



Annual Security and Fire Safety Report 2019

Department of Public Safety

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Chief of Police	Hank Bailey

Table of Contents

Contact Information	3
Message from the Chief of Police	4
Introduction	5
Clery Act	6
Preparing the Annual Security Report	9
FERPA Law	9
Navarro College Overview	14
NC History	14
Department of Public Safety	14
Police Authority	15
NCDPS Mission Statement	16
Inter-agency Police Services and Assistance Agreements	17
Campus Security Authorities (CSA's)	17
Campus Crime Reporting Disclosure	19
Crime Statistics Reporting	19
Statistics included in the Annual Jeanne Clery Report	22
Crime Statistics Chart(s)	
Corsicana	25
Waxahachie.....	27
Midlothian.....	29
Mexia (South).....	31
Fairfield	33
Quick Reference Crime Statistic Chart(s)	
Corsicana.....	35
Waxahachie.....	36
Midlothian.....	37
Mexia (South)	38
Fairfield	39
Navarro College Geography	40
Reporting Crime	42
Anonymous / Confidential Reporting	43
Crime Prevention	44
Campus Policy Statements	47
Hate Crimes.....	52
Missing Persons	53
Sex Offender Registration.....	55
Sexual Assault Prevention and Awareness	57
Sexual Harassment	71
Domestic Violence	72
Dating Violence	73
Stalking	73
Campus Facilities Access and Security	80
Annual Fire Report	84



Contact Information

For Campus Emergencies

Police/Fire/EMS	9-1-1
NCDPS Officer on Duty	903)654-3999
Navarro College Residence Life	903)654-2778
Corsicana Police Department	903)654-4902
Corsicana Fire Department	903)654-4952
Navarro County Sheriff's Office	903)654-3001

Navarro College Department of Public Safety

Administrative Assistant	903)875-7500
Chief of Police	903)875-7501
Captain	903)875-7502
Sergeant	903)875-7507
Corporal	972)923-6436
Investigator	903)875-7509
Patrol	903)875-7500
Department Fax	903)875-7696

Helpful Numbers

Navarro College Corsicana Campus

Main Number	1-800-NAVARRO
Operator	903)874-6501
Residence Life Office	903)875-7541
Admission and Records	903)875-7349
Office of Financial Aid	903)875-7364
Bookstore	903)875-7388
Office of Student Relations	903)875-7343
Services for Students with Disabilities	903)875-7455
Personal Counseling	903)875-7377
Student Services	903)875-7375
Academic Advising and Tutoring	903)875-7374
Testing Center	903)875-7457

Message from the Chief of Police

I am pleased to present the 2019 Navarro College Annual Security and Fire Safety Report prepared for the 2020 reporting cycle. This report is compiled by the Navarro College Department of Public Safety (NCDPS) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to disseminate important crime statistics and campus safety information to the Navarro College community.

The primary mission of NCDPS is to provide for the safety and security of all members of the Navarro College community - our students, faculty, staff, and guests. Campus safety and security is a collaborative effort involving all members of the community, and we value our partnerships within the community in making the campus safe. The dedicated men and women of NCDPS are committed to maintaining a safe community for instruction, research, and public service. All of our efforts are guided by our core values of integrity, respect, support, and teamwork.

This publication is intended not only to communicate mandatory crime statistics and campus safety information for students, staff, and potential employees, but also to assist prospective students and their families in the decision-making process of selecting a college or university by highlighting that Navarro College is a safe place to learn, work, and live.

We welcome and value your input and thank you for your continued support.

Hank Bailey
Chief of Police

Introduction

In compliance with the Jeanne Clery Act of 1998, the following information concerning Campus Security Policy and Campus Crime Statistics has been produced for your review.

Navarro College seeks to maintain a stimulating and culturally diverse environment wherein students will be inspired to commit themselves to a high level of personal integrity and intellectual rigor. Through an integrated program of general education and support services, students are afforded the opportunity to develop abilities that help enable them to be responsible stewards of their talents, skills, and material resources and to acquire a passion for lifelong learning. An open-door, public, comprehensive community college, Navarro College primarily serves the educational, civic, and business communities in Navarro, Ellis, Limestone, Leon, and Freestone Counties. The College also attracts students from the remainder of Texas, throughout the United States, and from many other countries. We welcome students from all cultural, educational and socioeconomic backgrounds, and Navarro College is alert to the changing educational requirements of its constituency and the social and political forces at work within the communities it serves and responds to these changing needs with enthusiasm, creativity, intelligence, and hard work.

Few issues affecting colleges and universities have captured media attention more dramatically in the last decade than violent crime. Awareness of incidents of violent crime on college campuses continues to burst into the public's consciousness with constant headlines appearing in major newspapers and television stations across the country that have described violent incidents on campuses in California, Colorado, Florida, Minnesota, Virginia, Pennsylvania, and Texas, to name just a few.

These reports put to rest the long-cherished notion that colleges and universities are somehow cloistered enclaves; sanctuaries far removed from the threat of crime that haunts the places that we all live and work.

In a focus group on serving victims of campus crime sponsored by the National Criminal Justice Association in October 1998, the Office for Victims of Crime's Acting Director, Kathryn M. Turman, observed the following:

"Campuses are not free from crime. Victims need to understand their rights, and need information about both the criminal justice system and student judicial system. We must mitigate the fact that students who are victims can be "re-victimized" by systems that often do not accommodate their needs."

Information is a powerful tool in crime prevention and law enforcement and can also be used to ensure that students, faculty, staff, and visitors all have access to information that may lead to informed decisions and precautionary measures taken to improve the likelihood of their personal safety.

Navarro College is concerned about the protection of persons and property on its campuses and participates annually in compiling statistics contained within this report.

As stated in the report of the President's Commission on Law Enforcement and Administration of Criminal Justice, "The Challenge of Crime in a Free Society . . . the fact police deal daily with crime does not mean that they have unlimited power to prevent it, or reduce it, or deter it. The police did not create and cannot resolve the social conditions that stimulate crime. They did not start, and cannot stop, the convulsive social changes that are taking place in America."

The Navarro College Department of Public Safety works hard to ensure the protection of all our students, faculty, staff, and visitors. We cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with individual responsibility and, with that thought in mind, we have prepared this information to assist our students, faculty, staff, and guests in protecting themselves and their property. In so doing, we hope to contribute to a safer campus environment.

Clery Act

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* is the landmark federal law, originally known as the Crime Awareness and Campus Security Act of 1990, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The "*Clery Report*" requires institutions of higher education to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings, or computer networks to all current students and employees, and all prospective students and prospective employees upon request. This document contains the annual report concerning specific campus crime and arrest statistics as well as information about campus policies and practices intended to promote crime awareness, campus safety, and security.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19 year old Lehigh University freshman, Jeanne Ann Clery, who was raped and murdered while asleep in her dorm room on April 5, 1986. Jeanne's parents, Connie and Howard, discovered that students had not been informed about 38 violent crimes on the Lehigh Campus in the three years preceding her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990" (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA).

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The act was amended in 1992, 1998 and 2000. The 1998 amendments also formally renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery, and the act is generally referred to as the Clery Act.

On Aug. 14, 2008, the *Higher Education Opportunity Act* or *HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the *Clery Act* and created additional safety and security related requirements for institutions.

Specifically, it added:

- New categories to the list of hate crimes all institutions must disclose (Clery amendment);
- A new disclosure regarding the relationship of campus security personnel with state and local law enforcement agencies (Clery amendment);
- Implementation and disclosure of emergency notification and evacuation procedures for all institutions (Clery amendment);
- Implementation and disclosure of missing student notification procedures for institutions with on-campus student housing facilities (*HEOA*);
- Fire safety reporting requirements for institutions with on-campus student housing facilities (*HEOA*);
- Text clarifying the definition of an on-campus student housing facility (Clery and *HEOA*); and
- A Program Participation Agreement (PPA) requirement concerning disclosure of the results of disciplinary proceedings to the alleged victim of any crime of violence or a non-forcible sex offense (*HEOA*).

On March 7, 2013, President Obama signed the *Violence Against Women Reauthorization Act of 2013* (VAWA) (Pub. Law 113-4) which, among other provisions, amended section 485(f) of the *Higher Education Act of 1965*, as amended (HEA), otherwise known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

Although *HEA*, as amended, is the law that governs the administration of all federal higher education programs, as used in The Handbook for Campus Safety and Security Reporting, <http://www2.ed.gov/admins/lead/safety/handbook.pdf>, *HEA* refers only to the *Clery Act* and *HEOA* safety and security-related requirements.

This report complies with the provisions as codified: 1) United States Code Title 20, Chapter 28 Section 1092(f) as amended in 1992 and 1998, 2) United States Code of Federal Regulations, Title 34, Chapter VI, Part 668, Section 668.46, and 3) Texas Education Code.

Copies of this report may be obtained from the Navarro College Department of Public Safety or by visiting the Navarro College Webpage located at:

<https://www.navarrocollege.edu/attachments/campus-safety/annual-security-and-fire-safety-report-2019.pdf>

For more information about the Clery Act, please visit:

<http://www.securityoncampus.org/schools/cleryact/>

Or contact the U.S. Department of Education at (202) 708-8179.

Preparing the Annual Security Report

This annual security report is compiled and prepared by the Navarro College Department of Public Safety in cooperation with many campus departments, including:

- Residence Life
- Campus Security Authorities (CSAs)
- Student Services
- Human Resources
- Physical Plant
- Risk Management Coordinator

Crime and disciplinary referral statistics are collected from the above groups, while statistical information for activity that occurs off campus are retrieved from allied agencies.

For purposes of making timely warning reports and the annual statistical compilation required under Clery, the campus community are encouraged to report crimes to either NCDPS or a Campus Security Authority (CSA).

FERPA

What is FERPA

The Family Educational Rights and Privacy Act of 1974, as Amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student education records and the obligations of the institution, primarily in the areas of release of the education records and the access provided to these education records.

Who must comply with FERPA

Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. To comply with FERPA, educational institutions are required to:

- Annually notify students of their FERPA rights;
- Protect the students' FERPA rights;
- Ensure that personally identifiable information from a student's education record is not re-disclosed;
- Keep records of requests for and disclosures of student education records (with some exceptions).

Education records under FERPA

Under FERPA, education records are defined as records that are directly related to a student and/or from which a student can be identified (personally identifiable information) and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and email, among others.

Education records do not include such things as:

- Sole possession records, i.e., records/notes made by one person as an individual observation or recollection (used only as a personal memory aid) which are kept in the possession of the maker and not revealed or accessible to any other person except a temporary substitute;
- Medical treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists;
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment;
- Records created and maintained by a law enforcement unit used only for only that purpose; and
- Post-attendance records, i.e., information about a person that was obtained when the person was no longer a student (alumni records) and does not relate to the person as a student.

Student rights under FERPA

In accordance with FERPA, Navarro College annually notifies students of their FERPA rights. Students are notified of their FERPA rights in the college catalog, website, and online student handbook. A student's FERPA rights include:

- The right to inspect and review their education records;
- The right to request the amendment of an education record they believe is inaccurate, misleading, or in violation of the student's rights of privacy (including the right to a hearing regarding the request for amendment);
- The right to have some control over the disclosure of information from their education records;
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Right to inspect and review education records

Students (which includes former students) have the right to inspect and review their education records within 45 days from making such a request. The right of inspection and review includes: the right to access, with an explanation and interpretation of the record; the right to a copy of the education record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. The institution may refuse to provide a copy of a student's education record provided such refusal does not limit access.

Limitations exist on students' rights to inspect and review their education records. For example, the institution is not required to permit students to inspect and review the following:

- Financial information submitted by parents;
- Education records containing information about more than one student (however, the institution must permit access to that part of the records which pertains only to the inquiring student);
- Confidential letters and recommendations placed in the student's file before 01/01/75;
- Confidential letters and statements of recommendation, placed in the records after 01/01/75, to which the student has waived his or her right to review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

Right to have some control of the disclosure information from education records

According to FERPA, personally identifiable information in an education record may not be released without prior written consent from the student. The written consent must specify the records that may be disclosed, state the purpose of disclosures, and identify the party to whom disclosures may be made. A “Student Records Release Request” form is available in the Admissions Office or download and fill out .pdf version here: [Student Records Release Request](#).

Some examples of information that MAY NOT BE RELEASED without prior written consent of the student (with few exceptions stated below) are:

- Citizenship
- Disciplinary status
- Ethnicity
- Gender
- Grade point average (GPA)
- Marital status
- SSN/student I.D.
- Grades/exam scores
- Test scores (e.g., SAT, GRE, etc.)
- Progress reports

With few exceptions (stated below), Navarro College will not disclose personally identifiable information from a student's education record without the student's written consent. Navarro College will not release a student's record to a parent/guardian without the student's written permission. Such a policy is in effect regardless of the student's age or financial dependency upon the parent/guardian.

Exceptions

Notable exceptions which permit access and/or disclosure of information in a student's education record without the student's written consent include:

Directory Information: Disclosure of those items the College designates as directory information. Navarro College has designated the following information as directory information and may release this information, unless the student has submitted a request for non-disclosure:

- Name
- Navarro College dates of enrollment (semester of enrollment)
- Navarro College degrees earned (with dates)
- Academic honors and awards
- Enrollment status (number of credits, full-time/part-time)
- Currently enrolled (Y/N)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Birth date (the college generally does not release this information; used only to confirm student records when performing third-party verifications)

A student's directory information may be disclosed unless a student files a "Request for Non-Disclosure of Directory Information" form with the Admissions Office by the twelfth day of the semester (sixth day for summer semester). Forms are available in Admissions Office and in **electronic format (pdf)**. Requests submitted after the deadline will be honored; however, disclosure of directory information may have occurred. In addition, Navarro College will honor requests for non-disclosure of directory information from former students. Students who wish to restrict directory information should realize that their names will not appear in the commencement bulletin and other college publications. Also, employers, credit card companies, loan agencies, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at Navarro College.

School Official: Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as disciplinary or grievance committee; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Navarro College has partnered with Quad Learning and deems Quad Learning as a School Official for FERPA purposes. As required by FERPA, Quad Learning will only use Navarro College student data for legitimate educational interests and will not disclose student information to any unauthorized party.

Solomon Amendment: Pursuant to the Solomon Amendment, Navarro College is required to provide some or all of the following information, upon request, to representatives of the Department of Defense for military recruiting purposes: student's name, address, telephone listing, date of birth (17 years or older), level of education, and academic major (for currently enrolled students only).

Other disclosures permissible without written consent include disclosure to: to officials of another school in which a student seeks or intends to enroll; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies on behalf of the College; accrediting organizations; appropriate officials in cases of health and safety emergencies; State and local authorities, within a juvenile justice system, pursuant to specific State law; victims of certain offenses the final results of a disciplinary proceeding regardless of the outcome; anyone the final result of a campus disciplinary proceeding in which a violation of certain offenses occurred; parents of a student under age 21 who violates drug or alcohol laws or policies; comply with a judicial order lawfully issued subpoena.

Note: Because the college must make a reasonable effort to notify a student about the subpoena for their education records, all subpoenas for student records must be forwarded to the Registrar's Office.

Right to file a complaint

If a parent or eligible student feels that the college has not fully honored his/her privacy rights under FERPA, a written complaint may be filed with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The Family Compliance Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of FERPA. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Navarro College Overview

Navarro College History

In the spring of 1946, a group of local citizens met to form a steering committee for the purpose of establishing a junior college in Navarro County. In a general election held July 16, 1946, voters approved the creation of Navarro Junior College and authorized a county tax to help finance the institution. In that same election, voters chose a seven-member Board of Trustees to govern the College. The first students began classes in September, 1946. Most of the 238 members of that first student body were returning veterans from World War II taking advantage of assistance available under the newly enacted GI Bill.

The first campus of Navarro College was located at the site of the Air Activities of Texas, a World War II primary flight school located six miles south of Corsicana. In 1951 the campus was moved to its present location, a 47 acre tract west of downtown Corsicana on State Highway 31. The campus has expanded to 103 acres with 24 buildings (not counting residence halls). In 1954 Navarro College was accredited by the Southern Association of Colleges and Schools. The accreditation was reaffirmed in 1964, 1974, 1985, 1995, 2006, and 2015. In 1974, the College broadened its philosophy and purpose to encompass the comprehensive community based educational concept, adding occupational education programs and implementing new education concepts, including individualized and self-paced instruction and the use of audio tutorial instructional media. In keeping with the new educational role, the word “Junior” was dropped from the Institution's name, and the official name “Navarro College” was adopted by the Board of Trustees.

In an attempt to address the growing needs of its service area, which consists of Navarro, Ellis, Freestone, Limestone, and Leon counties, the College began offering courses in various locations in those areas. In the early 1970s, Navarro College established two permanent centers - the Navarro College South at Mexia and the Ellis County Center at Waxahachie. In January 2006, Navarro College added a center in Midlothian.

Department of Public Safety

The Navarro College Department of Public Safety (NCDPS) currently employs 13 full-time and 2 part-time law enforcement officers who provide patrol and protection of three of the five college campuses, to include twenty-four-hour coverage at the Corsicana Campus. The campus police officers are licensed peace officers as defined under the laws of the State of Texas and therefore have the authority as peace officers. They are vested with all the powers, privileges, and immunities of Texas Peace Officers within the county, including all streets and roads, and all property in which the College owns, rents, leases or otherwise controls. The Department's authority is found within the Texas Code of Criminal Procedure and Chapter 51 of the Texas Education Code.

The Navarro College Department of Public Safety is dedicated to enhancing the opportunity for students, faculty, and staff to participate in the educational experience by providing a safe and orderly

environment. For more visibility and officer approachability, the Navarro College Department of Public Safety implemented a Bicycle Patrol Unit. We are planning for implementation of additional community policing efforts in the near future. Our Department is committed to the prevention of crime and the protection of life and property.

The Navarro College Department of Public Safety is a community-oriented police agency; therefore, we endeavor to become involved in the College community, and we invite the College community to become involved with us.

Police Authority

Article I--Statutory Authority

Section 1--Pursuant to the authority granted by Statutory Law of the State of Texas, (Texas Education Code Article 51.200-51.213), these regulations are promulgated for the purpose of providing for the protection, safety, and welfare of the students and employees of Navarro College, a State institution of higher education, and for the protection and policing of the buildings and grounds of said institution.

Article II--Police Administration and Supervision

Section 1--There is hereby established at Navarro College Department of Public Safety under the control and supervision of a Director /Chief of Police appointed by the College and responsible directly to the Vice President for Operations and/or the District President.

Section 2--Officers of the Navarro College Department of Public Safety are to be bona-fide peace officers, bonded and commissioned by the Navarro College Board of Trustees as peace officers. Any officer commissioned hereunder is hereby vested with all the powers, privileges, and immunities of peace officers while on the property under the control and jurisdiction of Navarro College, or otherwise in the performance of their duties.

Section 3--All of the general and criminal laws of the State of Texas are declared to be in full force and effect within the areas under the controlled jurisdiction of Navarro College, and enforcement of these laws shall be the duty of the officers of the Navarro College Department of Public Safety.

Section 4--It shall be the duty of the officers of the Navarro College Department of Public Safety to enforce all College regulations stated herein or hereinafter concluded and such other Federal, State, and municipal laws applicable on areas under the control and jurisdiction of Navarro College.

Navarro College Department of Public Safety Officers are duly sworn and licensed as Peace Officers by the State of Texas, and are commissioned by the Navarro College Board of Trustees pursuant to the Texas Education Code, Section 51.203; entitled "Campus Peace Officers." Although the officers' primary duty and jurisdiction is to serve the Navarro College community, their jurisdiction as police officers extends Statewide. Each officer is armed and possesses the same authority under the law as

do municipal or county peace officers. The Department ensures that each officer complies with the training and standards set out by the Texas Commission on Law Enforcement (TCOLE). All officers receive the same basic training as municipal and county peace officers, plus additional training to meet the unique needs of a campus community environment.

The Navarro College Department of Public Safety is the primary agency for reporting and investigating criminal activity occurring on the Navarro College Campuses. Officers patrol the Corsicana campus 24 hours each day, 365 days per year. The Department of Public Safety provides immediate response to all police, fire, and medical emergencies. Accidents involving automobiles and bicycles that occur on campus are also investigated by the Department. Where criminal prosecution is sought, cases are regularly forwarded to the County District Attorney's Office or the County Justice of the Peace Court for filing. Additionally, all criminal cases involving Navarro College students are also referred to the Office of Student Services for review and possible disciplinary sanctions that may be imposed for violations of the Student Code-of-Conduct.

NCDPS Mission Statement

The Navarro College Department of Public Safety exists to support the academic, research, service and other support units of Navarro College in the fulfillment of the Institution's mission. Our primary mission is the protection of life and property and to provide a safe learning, working, and living environment for students and employees.

The Navarro College Department of Public Safety strives to provide law enforcement and security services that are necessary and essential to:

- Provide a safe learning, working and living environment for students, faculty, and staff;
- Protect the property of Navarro College;
- Protect Constitutional rights;
- Enforce Institutional regulations, local and state laws and investigate violations;
- Enforce all Federal, State, and local laws;
- Control traffic and investigate accidents;
- Maintain protective patrols to deter and detect crime;
- Establish effective crime prevention programs to educate the Institutional community; and
- Fulfill its mission with integrity, common sense, and sound judgment.

The Navarro College Department of Public Safety will strive to reduce the fears of the public and, as far as we can, reflect their priorities in the actions we take. Our Department will be a dynamic organization devoted to improvement, excellence, and maintaining community satisfaction with our delivery of services. We must be courteous, patient, and compassionate, acting without fear, favor, or prejudice to the rights of others. We believe in the dignity and worth of all people. We are committed to providing high-quality community-oriented services with sensitivity, problem-solving, teamwork, and openness. We strive for a healthful workplace, and are proud of the diversity of our workforce which permits us to grow, and respects each of us as individuals.

Inter-Agency Police Services and Assistance Agreements

Due to the sophisticated resources required to properly investigate certain crimes, specifically those involving organized crime, mass violence, and terrorism, the Navarro College Department of Public Safety will arrange, under certain circumstances, for the assistance of outside law enforcement agencies, such as the Municipal Police Department, County Sheriff's Office, the Criminal District Attorney's Office, Texas Department of Public Safety, Texas Alcoholic Beverage Commission, Federal Bureau of Investigation, United States Secret Service, Federal Bureau of Alcohol, Tobacco, Firearms and Explosives (BATF), as well as other local, State and Federal agencies. The Navarro College Department of Public Safety maintains professional working relationships with each of the listed agencies and trains with other agencies to ensure a timely, efficient and effective response to all crimes occurring on campus.

The Navarro College Department of Public Safety does, at times, learn of off-campus crimes from other local agencies, either when those agencies request assistance or when they routinely pass on information that may be of mutual interest. Because the Department's primary jurisdictional response area does not extend to the premises of off-campus student residences or organizations, its role in investigating such criminal activity is generally limited to information-sharing, cooperation, and coordination with other investigating agencies upon request.

Campus Security Authorities (CSA's)

The following are defined as Campus Security Authorities by The U.S. Department of Education and the Jeanne Clery Act:

Campus Police Departments – All members of the police department.

Individuals with Campus Security Responsibility – Any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrances to institutional property. Examples of this category include: parking enforcement staff, event security staff and campus safety patrols (e.g. police cadets, etc.).

Individuals Designated by the Campus – Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. All institutions must publish a number of safety and security-related policy statements. If you direct the campus community to report criminal incidents to anyone or any organization in addition to police or security-related personnel, that individual or organization is a Campus Security Authority.

Officials with Significant Responsibility for Student and Campus Activities – An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. Examples include:

Dean of Students, Student Housing and Residence Life, Student Disciplinary Officials, Student Judicial Programs, Directors of Student Services Centers, officials who oversee student extracurricular activities, Director of Athletics, team coaches, faculty advisors, and leaders of recognized student groups. An “Official” is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The following positions meet the above definition and have already been designated as Campus Security Authorities for purposes of Clery Act compliance. Each of the listed departments are required to provide an updated list of any additional designated positions within their respective departments, along with contact information to the Navarro College Department of Public Safety each year.

Departments:

Arts, Sciences	Dean, Department Heads
Athletics	Director/All Coaches
Carl Perkins Career Center	Dean, Department Heads
Business, Professional & Technical Ed.	Dean, Department Heads
Education	Dean, Department Heads
Health Sciences & Human Services	Dean, Department Heads
Humanities, Social Sciences & Kinesiology	Dean, Department Heads
Continuing Education	Dean, Department Heads
Cosmetology	Dean, Department Heads
Honors Program	Dean, Department Heads
Human Resources	Vice President
International Education	Director
Mathematics	Dean, Department Heads
Office of Student Recruitment	Director
Student Services	Vice President, Staff
Gibson Hall	Director, Staff
Residence Life	Director, Assist. Director(s), Coordinator(s), Resident Advisor(s)
Student Life	Director

Note: As contact persons may change periodically due to changes in employment or duty assignments, please contact the Navarro College Department of Public Safety at (903)875-7500 if you have questions about current Campus Security Authorities.

The designated Title IX coordinator for calendar year 2019:
 Maryann Hailey
 Vice President of Student Services
 (903) 875-7375

Campus Crime Reporting Disclosure

Institutions of higher education that have security or police departments are required to maintain a chronological record of each crime reported to the department on a daily basis. This chronological record must include several details of each reported crime, such as the date, time, nature, general location, and the disposition of the complaint. Departments are also required to ensure that these records are made open to the public within two business days of the initial report unless such disclosure is prohibited by law, would jeopardize the safety of an individual, compromise an ongoing investigation, or would cause evidence to be destroyed or a suspect to flee. The Navarro College Department of Public Safety maintains a Daily Crime Log which is open to public inspection in the main lobby of the NCDPS Building.

Crime Statistics Reporting

The Navarro College Department of Public Safety has the responsibility to identify reportable crimes, collect and report crime statistics to the Department of Education, the Texas Department of Public Safety, FBI and to the general public. Statistical reporting requirements (types of crimes, definitions, and geographic locations) vary depending upon the governmental recipient. FBI mandated reporting is different from the Federal Department of Education-Clery reporting. Example: Clery reporting requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement. Clery also mandates the collection of crime data from non-law enforcement personnel, identified as “Campus Security Authorities.”

This report contains crime statistics that have been compiled from the 2019 calendar year and a reprint of the previous two calendar years’ crime statistics. The crime statistics reported have been compiled from data collected from a number of reporting sources, including the Navarro College Department of Public Safety, State, municipal, and county law enforcement agencies, and noncommissioned Campus Security Authorities.

Crime statistics gathered by the Navarro College Department of Public Safety are collected and reported on an annual/calendar year basis. Campus Security Authorities report “reportable crimes” using the CLERY INCIDENT REPORT guidelines. Any reportable crime made to a Campus Security Authority can be immediately transmitted to the NCDPS by mail, fax, or hand-delivery.

Timely Warnings will be distributed to all students when campus authorities deem there is a potential threat to the College community in relation to criminal offenses that have occurred on-campus or in areas near campus.

The most commonly reported crimes at Navarro College include the theft of unattended and unsecured books, backpacks, purses, wallets, and electronic items, such as smart phones and video gaming consoles. The burglary of open, unlocked, or unattended residence hall rooms, offices, and motor vehicles also occurs on occasion. Jewelry, electronic equipment and other portable valuables are common targets of burglars. It should be noted that a number of these types of crimes do not meet the definition or report requirements of the Clery Act, and as such may not be included in Clery

Statistics. Accordingly, the 2019 figures for these types of crimes, when applicable, were reported by NCDPS to the Uniform Crime Reporting Section, Texas Department of Public Safety, Austin, Texas. The figures for 2017 and 2018 are published by the Federal Bureau of Investigation, Department of Justice, Washington, D.C. in the publication *Crime in the United States* for each of the respective years. The UCR crime statistics include only those crimes which are reported to the police entity having jurisdictional control over the location where the crime occurred. Not all crimes, however, are reported to the police.

In December 2011, FBI Director Robert S. Mueller, III approved revisions to the Uniform Crime Reporting (UCR) Program's 80-year-old definition of rape. The FBI has implemented an important change in the definition of rape that is used in the collection of national crime statistics. As approved, the UCR Program's definition of rape is "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." The new definition of Rape went into effect on January 1, 2013.

For purposes of interpreting the following tables, the following definitions apply:

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

The term "on-campus housing" means: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on campus student housing facility.

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

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

The term "unfounded" means: a reported crime investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and should not be included in your institution’s statistics. **Only sworn or commissioned law enforcement personnel may “unfound” a crime.** (This does not include a district attorney who is sworn or commissioned.) Note that the recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution or the failure to make an arrest does not “unfound” a legitimate offense. Also, the findings of a coroner, court, jury or prosecutor do not “unfound” offenses or attempts that law enforcement investigations establish to be legitimate.

NOTE: Caution should be exercised in making any comparisons or ranking schools, as university/college crime statistics are affected by a variety of factors. These include demographic characteristics of the surrounding community, ratio of male to female students, number of on-campus residents, accessibility of outside visitors, size or enrollment, etc.

Referrals for violation of the Code of Student Conduct, as described in the Student Handbook, for alcohol, drugs, and weapons violations are included in these statistics.

ALCOHOLIC BEVERAGES - use, possession, sale, delivery, manufacture, or distribution of alcoholic beverages is prohibited, except as expressly permitted by college/university policy.

NARCOTICS OR DRUGS - use, possession, sale, delivery, manufacture, distribution, or under the influence of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance or drug related paraphernalia is prohibited, except as expressly permitted by law.

FIREARMS, WEAPONS, & EXPLOSIVES - use or possession of weapons, including handguns, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances; attempting to ignite and/or the action of igniting college and/or personal property on fire either by intent or as a result of reckless behavior which results in damage .

HAZING - any intentional, knowing or reckless act directed against a student, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental, physical health, or safety of a student for the purpose of pledging or associating, being initiated into, affiliating with, holding office in, seeking, and/or maintaining membership in any organization whose members are/or include students.

HATE CRIMES - are defined as any crime involving theft, simple assault, intimidation, destruction damage or vandalism to property, as well as any crimes involving bodily injury reported to local police agencies or to a campus security authority, which manifest evidence that the victim was intentionally selected because of the victims actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These incidents are also included in the incidents reported sections above.

NOTE: Referrals to Student Services for violations of the Code of Student Conduct include both arrest and non-arrest incidents.

Statistics Included in the Annual Jeanne Clery Report

The following pages contain the reportable statistics for the Navarro College Campus from which the Department of Public Safety is required to obtain and publish annual reports under the Jeanne Clery law. Each of the included reports were constructed using data acquired from documents maintained by NCDPS, Residence Life, Office of Student Services, cooperating law enforcement agencies, and other entities within the local community, including CSAs. The specific criminal violations that appear in the following statistics, in addition to those described above, that are provided from college sources are:

Criminal Offenses – The violation of laws or ordinances affecting persons and property: Murder, Non-Negligent Manslaughter, Manslaughter by Negligence, Sexual Assault (including Rape, Fondling, Incest, and Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.

Hate Crimes – Any of the above mentioned criminal offenses, and any incidents of Larceny (Theft), Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.

VAWA Offense – Any incidents of Domestic Violence, Dating Violence, and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in Criminal Offense category for Clery Act reporting purposes).

CODE DESCRIPTION:

PC 19.02 MURDER

PC 19.03 CAPITAL MURDER

PC 19.04 MANSLAUGHTER

PC 19.05 CRIMINALLY NEGLIGENT HOMICIDE

PC 22.01 ASSAULT

 TITLE 4 CHAPTER 71 FAMILY CODE

 FC 71.0021 DATING VIOLENCE

 FC 71.003 FAMILY

 FC 71.004 FAMILY VIOLENCE (Domestic Violence)

 FC 71.005 HOUSEHOLD

 FC 71.006 MEMBER OF A HOUSEHOLD

PC 22.011 SEXUAL ASSAULT

PC 22.021 AGGRAVATED SEXUAL ASSAULT

PC 42.072 STALKING

PC 29.02 ROBBERY

PC 29.03 AGGRAVATED ROBBERY

PC 22.02 AGGRAVATED ASSAULT

PC 30.02 BURGLARY
PC 31.03 THEFT (VEHICLES)
PC 31.07 UNAUTHORIZED USE OF A VEHICLE
PC 28.02 ARSON
PC 12.47 HATE CRIMES

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

CODE DESCRIPTION:

ABC 106.06 MAKING ALCOHOL AVAILABLE TO A MINOR
ABC 106.04 CONSUMPTION OF ALCOHOL BY A MINOR
ABC 106.05 MINOR IN POSSESSION OF ALCOHOL
PC 49.031 POSSESSION OF ALCOHOL IN A MOTOR VEHICLE

DRUG LAW VIOLATIONS – Violations of the 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, methadone); and dangerous narcotic drugs (barbiturates, Benzedrine).

CODE DESCRIPTION:

HSC 481.113 MANUFACTURE OR DELIVERY OF A CONTROLLED SUBSTANCE (PENALTY GROUP 1)
HSC 481.1121 MANUFACTURE OR DELIVERY OF A CONTROLLED SUBSTANCE (PENALTY GROUP 1A)
HSC 481.113 MANUFACTURE OR DELIVERY OF A CONTROLLED SUBSTANCE (PENALTY GROUP 2)
HSC 481.114 MANUFACTURE OR DELIVERY OF A CONTROLLED SUBSTANCE (PENALTY GROUP 3/4)
HSC 481.115 POSSESSION OF A CONTROLLED SUBSTANCE (PENALTY GROUP 1)
HSC 481.116 POSSESSION OF A CONTROLLED SUBSTANCE (PENALTY GROUP 2)
HSC 481.117 POSSESSION OF A CONTROLLED SUBSTANCE (PENALTY GROUP 3)
HSC 481.120 DELIVERY OF MARIJUANA
HSC 481.121 POSSESSION OF MARIJUANA
HSC 481.129 POSSESSES, OBTAINS A CONTROLLED SUBSTANCE BY FRAUD
HSC 483.041 POSSESSION OF DANGEROUS DRUG
HSC 483.042 DELIVERY OF DANGEROUS DRUG

ILLEGAL WEAPONS POSSESSION / WEAPON LAW VIOLATIONS – The violations 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; and all attempts to commit any of the aforementioned.

CODE DESCRIPTION:

PC 46.02 UNLAWFULLY CARRYING A WEAPON
PC 46.03 PLACES WEAPONS PROHIBITED
PC 4605M PROHIBITED WEAPONS (MISDEMEANOR)
PC 4605F PROHIBITED WEAPONS (FELONY)

Arrests and Referrals for Disciplinary Action for:

Weapons Law Violations (Carrying, Possession, Etc.)
Drug Abuse Violations
Liquor Law Violations

The following table contains the applicable statistics gathered for the Clery Report for the Corsicana (Main) Campus. The respective locations are listed at the top of the table:

Navarro College Corsicana (Main) Campus Clery Crime Statistics

	On-campus Property			Non-Campus Property			Public Property			Residence Housing		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Offenses Reported												
<i>Murder</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Non-Neglect Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Neglect Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Rape</i>	1	0	0	0	0	0	0	0	0	1	0	0
<i>Fondling</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Domestic Violence</i>	1	1	0	0	0	0	0	0	0	0	1	0
<i>Dating Violence</i>	2	2	1	0	0	0	1	0	1	0	2	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Aggravated Assault</i>	0	1	0	0	0	0	0	0	0	0	1	0
<i>Burglary</i>	5	5	3	0	0	0	0	0	0	5	3	3
<i>Auto theft</i>	2	1	0	0	0	0	2	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes Reported												
<i>Murder</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Non-Neglect Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Neglect Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0

<i>Rape</i>	0	0	0		0	0	0		0	0	0		0	0	0
<i>Fondling</i>	0	0	0		0	0	0		0	0	0		0	0	0
<i>Incest</i>	0	0	0		0	0	0		0	0	0		0	0	0
<i>Statutory Rape</i>	0	0	0		0	0	0		0	0	0		0	0	0
<i>Robbery</i>	0	0	0		0	0	0		0	0	0		0	0	0
<i>Aggravated Assault</i>	0	0	0		0	0	0		0	0	0		0	0	0
<i>Burglary</i>	0	0	0		0	0	0		0	0	0		0	0	0
<i>Auto theft</i>	0	0	0		0	0	0		0	0	0		0	0	0
<i>Arson</i>	0	0	0		0	0	0		0	0	0		0	0	0
Any Crime involving bodily injury	0	0	0		0	0	0		0	0	0		0	0	0
Theft	0	0	0		0	0	0		0	0	0		0	0	0
Simple Assault	0	0	0		0	0	0		0	0	0		0	0	0
Intimidation	0	0	0		0	0	0		0	0	0		0	0	0
Destruction / property	0	0	0		0	0	0		0	0	0		0	0	0
Arrest for															
Alcohol Violations	22	16	8		0	0	0		0	0	0		22	14	8
Drug Violations	33	25	22		0	0	0		21	24	11		12	11	11
Weapons Violations	1	0	1		0	0	0		1	0	1		0	0	0
Referrals for															
Alcohol Violations	7	2	11		0	0	0		0	0	0		7	2	11
Drug Violations	8	10	23		0	0	0		0	0	0		8	10	23
Weapons Violations	0	0	0		0	0	0		0	0	0		3	0	0
Unfounded															
Criminal Offenses	0	0	0		0	0	0		0	0	0		0	0	0
Sexual Offenses	0	2	0		0	0	0		0	0	0		0	2	0
Hate Crimes	0	0	0		0	0	0		0	0	0		0	0	0



The following table contains the applicable statistics gathered for the Clery Report for the Waxahachie Campus. The respective locations are listed at the top of the table:

Navarro College Waxahachie Campus Clery Crime Statistics

	On-campus Property			Non-Campus Property			Public Property			Residence Housing		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Offenses Reported												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Non-Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Auto theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes Reported												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Non-Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0

Fondling	0	0	0		0	0	0		0	0	0		0	0	0
Incest	0	0	0		0	0	0		0	0	0		0	0	0
Statutory Rape	0	0	0		0	0	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0		0	0	0		0	0	0
Burglary	0	0	0		0	0	0		0	0	0		0	0	0
Auto theft	0	0	0		0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0		0	0	0
Any Crime involving bodily injury	0	0	0		0	0	0		0	0	0		0	0	0
Theft	0	0	0		0	0	0		0	0	0		0	0	0
Simple Assault	0	0	0		0	0	0		0	0	0		0	0	0
Intimidation	0	0	0		0	0	0		0	0	0		0	0	0
Destruction / property	0	0	0		0	0	0		0	0	0		0	0	0
Arrest for															
Alcohol Violations	0	0	0		0	0	0		0	0	0		0	0	0
Drug Violations	0	1	0		0	0	0		0	1	0		0	0	0
Weapons Violations	0	0	0		0	0	0		0	0	0		0	0	0
Referrals for															
Alcohol Violations	0	0	0		0	0	0		0	0	0		0	0	0
Drug Violations	0	0	0		0	0	0		0	0	0		0	0	0
Weapons Violations	0	0	0		0	0	0		0	0	0		0	0	0
Unfounded															
Criminal Offenses	0	0	0		0	0	0		0	0	0		0	0	0
Sexual Offenses	0	0	0		0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0		0	0	0



The following table contains the applicable statistics gathered for the Clery Report for the Midlothian Campus. The respective locations are listed at the top of the table:

Navarro College Midlothian Campus Clery Crime Statistics

	On-campus Property			Non-Campus Property			Public Property			Residence Housing		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Offenses Reported												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Non-Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Auto theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes Reported												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Non-Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

Rape	0	0	0		0	0	0		0	0	0		0	0	0
Fondling	0	0	0		0	0	0		0	0	0		0	0	0
Incest	0	0	0		0	0	0		0	0	0		0	0	0
Statutory Rape	0	0	0		0	0	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0		0	0	0		0	0	0
Burglary	0	0	0		0	0	0		0	0	0		0	0	0
Auto theft	0	0	0		0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0		0	0	0
Any Crime involving bodily injury	0	0	0		0	0	0		0	0	0		0	0	0
Theft	0	0	0		0	0	0		0	0	0		0	0	0
Simple Assault	0	0	0		0	0	0		0	0	0		0	0	0
Intimidation	0	0	0		0	0	0		0	0	0		0	0	0
Destruction / property	0	0	0		0	0	0		0	0	0		0	0	0
Arrest for															
Alcohol Violations	0	0	0		0	0	0		0	0	0		0	0	0
Drug Violations	0	0	0		0	0	0		0	0	0		0	0	0
Weapons Violations	0	0	0		0	0	0		0	0	0		0	0	0
Referrals for															
Alcohol Violations	0	0	0		0	0	0		0	0	0		0	0	0
Drug Violations	0	0	0		0	0	0		0	0	0		0	0	0
Weapons Violations	0	0	0		0	0	0		0	0	0		0	0	0
Unfounded															
Criminal Offenses	0	0	0		0	0	0		0	0	0		0	0	0
Sexual Offenses	0	0	0		0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0		0	0	0



The following table contains the applicable statistics gathered for the Clery Report for the Mexia (South) Campus. The respective locations are listed at the top of the table:

Navarro College Mexia (South) Campus Clery Crime Statistics

	On-campus Property			Non-Campus Property			Public Property			Residence Housing		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Offenses Reported												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Non-Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Auto theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes Reported												
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Non-Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Neglect Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0

Rape	0	0	0		0	0	0		0	0	0		0	0	0
Fondling	0	0	0		0	0	0		0	0	0		0	0	0
Incest	0	0	0		0	0	0		0	0	0		0	0	0
Statutory Rape	0	0	0		0	0	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0		0	0	0		0	0	0
Burglary	0	0	0		0	0	0		0	0	0		0	0	0
Auto theft	0	0	0		0	0	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0		0	0	0
Any Crime involving bodily injury	0	0	0		0	0	0		0	0	0		0	0	0
Theft	0	0	0		0	0	0		0	0	0		0	0	0
Simple Assault	0	0	0		0	0	0		0	0	0		0	0	0
Intimidation	0	0	0		0	0	0		0	0	0		0	0	0
Destruction / property	0	0	0		0	0	0		0	0	0		0	0	0
Arrest for															
Alcohol Violations	0	0	0		0	0	0		0	0	0		0	0	0
Drug Violations	0	1	0		0	0	0		0	1	0		0	0	0
Weapons Violations	0	0	0		0	0	0		0	0	0		0	0	0
Referrals for															
Alcohol Violations	0	0	0		0	0	0		0	0	0		0	0	0
Drug Violations	0	0	0		0	0	0		0	0	0		0	0	0
Weapons Violations	0	0	0		0	0	0		0	0	0		0	0	0
Unfounded															
Criminal Offenses	0	0	0		0	0	0		0	0	0		0	0	0
Sexual Offenses	0	0	0		0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0		0	0	0

Navarro College
Quick Reference Crime Statistics Chart

2019 Crime Statistics			
Navarro College			
Corsicana (Main) Campus			
Criminal Offense Reported			
	2017	2018	2019
Aggravated Assault	0	1	0
Burglary of Habitation	5	3	3
Burglary of Building	0	2	0
Burglary of a Motor Vehicle	1	1	4
Motor Vehicle Theft	2	1	0
Murder	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Robbery	0	0	0
Sexual Offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Domestic Violence	0	1	0
Dating Violence	2	2	1
Stalking	0	0	0
Arrest Statistics			
Liquor Law Violations	22	16	8
Drug Abuse Violations	33	25	22
Weapons: Carrying, Poss., Etc.,	1	0	1
Non-Arrest (Campus Disciplinary Referrals)			
Liquor Law Violations	7	2	11
Drug Abuse Violations	8	10	23
Weapons: Carrying, Poss., Etc.,	3	0	0

Navarro College
Quick Reference Crime Statistics Chart

2019 Crime Statistics			
Navarro College			
Waxahachie Campus			
Criminal Offense Reported			
	2017	2018	2019
Aggravated Assault	0	0	0
Burglary of Habitation	0	0	0
Burglary of Building	0	0	0
Burglary of a Motor Vehicle	0	0	0
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Robbery	0	0	0
Sexual Offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrest Statistics			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	1	0
Weapons: Carrying, Poss., Etc.,	0	0	0
Non-Arrest (Campus Disciplinary Referrals)			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Poss., Etc.,	0	0	0

Navarro College
Quick Reference Crime Statistics Chart

2019 Crime Statistics			
Navarro College			
Midlothian Campus			
Criminal Offense Reported			
	2017	2018	2019
Aggravated Assault	0	0	0
Burglary of Habitation	0	0	0
Burglary of Building	0	0	0
Burglary of a Motor Vehicle	0	0	0
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Robbery	0	0	0
Sexual Offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrest Statistics			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Poss., Etc.,	0	0	0
Non-Arrest (Campus Disciplinary Referrals)			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Poss., Etc.,	0	0	0

Navarro College
Quick Reference Crime Statistics Chart

2019 Crime Statistics			
Navarro College Mexia (South) Campus			
Criminal Offense Reported			
	2017	2018	2019
Aggravated Assault	0	0	0
Burglary of Habitation	0	0	0
Burglary of Building	0	0	0
Burglary of a Motor Vehicle	0	0	0
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Robbery	0	0	0
Sexual Offenses			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrest Statistics			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	1	0
Weapons: Carrying, Poss., Etc.,	0	0	0
Non-Arrest (Campus Disciplinary Referrals)			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Poss., Etc.,	0	0	0

NAVARRO COLLEGE GEOGRAPHY

I. Geography

A. Main Campus located at 3200 W. 7th Ave, Corsicana, TX 75110

1. Albritton Academic / Administration Building
2. Gooch One Stop Student Center
3. Fine Arts Center
4. Dawson Auditorium
5. Drane Hall of Science
6. Wolens Special Events Center
7. Bain Center for Technical Arts / Texas A&M Commerce
8. Gibson Hall (Fitness Center / Student Center)
9. Dr. Richard Sanchez Library
10. Walker Dining Hall
11. Waller Classroom Building
12. Computer Science Building
13. Small Business Development Building
14. Baseball Athletic Field House
15. Soccer Athletic Field House
16. Cook Center Planetarium & Pearce Museum
17. John Deere Ag. Tech Building
18. Department of Public Safety
19. Physical Plant Building
20. Police Academy
21. Cosmetology
22. Residence Life:
 - a. Albritton Hall
 - b. Barracks Bunch Hall
 - c. Borkchum Hall
 - d. Boyd Hall
 - e. Bunch Hall
 - f. Burkhart Hall
 - g. Burson Hall
 - h. CA-19
 - i. CA-21
 - j. Carmody Hall
 - k. Daniel Hall
 - l. Eady Hall
 - m. Erwin Hall
 - n. Estes Hall
 - o. Gillen Hall
 - p. Hooser Hall
 - q. "Truth" IOOF Cottage

- r. "Love" IOOF Cottage
- s. "Friendship" IOOF Cottage
- t. Jones Hall
- u. Keeney Hall
- v. McCormick Hall
- w. Norwood Hall
- x. Pearce Hall
- y. Raines Hall
- z. Reed Hall
- aa. Wasson Hall
- bb. Wolens Hall

B. Waxahachie Campus located at 1900 John Arden Dr., Waxahachie, TX 76165

- 1. Building A
- 2. Building B
- 3. Building C
- 4. Building D
- 5. Navarro College Cosmetology (600 N. Hwy 77, Waxahachie, TX 76165)

C. Midlothian Campus located at 899 Mount Zion Rd., Midlothian, TX 76065

- 1. Building 1
- 2. Building 2

D. NC South Campus located at 901 N. MLK Hwy., Mexia, TX 76667

Reporting Crime

Reporting Criminal Activity

All criminal incidents as well as traffic accidents should be reported to NCDPS immediately. Navarro College Department of Public Safety's Annual Security Report includes statistics for the current (reporting) year plus the previous two years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Navarro College; and on public property within, or immediately adjacent to and accessible from, the campus. NCDPS also maintains a daily log of criminal activity. The Annual Security Report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain a copy of this report by contacting NCDPS or by accessing the following website:

<https://www.navarrocollege.edu/attachments/campus-safety/annual-security-and-fire-safety-report-2019.pdf>

On-Campus Emergencies – Students, faculty, staff, and visitors should dial 911 from any campus phone (or personal cellular phone) in the event of an emergency. NCDPS will be notified of the emergency via the 911 dispatcher. Students, faculty, staff, and visitors can dial (903)654-3999 to speak with the on-duty officer directly in reference to an emergency as well.

Nonemergency calls on-campus should be placed to NCDPS at (903)875-7500. If you are calling from a campus phone, you may just dial 7500. Residence Hall students may also report nonemergency crimes to their Resident Advisor on-duty, Residence Life Area Coordinator or Residence Life Director.

Off-Campus Emergencies – Students, faculty, and staff should dial 911. The call will be answered by the appropriate law enforcement agency. You will need to provide them with your name, telephone number, nature of the situation, and any other information they request.

Remember to always be ready to provide:

- Name, telephone number and location.
- Describe the incident clearly and accurately.
- Do not hang-up! Allow the dispatcher to end the call.

NOTE: State Law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at local hospitals) when they provide medical services to a person they know or reasonably suspect of suffering from wounds inflicted by a firearm or is a result of an assault or other abusive conduct.

Anonymous /Confidential Reporting

In certain instances, a crime victim may be reluctant to file a report fearing the “process” or the loss of his/her anonymity. In such circumstances, crime victims are still encouraged to make a confidential report to one of the designated Campus Security Authorities. At minimum, crime victims will receive important counseling and referral information. Confidential reports are important because they provide valuable information that can enhance the safety of the community-at-large and such reports will (at least) provide a more accurate portrait of actual campus crime. (Remember – help is available, all you need to do is ask.).

You may wish to utilize the Anonymous Crime Report form located at:

<https://www.navarrocollege.edu/campus-safety/anonymous-crime-tips.html>

This report is transmitted via email directly to the Chief of Police. The form is completely confidential and no other personnel will receive the completed form.

NOTE: Counselors with Student Counseling Services, Student Health Services, and other groups providing professional counseling services are not considered “Campus Security Authorities” but, as a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into official responses by law enforcement, and inclusion into the annual crime statistics.

Faculty and Staff Disciplinary Referrals

In addition to the student administrative disciplinary referrals for alcohol, weapons, drugs, and narcotics violations, all institutions of higher education are also required to report all similar administrative disciplinary referrals involving staff and faculty of the institution. The annual Clery report provided by the Navarro College Department of Public Safety includes all reported referrals provided by Campus Security Officials to the police department during the reporting period.

Off-Campus Criminal Activity

Students visiting off campus student organizations or other gathering places should promptly report all crimes to the local police department or county sheriff’s office.

In the event that reports of off campus criminal offenses committed by students, faculty, or staff are received by NCDPS or a designated Campus Security Authority from an outside law enforcement agency, the reports will be referred for appropriate disciplinary action and will be included into applicable statistics as required.

NCDPS will assist any outside law enforcement agency when request for assistance is received regarding students, faculty, or staff members.

Crime Prevention

Overview

Crime is a serious problem for which there are no easy answers or solutions. College campuses are not immune to crime; therefore, the prevention of crime is a top priority. All members of the Navarro College community are encouraged to take responsibility for his/her own safety and, when possible, assist others with their safety needs. While NCDPS may offer advice and assistance, each individual has the primary responsibility for his/her own safety.

The police department supports a proactive crime prevention effort that works with members of the campus community to create a safe campus environment. Crime prevention and awareness programs begin with freshman orientation. Topics of discussion include the Student Code of Conduct, academic dishonesty, civility, sexual harassment, sexual exploitation, substance abuse, alcohol and hate violence. Throughout the year, the NCDPS gives presentations and workshops regarding personal safety, office & classroom safety, sexual assault prevention, as well as vehicle and residential security and response to an active shooter.

The Department of Public Safety's effort to educate the campus community about incidents of crime, the importance of reporting crimes, (especially sex-related crimes and violent crime) and the prevention of crime is a "work-in-progress." Numerous employees of NCDPS, Student Services, Residence Life and the Dean of Students, are all active participants in this never-ending effort. From freshman orientation to the graduation commencement years later, students are subjected to a continuous array of programs, designed to create a safer campus environment. Examples include: sexual assault awareness and prevention, alcohol safety awareness, hate crimes presentations, office and building security surveys, workplace violence prevention, and anti-theft programs, just to name a few.

Educational Safety Programs

Emergency Management Team – Consisting of members of the College staff, this team is designed to respond to crises that can have a significant effect on the campus and neighboring communities. The team will coordinate the College's response to crises while paying special attention to the safety and security needs of members of the College community. The team will offer counseling, guidance, and appropriate support to students, their families, and College caregivers.

Residence Hall Program – Housing and Residence Life in conjunction with other departments on campus offer many programs in the residence halls per year. The program topics include issues such as safety on campus, alcohol use and abuse, healthy relationships, drugs, violence in relationships, and personal management.

Criminal Activity Notices – Students and employees may be regularly provided with information regarding non-violent crimes that occur on the campus of Navarro College through the **Watchdog Alert System (WAS)**. Information regarding crimes which may be an immediate threat to members of the College community and are identified by the Navarro College Department of Public Safety shall be

disseminated via multi-mediums including E-mail, Text Message, Telephone / Cell Phone, News Media and other applicable distribution methods as appropriate. For more information on this system, please visit:

<https://www.navarrocollege.edu/information-technology/watchdog-alert.html>

Residence Life – Staff coverage is maintained daily with Residence Life Director, Residence Life Assistant Directors, Residence Life Area Coordinators and Student Assistants (Resident Advisors) when halls are in operation. NCDPS and Residence Life make frequent rounds during the day, evening, and overnight hours of areas adjacent to the residence halls, (campus parking lots, outside entrances, main lobbies, etc.). Residence Halls are also secured using keyed privacy locks to allow resident entry while access is denied to visitors who are not accompanied.

Off-Campus Emergency – Students, faculty, and staff should dial 911 to contact the appropriate law enforcement agency in the event of an emergency. Non-emergency calls off campus should be directed to the appropriate law enforcement entity and the non-emergency numbers can be located in the telephone directory. Students may also want to notify other residents and/or the landlord.

On-Campus Emergency - Students, faculty, and staff should dial 911 in the event of an emergency. Non-emergency calls on campus should be placed to the Navarro College Department of Public Safety administration number at (903)875-7500. Residence hall students are also encouraged to report crimes to the Residence Life Staff and/or the Residence Life Director.

Operation ID – Property protection methods including marking (utilizing an engraver) assistance, which is available through the Navarro College Department of Public Safety and Residence Life.

Police Officers – Armed officers patrol the campuses on a shift basis. The Navarro College Department of Public Safety has a total authorized strength of 15 personnel, all of whom are licensed and commissioned peace officers. The number of staff serving on any particular shift will vary depending on availability and the needs of the campuses.

Sexual Assault Awareness Program – Crime prevention program designed to make students aware of how to prevent themselves from becoming a victim of a sexual assault. The program will cover the procedures of how to report a sexual assault and necessary investigative procedures. It will also cover preventive measures for other sex-related crimes. The program may involve Navarro College Department of Public Safety as well as outside guest speakers who will educate students about sexual assault prevention. This program has been incorporated into the pilot orientation classes.

Safety Lighting – Lighting has been placed in strategic locations on campus. When individuals notice that exterior lights are not working they should report the location to the Physical Plant (903)875-7601, NCDPS or, if applicable, a Residence Life staff member.

Student Services (Counseling Center) – This service can assist individuals who are victims of crime, and may be contacted at (903)875-7397. Additionally, students may use this resource to have a place to

go for counseling services, mental health issues, depression and other issues that may affect their ability to cope within the campus community.

Solicitors – Door-to-door solicitation is prohibited on all Navarro College property. Residents and staff members are encouraged to report the presence of such persons to Residence Life personnel, administrative offices and/or NCDPS. Residents are also advised to keep their residence hall doors (including bedroom doors) locked at all times. Residents are encouraged not to hesitate to ask for assistance from any Navarro College staff member, Resident Advisor, or NCDPS officer.

Fire Safety – Navarro College has a proactive Fire Safety Program. This program is designed to ensure that all faculty, staff, students, and visitors to the campus are provided with at least the minimum required levels of protection, but often significantly higher levels. Most campus buildings are protected by fire sprinklers and smoke alarm systems. Student residents receive fire safety handouts at move-in and they are required to participate in fire safety drills.

Police “Power Shift” – During the work day, an additional dedicated shift of officers are assigned to conduct patrols of academic facilities.

Security Escorts – NCDPS will provide security escorts for students, faculty, staff or visitors upon request.

Lockout Services – NCDPS will provide vehicle unlock services upon request to anyone on campus who has locked themselves out of their motor vehicle. If a student locks themselves out of their residence hall, the student should first contact Residence Life personnel.

Battery Jump Box Service – NCDPS maintains several motor vehicle battery jump boxes for use in assisting students, faculty, staff or visitors upon request.

IMPACT NAVARRO – Navarro College partners with Drug Prevention Resources, Inc.
<http://dpri.com/>

Campus Policy Statements

Awareness Programs -Navarro College provides primary and ongoing educational programs to raise awareness of sexual misconduct with the intention of helping to prevent incidents of sexual assault, dating violence, domestic violence, and stalking.

Ongoing Prevention and Awareness Campaigns - Navarro College staff have taken the topic of sexual misconduct very seriously. In addition to primary prevention programs, the College provides ongoing prevention and awareness campaigns through the Residence Life department and through the Student Life department. Together, such programs like Take Back the Night (TBTN), formerly To Realize and Understand the Highs (TRUTH), Residence Life seminars, and other educational programs encompass speakers, presentations, skits, and posters, among other formats to help provide ongoing prevention and awareness of sexual misconduct.

Primary Prevention Programs - Navarro College provides primary prevention programs that consist of several formats in order to reach all new students:

- Freshmen orientation courses that consist of various introductory and student support topics within the curriculum, including Title IX primary prevention information;
- In order to reach all students, including some who may not take a freshmen orientation course, email blasts are sent out during the first week of each fall and spring semester to include references and links to important introductory and student support topics, including Title IX prevention information;
- New employees are provided orientation by Navarro College's Human Resources department on important, mandatory topics including but not limited to sexual harassment, sexual misconduct, and other Title IX concerns; and
- The College's Campus Safety website and the Navarro College Student Handbook both provide information for students on the College's stance on sexual misconduct, risk reduction, bystander intervention, victim's rights, and Title IX and disciplinary proceedings, and related definitions (e.g., consent, sexual assault, dating violence, domestic violence, stalking).

Risk Reduction - Each of Navarro College's awareness programs includes risk reduction recommendations to help prevent sexual misconduct incidents. These risk reduction recommendations include safety tips as well as warning signs of incapacity and abusive relationships.

Timely Warning Notices – The Navarro College Chief of Police or his/her designee will develop Timely Warning Notices for the College community to notify members of the community about serious crimes against people that occur on or near campus, where it is determined that the incident may pose an ongoing threat to members of the College community. Timely Warning Notices 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 offenses are considered on a case-by-case basis depending upon the facts of the case and the information known by NCDPS. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members, therefore; a Timely

Warning Notice would not be distributed. Sexual Assaults are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by NCDPS. Timely Warning Notices may be distributed for other crimes as determined necessary by the Chief of Police or his/her designee.

In an effort to provide timely notice to the College community, and in the event of a serious incident which may pose an ongoing threat to members of the College community, a blast email, Timely Warning Notice, is sent to all students and employees on campus. The alerts are generally written by the Chief of Police or a designee; they are approved and distributed to the community by the District President and/or the Office of Marketing and Public Information. Updates to the College community about any particular case resulting in a Timely Warning Notice may be distributed via blast email, WAS Alert, may be posted on the Navarro College website, or may be shared with media for a follow-up story.

Emergency Notification System – WATCHDOG ALERT SYSTEM (WAS) is an emergency notification system that gives Navarro College the ability to send urgent and emergency information quickly by email and / or text message. By enrolling in the WATCHDOG ALERT SYSTEM, subscribers will be able to receive urgent information from College officials. WAS is a free service to all NC students, faculty, and staff.

The WATCHDOG ALERT SYSTEM is powered by Blackboard - a national mass notification solutions provider. Contact information you provide to the WATCHDOG ALERT SYSTEM service will only be used for delivering emergency information through Blackboard. Blackboard also has strict “Zero Spam” and usage policies to protect subscribers.

Please visit <https://www.navarrocollege.edu/information-technology/watchdog-alert.html> for more information.

General Emergencies and Evacuation Procedures – Navarro College recognizes that, at any time, an emergency can occur which may require that students, faculty and staff take steps to prevent the loss of life or the destruction of property. Such emergencies include natural disasters, weather-related incidents, fires, chemical spills, medical incidents involving injuries or illness, civil disturbances, bomb threats and violent crimes. Navarro College also recognizes the particularly high cost of violent crimes and the disruptive effects that they have on our community.

On an annual basis, Navarro College officials conduct a variety of emergency response drills designed to mitigate potential threats to the welfare of the campus community. These drills are designed to include scenarios which require participants to utilize both in-shelter and evacuation procedures.

In the event of a confirmed emergency, alerts and safety instructions will be distributed using the most expedient methods available to the specific location affected. Some examples of methods may include, but are not limited to: public address systems, presence and verbal announcements made by emergency personnel, e-mail, telephone, cellular telephone, text message, and press releases to public news media.

Each member of the Navarro College community is encouraged to participate in safety exercises, and to become familiar with recommended safety practices.

In the event that the College is notified of some type of emergency (weather-related, active shooter, HazMat spill, etc.), the Chief of Police, the District President, the V.P. for Operations, and/or the V.P. for Student Services , or other College Officials will consult with one another and make a determination as to the extent of the emergency, whether or not it requires the College to initiate a mass notification, what segment(s) of the College need to be notified, the content of the emergency notification, and then, if necessary, to activate the emergency notification (WAS) system. Immediate decisions will be made regarding the need to evacuate or lock down buildings. If evacuation is necessary, the following procedures should be followed:

1. Be aware of all the marked exits from your area and building and refer to the emergency evacuation posters located near the elevators.
2. The fire alarm will be used as the evacuation alarm. This will most likely be used in conjunction with the Outdoor Warning System's audible siren.
3. To activate the building alarm system, break or remove the protective cover on the fire alarm cover and pull the handle on one of the red boxes located in the hallway.
4. When the building evacuation alarm is sounded, or when you are ordered to leave by Campus Police, walk quickly to the nearest marked exit and calmly ask others to do the same.
5. Assist the disabled in exiting the building, and remember that elevators are reserved for their use. If elevators are not operating, assist the disabled to the nearest stairway and notify Campus Police of the location.
6. Building coordinators will assist in evacuation of all building occupants.
7. Once outside, proceed to a clear area that is at least 150 feet away from the affected building. Keep walkways clear for emergency personnel.
8. To the best of your ability, and without re-entering the building, assist Campus Police in their attempt to determine that everyone has evacuated safely. Departments should predetermine an assembly point to verify all occupants are safe.
9. A NCDPS Emergency Command Post will be set up near the emergency site. Keep clear of the command post unless you have important information to report.
10. Do not return to a building until Campus Police tell you to do so, even if the alarm has ceased.

College Officials may take into account whether or not issuing a mass notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Once a decision

has been made to initiate the emergency notification system, the Chief of Police or a member of the Campus Safety Team will send the notification via the various medias to the appropriate targeted audience. The notification may be delivered via voice, text, email and/or on campus loudspeakers.

The emergency notification system will be tested at least twice a year. The tests may be conducted on an announced or unannounced basis. The tests will be documented and the relating documentation will be retained by the Blackboard Administrator.

Non-Emergency Crime Alert Bulletins – In addition to emergency alerts, the Navarro College Department of Public Safety may also issue a Behavioral Intervention Team Alert (BIT Alert) any time the Department is of the opinion that a crime, or series of crimes, poses an ongoing risk to the College community. This includes crimes against persons and property which do not necessarily constitute an “emergency.”

Depending upon the circumstances surrounding a particular offense, non-emergency crime alert bulletins may be widely distributed, or may be limited to a clearly defined segment of the College community (i.e. crimes targeting campus residents, specific locations such as isolated buildings, facilities, laboratories, or even computer use). BIT Alerts will generally include a description of reported incidents including: the type of crime, time, date, location, physical description and/or name of known offenders, connections to previously reported incidents, victim profiles, composite drawings, surveillance video stills, or other important information. The distribution of these bulletins typically entails a combination of campus electronic mail, bulletin board postings, flyers, post cards or other display methods in highly trafficked campus property and facilities.

Prohibited and Illegal Weapons –With the exception of provisions allowed by Texas Senate Bill 11 and applicable Campus Carry policies No weapons, ammunition or explosives of any kind are allowed in the Residence Life areas (front entryways, rooms, hallways, lounges, parking lots, and grassy areas) where otherwise allowed

This includes but is not limited to the following: firearms-guns, BB guns, airsoft guns, paintball guns, rifles, handguns, sling shots, martial arts equipment, darts, knives, swords, bows, crossbows, arrows, fireworks, and decorative weapons.

The Residence Life Department retains the right to have NCDPS, the Corsicana Police Department (or any jurisdictional law enforcement agency) enter any room for the purpose of search and seizure. Possession of firearms is a violation of Navarro College Policy as well as the Texas Penal Code, Chapter 46, Section 46.04 (third degree felony) to bring firearms or other prohibited weapons onto the premises. Any student who possesses a firearm or prohibited weapon on the Navarro College Campus (including Residence Life) will be subject to immediate suspension from the College. (This is exclusive of Concealed Handgun License holders who, under current State law, may bring a handgun onto a campus and leave it inside their locked vehicle.) Additionally, any student violating this Code will be subject to criminal prosecution under Texas State Law. Prohibited weapons include but are not limited to: an explosive weapon; a machine gun; a short barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor piercing ammunition; a chemical dispensing device (other than a small chemical

dispenser sold commercially for personal protection); a zip gun; a knife with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown, a dagger, including but not limited to a dirk, stiletto, and poniard, a Bowie knife, a sword, a machete, and a spear. (A knife means any bladed handheld instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument.)

Gambling – Any form of gambling is prohibited at all times on the Navarro College Campuses, (Including any on-campus game rooms) and at all College-sponsored activities.

Alcoholic Beverages – No alcohol or alcohol paraphernalia is allowed on the Navarro College Campuses. Residents found drinking, in possession of, or in the presence of alcoholic beverages, alcoholic containers, or paraphernalia will be immediately reported to Campus Police and will face disciplinary action from the College, as well as any penalties issued in accordance with Texas State Law. Any containers found in a residence room will be confiscated. Any resident who receives an alcohol violation will be required to complete the Alcohol 101 Course. See the Director of Residence Life for more details. The Department of Residence Life retains the right to have NCDPS, the Corsicana Police Department (or any jurisdictional law enforcement agency) enter any residence hall when deemed necessary.

Residents who return to the residence halls and appear to be intoxicated will be subject to disciplinary action. Determinations of intoxication levels are left to the discretion of the Residence Life Staff and/or Campus Police.

Driving While Intoxicated (DWI), Driving Under the Influence (DUI) and Public Intoxication is not a statistic required under the Clery Act.

Substance Abuse

In accordance with the Drug Free Schools and Campus Drug Prevention Program Certification, Navarro College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on its premises or as part of any of its activities. Drug and alcohol abuse counseling and referrals are available at the Student Services Counseling Center.

Students, who possess, participate or are in the presence of the use, sale, manufacturing, or distribution of illegal drugs will be subject to disciplinary action. Sanctions will include, but are not limited to, probation, suspension from on-campus housing, or expulsion.

Drug paraphernalia, including bongs, hookah pipes, clips, residue, seeds, a smoke-filled residence hall room, or any other items used in the preparation or consumption of illegal drugs, are not permitted on any Navarro College Campus.

These items are subject to confiscation by NCDPS or equivalent authority. Random room inspections by authorized staff accompanied by independent contractors or NCDPS with canine units may be conducted periodically to enforce the Navarro College Zero Tolerance Policy in reference to the unlawful

possession, use, sale, or distribution of narcotics, dangerous drugs and related paraphernalia on campus. Navarro College considers the possession, use, sale or distribution of illegal drugs detrimental to students and educational process. Those who believe they have a problem with drugs are urged to call the Navarro College Counseling Center for assistance at (903)875-7379.

Hate Crimes

The Navarro College community places a great emphasis on the value of diversity, assessing one's culture and the management of difference. However, the reality is that anyone at any time can be the target of a hate crime or a bias-motivated incident. Unlike other crimes that target individuals, hate crimes and bias motivated incidents negatively affect the entire campus community. While our campuses are not immune to such opportunistic acts, the low number of reported occurrences provides some anecdotal information that we have made great strides toward the creation of a campus environment that is more tolerant of individuals, groups, cultures, and ideas.

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate-free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to the Navarro College Department of Public Safety or to any designated Campus Security Authority. Reporting note: On August 14, 2008, Public Law 110-315 was enacted to expand hate crime reporting requirements to include the following offenses: Murder, Manslaughter, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny (Theft), Simple Assault, Intimidation, and Destruction, Damage or Vandalism of Property in which the victim was intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Hazing – Any action or support of action that can be deemed hazing. “Hazing” means any intentional, knowing, or reckless act directed against a student, occurring on or off campus, by one person alone or acting with others that endangers the mental or physical health or safety of a student for the purpose of, or resulting from, pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, recognized or not recognized, whose members are or include students. The willingness of an individual to participate in such activity will not be a consideration mitigating conduct action.

Workplace Violence – Violence in the workplace can be defined as the acts, threats, or violence that arise out of either disputes or antagonistic interpersonal relationships between employees, visitors, customers, and/or their employees in and around the place of employment. Workplace violence can be categorized into three areas: stranger violence, client violence, and employee violence. In an effort to provide a safe and secure workplace, free from violence or threats for all those involved in the business of Navarro College, the Institution has developed policies against violence in the workplace. Navarro College recognizes the high cost of violent incidents and the disruptive effect they have on employees and productivity. Personal harassment, including stalking, abusive behavior, threats, and acts of violence are not tolerated.

In the event that a concern of potential issues that may escalate into workplace violence is reported, a Campus Assessment Team, made up of representatives from Navarro College and NCDPS, may be called

to review the relevant facts surrounding the potential threat. The committee will provide recommendations to the District President. Recommendations may include mandatory counseling services through the Employee Assistance Program, disciplinary sanctions, administrative leave, or termination of employment. Complaints of workplace violence should be reported immediately to the Navarro College Department of Public Safety.

Missing Persons – A person residing on the campus of Navarro College has the option of listing a confidential name to be notified in the event they are reported missing, and this name is separate from their emergency contact information. Should a student decline to list a separate name, the person listed as the emergency contact will be notified in the event the resident is reported missing. If the notification is made to Residence Life staff, the appropriate Residence Life Area Coordinator should be immediately notified to assess the situation. If the notification is made to the NCDPS, officers should immediately notify the Residence Life Office and work together to get the appropriate Residence Life Area Coordinator to assess the situation. NCDPS and/or Residence Life personnel will notify the designated contact person within 24 hours of the individual being reported missing. If a student is under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

All Missing Persons shall be reported to NCDPS immediately. If a student is reported as missing for a full 24 hours, NCDPS and Residence Life Personnel will initiate their Missing Persons Notification Procedures. NCDPS and Residence Life may initiate the procedures prior to the 24 hour requirement.

When a missing person report is made regarding a student residing in the Residence Life Program, the following protocol will be enacted:

Assess the Situation: (Residence Life Area Coordinator)

- A. Search room and building for individual. If not located, proceed to step B.
- B. What are the circumstances that lead one to report a person is missing?
- C. What was the emotional state of the missing individual?
- D. What are the missing person's normal habits?
- E. How long has the individual been missing?
- F. When was the last time the person was seen?
- G. Who were they with at the time?
- H. What was the last known destination?

- I. What type of transportation did he/she have?
- J. Description of missing individual:
 - 1. Age and build (A photograph is most useful).
 - 2. Clothes they were wearing when last seen.
 - 3. Facial hair, glasses, color and length of hair, etc.
 - 4. Other unusual or identifying characteristics (tattoos, braces, scars, etc.)

Actions to be Taken:

A. Residence Life Area Coordinator

- 1. Notify Director of Residence Life, or the Dean of Students.
- 2. Notify NCDPS.
- 3. Notify missing person contact information listed on the housing application. If the student did not designate an individual to be contacted in the event of a missing person report, notify the person listed as their emergency contact.

B. Director of Residence Life (or designee)

- 1. Gather information collected by the Area Coordinator.
- 2. Turn collected information over to NCDPS.
- 3. Assist NCDPS as requested.

C. NCDPS

- 1. VP for Finance and Administration (VP will contact Administrative hierarchy per policy) and VP for Student Services.
- 2. TCIC/NCIC
- 3. Area law enforcement agencies.

Sex Offender Registration

More than 50 years ago, the State of California began requiring all dangerous sex offenders to register with their respective local law enforcement agency. This registration requirement gave local law enforcement the ability to keep track of convicted sex offenders who were in their community. (Note: In most instances, registration is a lifetime requirement.)

In 1994 sex offender registration laws were broadly expanded throughout the United States and became known as Megan's Law, which was named after a 7 year old New Jersey girl, Megan Kanka, who was raped and murdered by a known child molester who had moved to a residence across the street from Megan's family without their knowledge. In the wake of Megan's murder, states across the nation enacted legislation to govern sex offender registration. The Texas Sex Offender Registration Program (Chapter 62 of the Code of Criminal Procedure) is a sex offender registration and public notification law designed to protect the public from sex offenders. This law requires adult and juvenile sex offenders to register with the local law enforcement authority of the city in which they reside or, if the offender does not reside in a city, with the local law enforcement authority of the county in which they reside. Registration involves the offender providing the local law enforcement authority with information that includes, but is not limited to, the offender's name and address, a color photograph, and the offense for which the offender was convicted and/or adjudicated. Registered sex offenders are required to periodically report to the local law enforcement authority to verify the accuracy of the registration information and to promptly report certain changes in the information as those changes occur. A sex offender who fails to comply with any registration requirement is subject to felony prosecution.

In October 2000, the Federal Campus Sex Crimes Prevention Act 20 U.S.C. § 1092(f)(1)(I) amended Section 1701.01 of the Violent Crime Control and Law Enforcement Act of 1994. The Campus Sex Crimes Prevention Act required sex offenders who are required to register under state law to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides starting in October 2002. Institutions of higher learning are required to issue a statement in their annual Clery Report detailing where members of their campus community can obtain information concerning registered sex offenders. [20 U.S.C. § 1092(f)(1)(I)].

A. PROCEDURE:

1. Definitions:

- a. **Faculty / Staff** – Employees of the College, to include volunteers who work with students.
- b. **Students** – Any person enrolled at the College for educational purposes, to include full-time and part-time students, and both graduate and undergraduate.

2. Responsibilities

Twice per year, in the fall and in the spring semesters, NCDPS will review the list faculty, staff, or students who are currently enrolled in or employed by Navarro College who are required by State law to register in the Sex Offender Registry. From the list, NCDPS will check to ascertain the validity of the list and modify the list accordingly. The list will be maintained on the Departments website at <https://www.navarrocollege.edu/campus-safety/index.html>

The CR-35 Institution of Higher Education Sex Offender Notification Form is completed and on file with the agency that the offender is required to register with. Notification is sent to NCDPS by the receiving agency. It is the offender's responsibility to ensure that this form is completed and sent to the college/university that the offender is attending.

Failure to provide this information can result in criminal sanctions.

Texas Department of Public Safety field representative of the Sex Offender Registration Program and Crime Records can be reached at:

5805 N Lamar Blvd. P.O. Box 4143
Austin, TX 78765-4143

Office – 512)424-7365
Fax – 512)424-7702

Sexual Assault Prevention and Awareness Policy

Navarro College Statement on Sexual Assault

Navarro College is committed to providing a safe, educational and working environment for its students, faculty, and staff. The College has made a commitment to the values and standards as outlined in our Mission Statement. Sexual assault, stalking, dating violence, and domestic violence are intolerable crimes that violate the safety, well-being, educational experience, and career of those it affects. Navarro College is committed to creating an environment in which any inclination toward sexual assault is unthinkable.

Sexual assault violates the standards of conduct expected of every member of the Navarro College community and is strictly prohibited. It is the policy of Navarro College that no members of the community sexually, racially, or religiously harass or assault another person. A member of the College community who participates or attempts to participate in a sexual offense is subject to disciplinary action by the College. In addition to incidents that occur on campus, the College may take disciplinary action in response to incidents that take place off campus.

Risk Reduction and Warning Signs

Statistics:

- 90% percent of sexual assaults are committed by someone the victim knew
- 1 in 4 women in college are subjected to attempted or completed sexual assault
- 75% of physical and sexual assaults that occur on college campuses involve the use of alcohol by the assailant, the victim or both.
- Drugs commonly associated with campus sexual assaults: Alcohol, Valium, Ativan, Ecstasy and Vicodin

There are no sure means to prevent sexual assault. However, you can lessen the likelihood that you or your friends will be assaulted or will assault someone.

Safety Tips

- Know where you are going and speak up if you are uncomfortable with the plans
- Communicate with your date: NO MEANS NO
- Know that drinking and drug use can impair your judgment. You might not be able to make the same decision you would make if you were sober
- If you drink (State law requires that you have reached the age of 21), drink responsibly: eat a full meal before going out, have a glass of water between each drink, stick to one type of alcoholic beverage, know your limits and don't go beyond them, have a designated driver, and do not let anyone else make the decision of how much you will drink
- Only drink something that you have poured yourself or that comes in a pre-sealed container. Premixed drinks can have more alcohol in them than you might want to drink. Also, drugs like

Rohypnol and GHB are being dissolved in drinks, causing the person who consumes the beverage to lose consciousness quickly. Do not drink something that has been left unattended.

- Do not go anywhere with someone you do not know well. For example, if you do leave a party with a new friend, tell the friends you came with where you are going and when you are coming back

Reduce the Risk of Committing Sexual Assault

- Listen carefully. Take time to hear what the other person has to say. If you feel she is not being direct or is giving you a “mixed message,” ask for clarification.
- Do not fall for the cliché, “If they say no, they really mean yes.” If your partner says “NO” to sexual contact, believe them and stop.
- Remember that sexual assault is a crime. It is never acceptable to force sexual activity, no matter what the circumstances.
- Do not make assumptions about a person’s behavior. Do not assume that someone wants to have sex because of the way they are dressed, they drink (or drink too much), or agree to go to your room. Do not assume that if someone has had sex with you before that they are willing to have sex with you again. Also do not assume that if your partner consents to kissing or other sexual activities, they are consenting to all sexual activities.
- Be aware that having sex with someone who is mentally or physically incapable of giving consent is committing sexual assault. If you have sex with someone who is drugged, intoxicated, passed out, or is otherwise incapable of saying “NO” or knowing what is going on around them, you may be committing sexual assault.
- Be careful in group situations; resist pressure from friends to participate in violent acts.
- Get involved if you believe that someone is at risk. If you see someone in trouble or someone pressuring another person, do not be afraid to intervene or contact police.

Reduce the Risk of Being Sexually Assaulted

- Know your sexual intentions and limits. You have the right to say “NO” to any unwanted sexual contact. If you are uncertain of what you want, ask your partner to respect your feelings.
- Communicate your limits firmly and directly. If you say “NO,” say it like you mean it. Avoid giving mixed messages. Back up your words with a firm voice and clear body language. Do not assume that someone will automatically know how you feel or will eventually “get the message” without you having to say anything.
- Remember that some people think that drinking, dressing provocatively, or going to you or your date’s room is saying you are willing to have sex. Be clear up front about your limits in such situations.
- Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.
- Do not be afraid to “make waves” if you feel threatened. If you feel you are being pressured or coerced into sexual activity, do not hesitate to state your feelings and leave the situation.
- Attend large parties with friends you trust. Agree to “look out” for one another. Leave with the group, not alone. Avoid leaving with people that you do not know very well.

- Attend educational workshops on sexual assault prevention and review online resources that are available from the Navarro College Counselors.

Bystander Intervention

- Interrupt the situation – distract (both parties) or remove them immediately.
- If your friend is incapacitated, remove them immediately.
- If you think your friend’s drink has been drugged consider taking them to a hospital.
- Beware of comments/behaviors from others that would indicate they were intent on having intercourse, even if the partner was unwilling or incapacitated.
- Know your comfort level with conversations regarding sexual behavior. If it is not in sync with how you feel, step forward and state your position.
- Do not joke about sexual assault. “Jokes” can trivialize the severity of the behavior.
- Be aware of language, media influence, and traditional role justification.
- Do not allow victim blaming – “It’s her fault because…” Support the victim (and the perpetrator) and follow up.
- Although it can be awkward to confront a friend/peer it is better to be safe than sorry.

Complaint Procedures

Students have an option to file a complaint with Student Services (if the perpetrator is also a student). The student also has a right to report the crime to the campus and local Police Department or the District Attorney’s Office of jurisdiction where the assault occurred. However, it is the student’s prerogative to not report any act of sexual assault (including dating violence, domestic violence, and stalking). A student may file a complaint against another student by contacting the Student Services Department at 903-875-7397. A student may file a complaint with the Office of the Vice President of Student Services whether or not he/she chooses to cooperate with law enforcement in a criminal investigation.

Complaints will be processed as specified in the Student Code of Conduct under the Sexual Harassment Policy. For additional information regarding College conduct rules, as well as a list possible sanctions that may be imposed against a student found responsible for a violation of this policy, please refer to the Student Code of Conduct on the Navarro College website.

Procedures to Follow

All victims will be given written information regarding reporting options, procedures, and resources for assistance. Written information can be obtained at any time from the Office of the Vice President of Student Services and on the Navarro College website.

Preserving Evidence

A student who experiences any form of sexual assault is encouraged to seek immediate medical care. Students can undergo a medical exam to preserve physical evidence of the assault with or without the police's involvement. The law regarding Medical Exams for Sexual Assault Victims is noted below:

1. A sexual assault exam shall be conducted if a victim of sexual assault arrives at certain types of health care facilities within 96 hours after the assault and consents to the exam, even if they have not reported the assault to law enforcement.
2. The Texas Department of Public Safety will pay for the costs of the forensic portion of the exam and that the Attorney General's Office shall reimburse TX DPS.
3. The Texas Department of Public Safety will store the collected evidence until the earlier of: 2 years or the date the victim provides written authorization releasing the evidence to law enforcement or for its destruction.
4. Clearly states that the victim will not be required to participate in the investigation or prosecution of the sexual assault as a condition of receiving the forensic medical examination.

To undergo a Sexual Assault Forensic Exam (SAFE), go directly to the emergency department of the local hospital. If the hospital is unable to perform the exam, hospital staff will assist you with resources to have the exam completed off-site. For more information about the SAFE, see <http://hopelaws.org/>.

If you are thinking of asking for help from the police or the court in regards to stalking or dating/domestic violence, you will need evidence that you are a victim. One of the most common pieces of evidence is a log, which details each incident. Evidence includes physical injuries, witnesses, photographs, electronic messages, videos, and hospital records.

Protection Orders

A Protective Order is a court order that can protect you from someone who has been violent or threatened to be violent. The website below (texaslawhelp.org) has specific information in regards to Texas State Law regarding protection orders. The website also provides a kit that contains information, step-by-step instructions, and court forms that you can use on your own to file a protection order. The section below is a list of resources on organizations that may be able to help you with these issues:

- Texaslawhelp.org- <http://texaslawhelp.org/resource/protective-orderkit?ref=MBLnX> – protection orders and to find a legal aid program in our area
- Family Violence Legal Line: 800-374-HOPE (4673)
- You can also ask your local district or county attorney's office for help as well

Reporting Information

Students have the right to not report any type of sexual violence act to anyone. A student who has experienced a sexual assault may disclose information regarding the assault to any member of the Navarro College community.

Reporting Options

Police

Students have the right to not report any crime to law enforcement. Reporting an assault to law enforcement does not mean that the case will automatically go to criminal trial or to the College's disciplinary hearing. If the police are called, a uniformed officer will be sent to the scene to take a detailed statement. A report may be filed with the police regardless of whether or not the assailant was a Navarro College student. If a decision is made to make a report to the police, it is important to note that police jurisdictions depend on where the sexual assault occurred. NCDPS will be able to assist the student with additional legal resources and filing the appropriate charges.

Legal Information

A student who experiences any form of sexual assault may pursue any civil or criminal remedies provided by State law. Students are encouraged to contact the Navarro College Counseling Department at 903-875-7414 to assist with resources.

Confidentiality

Navarro College has established a confidential reporting procedure to which staff may refer alleged victims of sexual assault. The Office of the Vice President of Student Services will provide the student with any support necessary in response to an incident of sexual misconduct. The student can be assured that your situation will be regarded as confidential, as all faculty and staff members of the College have been trained on the proper procedures to follow. Students should also know that they do have other options as well, and not all of them will be able to promise confidentiality, as the College will have been put on notice that an incident occurred. In all cases, the College will attempt to respect your wishes as much as it is legally able. Depending upon the allegations, the V. P. of Student Services, Title IX Investigator, counselor, NCDPS staff, and members of the Behavior Intervention Team (BIT) are usually informed of incidents of criminal behavior that occur on/off campuses in regards to the students of Navarro College. Therefore, confidentiality is usually limited to the aforementioned staff.

Sexual Assault Investigations

Sexual Assault is defined as a stranger or acquaintance who commits sexual assault through forcible sodomy, forcible sexual penetration, however slight, of another person's mouth, anal or genital opening with any object. These acts must be committed **without the victim's consent** either by force, threat of force or violence, intimidation, or through the use of the victim's mental or physical helplessness. Sexual assault also includes the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or breasts, or buttocks or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or through the use of the victim's mental or physical helplessness.

Consent under Texas Law

The most commonly asserted issue in sexual assault cases involves the issue of consent. Texas State Law provides for numerous provisions that allow the prosecutor to prove a lack of consent in a several different ways, including:

- The defendant compels the alleged victim to participate or submit to the act through the use of violence or physical force
- Even when no physical force is used, the defendant compels the alleged victim to participate or submit through the *threatened* use of violence or physical force when the alleged victim believes that the defendant has the immediate ability to execute the threat
- Even when no force or threat of force is used, the defendant knows the alleged victim has not consented and is unconscious or physically unable to resist
- Even when no violence or threat of violence is used, the defendant knows that the alleged victim is incapable of resisting the act or appraising the nature of the act because of the alleged victim's mental defect or disease
- Even when no force or threat of force is used, the alleged victim has not consented and the defendant knows the alleged victim is unaware that the sexual assault is occurring
- Even when no physical violence or threat of physical violence is used, the defendant has intentionally caused the victim's power to control or appraise the defendant's conduct by administering any chemical or controlled substance without the alleged victim's knowledge

If a sexual assault occurs, the following personnel should be contacted:

- Law enforcement (State/municipal/college police or sheriff's office)
- Medical treatment for victim (e.g. hospital)
- Navarro College District President
- V.P. of Institutional Advancement and Operations (V.P. will contact Administrative hierarchy).
- V.P. for Student Services
- Director of Residence Life
- Student Services Counseling Center

Investigative techniques include the following:

A. Human Relations Issues

1. Law enforcement officers must treat the victim with compassion, consideration, understanding and patience while collecting necessary evidence and asking pertinent questions.
2. When talking to the victim, the officer must attempt to use language appropriate to the victim's age, intelligence, and emotional condition.
3. Officers will use medical terms when referring to various parts of the body, avoiding all slang.

4. Officers must not ask any questions which are irrelevant to the investigation.
5. During the course of investigation, officers must not express to the victim any personal opinion as to whether or not a sex offense has been committed.
6. The officer will ask the victim if they would like to use a pseudonym (an assumed name) for the purpose of reporting the incident.
7. During the course of investigation, officers will, under no circumstances, undertake to perform a physical examination of a sexual assault victim.
8. An officer dispatched to a hospital or doctor's office to investigate the offense will leave the room during the physical examination of the sexual assault victim.
9. If the victim requests to speak to a female officer, every effort will be made to accommodate the request.

B. Initial Police Contact with the Sexual Assault Victim

1. A preliminary interview with the victim is necessary so that the responding officer can relay information that may be vital to the apprehension of the offender.
2. When possible, the victim will be interviewed at NCDPS in a quiet, nonthreatening environment where minimal interruptions can occur.
3. The victim's needs should be provided for whenever possible, to include refreshments (if appropriate).
4. The responding officer should obtain the following information necessary to complete the original offense report:
 - a. Specific offense committed, including a description of what happened and the elements of the crime(s).
 - b. When and where the sexual assault took place.
 - c. The extent of injuries sustained by the victim.
 - d. The identity or description of the offender(s), if known.
 - e. Where the offender(s) lives and/or works, if known.

- f. The direction in which the offender(s) fled the scene and by what means, including a description of any vehicle.
 - g. Names, addresses, phone numbers of witnesses and another person who can contact the victim.
 - h. Victim's home, work, and third person contact phone number and address.
5. The officer assigned to respond to a sexual assault complaint is responsible for the preliminary investigation and should contact a police supervisor as soon as possible.
 6. If the victim is in need of immediate medical attention, the officer will summon Emergency Medical Services (EMS) and administer first-aid.
 7. Evidence collected at the crime scene (bed linens, weapons, victim's clothing) will be collected in accordance with appropriate procedures established by NCDPS Standard Operating Procedure.
 8. Preliminary questioning of the victim should be limited to the initial officer, and the supervisor if necessary, and should be done in private.
 9. The victim should be asked to undergo a sexual assault kit examination by a S.A.N.E. (Sexual Assault Nursing Examiner) nurse at the hospital, which may provide the following:
 - a. Important evidence necessary for the investigation.
 - b. Medical treatment which the victim may require for possible pregnancy, disease or injury.
 - c. Successful prosecution of the offender.

NOTE: Victims of sexual assault who are **minors** should be transported to a local medical facility for medical examination and testing.

10. If 120 or more hours (5 days) have transpired between the time of the sexual assault and the reporting time, the victim is encouraged to seek medical attention from his/her private physician.
11. If the victim insists that the initial medical examination be performed by his/her private physician, an attempt will be made to persuade the victim to have the examination performed at the hospital's emergency room.
12. If the victim agrees to have the medical examination at the hospital, the officer will immediately notify the hospital, and the victim will be transported by EMS, if possible.

13. The officer will accompany the victim to the hospital and following the examination, if possible, will return the victim to NCDPS for further interviewing.
14. While at the hospital, the officer should provide the staff with any available information about the sexual assault which may assist in the examination and evidence collection procedures.
15. The officer will provide the hospital staff with the NCDPS case number. If a number is not available at the time the victim is brought in for the examination, the officer will notify the hospital as soon as a case number is available and provide that number to hospital staff.
16. The S.A.N.E. nurse will forward all sexual assault exam kits to the appropriate law enforcement authorities.
 - a. The officer taking the report will provide the victim with the case report number.
 - b. The officer documenting the report is responsible for notifying the S.A.N.E. nurse of the victim's case report number so that the sexual assault kit can be properly identified.
17. The officer must include the name of the attending physician in the report.
18. The officer should obtain a signed Release of Medical Information Form (copy attached) from the hospital and include it with the case package when the case is presented to the County District Attorney's office.
19. If the victim reports the sexual assault to NCDPS after a sexual assault kit examination has been completed by hospital officials, the investigator assigned to the case will provide the NCDPS case report number to the hospital officials so the sexual assault kit can be cross referenced.

C. Emergency Notification

The District President, V.P. of Institutional Advancement and Operations (V.P. will contact Administrative hierarchy per policy), as well as the V.P. of Student Services, will be notified immediately in all cases of sexual assault of a student by the Chief of Police or his/her designee.

D. Follow-up Procedures

The officer assigned to investigate the sexual assault case will have the case from its assignment until the close of the investigation.

If the victim requests to speak to a female officer, every effort will be made to provide one for the victim. The victim may have a friend or parent present (only one of the victim's choice) during the oral interview as moral support. The friend or parent should not speak or answer questions for the victim.

The officer may inform the victim of how to contact the following organizations which will offer assistance to sexual assault victims:

- a. Student Services Counseling Center
- b. County Crisis Center

NOTE: NCDPS and the Navarro College Student Services Counseling Center can assist the victim in seeking counseling and/or medical treatment.

E. Comprehensive Follow-up Procedures

1. The officer will arrange for a comprehensive interview with the victim. At this time, a notarized written statement will be obtained from the victim.
2. The officer, the victim, and a friend or parent (only one of the victim's choice) will be present during the interview. The friend or parent should not speak or answer for the victim.
3. The officer will explain to the victim that some of the questions asked during the interview may seem embarrassing, or even insulting, but they are necessary to:
 - a. help uncover the identity and/or modus operandi of the offender; and
 - b. help prepare the victim for questioning by defense counsel in court.
4. The officer will always present questions in a manner that encourages conversation rather than implies interrogation.
5. The officer will explain the judicial process to the victim in detail with regard to what will occur following the arrest and prosecution of the case through the County District Attorney's office.

Sexual Assault Bill of Rights

The following rights shall be accorded to both accuser and accused of sexual assault incidents that occur in the following circumstances:

- Where the victim or alleged perpetrator is a student at Navarro College and/or
- When the victim is a student in an off-campus assault.

Victim Rights

1. To be free from any suggestions that victims must report the crimes to be assured of any other right guaranteed under this policy. Victims do not have to report sexual assault or any other sexual violent crime.

2. To have any allegations of sexual assault treated seriously and the right to be treated with dignity.
3. To be free from any suggestion that victims are responsible for the commission of crimes against them.
4. To be free from pressure from campus personnel to:
 - report crimes if the victim does not wish to do so
 - report crimes as lesser offenses than the victim perceives the crime to be
 - refrain from reporting crime
 - refrain from reporting crimes to avoid unwanted personal publicity

Rights to Resources On and Off Campus

1. To be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to the Office of the Dean of Student Guidance or law enforcement.
2. To have access to Navarro College short-term counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
3. To be informed of and assisted in exercising the following:
 - Any rights to confidential or anonymous testing for sexually transmitted diseases (STDs), human immunodeficiency virus (HIV), and/or
 - Pregnancy
 - Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Disciplinary/Judicial Rights

1. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
2. To receive written notification of the options for, and available assistance in, changing academic, living, transportation, and working environments if those changes are requested by the victim and reasonably available, regardless of whether the victim reports the offense to the campus or local police.
3. Both accuser and accused are entitled to the same opportunity to have others present during an internal disciplinary proceeding.

4. Both accuser and accused be afforded the opportunity to be accompanied to any related meeting by and advisor of their choice.
5. Both accuser and accused will receive simultaneous written notice of:
 - The outcome of the disciplinary hearing
 - The institution's appeal procedures
 - Any change to the results before the results are final
 - When the results are final
6. To be informed that possible institution's sanctions for violation of the sexual assault policy can lead to, although not limited to the following: warnings, probation, removal from campus/housing, suspension, and expulsion.

Legal rights

1. To have any allegations of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
2. To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
3. To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Navarro College Board Policy Manual

SECTION FFD.1

STUDENT

STUDENT WELFARE

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

HARASSMENT, INTIMIDATION, AND BULLYING

Statement of Non-Discrimination

Navarro College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of Navarro College policy and is prohibited.

Navarro College Board Policy Manual

SECTION FFD.2

STUDENT

STUDENT WELFARE

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

SEXUAL ASSAULT AND INTIMATE PARTNER OR DOMESTIC/DATING VIOLENCE/CLERY REPORTING

Sexual Assault and Intimate Partner or Domestic/Dating Violence

Navarro College does not condone and strictly prohibits offenses involving domestic violence, dating violence, sexual assault, stalking, or related behaviors. Any party can be a victim or perpetrator of sexual assault. Students should review the College's current Campus Safety website for more information pertaining to the following important factors:

- Internal conduct procedures
- Preponderance of evidence
- Due Process
- Hearings and Appeal rights and victim notification
- Counseling for both parties
- Bystander responsibilities
- Warning Signs and tips
- Definitions of Sexual Assault; Family, Domestic and Dating Violence; and Stalking

Any student with a concern of this nature should follow the student grievance procedures as described in the section entitled Student Complaints/Grievances (Student – Student Rights and Responsibilities –

Student Complaints/Grievances), consult with the Vice President of Student Services or his/her designee, and report such incidents in a timely manner.

Navarro College Student Handbook-Harassment/Sexual Harassment, Intimidation and Bullying

Navarro College will not condone any form of harassment, intimidation, or bullying in the college setting and takes appropriate corrective, disciplinary and remedial action in response to such determined incidents.

Harassment consists of unwelcomed conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental condition or disability, veteran status, citizenship status, or other protected group status.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For the purpose of further clarification, harassment/sexual harassment includes, but is not limited to, making unsolicited written, verbal or physical contact with sexual overtones.

Some examples of sexual harassment are: epithets, derogatory comments or slurs of a sexual nature, impeding or blocking movement of any physical interference with normal work, derogatory posters or cartoons. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not considered sexual harassment.)

Within the work environment: engaging in explicit or implicit coercive sexual behavior which control, influences, or affects the career, salary and/or work environment or any other term or condition of employment. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually

withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting that a probationary period will be exploited.

Within the education environment: engaging in explicit or implicit coercive sexual behavior which control, influences, or affect the educational opportunities, grades and/or learning environment of the student. Either suggesting or actually withholding grades earned or deserved; suggesting that a scholarship recommendation or college application will be denied. Offering favors or educational or employment benefits, such as grades or promotion, favorable performance valuations, favorable assignments, favorable duties or shifts, recommendation, reclassification, etc., in exchange for sexual favors.

In addition, Navarro College defines “intimidation and bullying in the college setting” as the following:

1. Any gesture or written, verbal or physical act, or any use of electronic communication that:
 - a) is motivated by an actual or perceived discriminating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or any other distinguishing characteristic, and
 - b) a reasonable person should know, under the circumstances, that the acts(s) will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his person or damage to his property; or
 - c) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly, civil, and safe operation of the institution and/or the learning environment.

Any student with a concern of this nature should immediately consult the Vice President of Student Services and follow the student grievance procedures as described in the current Navarro College Student Handbook. Accordingly, any faculty or staff member who feels threatened by similar incidents should follow the grievance procedures outlined in the Navarro College Administrative Policies and Procedures Manual and should report such incidents in a timely manner.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.
3. Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Domestic Violence

The U. S. Department of Justice defines domestic violence as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Physical Abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc. are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual Abuse: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional Abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to, constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic Abuse: Defined as making, or attempting to make, an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or place(s) of employment.

Psychological Abuse: Elements of psychological abuse include, but are not limited to, causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large. Children, who grow up

witnessing domestic violence, are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life; therefore, increasing their risk of becoming society's next generation of victims and abusers.

National Domestic Violence Hotline
1-800-799-SAFE (7233)
1-800-787-3224 (TTY)

Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

National Teen Dating Abuse Helpline
1-866-331-9474
1-866-331-8453 TTY

Dating Violence Resources:

National Teen Dating Abuse Helpline
Teen Dating Violence Awareness Month
Break the Cycle
That's Not Cool
Idaho Coalition Against Sexual & Domestic Violence
Men Can Stop Rape
National Online Resource Center on Violence Against Women
Dating Matters Initiative

Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email
- Repeatedly leaving or sending victim unwanted items, presents, or flowers

- Following or lying in wait for the victim at places such as home, school, work, or recreation place
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets
- Damaging or threatening to damage the victim's property
- Harassing the victim via the internet
- Posting information or spreading rumors about the victim via the internet, in a public place, or by word-of-mouth
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family members, coworkers, neighbors, etc.

Stalking Resources

Stalking Resource Center

Stalking Awareness Month

AEquitas: The Prosecutors' Resource on Violence Against Women

National Center for Victims of Crime

Press Release: OVW Highlights Significant Findings of Stalking Crimes Report

Disciplinary Procedures for Student Misconduct

All disciplinary sanctions fall under the direction of the Dean of Student Guidance. When a student is confronted with a possible violation of rules requiring disciplinary action, the student will be given a Notice, either oral or in print, directing him/her to appear before the discipline officer at a specified date and time. Failure to appear is a violation of the Student Code of Conduct and will result in further sanctions. The discipline officer will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student and other potentially involved parties, including the complainant. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that the preponderance of evidence standard is met, the student will be sanctioned. All sanctions must be approved by the Dean of Student Guidance. Sanctioned students have the right to appeal the decision of the discipline officer. The student must submit their appeal no later than 5:00 p.m. within two business days.

Sanctions against Misconduct

The Vice President of Student Services, the Director of Residence Life, or the Campus Judicial Officer may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups or organizations:

1. Administer a verbal or written warning to the student.
2. Require the student attend counseling sessions.
3. Cancel residence hall contract and/or meal ticket.

4. Impose disciplinary probation for a definite period of time with the condition that future violations may result in disciplinary suspension.
5. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
6. Withhold an official transcript or degree.
7. Prohibit readmission.
8. Require restitution, whether monetary or through specific duties, such as; reimbursement for damage(s) to or misappropriation of college, student or employee property.
9. Designate a student ineligible for student grant, loan or scholarship.
10. Expel or suspend a student from Navarro College.
11. Withdraw a student from all currently enrolled coursework without refund of tuition and fees. Educational sanctions may include work assignments, essays, community service, behavioral contract, administrative referral, letters of apology and other related educational assignments. No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate vice president who may convene the appeals committee for consideration/consultation of the matter.
12. Educational sanctions may include work assignments, essay writing, community service, behavioral contract, administrative referral, letter of apology or restitution, or other educational assignment.
13. Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to: fire/EMS, nursing and police academy departments.
14. Limit access to and/or prohibit students from certain areas of the campus.
15. Administer other sanctions as per the discretion of the Vice President of Student Services or Dean of Student Guidance.

Failure to meet the requirements of any notice by a College official may result in action being taken by the discipline officer apart from action for the alleged violation.

Failure to appear is a violation of the Code of Conduct and will result in further sanctions and a Hold will remain on the student's enrollment pending student cooperation. Once informed of the allegations against the student, they may choose not to dispute and will be sanctioned appropriately. If the student chooses to dispute the allegations, the discipline officer will determine the circumstances of an alleged violation by investigating the facts and interviewing the implicated student and other potentially involved parties, including the complainant. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Vice President of Student Services. Sanctioned students have the right to appeal the decision of the discipline officer per the Disciplinary Appeal Procedures.

NOTE: In cases where a student receives a sanction of probation, suspension or expulsion, a copy of the confirmation letter received by the student may be forwarded to the parent or guardian of the student in conjunction with the Buckley Amendment and in compliance with FERPA guidelines.

Due Process and Timeframe

Any student accused of violating the Code of Student Conduct should have the right to expect consistent and fair procedures for resolving their situation. Navarro College's Office of the Vice President of Student Services oversees all student discipline procedures as well as any judiciary appeal process involving student complaints. A reasonably prompt timeframe is maintained for all procedures and varies between one week and thirty days with extensions dependent on such factors as the number of witnesses or participants, the involvement of court or criminal proceedings, subsequent findings or additional incidents, and the nature and extent of such incident(s).

With a primary concern for student safety and from the start of the adjudication process and consistent with Title IX standards, both the complainant and the accused are provided protection against retaliatory harassment, may receive tentative immunity for concurrent lesser offenses, may file a criminal complaint against the other student, and may receive counseling as needed. Prior to an initial hearing, the completion of the adjudication process, or an appeals hearing, if it is decided that the accused student has behaved in a manner that significantly endangers the health and safety to the community college and/or the educational process, the student may be removed from housing and/or the campus until such times as a scheduled hearing is conducted.

Furthermore, all student-based decisions made by administrators, residence life, counseling, authorities and/or campus security may be appealed to the Vice President of Student Services. Final appeal may be presented to the District President of Navarro College ONLY AFTER the appeal process has been followed and within three business days following notification of the appeal results from the Vice President of Student Services.

Disciplinary Appeal Procedures

After an original decision is rendered the student (and the victim in a sexual assault incident**) shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the sanctioned student (and the victim in a sexual assault incident**) wishes to appeal the decision, the appeal must be received in writing to the Dean of Student Guidance office no later than 5:00 p.m. within two business days.

The Dean of Student Guidance will determine if the appeal letter has merit. The student will be notified within one business day whether or not their appeal has been granted. If the appeal is granted, the Dean of Student Guidance will appoint the appeals committee, facilitate the hearing; and prepare all supporting information for the appeals committee. Failure to comply with the applied sanctions pending the outcome of the disciplinary appeal may result in further sanctions.

The appeals procedure is a process, which takes place in a college setting, and serves as a community of individuals working together for the benefit of the student and the College environment. Within this framework, the institution embodies the laws of the nation and state, but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences, using the laws of the land as guidelines. These appeal procedures serve to provide due process in principle and fact. In practice, the procedures are not viewed or intended to be courts; rather, they are procedures with hearings to air differences and seek solutions within the expectations of the academic community.

In light of these principles, individuals may have witnesses for the Appeals Board to interview. In addition, if Navarro College utilizes an attorney to present the case, the student shall have similar right to utilize an attorney. Representation by legal counsel is not required, but may be permitted according to Navarro College policy. If counsel is requested, the attorney's purpose is to serve as an Advisor to the student. Should the student plan to have an attorney present, the institution must be informed no less than 24 hours prior to the appeal hearing.

Only the student, legal counsel (if approved for student advising only) and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the committee only while testifying. The committee will render a final recommendation to the Vice President of Student Services that:

- The original decision be upheld; or
- The original decision be reversed; or
- The severity of the decision or sanction may be modified (increased or decreased).

At the conclusion of the hearing, a letter will be given to the student within three business days and should state the decision of the Vice President of Student Services, and the stipulations, such as a timeframe for vacating the campus, and/or instructions for processing the proper withdrawal papers, length of time for any probation, any restrictions (e.g., residence life, education, activities, intramurals), and/or information regarding appealing to the District President.

The final appeal to the District President may be initiated only after the appeal process has been completed. A letter of appeal must be received by the District President's office within three business days of written notification of the committee's recommendation or the decision of the Vice President of Student Services.

Listed below are additional guidelines for the appeal process.

1. An opportunity will be provided for the accused to present his/her own case and to present other evidence in support of the case.
2. The right to hear evidence and to ask questions of witnesses, through Navarro College staff, must be allowed.
3. Navarro College has the burden of proving its case by preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find the facts at issue are more likely to have occurred than not.
 1. A determination of the facts will be based only on the evidence presented.
 2. A student may not be compelled to testify on his/her own behalf if the student chooses not to testify. If the student does testify, he/she may be fully, indirectly, cross-examined.
 3. After hearing all the evidence, the committee shall determine by a majority vote, or if a hearing officer is used in lieu of a committee (as with the sanction of probation), the hearing officer shall determine if the student violated the policy. The committee by majority vote shall recommend or assess the appropriate penalty.
4. A written statement will be available for the student no later than 3 business days following the proceedings. In addition to the statements from the appeals board, the right to make a record of the hearing at an individual's own expense should be preserved. Navarro College will provide a recording of the proceeding by electronic means, or by notes or minutes taken by an impartial recording secretary. The record will be retained by the institution for a period of three years. Notification to administrators, staff and instructors may be distributed to indicate that the student has been removed from classes if the student's suspension is upheld by the appeal process.

The above constitutes the minimum constitutionally mandated due process. In addition to these guaranteed rights, the following will be Navarro College's practice to ensure fairness in serious disciplinary offenses:

- The right to appeal to a higher authority within the institution.
- The right to cross-examine witnesses, not directly, but through the appeal committee chair.
- The right to have counsel at a hearing, not to participate, but to advise.

** In cases involving reported sexual harassment or sexual violence and per guidelines set forth by the U.S. Department of Education's Office of Civil Rights, when the accused is held responsible for the offense, both parties are notified in writing about the outcome of the complaint and any appeal thereof. This information may be provided first to the complainant (with redacted address and redacted student identification number of the accused student). Additionally, the option to appeal the findings or remedy is made available for both parties, and an appeal hearing may involve the presence of both parties

with the availability of witnesses and advising-only counsel for either/both party(ies). The Clery Act may impose additional reporting requirements.

Procedure on Failure to Comply with Disciplinary Sanctions

Any disciplinary action taken against a student enrolled in Navarro College may result in levying against that student any one of several disciplinary sanctions as listed in the Student Handbook under the Student Code of Conduct section. Whenever disciplinary sanctions are levied against a student, he/she is expected to fully comply.

Any student who does not fully comply with his/her disciplinary sanctions is subject to one or more of the following consequences:

- Immediate dismissal from Navarro College
- Prohibited from re-enrolling in Navarro College
- Having all college records placed on hold.

The purpose of this policy is to ensure that students are accountable and responsible for their decisions and actions to promote civility and ethical behavior among Navarro College students and to sensitize students to the fact that every decision carries a consequence.

Campus Facilities Access and Security

Most College facilities are open to the public during the day and some during evening hours when classes are in session. However, building access and security is an important aspect of providing security to all students, faculty, staff, and visitors. Navarro College has a number of building access and security policies in place. During the times the College is officially closed, buildings are generally locked and only faculty, staff and some students accompanying a staff member are permitted access. Select facilities are monitored by video surveillance.

Lighting improvements are constantly being evaluated. Improvements have included routine maintenance and replacement of defective lights in buildings, parking lots, and in areas with heavy landscaping, trees and pathways frequently traveled by members of the campus community. The Physical Plant has the responsibility to maintain campus buildings and grounds (with some work performed by contractors, such as lawn maintenance) with a concern for safety and security. Physical Plant staff will respond to reports of potential safety and security hazards, such as broken windows, locks, and lighting problems. NCDPS also reports security concerns observed by officers while conducting routine patrols.

Theft and property damage is one of the most common problems in the residential areas; therefore, precautions should be exercised at all times. Residents are encouraged to be watchful and cautious of their surroundings and the presence of unknown persons.

Building Access

A. Regular Building Hours

Regular building use hours will be Monday through Friday from 7:30 a.m. to 10:00 p.m. and on Saturday from 8:00 a.m. to 5:00 p.m. except holidays. This does not include all buildings at all locations.

B. Student Use

1. No student will be permitted the use of the buildings any time after hours of operation unless accompanied by a faculty or staff member.
2. All students using the buildings must be instructed or observed by the responsible faculty or staff member.

C. Residence Life Visitation/Guest Policy

The reason for the visitation guideline is to ensure, at a certain time, members of a suite or room could have privacy from people who are not contracted and assigned members of that community. All residents are responsible for ensuring that their guests follow the rules and policies as described in the Residence Life Handbook and can be subject to disciplinary action for their guest's actions. A resident of the designated room must always be present when there is a guest in

the room. All guests must be at least 17 years of age. No children are allowed in the Residence Life area. All guests are expected to leave the premises in a timely fashion in order to ensure that the privacy of the remaining community members is respected. Visitors found in the opposite-sex area before or after visitation hours will be issued a citation. Visitation hours for all guests (same sex and on-campus residents) are as follows:

Therefore, **ALL** guests are expected to vacate the premises in a timely fashion in order to ensure the privacy of the remaining community members is respected. Visitors found in the opposite sex area after hours may be issued a citation. Visitation hours for all guests (including same sex and on campus residents) are as follows:

10 a.m. to 11p.m.--Sunday through Thursday

10 a.m. to 1 a.m. --Friday and Saturday

Any person found unattended in a room during visitation hours will be asked to leave, and the host will be assessed an unattended guest violation. An unregistered guest is defined as any individual who is found to be residing in the residence hall and not assigned to that room. Any unregistered guest will be asked to leave, criminally trespassed, and the resident will receive disciplinary sanctions.

Non-student visitors after hours could be subject to a criminal trespass. There is no visitation during closed times of the College (Thanksgiving, Christmas, Spring Break, Closed summer). This includes visitation of the opposite sex, as well as a same-sex visitor from outside the Residence Life Program. Any resident found not residing in his/her assigned room, with a guest present, will be subject to disciplinary actions. The host of the guest will be held responsible and disciplinary sanctions administered.

D. Resident Lock and Key Policy

Keys:

All keys are considered College property and must be returned to the Residence Life Department. Duplication of keys is strictly prohibited. Students who reside in a residence hall with card access capability will receive an access card for their rooms. Under no circumstances should a resident lend his/ her key(s) or access card. Students should keep his/her room key and/or access card in their possession at all times. A student found giving his/her access card or key to another person to use to enter their room or building will be subject to an improper key usage charge of \$75 and will receive a three-point violation, as well as be subject to expulsion from the Residence Life Program at the discretion of the Director of Residence Life. A charge of \$50 will be assessed for any lost key and \$10 for a lost access card. A \$25.00 charge will be assessed for a lost mailbox key. Any student returning keys after the checkout process will be charged \$25 for a housing key and \$12.50 for a mailbox key.

Lockout Policy:

Residents living in College housing are required to have their Navarro College ID and Residence Hall keys on them at all times. If a student is locked out, he/she can call the Emergency Cell Phone (903-654-2778) and request to have his/her door unlocked. The student must show his/her Navarro College ID before he/she will be allowed entry into the room. The first unlock is free. Each additional unlock will result in a \$10 fee. Doors will not be unlocked if you are not a resident of that room or if you leave personal items in another resident's room.

E. Exterior Doors

Exterior doors or doors with a deadbolt to the residence halls should be locked at all times to promote safety and limit access by non-residents. These doors should not be left unlocked or propped open at any time. Unlocked doors could lead to fines for all residents of an unlocked room. These fines will be assessed at \$25 to each resident. Front doors and bedroom doors are to remain closed and locked, except for the purpose of entering or exiting a room.

Regular police patrols routinely check buildings after normal building hours to ensure that all campus buildings are secure.

General Emergencies and Evacuation Procedures

Navarro College recognizes that, at any time, an emergency can occur which may require that students, faculty and staff take steps to prevent the loss of life or the destruction of property. Such emergencies include natural disasters, weather related incidents, fire, chemical spills, medical incidents involving injuries or illness, civil disturbances, bomb threats and violent crime. Navarro College also recognizes the particularly high cost of violent crimes and the disruptive effects that they have on our community.

On an annual basis, Navarro College officials conduct a variety of emergency response drills designed to mitigate potential threats to the welfare of the campus community. These drills are designed to include scenarios which require that participants utilize both in-shelter and evacuation procedures.

In the event of a confirmed emergency, alerts and safety instructions will be distributed using the most expedient methods available to the specific location affected. Some examples of methods may include, but are not limited to: public address systems, presence and verbal announcements made by emergency personnel, E-mail, telephone, cellular telephone, text message and press releases to public news media.

Fire Drills/Emergency Evacuation

Fire drills are conducted every semester to educate residents on how to react in the event of an emergency situation. Staff use various techniques to alert students of such a situation. Examples include using the sound of the fire alarm, staff knocking on a door, using air horns, directing students to the emergency exits, and following the procedure for evacuating the building. During a fire drill, every room will be checked by staff to ascertain that all areas have been evacuated. Failure to evacuate in an immediate and cooperative

manner during a drill or alarm will result in a \$50 fine and further disciplinary action. A fire drill is conducted at least once a semester in each residence hall. Each member of the Navarro College community is encouraged to participate in safety exercises, and to become familiar with recommended safety practices.

Navarro College

Annual Fire Report: 2019

Fire Safety Report

The Office of Residence Life, in conjunction with NCDPS, will publish an Annual Fire Safety Report (beginning October 2010). This report will include all fire statistics, emergency response and evacuation procedures, and all policies regarding fire drills and alarms.

Fire – Defined

Any instance of open flame or other burning in a place not intended to contain the burning, or burning in an uncontrolled manner.

Fire Safety Equipment

The fire safety equipment installed in Residence Life MUST NOT be tampered with or used for any reason other than a genuine emergency. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing fire extinguishers, hoses, smoke detectors, or any other emergency equipment from their proper location, except when done with real need for such equipment, is an extremely serious violation. Individuals found to be responsible for tampering with any fire safety equipment will be subject to disciplinary action that may include expulsion from Residence Life or Navarro College.

Fire Safety Education

Through the use of fire drills, Navarro College Residence Life provides fire safety and education for students. These are conducted several times per semester.

Future Improvements

The Navarro College Director of Physical Plant and the Director of Residence Life evaluate the fire safety systems being utilized on the campus and makes recommendations when changes are required.

Fire Procedures

If a fire is reported in a Navarro College residential facility, the Residence Life employee on duty or a student reporting the fire should notify the Fire Department at 911 immediately. The following is a list of other campus officials who should be notified:

1. NCDPS
2. Director of Residence Life
3. District President
4. Vice President of Institutional Advancement and Operations
5. Executive Director of Physical Plant
6. Vice President of Student Services

Any other emergency response units may also be called if needed (ambulance, municipal police department, etc.).

Candles/Cooking in Rooms

Candles of any kind (decorative or scented), candles that have not been lit, wickless candles, incense, and open flame decorations such as potpourri are fire hazards; therefore, the burning of candles, incense, or potpourri is prohibited. Also cooking items, such as crock-pots, hot plates, portable tabletop electric grills, and toaster ovens are not allowed. All these items will be confiscated and a monetary fine will be issued (this is listed on the Fines List as a violation of the Fire Code). There will be a \$30 charge per item, not to exceed \$250. Repeated offenders could be subject to expulsion from Residence Life.

Fire Drills

Fire drills are conducted every semester to educate residents on how to react in the event of an actual fire or other emergency situation. Residence Life staff use various techniques to alert students of such a situation. Examples include using the sound of the fire alarm, staff knocking on doors, using air horns, directing students to the emergency exits, and by following the procedures for evacuating the building. During a fire drill, every room will be checked by staff to ascertain that all areas have been evacuated. Failure to evacuate during a drill or alarm in an immediate and cooperative matter will result in a \$50 fine and further disciplinary action. A fire drill is conducted at least once per semester in each residence hall.

Fires Reported

No reportable fires occurred during the 2017, 2018 or 2019 calendar years.

2019
Fire Safety Systems in Navarro College Residential Facilities

Facility	Fire Alarm Monitoring Done On Site by Residence Life and/or NCDPS	Partial * Sprinkler System	Full ** Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills each calendar year
Albritton Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Borkchum Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Boyd Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Bunch Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Burkhart Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Burson Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
CA-19 Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
CA-21 Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Carmody Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Daniels Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Eady Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Erwin Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Estes Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Gillen Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Hooser Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
"Truth" IOOF - 3400 W. 2nd Ave.	X	No	No	Yes	Yes	Yes	3
"Love" IOOF - 3400 W. 2nd Ave.	X	No	No	Yes	Yes	Yes	3
"Friendship" IOOF - 3400 W. 2nd Ave.	X	No	No	Yes	Yes	Yes	3
Jones Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3

Keeney Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
McCormick Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Norwood Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Pearce Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Raines Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Reed Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Wasson Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3
Wolens Hall - 3200 W. 7th Ave.	X	No	No	Yes	Yes	Yes	3

* Partial Sprinkler System is defined as having sprinklers in the common areas only.

** Full Sprinkler Systems is defined as having sprinklers in both common areas and individual rooms.

2019 Fire Statistics

Navarro College (On-campus Student Housing)

	2017	2018	2019
Albritton Hall	0	0	0
Borkchum Hall	0	0	0
Boyd Hall	0	0	0
Bunch Hall	0	0	0
Burkhart	0	0	0
Burson Hall	0	0	0
CA-19	0	0	0
Carmody Hall	0	0	0
Daniel Hall	0	0	0
Eady Hall	0	0	0
Erwin Hall	0	0	0
Estes Hall	0	0	0
Gillen Hall	0	0	0
Hooser Hall	0	0	0
“Truth” IOOF Cottage	0	0	0
“Love” IOOF Cottage	0	0	0
“Friendship” IOOF Cottage	0	0	0
Jones Hall	0	0	0
Keeney Hall	0	0	0
McCormick Hall	0	0	0
Norwood Hall	0	0	0
Pearce Hall	0	0	0
Raines Hall	0	0	0
Reed Hall	0	0	0
Wasson Hall	0	0	0
Wolens Hall	0	0	0