 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - On-campus Student Housing Facilities

**Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.**

| Criminal offense | Total occurrences in On-Campus Student Housing Facilities | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| b. Manslaughter by Negligence | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 |
| f. Statutory rape | 0 | 1 | 0 |
| g. Robbery | 0 | 1 | 1 |
| h. Aggravated assault | 0 | 0 | 1 |
| i. Burglary | 3 | 8 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Public Property

**For each of the following criminal offenses, enter the number reported to have occurred on Public Property.**

| Criminal offense | Total occurrences on Public Property | | |
| --- | --- | --- | --- |
| | 2016 | 2017 | 2018 |
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| b. Manslaughter by Negligence | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Hate Crimes - On campus

**For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).**

| Criminal offense | 2018 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2018 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense | 2017 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2017 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense | 2016 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Hate Crimes - On-campus Student Housing Facilities

**For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).**

| Criminal offense | 2018 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2018 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from a* motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense | 2017 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2017 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from a* motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense | 2016 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Hate Crimes - Public Property

**For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).**

| Criminal offense | 2018 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2018 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense | 2017 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2017 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense | 2016 Total | Occurrences of Hate crimes — Category of Bias for crimes reported in 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Race | Religion | Sexual orientation | Gender | Gender identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - On Campus

**For each of the following crimes, enter the number reported to have occurred On Campus.**

| Crime | Total occurences On Campus | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Domestic violence | 1 | 0 | 0 |
| b. Dating violence | 1 | 0 | 0 |
| c. Stalking | 2 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - On-campus Student Housing Facilities

**For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.**

| Crime | Total occurences in On-campus Student Housing Facilities | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Domestic violence | 0 | 0 | 0 |
| b. Dating violence | 0 | 0 | 0 |
| c. Stalking | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Public Property

**For each of the following crimes, enter the number reported to have occurred on Public Property.**

| Crime | Total occurences on Public Property | | |
| --- | --- | --- | --- |
| | 2016 | 2017 | 2018 |
| a. Domestic violence | 0 | 0 | 0 |
| b. Dating violence | 0 | 0 | 0 |
| c. Stalking | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Arrests - On campus

**Enter the number of Arrests for each of the following crimes that occurred On Campus.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of Arrests | | |
| --- | --- | --- | --- |
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 1 | 1 |
| b. Drug abuse violations | 0 | 8 | 10 |
| c. Liquor law violations | 0 | 3 | 1 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Arrests - On-campus Student Housing Facilities

**Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of Arrests | | |
| --- | --- | --- | --- |
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 1 | 1 |
| b. Drug abuse violations | 0 | 8 | 6 |
| c. Liquor law violations | 0 | 3 | 0 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Arrests - Public Property

**Enter the number of Arrests for each of the following crimes that occurred on Public Property.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of Arrests | | |
| --- | --- | --- | --- |
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 3 |
| c. Liquor law violations | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Disciplinary Actions - On Campus

**Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.**
**Do not include disciplinary actions that were strictly for school policy violations.**
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of persons referred for Disciplinary Action | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| b. Drug abuse violations | 5 | 6 | 9 |
| c. Liquor law violations | 0 | 3 | 7 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Disciplinary Actions - On-campus Student Housing Facilities

**Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.**
**Do not include disciplinary actions that were strictly for school policy violations.**
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of persons referred for Disciplinary Action | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| b. Drug abuse violations | 5 | 6 | 9 |
| c. Liquor law violations | 0 | 2 | 7 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Disciplinary Actions - Public Property

**Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.**
**Do not include disciplinary actions that were strictly for school policy violations.**
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of persons referred for Disciplinary Action | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 0 |
| c. Liquor law violations | 0 | 0 | 0 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.
The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

|  | Number | | |
|  | 2016 | 2017 | 2018 |
|---|---|---|---|
| a. Total unfounded crimes | 0 | 0 | 0 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# LONGVIEW CAMPUS

# 2019 Campus Safety and Security Survey

## Screening Questions

**Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.**

| | | |
|---|---|---|
| **1. Does your institution provide On-campus Student Housing Facilities?** | | |
| ⦿ | **No.** | |
| ○ | **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.) | |
| | **Number of On-campus Student Housing Facilities:** | |
| **2. Does your institution have any noncampus buildings or properties?** | | |
| ○ | Yes | ⦿ No |

**3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.**

| | |
|---|---|
| ○ | **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities. |
| ○ | **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents. |
| ⦿ | **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography. |
| ○ | **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request. |

# Criminal Offenses - On campus

**For each of the following criminal offenses, enter the number reported to have occurred On Campus.**

| Criminal offense | Total occurrences On campus | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| b. Manslaughter by Negligence | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Criminal Offenses - Public Property

**For each of the following criminal offenses, enter the number reported to have occurred on Public Property.**

| Criminal offense | Total occurrences on Public Property | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| b. Manslaughter by Negligence | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Hate Crimes - On campus

**For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).**

| Criminal offense | 2018 Total | Occurrences of Hate crimes | | | | | | | |
| | | Category of Bias for crimes reported in 2018 | | | | | | | |
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|---|---|---|---|---|---|---|---|---|---|
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense | 2017 Total | Occurrences of Hate crimes | | | | | | | |
| | | Category of Bias for crimes reported in 2017 | | | | | | | |
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|---|---|---|---|---|---|---|---|---|---|
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Criminal offense | 2016 Total | Occurrences of Hate crimes | | | | | | | |
| | | Category of Bias for crimes reported in 2016 | | | | | | | |
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |
|---|---|---|---|---|---|---|---|---|---|
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Hate Crimes - Public Property

**For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).**

| | | Occurrences of Hate crimes | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Criminal offense | 2018 Total | Category of Bias for crimes reported in 2018 | | | | | | | |
| | | Race | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | Occurrences of Hate crimes | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Criminal offense | 2017 Total | Category of Bias for crimes reported in 2017 | | | | | | | |
| | | Race | Religion | Sexual orientation | Gender | Gender identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft (Do not include theft *from* a motor vehicle) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | Occurrences of Hate crimes | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Criminal offense | 2016 Total | Category of Bias for crimes reported in 2016 | | | | | | | |
| | | Race | Religion | Sexual orientation | Gender | Gender identity | Disability | Ethnicity | National origin |
| a. Murder/ Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| d. Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| e. Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| f. Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| g. Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| h. Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. Destruction/damage/ vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - On Campus

**For each of the following crimes, enter the number reported to have occurred On Campus.**

| Crime | Total occurences On Campus | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Domestic violence | 0 | 0 | 0 |
| b. Dating violence | 0 | 0 | 0 |
| c. Stalking | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# VAWA Offenses - Public Property

**For each of the following crimes, enter the number reported to have occurred on Public Property.**

| Crime | Total occurences on Public Property | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Domestic violence | 0 | 0 | 0 |
| b. Dating violence | 0 | 0 | 0 |
| c. Stalking | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Arrests - On campus

**Enter the number of Arrests for each of the following crimes that occurred On Campus.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of Arrests | | |
| --- | --- | --- | --- |
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 1 |
| c. Liquor law violations | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Arrests - Public Property

**Enter the number of Arrests for each of the following crimes that occurred on Public Property.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of Arrests | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 0 |
| c. Liquor law violations | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Disciplinary Actions - On Campus

**Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.**
**Do not include disciplinary actions that were strictly for school policy violations.**
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of persons referred for Disciplinary Action | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| b. Drug abuse violations | 0 | 0 | 0 |
| c. Liquor law violations | 0 | 0 | 0 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Disciplinary Actions - Public Property

**Enter the number of persons <u>referred for disciplinary action</u> for crimes that occurred on <u>Public Property</u> for each of the following categories.**
**Do not include disciplinary actions that were strictly for school policy violations.**
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime | Number of persons referred for Disciplinary Action | | |
|---|---|---|---|
| | 2016 | 2017 | 2018 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0 | 0 | 0 |
| b. <u>Drug abuse violations</u> | 0 | 0 | 0 |
| c. <u>Liquor law violations</u> | 0 | 0 | 0 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

# Unfounded Crimes

**Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.**
**The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.**

**If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.**

**Count unfounded crimes in the year in which they were originally reported.**

|  | Number | | |
|  | 2016 | 2017 | 2018 |
|---|---|---|---|
| a. Total unfounded crimes | 0 | 0 | 0 |

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Emergency Response

The KC Emergency Operations Plan is available online:
http://www.kilgore.edu/about/institutional-information/emergency-management-plan

The basic emergency procedures outlined in this manual are to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measure, the president or the Incident Command Team may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan: (1) large scale disorder, and (2) large scale natural or man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

The Vice President of Student Development or his/her designee serves as the Emergency Management Coordinator during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response. In such situations, the Emergency Management Coordinator or designee will inform the president of the college regarding the status of a given situation. Definitions of emergencies are as follow:

**MINOR EMERGENCY**: Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Individuals should report these immediately to the Campus Police Department and the Police Officer on duty.

**MAJOR EMERGENCY**: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the college. Outside emergency services may be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crisis. Individuals should report all major emergencies immediately to the Campus Police Department.
.

**DISASTER**: Any event or occurrence that has taken place and has seriously impaired or halted the operations of the college. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident that has the potential to generate external media attention concerning campus resources and/or the instrumentality of the college should be promptly reported to the Vice President of Student Development and the KC Public Information Officer.

- **Notification to the KC Community about an Immediate Threat**
In the event of a serious incident which may pose an imminent or ongoing threat to members of the KC community, a campus-wide alert is sent via a Ranger Alert, a text messaging system that is sent to all members of the campus community who have subscribed to the service. Additionally, an alert may

be posted on the KC Facebook site to ensure the information is accessible to non-campus community members.

- **Emergency Evacuation Procedures**

An evacuation drill is conducted each semester in each of the residence halls. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility. The purpose of the drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. Drills are monitored by the College's Incident Command Team, KCPD, and members of the residential life department to evaluate egress and behavioral patterns. Reports are prepared by participating departments to identify deficient equipment or other issues.

- **Shelter-in-Place Procedures – What it means to** *"Shelter-in-Place"*

If an incident occurs and the surrounding buildings or areas become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose individuals to that danger. Thus, to "Shelter-in- Place" means to take shelter in the building that one is in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside again.

- o **Basic "Shelter-in-Place" Guidance**

  If an incident occurs and the building is not damaged, individuals should stay inside an interior room until they are told it is safe to come out. If the building is damaged, individuals should take personal belongings (purse, wallet, Ranger Card, etc.) and follow the evacuation procedures for their building (close the door, proceed to the nearest exit, and use the stairs instead of elevators). Once they have evacuated, they should seek shelter at the nearest KC building quickly. If police, fire, or other emergency responders are on scene, they should follow their directions.

- o **How People Will Know to "Shelter-in-Place**

  A shelter in place notification may come from several sources, including KCPD, housing staff members, other KC employees, the state or federal government, Kilgore or Longview PD, or other authorities utilizing the KC emergency communication tools.

- o **How to "Shelter–in-Place"**

  No matter where an individual is, the basic steps of shelter in place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

  1. If you are inside, stay where you are. Collect any emergency supplies and a telephone to be used in case of emergency.
  2. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on scene.
  3. Locate a room to shelter inside of. It should be an interior room, above ground level, and without windows or a limited number of windows. If there is a large group of

people inside a particular building, several rooms may be necessary.

4. Shut and lock all windows and close exterior doors.
5. Turn off air conditioners, heaters, and fans. Close vents to the ventilation systems if you are able.
6. Make a list of people with you and ask someone to call the list in to KCPD so they know where you are sheltering.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

## Annual Fire Safety Report

If a fire occurs in a KC building, community members should immediately notify KCPD. To report fires at the Kilgore campus, call 8650 or 903-983-8650, and Longview at 2011 or 903- 236-2011. The KCPD will then initiate a response with the appropriate fire department. If members of the campus community discover evidence that a fire has occurred and has been extinguished but is not sure whether KCPD has been notified, they should notify KCPD so they can investigate the incident.

The fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. They should use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety of all involved!

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the buildings. If individuals are caught on an elevator, they should push the emergency phone button. The emergency phones in elevators typically ring to the KCPD.

KCPD publishes this fire safety report as part of its annual Clery Act Compliance document, via this document, which contains information with respect to the fire safety practices and standards for KC. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

- **Fire Protection Equipment/Systems**

The majority of the campus buildings are equipped with fire detection and/or suppression systems. Reference the following pages in regards to fire safety amenities for the detection system and notification systems in the KC residential facilities.

- **Health and Safety Inspections**

Fire safety and detection systems are monitored by the safety officer for Kilgore College. Additionally, the buildings on campus meet the requirements of local codes and are periodically inspected by the offices of Fire Marshal.

Residential facilities on campus are also inspected on an ongoing basis by the KC Housing. Inspections are conducted a minimum of five times per calendar year, twice during the fall and spring semesters and once during the summer. These health and safety inspections are designed primarily to find and eliminate safety violations.

Students living in residential facilities are apprised of the safety rules during housing orientation and are required to read the housing rules which include health and safety rules and regulations. The inspections include but are not limited to a visual inspection of electrical systems, smoke detection and carbon monoxide detection systems, fire extinguishers, and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately confiscated.

- **Fire Safety Tips and Policies**

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. RESIDENTS SHALL NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of KC Policy.
- Almost 75% of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any KC building.
- To enhance fire safety in residence halls, the possession and/or use of appliances that contain heating elements (examples include space heaters, hot plates, etc.) and/or any open flame such as candles are NOT PERMITTED in any KC building. Please refer to the Kilgore College Student Handbook for more information on fire safety and related policies at https://www.kilgore.edu/current-students/student-handbook
- To further educate residents on fire safety, biennial mandatory housing meetings are held that include information and education on fire safety, review of fire safety related policies and fire safety related prohibitions, building evacuation and other critical topics. These meetings are conducted at the beginning of the Fall and Spring semesters.
- Fire drills are conducted in each resident hall at least once during the Fall and Spring semesters. Students are required to participate and follow necessary administrative directives.

**Fire Safety Amenities in KC Residential Facilities**

| Kilgore College Residential Facilities | Fire Alarm Monitoring Done On-Site | Partial Sprinkler System | Full Sprinkler System | Smoke Detection | Fire Extinguisher Devices | Evacuation Plans and Placards | Number of Evacuation (Fire) Drills Per Calendar Year |
|---|---|---|---|---|---|---|---|
| Stark Hall | X | | | X | X | X | 1 |
| The Quads | X | | | X | X | X | 1 |
| Nolen Hall | X | | | X | X | X | 1 |
| Davis Hall | X | | X | X | X | X | 1 |

## Fires - Summary

| Summary of Fires | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **2016** | | | **2017** | | | **2018** | | |
| Name of Facility | Fires | Injuries | Deaths | Fires | Injuries | Deaths | Fires | Injuries | Deaths |
| Stark Hall | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| The Quads | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Nolan Hall | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Davis Hall | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## Education of Members of the College Community

Campus security and safety measures are discussed at each new student orientation session by the KCPD. Additionally, residential housing orientations are held at the beginning of each semester where the same issues are discussed as well as fire safety.

During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at KC; fire safety information; AND information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/ safety and for the security/safety for others on campus. In addition, KCPD will organize and set up crime prevention and education presentations when requested to do so. New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

## Victim Assistance Services

If a member of the KC community becomes a victim of a crime, the KCPD will make the student or employee aware of services that are available as identified further in this document. In addition to outside sources, such as victim services and the Crime Victim's Compensation Act, KC has counselors who can provide support to members of the KC community.

## Responsibilities of the College Community

Members of the College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:
- Report all suspicious activity to KCPD immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call KCPD or local law enforcement for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not leave valuables in your car, especially if they can be easily noticed
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

## Notification of Missing Students

If a member of the KC community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify KCPD at 903- 983-8650. KCPD will generate a missing person report and initiate an investigation.

After investigating the missing person report, should KCPD determine that the student is missing and has been missing for more than 24 hours, KC will notify the Kilgore Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, KC will notify the student's parent or legal guardian immediately after, but not more than 24 hours after, KCPD has determined the student is missing.

In addition to registering an emergency contact, students living in residential housing have the option to identify, confidentially, an individual to be contacted by KC in the event that the student is determined to have been missing for more than 24 hours. If a student has identified such an individual, KC will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through KC housing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

## Alcohol/Intoxicating Substances and Drug Policies

Absolutely no alcoholic beverages or other intoxicating substances such as K-2 are allowed on the Kilgore College campus. Students found drinking or in possession of alcoholic beverages or other intoxicating substances will be reported to Campus Police immediately and will face disciplinary action from the college, as well as any penalties issued in accordance with Texas State Law. *Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibit consumption or possession of alcohol by a minor.* Penalties for violation of either of these codes on the Kilgore College Campus could result in arrest and an appearance in Municipal Court with a fine.

It is the responsibility of the college to maintain an environment which is conducive to teaching and learning and to personal and professional growth. Since irresponsible use of alcohol, intoxicating substances, and drugs is detrimental to the maintenance of an educational environment, it is the intent of the college and its Board of Trustees to establish practices and procedures which discourage using alcohol, intoxicating substances, and/or drugs which ensure compliance with local, state and federal laws by all individuals on college property or facilities or property under control or jurisdiction of the college. Administrative officials shall develop and implement in accordance with Board Policy, administrative guidelines and local, state and federal law (with education as the means of prevention), an on-going alcohol/drug awareness and prevention program for students and employees of Kilgore College. Information on KCs Drug and Alcohol Abuse Prevention Program can be found at https://www.kilgore.edu/current-students/drug-and-alcohol-information.

- **Drug Policy**

Use of controlled substances without a valid prescription is prohibited. Students are expected to abide by the rules and regulations of Kilgore College and Federal and State Laws regarding the use, sale and distribution of alcohol and controlled substances.

- **Illicit Drugs and Alcohol Abuse**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), Kilgore College endeavors to provide an environment for students that is free from illicit drugs and the abuse of alcohol or other intoxicating substances. Accordingly, the college provides information through the Vice President of Student Development Office and through the college Nurse's Office.

State and federal laws also apply to the unlawful possession, use or distribution of alcohol, inhalants or illegal drugs. The fines can range from not less than $25.00 to imprisonment for life and a fine of up to $250,000.

The health risks of using illegal drugs or inhalants may cause a person to become chemically and psychologically dependent, may alter the mechanisms of his/her body, and may cause a person to lose contact with reality and ultimately, death.

**Resources:**
**On-Campus:** KC Counseling services can provide short term counseling to members of the KC community. Counseling services may be reached by calling extension 8206 from a campus phone or (903) 983-8206 from a non-campus phone.

**Off- Campus:**
East Texas Council on Alcoholism and Drug Abuse- Longview- 903-753-7663
http://www.etcada.com/

## Firearms and Weapons Policies

Students may not possess handguns of any type on college property, including college residence halls unless they possess a valid handgun license. Licensees must abide by the college's concealed carry policy and all applicable state laws. Licensees must observe all handgun exclusion zones. The college's concealed carry policy can be found at
https://www.kilgore.edu/about/police-department-kcpd/campus-carry-sb-11-info .

Students may not possess dangerous, prohibited or illegal weapons on college property. This includes, but is not limited to unlicensed handguns, other firearms (rifles, shotguns, flare guns, etc.), pellet/BB/air guns, stun guns, sling shots, arrows, bows, axes, machetes, nun-chucks, throwing stars, rifles, handguns, and knives. Hazardous chemicals and/or flammable liquids are also prohibited.

The sale, use, or possession of fireworks or explosives is also prohibited. Any firearms, explosives or weapons found in a student's possession will be confiscated by the college police. It is unlawful to interfere with the normal activities, the normal occupancy, or normal use of any building or portion of the college campus by exhibiting or using or threatening to exhibit or use a firearm or weapon. Possession of weapons or explosives may lead to disciplinary action, including suspension. Moreover, a person who violates this section is guilty of a felony and upon conviction is punishable by a fine or imprisonment in the state penitentiary or both.

## Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations immediately to the KCPD. For the Kilgore campus this is done by calling 8650 from a campus phone or 903-983-8650 from a non-campus phone. For the Longview campus this is done by calling 2011 from a campus phone or 903-236-2011 from a non-campus phone or by calling 911.

KCPD officers will respond to the scene of the emergency and will coordinate the response from emergency medical services.

All non-campus medical emergencies should be reported by calling 911.

## Sex Offenses

**Campus Security Authorities (CSA)**
Faculty, staff and students are encouraged to report any criminal offenses within the campus environment directly to Campus Police. However, as an option, you may also report criminal offenses to any KC Campus Security Authority.
A Campus Security Authority (CSA) is a Clery-specific term that encompasses the following groups of individuals and organizations associated with an institution whose functions involve relationships with students such as:

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

An easy way to contact a CSA is by searching the Kilgore College employee directory online at https://www.kilgore.edu/faculty/directory.

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

CSAs have an important role in complying with the law. CSA crime reports are used by the college to: fulfill its responsibility to annually disclose Clery crime statistics, and to issue timely warnings for Clery crimes that pose a serious or continuing threat to the campus community.

If a reporting party needs assistance, a CSA will explain how to get help, and let a victim know that

help is available even if he or she does not want an investigation conducted. The decision to act on this option is the victim's. In the midst of an emergency situation, such as physical assault, however, a CSA will contact campus police or call 911, as appropriate.

If someone tells a CSA about a crime or incident that may be a crime, the CSA must record the information on the online Crime Statistic Report Form/Anonymous Report and submit the report to the Kilgore College Police Department in a timely manner. The online form can be found at https://www.kilgore.edu/node/9207

| CONTACTS FOR REPORTING | | |
|---|---|---|
| TITLE | PHONE NUMBER | LOCATION |
| Title IX Coordinator | 903-988-7590 | Student Support Bldg 123 |
| Director of Public Safety/Chief of Police | 903-983-8657 | KCPD Annex 01 |
| Vice President, Student Development | 903-983-8188 | Devall Student Center 167 |
| Vice President, Instruction | 903-983-8207 | McLaurin Administration Bldg |
| Director of Human Resources | 903-983-8102 | McLaurin Administration Bldg |
| General Academic or Mental Health Counselor | 903-983-8285 | Devall Student Center 244 |

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

**Sexual Assaults**
KC's Student Code of Conduct policy prohibits sexually violent acts, termed "Sexual Misconduct", 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 KC 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.

While most victims of sexual assault are women, some men are also victims. Male victims at KC receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

**Legal Definitions**

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of a disability or alcohol or other drugs.

Under Texas law, rape is no longer utilized as a term, and the term sexual assault is used in its place. The term sexual assault is generally defined as any non-consensual, unwanted sexual contact against another person involving penetration:

- where the victim is prevented from resisting due to alcohol or drugs.
- where the assailant uses physical force or the threat of force to overpower and control the victim.
- where the victim fears that she or he or another will be injured if the victim does not submit.
- where the victim is at the time unconscious of the nature of the act, and this is known to the assailant.
- where the victim is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
- where the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another person.
- where the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the victim.
- where the assailant uses force, fear or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the "spousal rape law."

The complete Texas rape and sexual assault offense definitions are in the Texas Penal Code, Section 22.11. Sexual Assault (http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm) .

**Procedures for Filing Sex Offense Crimes**

*Complaints*
Contact one of the following:

1. Campus Police Officers
2. Director of Human Resources/Title IX Coordinator
3. Vice President of Student Development
4. Counseling Services
5. Title IX Coordinator

*Complaints filed against faculty and staff (including student employees)*
A complaint filed against a staff member shall be directed to their supervisor and the Director of Human Resources/Title IX Coordinator.

The TitleIXCoordinatorwilldeterminethemostappropriatemeansforaddressingthereport. Options available include informal resolution or appoint an investigator to determine whether or not the alleged assault occurred. The appropriate Vice President shall either dismiss the complaint or institute appropriate disciplinary procedures. .Disciplinary procedures shall follow institutional policy.

*Complaints against a student*
A complaint against a student shall be directed to the Vice President of Student Development who shall either dismiss the complaint or initiate disciplinary proceedings pursuant to the Student Code of Conduct.

Complaints and disciplinary actions, unless otherwise provided, are considered confidential and are subject to the provisions of the Family Educational Rights and Privacy Act. (Public Law 93-389).

In the event that sexual misconduct, gender-based violence or the crimes of sexual assault, stalking, dating violence or domestic violence do occur, KC takes the matter very seriously. The College employs interim protection measures such as interim suspension and/or no-contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, other gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence, they are subject to action in accordance with the Student Code of Conduct in the student handbook. A student wishing to officially report such an incident may do so by contacting the KC Police Department at 903-983-8650, the Title IX Coordinator at 903-988-7590 or a Counseling Specialist at 903-983-8208. Anyone with knowledge about sexual misconduct or gender-based violence or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence is encouraged to report it immediately. Upon the request of a student victim of an alleged sex offense, the Vice President of Student Development (or designee) can assist victims with issues including, but not limited to: class schedule changes, withdrawal procedures, or campus housing relocations, if desired and available.

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:

• Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact KC Police at 903-983-8650, if you are on campus, or call 911, if you are off campus.

• Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, etc.) to assist you in the crisis. KC Counseling services can provide short term crisis intervention counseling to members of the KC community. Counseling services may be reached by calling extension 8206 from a campus phone or 903-983-8206 from a non-campus phone. The East Texas Crisis Center (903-595-5591 or 800-333-0358) can provide longer-term assistance.

• If you are on campus during regular business hours, you may go to Counseling Services in the Devall Center, Room 246 for support and guidance.

• For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The exam is performed by a Sexual Assault Nurse Examiner (SANE). For the KC area, SANE exams are performed at Good Shepherd Hospital located at 700 East Marshall Avenue, Longview, Texas 903-315-1800. 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.

• Individuals who have been the victim of a sexual assault and suffered some type of injury should be transported to the hospital by ambulance to ensure the medical safety of the victim. KCPD officers will transport victims to the hospital if there are no physical injuries.

• Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet, to avoid contamination. If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation. Try to memorize details (physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify KCs Police (903-983-8650) or the campus Title IX Coordinator.  At KC, the Title IX Coordinator (903-988-7590) is located in the KC Student Support Building.

• Even after the immediate crisis has passed, consider seeking support from KC Counseling Services and/or the East Texas Crisis Center 903-595-5591 or 800-333-0358.

• Contact Campus Police if you need assistance with College-related concerns, such as no-contact orders or other protective measures. The Police Department will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, counseling services access and other resources as needed by a victim.

• Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

**Sexual Harassment:**

https://www.kilgore.edu/current-students/student-handbook

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of the College that sexual harassment is prohibited. All members of the College community, especially officers, faculty and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. "Sexual harassment" is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

(a) 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;
(b) submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or
(c) 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.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member or staff member should be brought to the immediate attention of one of the following: the Director of Human Resources, Title IX Coordinator, Vice President of Instruction, or the Vice President of Student Development.

Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of the Vice President of Student Development. The College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to complain or inquire regarding sexual harassment, but feels it would not be appropriate to raise such issues with the Vice President of Student Development, the student may inquire or complain to any Department Chair or any officer of the College at the level of Dean or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings, up to and including immediate termination from employment or dismissal from the College for serious or repeated violations.

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

KC's policy and definitions of sex offenses are located here:
https://www.kilgore.edu/current-students/student-handbook

KC Police information is located here:
http://www.kilgore.edu/kcpd

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct and stalking, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment.
https://www.kilgore.edu/current-students/student-handbook

*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.

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

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

The Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all

advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

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

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

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

It is the policy of the College to offer programming to prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention and discuss institutional policies on sexual misconduct as well as the State of Texas' definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement 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.

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

KC's Human Resources Department informs all employees of the policy on sexual assault which covers information relating to sexual harassment, Title IX, and other EEO Training. This training must be completed within the first fifteen working days of employment at KC.
Student Development is responsible for educating students on KC's sexual assault policy, including precautions they can take to avoid becoming the victim of a crime, the influence of drugs and alcohol on such crimes, what to do if a crime occurs, how to preserve evidence and how to report the crime, the penalties for committing such a crime and the disciplinary process involved in investigating such crimes. This education is provided through a combination of presentations in new student orientation, workshops, student activities, and other programs throughout the year.

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

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

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

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

**Protecting Minors on Campus**
Texas state law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services (DFPS) or to a local law enforcement agency, including the KC Police Department. Any person who has reason to believe that a child's physical or mental health and welfare has been adversely affected by abuse or neglect by another person must immediately report the suspected abuse or neglect. This obligation applies to all members of the

college community, including faculty, administrators, staff, and students.

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

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

• KC Police at 903-983-8650,
• a local law enforcement agency, and/or
• Texas Department of Family and Protective Services at its toll-free, 24-hour Family Violence hotline at 800-252-5400.

- **Reporting to the KC Police Department**
This report can be done immediately by following the procedures addressed previously in this document. The reasons for reporting to KCPD are as follows:

1. take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety;
2. apprehend the assailant;
3. seek justice for the wrong that has been done to you; and
4. have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident, a KCPD officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or College disciplinary action. Remember: you can choose whether or not to participate in proceedings at any point.

- **College Disciplinary Action**
If you have been sexually assaulted by another student or group of students and are considering College action, you are encouraged to discuss the matter with the VP of Student Development. This will allow you a chance to review the procedures should you decide to file a formal complaint through the College's disciplinary/judicial system. This discussion does not obligate you to pursue official action. Charges may either be filed directly by you or by KC on the basis of your written statement.

Such a charge will be handled in accordance with the procedures relating to violations of the KC *Code of Student Conduct* regulations. Individuals could be subject to disciplinary action pending review by KC. Those students found responsible for violating the *Code* in this way could be suspended or expelled.

Pursuant to KC disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic and living situations on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

- **Criminal Investigation and Charges**

If you want to press criminal charges, the KCPD will conduct a criminal investigation and file charges if the incident occurred on KC property. If the incident occurred off of KC property, KCPD will notify the appropriate law enforcement agency to conduct the investigation or the complainant may contact them directly.

If it is possible for the assailant to be apprehended, the suspect will be taken by police to jail and he or she will be arraigned by a magistrate. You do not need to be present for this proceeding. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the usual conditions of bail is that the suspect may not make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call KCPD or the local police. Under some circumstances bail may be revoked and additional charges may be filed if necessary.

# *RESOURCES*

**KC Police Department**
On-campus emergency (24 hours Kilgore –Main campus) 8650 or 903-983-8650
Longview Campus (During business hours) 2011 or 903-236-2011

**Medical Treatment**
**On-campus**
KC Nurse- 8632 or 903-983-8632
Ambulance- KCPD as above and/or 911

**Off-Campus**
Ambulance 911

**Police and Legal Information**
Kilgore Police Department: 903-983-1559
Longview Police Department: 903-237-1199
Gregg County Sheriffs Dept.: 903-236-8400
Rusk County Sheriffs Dept.: 903-657-3581
Texas Department of Public Safety: 903-236-4844
Gladewater Police Department: 903-845-2166
Gilmer Police Department: 903-843-5545
Henderson Police Department: 903-657-3512

**Emotional Support**
KC Counseling Center 8206 or 903-983-8206
Women's Center of East Texas Henderson 903-657-
7363 Women's Center of East Texas Longview 903-
295-7846

**Student Affairs Offices**
Vice President of Student Development 8189 or 903-983-8189
Campus Life 8191 or 903-983-8191


*For Information and Referral Services in the East Texas Area Call 211*

http://uwsmithcounty.org/2-1-1-east-texas/

# APPENDIX

## Sex Offenses Definitions

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

**SEX OFFENSES—FORCIBLE**
Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape**
The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy**
Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim 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 victim 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 victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**SEX OFFENSES—NON-FORCIBLE**
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.

## As Per the Uniform Crime Reporting Handbook

*Aggravated Assault:* an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

***Burglary:*** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

***Motor Vehicle Theft:*** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

***Murder and Non-negligent Manslaughter:*** The willful (non-negligent) killing of one human being by another.

***Manslaughter by Negligence:*** The killing of another person through gross negligence.

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

***Larceny:*** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

***Vandalism:*** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

***Weapon Law Violations:*** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

***Drug Abuse Violations:*** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

***Liquor Law Violations:*** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

# Offense Definitions relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines

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

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

# Geography definitions from the Clery Act

*On-Campus-Defined as:* (1) 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 (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), 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).

*Non-Campus Building Or Property-Defined as:* (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

*Public Property-Defined as:* All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The KC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.